

Application for temporary structure

Section 33 or Section 45, Building Act 2004



Date received: _____

Application No: _____

APPLICATION TYPE (tick appropriately)

I request that you issue a:

Project information memorandum

Building consent

Residential

Commercial (see * on page 4)

THE BUILDING

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Legal description of land where building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Building name:

Location of building within site/block number: *(include nearest street access)*

Number of levels: *(include ground level and any levels below ground)*

Level or unit number:

Current, lawfully established, use: *(include number of occupants per level and per use if more than 1)*

Area: *(total floor area; indicate area affected by the building work if less than the total floor area)*

m²

Year first constructed:

THE OWNER

Name of owner: *(Include preferred form of address e.g. Mr, Miss, Dr if an individual)*

Contact person: *(Insert n/a if the applicant is an individual)*

Mailing address:

Postcode:

Street address/registered office:

Phone number: Landline

Daytime:

Facsimile number:

Mobile:

Email address:

Website:

The following evidence of ownership is attached to this application:
[copy of certificate of title, lease agreement or agreement for sale and purchase showing full name of legal owner(s) of the building]

AGENT (only required if application is being made on behalf of the owner)

Name of agent:

Contact person:

Mailing address:

Postcode:

Street address/
registered office:

Phone number:
Landline

Daytime:

Facsimile number:

Mobile:

Email address:

Website:

Relationship to owner: (supply details of authorisation from the owner to make the application on the owner's behalf)

FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH COUNCIL/BUILDING CONSENT AUTHORITY

Full name:

Mailing address:

Postcode:

Phone number:

Mobile:

Facsimile number:

Email address:

BILLING

All consent related invoices/refunds to be billed and posted to:

Owner:

Or Agent:

SIGNATURE

Signature:

Owner:

Agent:

Date:

Name:

THE PROJECT

Description of work: (please tick and give details)

- Marquee over 100 square metres
- Marquee complex
- Stage over 1.5 metre high
- Scaffold structure
- Grandstand
- Portable building
- Temporary artwork
- Other

Have you provided the following? (tick where relevant)

- Site plan
- Cross sections
- Full floor plan
- Elevations
- Structural details and calculations
- Two copies of plans
- Producer statement design
- Producer statement design review
- Flammability index rating

Detailed description:

Additional fees are payable if complex processing or additional inspections are required.

Date of erection: Date of removal:

Producer statement (inspections)

I (name) of (company)

Issue this statement to Council, in respect of the temporary structure described in this application. I agree to accept any conditions imposed on the building consent. I confirm that I am a suitably qualified person; and as such agree to erect the structure in accordance with the consented plans. I also confirm that the structure will be erected and maintained to the extent required by the building consent before the structure is occupied and that all safety features and systems will be installed and maintained in accordance with the Building Regulations

DETAILS TO ACCOMPANY THIS APPLICATION:

- Plans and details as shown above
- Building consent fees
- Completed lodgement checklist

The application fee of \$ (GST inclusive) is payable at the time of application. Additional fees are payable if more than one inspection is necessary

FIRE SAFETY CONSIDERATIONS

Building Code clause

Means of compliance (tick as applicable)

Siting

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- If the building is situated adjacent to an existing building, make sure the existing exits to the building are maintained
- If the existing building's means of escape is compromised, a fire design prepared by a suitably qualified expert will be required
- All buildings should be more than 1 metre from the lot boundaries

LPG appliances

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- LPG inside the building must be limited to 10kg in total. If more than this amount is required, a Hazardous Substance Enforcement Officer must provide prior approval.
- Only appliances approved for internal use can be used inside the building. Generally, patio heaters cannot be used inside

Portable diesel heaters

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- Only to be used to preheat the building
- Must be removed before the building is occupied

Combined with buildings

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- If the building is to be used as an extension to an existing building or another building, a fire design prepared by a fire engineer will be required

Two story buildings

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- Buildings with a second floor are to have a fire design prepared by a fire engineer

Escape route lengths

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- Where only one exit is provided, the escape route length must be in accordance with New Zealand Building Code
- Where two or more exits are provided, the escape route length via any exit must be in accordance with New Zealand Building Code

