

CLUTHA DISTRICT COUNCIL

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

Application for Building Consent To Erect a Marquee

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

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

Owner Details

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****Hours of Use****Proposed Maximum
Occupancy Numbers****Is liquor being sold/supplied?**

Yes No

**Are toilet facilities being
provided?**

Yes No

Is food being sold/supplied?

Yes No

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

Signature: _____ Date: _____

Details Required For Application

Not Applicable	Not Acceptable	Accepted	
			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

TABLE 2 – 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)	Number of Fixtures
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)

<u>For Office Use</u>				
Owner's Name:	VNZ No:	Ozone ID No:		
Building Category	R1 R2 R3 C1 C2 C3	<u>Fees</u>	Drainage	Yes No Minor Plumbing
Application Lodgement Not Complete Advised On				
		By Email	Or Phone	Initial
Returned with letter giving reasons for declining.				
Application Lodgement Accepted		Information provided satisfactory for lodgement commence application processing.		
Vetting Officer:		Date:		

Privacy Statement: The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Building Act of 2004 and may be shared with relevant government agencies. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthadc.govt.nz or 0800 801 350