

CLUTHA DISTRICT COUNCIL

Telephone: (03) 419 0200 Fax: (03) 418 3185
 Address: PO Box 25, Balclutha 9240

Appln No:
VZ No:
Date Lodged:
Receipt No:
Date Paid:
Date Issued:

Application for Building Consent To Erect a Marquee

(Public functions 50m² / Private functions 100m²)
 Section 33 or 45 of the Building Act 2004

Name of Owner

Name:

Address:

Contact Telephone No:

Applicant: *(only required if application is being made on behalf of the owner, delete if not applicable)*

Name:

Address:

Contact Telephone No:

Land Owner Approval *(state details of the authorisation from the owner to make the application on the owner's behalf)*

Signed on behalf of the owner:

Location (address):

.....

Description of Function:

.....

Dates of Intended Use			Public Use		Private Use	
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Hours of Use		Proposed Maximum Occupancy Numbers	
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Is liquor being sold/supplied?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are toilet facilities being provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is food being sold/supplied?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Size m² of marquee		Date and time when inspection required:	Date:		Time:	
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Signature of Owner or Agent on behalf of and with the authority of the owner.

Signature: _____ **Date:** _____

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

Not Applicable	Not Acceptable	Acceptable	
			Site Plan
			Floor plan 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	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*	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

(Note to Building Control Officer – Please complete Marquee Checksheet as well)

<u>For Office Use</u>	
Owner's Name:	VNZ No:.....
Application Lodgement Accepted <input type="checkbox"/>	Information provided satisfactory for lodgement commence application processing
Application Lodgement Declined <input type="checkbox"/>	Returned with verbal reasons for declining
	Returned with letter giving reasons for declining
Receiving Officer:	Date:
Approving Officer:	Date: