



Clutha District Council

Building Consent Application Checklist Marquees

Application Details Required Before A Building Consent Can Be Processed By Council Staff

Not Applicable	Not Acceptable	Acceptable	
			Site Plan
			Parking
			Floor plan should with exits identified
			Sanitary facilities
			Emergency lighting
			Fire safety precautions
			Land owner's approval

TABLE 1 – FIRE SAFETY PRECAUTIONS REQUIRED

Numbers of occupants	Means of Escape (exits)	Exit Signage	Illuminated Exit Signage	Fire Alarm	Telephone	Evacuation Procedure	Fire Extinguisher	Emergency Lighting Throughout
Up to 50	One	Yes	No	No	No	No	No	No
51 to 100	Two	Yes	No	Yes	Yes	No	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 Fire Engineer							

* To be approved by the New Zealand Fire Service

TABLE 2 – OCCUPANT DENSITIES

Area	Users/m ²
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	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 space	0.1
Kitchens	0.1
Fixed seating areas	Number of seats

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 Number (Accessible Facilities)	
1 – 300	1
> 300	2

Calculate Occupant Numbers:

Marquee area m² x occupant density (table 2) = occupants

Calculate Exit Width:

[occupants x 7mm / [no. exits (table 1) - (widest)] = mm (Min. 1000)

Calculate Sanitary Facilities (over 80 occ.):

[occupants - 80 / 50 = +3 = Fixtures

(must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for > 300 occupants)

For Office Use

Owner's Name: VNZ No:

- Application Lodgement Accepted Information provided satisfactory for lodgement commence application processing
- Application Lodgement Declined returned with verbal reasons for declining
- returned with letter giving reasons for declining

Receiving Officer: Date:

Approving Officer: Date: