

# CHECKSHEET: TEMPORARY BUILDINGS

Including Marquees, stages over 1m in height, grandstand seating etc.

Kapiti Coast District Council,  
175 Rimu Road, Paraparaumu 5032  
Private Bag 60601, Paraparaumu 5254  
For enquiries, phone 04 296 4700 or 0800486 486

**Address of Project:** \_\_\_\_\_

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing.  
Please attach **1 copy** of the following information with your completed application form.  
**Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **N/A** across the box.

Customer Use			For Office Use Only
<input type="checkbox"/>	a	<b>Application form</b> Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Proof of ownership</b> One recent copy of <u>current</u> Record/s of Title (i.e. not older than 3 months) <b>AND</b> where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Application fee</b> Applications will not be accepted without payment of the appropriate fees. Fees payable can be found on Council's website <a href="https://www.kapiticoast.govt.nz/building-consent-fees">Building consent fees - Kāpiti Coast District Council (kapiticoast.govt.nz)</a> .	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Site and Locality plan (1:500):</b> Including security fences and any existing buildings.	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Sanitary Facilities:</b> <ul style="list-style-type: none"> <li>Number, location and allocation to sexes.</li> <li>Facility for disabled person (public use).</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	f	<b>Scaled floor plan indicating:</b> <ul style="list-style-type: none"> <li>Furniture layout/number of seats/bar facilities.</li> <li>Number and widths of exitways.</li> <li>Position of safety barriers.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	g	<b>Fire Report</b> <ul style="list-style-type: none"> <li>Evidence of fabric standard test for flammability.</li> <li>Alerting devices (where occupancy exceeds 50 persons).</li> <li>Emergency lighting (night time uses).</li> <li>Impact of adjacent existing buildings.</li> <li>Egress paths lengths.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	h	<b>Structure - method of compliance</b> <ul style="list-style-type: none"> <li>NZS 3604 (light timber frame).</li> <li>Specific design including design specification for wind and fixing details and calculations.</li> <li>Producer Statement.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	i	<b>Access</b> <ul style="list-style-type: none"> <li>Aisle width for seating areas.</li> <li>Stair dimensions and construction.</li> <li>Handrails to stairs.</li> <li>Lighting and contrasting nosing to stairs.</li> <li>Seating accessible to people with disabilities.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	j	<b>Safety from falling</b> <ul style="list-style-type: none"> <li>Barriers where it's possible to fall 1m or more (not required to front of stages).</li> <li>Security to restrict public access to light towers etc.</li> </ul>	<input type="checkbox"/>

<input type="checkbox"/>	k	<b>Other authorisation that may be required</b> <ul style="list-style-type: none"> <li>Land owner approvals (evidence required where applicant is not the owner).</li> <li>Temporary Food Licence may be required if you are preparing, cooking or serving food.</li> <li>Special licence may be required for consumption of liquor at an event, where alcohol is sold, or tickets are sold.</li> </ul>	<input type="checkbox"/>
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## Attached

The following documents are attached to the application:

<input type="checkbox"/> Plans and specifications
<input type="checkbox"/> Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions)
<input type="checkbox"/> Current product certificate(s)
<input type="checkbox"/> Alternative current product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions)
<input type="checkbox"/> Current manufacturer's certificate(s) referred to in section 45(1)(bb) of the Act
<input type="checkbox"/> Current manufacturer's certificate(s) referred to in section 45(1)(bc) of the Act
<input type="checkbox"/> Memoranda from Licensed Building Practitioners who carried out or supervised any design work that is restricted building work
<input type="checkbox"/> Project information memorandum
<input type="checkbox"/> Certificate attached to project information memorandum
<input type="checkbox"/> Proof of ownership
<input type="checkbox"/> Waivers and/or modifications supporting documentation

## Marquee - Guidelines

### Structure:

- Producer Statement plus calculations to show wind speed (3 second gust) for frames or fabric.
- Base fixing requirements for frames (uplift/shear resistance)
- Guy rope base fixing requirements (uplift/shear) - allow for friction/uplift if using above ground weights.

### Fire Safety:

- Ignitibility Index - compliance with Code?
- Number of occupants and plan showing means of escape (including widths and locations) to a safe place
- Emergency exit signs are required over each exit.
- Manual call points are required over each exit.
- Rubbish bins to be over 1m from side walls
- Lighting, shades and bulbs to be 600mm clear of fabric
- Gas or solid fuel cookers or heaters to be over 1.5m from side wall/fabric.
- Electric cookers or heaters to be over 1m from fabric.
- No smoking in venue.
- Fire warden(s) to be present and clearly identifiable.
- Tables, chairs, seats, displays to be arranged to provide clear escape aisles.