

**BUILDING UNIT**

# Form 2 Application for a Building Consent To Erect a Marquee, Amendments and Exemptions

Under *The Building Act 2004, Section 45 and Schedule 1, Part 1, Clause 2*

Please submit the Application to Erect a Marquee by emailing to: **buildinginfo@wmk.govt.nz**

BC No.: \_\_\_\_\_

## 1. The Project

Site address (street/road/township): *for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection*

Legal description of the land where the building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Lot:	DP:	Valuation Number:		
Marquee area:	Number of people:	Hours of operation:		
Date of erection:	Date of function:	Date of dismantling:		
Tick if available:	Fire extinguishers	Exit signs	Emergency lighting	Peg protection
Marquee to be erected by: (person)				

## 2. The Owner - all details must be the legal owner's

Full legal name(s) of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr, if an individual)*

Contact person: *(not required if the owner is an individual. Must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:	Mobile:	Daytime:	After hours:	Fax:
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Email: Website:

As the owner, where you have given authorisation for an Agent to act on your behalf, please confirm if you require a copy of Building Consent correspondence and associated Inspection Notices following the formally received notification. Yes No

The following evidence of ownership is attached to this application:

Copy of Record of Title OR Council to provide *(additional charge applies - see below)*

***(The Record of Title has to be current within 1 month of being issued and must include a deposited plan [diagram]. Where the Record of Title is not current, the Council will provide this [additional charge applies - refer to Council Fees and Charges Schedule [waimakariri.govt.nz/services/fees-and-charges](http://waimakariri.govt.nz/services/fees-and-charges)])***

Signed copy of Sales and Purchase Agreement *(If Record of Title is not issued)*

OR other document showing full name of legal owner(s) of the building *(e.g. Rates Invoice)*

### 3. Applicant - only required when the applicant is not the owner or the agent e.g. leasee/tenant

**PLEASE NOTE** - Authorisation is required from the owner of the property.

Full name(s) of applicant: *(e.g. leasee/tenant)*

Contact person: *(not required if the applicant is an individual)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owner's behalf)*

### 4. Agent – only required when the application is being made on behalf of the owner

**PLEASE NOTE** - Authorisation is required from the owner of the property.

Full name(s) of agent:

Contact person: *(not required if the applicant is an individual)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owner's behalf)*

**PLEASE NOTE** - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work

## 5. Application

I request that the following (please select one) be issued for the building work described in this Application:

Building Consent

Amendment to Building Consent

**Please Note:** Amendments must be authorised by the owner

Exemption from the need for B/C

(Refer to Building Act 2004 Schedule 1, Part 1, Clause 2)

I wish to receive my approved documentation in the following format:

**PLEASE NOTE** - If hard copy, please confirm if you wish to pick it up from the Council or have it posted.

Electronically via Sharefile Transfer Portal (You must be set up and registered for this option)

Hard copy: (onsite - this is an additional charge) (post) OR (pick-up)

**PLEASE NOTE** - One set of "Onsite" hard copy consented documents must be available at all times for inspections.

All consent related invoices/refunds to be billed and sent to:

Owner

Applicant

Agent

Or other (If other, please complete below)

Company name: (if applicable)

Contact person:

Mailing address:

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

**PLEASE NOTE** - Any refunds are to the receipted name unless written authorisation has been received from the receipted person or company.

### Terms of trade

I/We understand that:

Building Consents shall be paid for when the consent is collected/uploaded or if the consent is not collected/uploaded within three months after the date of consent being granted, the work done to date portion i.e. admin and processing costs of the account will be due and payable. The balance of the invoice will be payable when the consent is collected/uploaded.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

### Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed under Section 45 of the Building Act 2004.

Full name:

Date:

I am the: Owner Applicant on behalf of, and with the authority of the owner

Agent on behalf of, and with the authority of the owner

## 6. Marquee Site plan

**PLEASE NOTE** - *The information contained in this application may be made available to other units of the Council.*

### Please draw

1. Site plan – indicating proximity to other buildings on site
2. Floor plan layout – (a) seating/tables/bar (b) exit point(s)



## 7. Compliance calculations

### Notes for guidance

Acceptable solutions can be calculated using the information below:

Total floor area of the marquee: \_\_\_\_\_ sq. m

#### Calculate the Occupancy Density

(see table 1)

Total number of persons:

$$\begin{matrix} \text{area (m}^2\text{)} & \times & \text{occupancy density} & = & \text{total no. of persons} \\ & & \text{(see table 1 for calculation)} & & \end{matrix}$$

Calculate the Exits

Total metres of exit width:

$$\begin{matrix} \text{no. of Persons} & \times & \text{7mm of width} & = & \text{total metres of} \\ & & \text{per persons} & & \text{exit width (not less} \\ & & & & \text{than 850mm)} \end{matrix}$$

**PLEASE NOTE** - See Table 3 for number of exits required

Where two escape routes are required, each escape route shall be sized for the required total width i.e.: where a total of x metres of exit width is required, two exits of x metres shall be provided. Where more than one means of escape is required, the minimum distance between the two routes shall be 8 metres. Exitways must be evenly distributed around the perimeter of the marquee to avoid excess travel distances. The minimum width of any escape route is 850mm.

