



Masterton District Council
64 Chapel Street
PO Box 444
MASTERTON 5840



Carterton District Council
Holloway Street
PO Box 9
CARTERTON 5743



South Wairarapa
District Council
19 Kitchener Street
PO Box 6
MARTINBOROUGH

Application for a Building Consent for a Temporary Structure

Section 33 or Section 45, Building Act 2004
Send or deliver your application to the Building
Consent Authority in your district at the address
above

Application No: BC.....

Application to:

Masterton District Council Carterton District Council South Wairarapa District Council

I request you issue a Building Consent *Only* for the building work described in this application

The Building

Street address of building works: _____

Legal description of land where the building is located: _____

*State the legal description as shown on the certificate of title or rates as at the date of this application.
If the land is proposed to be subdivided, include details of the relevant lot numbers and subdivision
consent on separate documents and present with the latest certificate of title.*

Building name: _____

Location of building within site: _____

Number of levels: _____ *Enter the number of floor levels incl. Basements.*

Total floor area: _____ *Total floor area of proposed building work.*

The Owner

Name of Owner: _____ *Owners name or business*

Contact person: _____ *Only if the owner is not an individual*

Owners Mailing Address: _____

Street Address / Registered Office: _____

Phone Landline: _____ **Phone Mobile:** _____

Phone Daytime: _____ **Phone After Hours:** _____

Facsimile: _____ **Email Address:** _____

The Agent (Only required if the application is being made on behalf of the owner)

Name of Agent: _____ Agents name or business

Contact person: _____ Insert NA if agent is an individual

Mailing Address: _____

Street Address / Registered Office: _____

Phone Landline: _____ Phone Mobile: _____

Phone Daytime: _____ Phone After Hours: _____

Facsimile: _____ Email Address: _____

Relationship to Owner: _____

State details of the authorisation from the owner to make the application on the owners behalf.

First Point of Contact for communication with the Council/ Building Consent Authority

Contact person: _____

Mailing Address: _____

Phone Landline: _____ Phone Mobile: _____

Phone Daytime: _____ Phone After Hours: _____

Facsimile: _____ Email Address: _____

Privacy information

The information you have provided on this form is required so that your building consent can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has statutory obligations 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 whoever requests the information.

Under the Privacy Act 1993 you have the right to see and correct personal information that Council holds about you.

Signed by the owner OR by the agent on behalf of the owner

Signed by the owner (if owner applicant)

Signature: _____

Name: _____

Date: _____

Signed by the agent (if agent applicant)

Signature: _____

Name: _____

Date: _____

The Project

Description of work (Please tick and provide details)

- Marquee over 50 square metres
- Marquee – complex
- Stage over 1 metre high
- Scaffold structure
- Grandstand
- Portable building
- Other

Detailed description: _____

Have you provided the following (tick where relevant)

- Site plan
- Cross sections
- Full floor plan
- Elevations
- Structural details
- 2 Copies of plans
- Producer statement – design
- Flammability index rating
- Application fee of \$ _____

Date of erection: _____

Date of removal: _____

Producer statement (inspections)

I _____ (name) of _____ (Company) issue this statement to the District Council nominated at the top of this form, in respect of the temporary structure on this application.

I will accept the conditions set by the Council relating to the building consent, and as a suitably qualified expert, I or persons under my control will supervise the erection of the structure mentioned above. The structure will be erected in accordance with the requirements of the Building code, and will be completed and maintained to the extent required by the building consent before the structure is occupied. I also confirm that any safety feature and system as detailed on the building consent will be installed and maintained in accordance with the Building Regulations.

Signed: _____ Date: _____

Telephone: _____ Fax: _____

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Details to accompany this application:

- Plans and details as listed above
- Building consent fees

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:

Siting

Applies Not applicable

- If the building is situated adjacent to an existing building, make sure the existing exits to the building are maintained. If the existing buildings means of escape is compromised, a fire design prepared by a fire engineer will be required.
- All buildings shall be more than 1 metre from the lot boundaries.

LPG appliances

Applies Not applicable

- 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 Applies Not applicable

- Only be used to pre heat the building.
- Must be removed before the building is occupied.

Combined with buildings Applies Not applicable

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

Two storey buildings Applies Not applicable

- Buildings with a second floor are to have a fire design prepared by a fire engineer.

Escape route lengths Applies Not applicable

- Where only one exit is provided, as permitted by the New Zealand Building Code, the escape route length must be in accordance with the New Zealand Building Code.
- Where two or more exits are provided, the escape route length via any exit must be in accordance with the New Zealand Building Code.

