

Under Schedule 1 of the Building Act 2004, and effective from 23 December 2010, the following marquees will be exempt from requiring a building consent:

- Marquees for public or private use up to 100m<sup>2</sup>

Marquees over 100m<sup>2</sup> require a building consent. Please contact Council with a minimum of 20 working days prior to your event to allow the processing of your building consent.

**THE FOLLOWING MUST BE SUPPLIED IN SUPPORT OF THE BUILDING CONSENT APPLICATION:**

Site location will need to be approved by the owner of the land and a copy or written approval submitted with your application.

**Site Plan must show:**

- The size of the marquee
- All measurements from boundaries and existing buildings
- Entranceways for fire trucks etc
- Where the nearest fire hydrant or water source is located in metres away from the marquee (no greater than 75m unless the marquee is less than 100m<sup>2</sup>).

**Floor Plan must show:**

- Fire exits
- Location of fire extinguishers, emergency lighting (when used at night) alarm and exit signs
- Table and seating layout.

**Proposed Use must detail:**

- Total occupancy numbers
- Exit door(s) size to take the number of people. Total exit width is occupancy number x 7mm per person or no less than 1m wide with two exits; or
- One side of the marquee completely open.

**Detail emergency warning (for occupancy of over 50 people).**

- Up to 100 people – no alarm required
- 100–250 = manual alarm at all exits
- >250 = fire design report required, exits to be a maximum of 30m apart.
- Fire design for large scale events where occupancy exceeds 250 or involves people sleeping in marquees. An evacuation scheme will be required under the Fire Services Act 1975 for marquees with an occupancy of 100 people or used for sleeping, and you will need to contact your local Fire Services.

Detail Heating Units and show how and where heating is safe to people around the units.

Detail who will be supervising the erection of the marquee and their contact number.

- A specification is required for use of materials specifying surface spread of flame – smoke indices
- A design producer statement is required for structural stability and tie-down detail for the applicable wind zone
- Resource consent may be required
- If the event is selling and supplying liquor an RLC liquor licence will be required
- Detail who the Safety Officers are and what the Evacuation Scheme is – Safety Officers need to have some form of identification
- The evacuation procedure will need to be displayed at all times
- If the marquee is to be used after sunset some form of emergency light is required
- A Form 15 – Certificate of Public Use – is required
- A Form 6 – Code Compliance Certificate – will need to be completed at time of Building Consent application

Please stipulate when a marquee will be erected and when it will be ready for an inspection. You will need time for booking an inspection. Please contact Council to lodge your application where, if the documentation is complete, approval will be given in a timely manner; however, insufficient information may result in a suspension while awaiting further details resulting in an extended time frame.