



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 60kg in total, with a max cylinder size of 15kg. If more than this amount is required, a Hazardous Substance Enforcement Officer must provide prior approval.
- See the notes following the instructions at the end of this application for LPG limitations.

- Only appliances approved for internal use can be used inside the building. Generally, patio heaters cannot be used inside.

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**Portable diesel heaters**  Applies  Not applicable

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

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**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.

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**Two storey buildings**  Applies  Not applicable

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

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**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.

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**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.

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**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.

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**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.

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**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.

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**Telephone**  Applies  Not applicable

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

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**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.

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**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 <sup>*2</sup>	Yes	Yes	No	No
101 to 250	Two	Yes	No	Yes <sup>*2</sup>	Yes	Yes <sup>*1</sup>	No	No
251 to 500	Two	Yes	Yes	Yes	Yes	Yes <sup>*1</sup>	No	No
501 to 1000	Three	Yes	Yes	Yes	Yes	Yes <sup>*1</sup>	Yes	No
1001 to 2000	Four	Yes	Yes	Yes	Yes	Yes <sup>*1</sup>	Yes	Yes
Over 2000	Specific design by a fire engineer							

<sup>\*1</sup> To be approved by the New Zealand Fire Service. Check with the NZFS.

<sup>\*2</sup> Alarm required only if joined multiple marquees or partitioned marquees. Not required for single room marquee.

### 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
Furniture, 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 \_\_\_\_\_ m<sup>2</sup> 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 m<sup>2</sup> 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.

**LPG limitations.**

- (a) The use and storage of cylinders of LP Gas indoors, whether full or nominally empty, should be avoided wherever practicable. Cylinders should preferably be located out of doors.
- (b) The total quantity of LP Gas kept (both in storage and connected for use) shall not exceed that stated in the application form. This quantity includes LP Gas cylinders and non refillable containers in use, whether full or nominally empty.
- (c) Any cylinders in use shall be connected to an approved appliance and used in accordance with AS 5601/NZS 5261 or other applicable Standard.
- (d) Users of LP Gas should be aware of the hazards and risks of its storage and use.
- (e) Cylinders shall be kept upright in a well-ventilated area away from any flame, heat or other ignition sources.
- (f) Cylinders shall be protected from excessive temperature rise.
- (g) Cylinders shall be kept upright at all times.
- (h) Cylinders shall be protected from physical impact.
- (i) Cylinders shall be located so that they are not likely to be damaged or dislodged under normal circumstances of use. Any trolley or stand in which the cylinder is housed shall be of metal construction and of adequate stability.
- U) Cylinders shall be kept in a location that does not hinder the escape of people, and is away from any combustible or waste materials.
- (k) Cylinders shall be kept at least 3 m from oxidizing gases, except where the cylinders of LP Gas and oxidizing gas form part of a portable oxy-fuel system used for welding, brazing, cutting and the like.
- (l) Cylinders shall be stored with all cylinder valves closed when not in use.
- (m) Cylinders and their fittings shall be inspected for leaks prior to their use, e.g. by using a soap and water or detergent solution to detect leaks at all joints.