Exit positions

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- Where more than one exit is provided, they shall be placed at approximately equal intervals around the perimeter of the building

Exit widths

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- The total width of exits must be equal to the total number of occupants multiplied by 7mm
- Each exit should have a minimum width in accordance with New Zealand Building Code
- Where more than one exit is provided the widest exit is not to be considered as part of the exit width calculations
- Furniture layout shall be arranged so that adequate access to the exits is available

Fire alarm

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- Fire alarm call points must be located adjacent to each exit
- All sounders must be interconnected so that if any call point is activated all sounders operate
- If the building has internal partitions, a fire alarm may be required with less than 100 occupants

Emergency lighting and illuminated exit signage

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- Emergency lighting and illuminated exit signage only needs to be installed when the building is used during the hours of darkness

Telephone

<input type="checkbox"/> Applies	<input type="checkbox"/> Not applicable
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- Telephone to be available to enable 111 calls to be made

FIRE SAFETY CONSIDERATIONS

Evacuation procedure

 Applies

 Not applicable

- Evacuation procedure must satisfy the NZ Fire Service requirements prior to occupation
- Where the building is attached to another building the existing evacuation scheme for the building must be amended to incorporate the building

Fire extinguishers

 Applies

 Not applicable

- Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment

No of occupants	Means of escape (exits)	Exit signage	Illuminated exit signage	Fire alarm	Telephone	Evacuation procedure	Fire extinguishers	Emergency lighting throughout
Up to 50	One	Yes	No	No	No	Yes	No	No
51 to 100	Two	Yes	No	Yes	Yes	Yes	No	No
101 to 250	Two	Yes	No	Yes	Yes	Yes*	No	No
251 to 500	Two	Yes	Yes	Yes	Yes	Yes*	Yes	No
501 to 1000	Three	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
1001 to 2000	Four	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
Over 2000	Specific design by a suitably qualified person							

* Fire evacuation plan to be approved by the New Zealand Fire Service

OCCUPANTS DENSITIES

PERSONAL HYGIENE FACILITIES

Area	User/m ²	Occupant numbers (standard facilities)	Number of fixtures
Bar standing area	2.0	1 - 5	1
Loose seating	1.3	6 - 40	2
Bar sitting area	1.0 (or number of seats)	41 - 80	3
Restaurants, dining rooms, loose seating with tables	0.9 (or number of seats)	> 80	3 for the first 80; thereafter add 1 per 50
Dining, beverage and cafeteria spaces	0.8	Occupant numbers (accessible facilities)	Number of fixtures
Exhibition area, trade fairs	0.7	1 - 300	1
Showrooms	0.2	> 300	2
Furniture, floor covering, large appliance, building supply and Manchester retail space	0.1	Occupant numbers (standard facilities)	Number of fixtures
Kitchens	0.1	1 - 5	1
Fixed seating areas	Number of seats	6 - 40	2

TC CALCULATE OCCUPANT NUMBERS

Building floor area: m² X occupant density Person/m² = occupants

TO CALCULATE MINIMUM EXIT WIDTH

Number of occupants: X 7mm ÷ (number of exits - 1) mm Min. 1000mm

TO CALCULATE NO. OF UNISEX SANITARY FACILITIES (over 80 occupants)

(number of occupants: - 80) ÷ 50 = + 3 = fixtures
 (Must include 1 accessible unit for 1 - 300 occupants or 2 accessible units for >300 occupants)

OFFICE ONLY USE

Receipt No.:	<input type="text"/>
Deposit \$:	<input type="text"/>
PIM/BC No:	<input type="text"/>
Date:	<input type="text"/>

Processing Office		
<input type="checkbox"/> Central	<input type="checkbox"/> Henderson	<input type="checkbox"/> Orewa
<input type="checkbox"/> Papakura	<input type="checkbox"/> Pukekohe	<input type="checkbox"/> Takapuna
<input type="checkbox"/> Manukau	<input type="checkbox"/> Compass	<input type="checkbox"/> MBC

Application exemption granted under Building Act 2004 Schedule 1 (k)

Name of Officer:	<input type="text"/>
Position:	<input type="text"/>

Signed: