



# Application for Building Consent Marquees


SECTION 33 OR SECTION 45, BUILDING ACT 2004



## Apply Online: Preferred Option

 ashburtondc.govt.nz  
 building@adc.govt.nz

## Drop off or Post to:

 2 Baring Square East  
Ashburton 7700

**Version:** 10  
**Date:** Sept 2024  
**Code:** BAM 050 M  
**Form:** 2

## The Building

Site address:  
(Street / Road / Township)

Legal description of the land where the building is located:

Lot:

DP:

Valuation number:

Building name:

(if applicable)

Number of levels:

(include ground level & any below ground)

Level/unit number:

Area: (floor total in m<sup>2</sup>)

Current lawfully established use:

(e.g. Dwelling)

Year building first constructed:

(Only applicable to existing buildings, approximate date is acceptable, e.g. 1920's)

Location of project:

(site access description  
to provide directions  
for inspections etc.)

## The Owner

Name of owner:

Contact Person:

(If different from owner)

Mailing address:

Street address /  
registered office:

Contact details:

Landline:

Mobile:

Daytime no:

After hours no:

Fax:

Website:

Email address:

The following evidence of ownership is attached to this application:

Copy of Certificate of Title (Current within 6 months of issue date, including deposited plan) **OR** Council to provide (additional cost)

Signed copy of Sale and Purchase Agreement

Copy of Lease Agreement & Owner's Written Permission

Other document showing full name of legal owner(s) of building (e.g. current Rates Invoice)

## The Agent

Company Name:

Contact Person:

Mailing address:

Street address /  
registered office:

Contact details:      Landline:      Mobile:      Daytime no:

After hours no:      Fax:      Website:

Email address:

Please send all invoices to:      Owner      Agent

## Description of Work

Detailed Description (use):

Date of Erection:

Date of Removal:

## Documents

*(Electronic PDF's preferred)*

**Site Plan**

**Certificate of Title** - less than 6 months old

**Cross Sections**

**Full Floor Plan**

**Application Fee of \$** (GST Inclusive)

**Elevations**

**Structural Details**

**Plans**

**Producer Statement(s)**

Estimated Value Of Proposed Work (GST inclusive):

*Rounded to the nearest \$1000.00*



## Fire Safety Considerations For Marquees

### SITING

Applies

Not Applicable

If the marquee is situated beside a building, make sure the existing exits to the building are maintained. If the existing building's or the marquee's means of escape is compromised, a fire design prepared by a fire engineer will be required.

If the marquee is situated in close proximity (i.e. within 10m) of a commercial building, check that this building is not a sprinklered building. If it is a sprinklered building, then the marquee must be separated by 3m if it is for Social use (lower fire load) or 10m horizontally and 15m vertically if it is for display use (i.e. higher fire loads).

If the marquee is situated within 10m of a sprinklered building, the buildings insurers must be aware that the building is out of compliance for the duration of the marquee being there.

All marquees should be more than 1m from property boundaries.

### MATERIALS

Applies

Not Applicable

The marquee is clearly labelled to fire resistance **or**

Flamability Statement showing compliance with AS1530

### LPG APPLIANCES

Applies

Not Applicable

LPG inside the marquee 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 marquee. Generally patio heaters can't be used inside.

### PORTABLE DIESEL HEATERS

Applies

Not Applicable

Only to be used to preheat the marquee.

Only appliances approved for internal use can be used inside the marquee. Generally patio heaters can't be used inside.

### COMBINED WITH BUILDINGS

Applies

Not Applicable

If the marquee is to be used as an extension to an existing building or another marquee, a fire design prepared by a fire engineer will be required.

### ESCAPE ROUTE LENGTHS

Applies

Not Applicable

Where only one exit is provided, the escape route length must be less than 18m.

Where two or more exits are provided, the escape route length via any exit must be less than 45m.

### EXIT POSITIONS

Applies

Not Applicable

Where more than one exit is provided, they shall be placed at approximately equal intervals around the perimeter of the marquee.

### EXIT WIDTHS

Applies

Not Applicable

The total width of exits must be equal to the total number of occupants multiplied by 7mm.

Each exit should have a minimum width of 1m.

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. The widths to suit the exits.



**FIRE ALARM**

Applies

Not Applicable

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 marquee has internal partitions, a fire alarm may be required with less than 100 occupants.

**EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE**

Applies

Not Applicable

Emergency lighting and illuminated exit signage only needs to be installed when the marquee is used during the hours of darkness.

**TELEPHONE**

Applies

Not Applicable

Telephone to be available to enable 111 calls to be made.

**EVACUATION PROCEDURE**

Applies

Not Applicable

Evacuation procedure must satisfy the Fire and Emergency NZ requirements prior to occupation.

Where the marquee is attached to another building the existing evacuation scheme for the building must be amended to incorporate the marquee.

**FIRE EXTINGUISHERS**

Applies

Not Applicable

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

**Table 1 - Fire Safety Precautions Required**

Please attach certificate of registration with this application.

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	1	Yes	No	No	No	Yes	No	No
51-100	2	Yes	No	Yes	Yes	Yes	No	No
101-250	2	Yes	No	Yes	Yes	Yes*	No	No
251-500	2	Yes	Yes	Yes	Yes	Yes*	Yes	No
501-1000	3	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
1001-2000	4	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
Over 2000	Specific Design by a Fire Engineer							
* To be approved by Fire and Emergency NZ								



## Table 2 - Occupant Densities

Area	Users/m <sup>2</sup>
Bar Standing Area	2.0
Loose Seating	1.3
Bar Sitting Area	1.0 (or number of seats)
Restaurants, Dining Rooms Loose Seating with Tables	Tables 0.9 (or number of seats)
Dining, Beverage & Cafeteria Spaces	0.8
Exhibition Areas, Trade Fairs	0.7
Showrooms	0.2
Furniture, Floor Covering, Large Appliance, Building Supply & Manchester Retail Spaces	0.1
Kitchens	0.1
Fixed Seating Area	Number of seats

### Calculate Occupant Numbers:

$$\text{Marquee Area (m}^2\text{)} \times \text{Occupant Density (Table 2)} = \text{Potential Occupants}$$

### Calculate Exit Width:

$$\text{Potential Occupants} \times \text{No. Exits (Table 1)} = \text{Allowable Occupants}$$

### Calculate Sanitary Facilities (over 80 occupants):

$$\text{Allowable Occupants} \times \text{Occupant Density (Table 2)} = \text{Fixtures Required}$$

## Table 3 - Personal Hygiene Facilities

Occupant Numbers (Standard Facilities)	Number of Fixtures
1-5	1
6-40	2
41-80	3
>80	Add 1 per 50

Occupant Numbers (Accesible Facilities)	Number of Fixtures
1-300	1
>300	2



## Key Personnel / Licensed Building Practitioners Details

### MARQUEE SUPPLIED/ERECTED BY

Business Name:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### FIRE DESIGNER

Business Name:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### REGISTERED PLUMBER

Name of Registered  
Plumberr:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### OTHER

Business Name:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

## The Payment

Cash

Direct Credit

Eftpos

Credit Card

*Note: For direct credit, please make payment to account number **03-1592-0521970-00** include name of applicant and the Building Consent Number (if known). If you don't know the Building Consent number, please enter letters BC in the reference field. This will enable us to match your payment and prevent delays in processing your request.*



## Declaration

If acting “for and on behalf”, I hereby declare that I am authorised to act as Agent of the Owner.

Signed:

Date:

Name:

I am the

Owner:

Agent:

**Privacy Information:** *The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.*

## Important Information:

All the relevant information on this form is required to be provided under the Building Act 2004 and/or Resource Management Act 1991 for the Ashburton District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The information contained in this application may be made available to other units of the Council. Under the Privacy Act 2020, you have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

### Terms of Trade

I/We understand that:

Building Consents shall be paid for when the consent is collected or if the consent is not collected within three months after the date of consent being granted, the work done to date portion i.e. admin and processing costs of the account will be due and payable. The balance of the invoice will be payable when the consent is collected.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector’s fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.



## Important Information:

### Building Consent (BC)

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Processing time is stopped whenever further information is required and starts again when the correct information is received.

Once the Building Consent has been granted, you will receive notification, which will include an invoice for the fees payable. Once the fees are paid in full, your Building Consent will be issued. Work must not start until the Building Consent is issued, and any Resource Consent requirements have been resolved. A Building Consent lapses and is of no effect if the building work to which it relates does not commence within 12 months after the date of issue of the Building Consent or any further period that the Building Consent Authority may allow.

### Inspections

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. Please phone the Council Building Unit on 03 307 7700 at least 48 hours in advance of requiring an inspection to ensure that this can be arranged. The inspections required will be set out in the Building Consent documentation issued by the Council. Failure to have a prescribed inspection carried out may put the issue of the Code Compliance Certificate at risk. All inspections including re-inspections are subjected to a separate charge, even if carried out on the same day.

### Code Compliance Certificate

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the Building Consent, Council is required to decide whether or not a Code Compliance Certificate can be issued. If your project will not be completed within two years you will need to apply for a time extension\*.

*\*Fees apply*

### Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under Sections 33 and 45 and if authorised, the application for a Code Compliance Certificate under Section 92 of the Building Act 2004. They will receive all correspondence and must be authorised by the Owner. All amendments require new authorisation.

### Advisory Notes for Solid Fuel Heaters

- Environment Canterbury rules relating to solid fuel heaters require that only ultra-low emission wood burners or pellet fires currently listed on the Environment Canterbury website be installed on any property smaller than 2 hectares.
- Any enquiries re solid fuel heaters and their emissions should be referred to: Environment Canterbury - Free Phone 0800 32 4636 - [www.ecan.govt.nz](http://www.ecan.govt.nz)
- Wet backs connected to Hot Water Cylinders and Heat Tempering Valves MUST BE Installed by Craftsman Plumber. Council cannot assist with installation instructions.

**Disclaimer** - Advisory notes are issued on a no-liability basis. They are to assist customers to meet compliance.