Escape positions Applies Not applicable

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

Exit widths Applies Not applicable

- The total exit widths must be equal to the number of occupants multiplied by 7mm.
- Each exit shall have a minimum width as required by the 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 exits is available.

Fire alarms Applies Not applicable

- Fire alarm call points shall 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 Applies Not applicable

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

Telephone Applies Not applicable

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

Evacuation procedure Applies Not applicable

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

Fire extinguishers Applies Not applicable

- Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment.
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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 *	No	No
501 to 1000	Three	Yes	Yes	Yes	Yes	Yes *	Yes	No
1001 to 2000	Four	Yes	Yes	Yes	Yes	Yes *	Yes	Yes
Over 2000	Specific design by a fire engineer							

* To be approved by the New Zealand Fire Service

Occupant Densities

Area	Users per metre squared
Bar standing area	2.0
Loose seating	1.3
Bar sitting area	1.0 (or the number of seats)
Restaurants, dining rooms, loose seating with tables	0.9 (or the number of seats)
Dining, beverage and cafeteria spaces	0.8
Exhibition areas, trade fairs	0.7
Showrooms	0.2
Furnituer, floor covering, large appliance, building supply and Manchester retail space.	.01
Kitchens	.01
Fixed seating areas	The number of seats

Personal Hygiene Facilities

Occupant numbers (standard facilities)	Number of pan fixtures
1 to 5	1
6 to 40	2
41 to 80	3
>80	Add 1 per 50
Occupant numbers (accessible facilities)	Number of pan fixtures
1 to 300	1
>300	2

To calculate numbers

Building area _____ m² X occupant density _____ = _____ occupants

To calculate exit widths

Number of occupants _____ X 7mm / (number of exits minus 1) = _____ mm (min 1000mm)

To calculate sanitary facilities (over 80 occupants)

Number of occupants _____ -80 / 50 = _____ +3 = _____ Pan fixtures
(Must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for >300 occupants)

Council Use Only

Value: \$ _____	Pricing Code: _____	Initials: _____

Instructions for completing this application

Please read this section before completing the application.

This application is a legal document required by the Building (Forms) Regulations 2004 and must be completed in full. Please follow these instructions to complete each question on the application form.

Incomplete application will not be accepted.

For the purposes of this application for a temporary building, a marquee or scaffold frame (eg for seating etc) are classified as a building.

The Building:

Street address; enter the physical street address of the proposed works.

Legal description; enter the legal description as shown on the certificate of title or rates as at the date of this application. If the land is proposed to be subdivided, include details of the relevant lot numbers and subdivision consent on separate documents and present with the latest certificate of title.

Building name; if the building has an identifiable name enter it here or enter N/A.

Location of building within site; enter where the building is located within the site, ie. north, south, east, west or centre.

Number of levels; enter the number of floor levels in the building incl. basements. Must be 1 to max.

Level / Unit number; enter the level or unit number where the building work is to take place.

Total floor area; enter the floor area of the building works. If the work is not the original or increasing the original size, enter N/A.

The Owner

Enter all the details of the owner of the building where the proposed building work is to be carried out.

The Agent

If the person applying for the building consent is someone other than the owner of the building, enter all the details of the applicant. If the applicant is the building owner, put a line through this block.

First Point of Contact

Enter the name of the person with whom the BCA communicates and the contact details.

Signature

The application **MUST** be signed by the building owner *or* the consent applicant.

Description of Building Work

Tick the box applicable to the particular type of building being constructed and the type of plans being provided. If the type of building is not listed provide a detailed description of the building. Applications for marquees greater than 50 m² in floor area must include PS1 Producer Statement Design for the structural loadings in accordance with AS/NZS1170 from a CPEng registered engineer.

Producer statement (inspections)

The construction of the building must be carried out or supervised by a suitably qualified person and that person **must** complete this section of the application.

Fire safety considerations.

This section of the application is an informative section to be completed to advise the buildings use and help with the calculation of the need to provide facilities and fire safety precautions.

Note: Only escape route lengths are required to be considered for marquees and other temporary buildings being used for private residential purposes only. Including domestic smoke alarms if being used for sleeping purposes.

All fire safety precautions and facilities are to be considered for temporary buildings used for public assembly.

If the design occupancy calculates up to 100 people but there will be less than 50 occupying the building. A fire alarm may not be required but a report must be submitted with the application showing how the occupant numbers are to be limited and managed.