#### Calculate the Safety Features required

\*Exit signs must be illuminated when the marquee is used during the hours of darkness (see table 2). Note your requirements on page 1.

#### Number of Exits provided

(see table 3)

#### Number of Sanitary Fixtures provided

(see table 4)

#### Purpose/Event Activities (Describe)

Table 1	Persons Per m2
Bar standing area:	2.0
Loose seating + tables:	1.3
Loose seating + tables:	0.9
Dining tables + chairs:	0.9
Fixed seating:	# of seats provided

Table 2 - Total Occupant Load Protection Required	
Up to 50:	Exit signage
50-100:	Exit signage
101-250	Illuminated* exit signage
251-500	Illuminated* exit signage
501-1,000	Emergency lighting* throughout
1,001-2,000	Emergency lighting* throughout
Over 2,000	Emergency lighting* throughout

Table 3	Persons Per m2
Up to 500 persons:	2 means of escape
501-1,000 persons:	3 means of escape
1,001-2,000 persons:	4 means of escape
No exitway shall be less than 850mm in width	

Table 4 - Number of Sanitary Fixtures Required:	
Up to 50 persons:	1 fixture
Up to 80 persons:	2 fixtures
Plus one for every additional 50 or part thereof	
Number of Accessible (Disabled) Fixtures Required:	
Up to 300 persons:	1 fixture
Up to 600 persons:	2 fixtures
Up to 1,000 persons:	3 fixtures

## 8. Attachments

The following documents are attached to this application:

- Site Plan (including distances to boundaries & north point)
- PS1 & Engineer's Calculations (PS1 must be less than 18 months old)
- Flammability Test Report
- Plans and specifications *(list)*:

Alternative plans and specifications *(if the applicant wants to obtain pre-approval for possible product substitutions, list)*:

- Current (CodeMark) product certificate(s)
- Alternative (CodeMark) product certificate(s) *(if the applicant wants to obtain pre-approval for possible product substitutions)*
- Current (BuiltReady) manufacturer's certificate(s)
- Memoranda (Certificates of Design Work) from licensed building practitioner) who carried out or supervised any design work that is restricted building work

**Please continue on the Appendix as follows for further information requested by the Waimakariri District Council.**

### Office use only

Date/time received: Officer:  
Date/time vetted/accepted: Officer:

### Office use only

Amount due: \$ Date: Officer:  
Date payment processed: Receipt: Officer:

## Important information

All the relevant information on this form is required to be provided under the Building Act 2004 and/or Resource Management Act 1991 for the Waimakariri District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

## Application information

### a. Building Consent (BC):

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Processing time is stopped whenever further information is required and starts again when the correct information is received.

Once the Building Consent has been granted, you will receive notification, which will include an invoice for the fees payable.

Once the fees are paid in full, your Building Consent will be issued. Work must not start until the Building Consent is issued.

A Building Consent lapses and is of no effect if the building work to which it relates does not commence within 12 months after the date of issue of the Building Consent or any further period that the Building Consent Authority may allow. You may request an extension which will need to be agreed to by Council (fees apply), refer to [building application forms and fact sheets](#).

### b. If the applicant does not own the land, they must provide written approval from the owner to submit this application.

## Fees

The application for a Building Consent must be accompanied by the fees as described in *Section 45 of the Building Act 2004*. Any additional work to process the Building Consent will be invoiced and needs to be paid in full before the Building Consent can be granted, refer to [building services fees and charges](#).

## Inspections

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. Please phone the Council Building Unit on 03 311 8906 to ensure that this can be arranged.

The inspections required will be set out in the Building Consent documentation issued by the Council. Failure to have a prescribed inspection carried out may put the issue of the Code Compliance Certificate at risk.

All inspections, including re-inspections, are subjected to a separate charge, even if carried out on the same day.

## Code compliance certificate

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the Building Consent, Council is required to decide whether or not a Code Compliance Certificate can be issued.

## Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under *Section 45* and if authorised, the application for a Code Compliance Certificate under *Section 92 of the Building Act 2004*. They will receive all correspondence and must be authorised by the Owner.

The owner can elect to receive a copy of correspondence regarding this Building Consent and associated Inspection Notices in "The owner" section of this application form, or by notifying Council during the Building Consent and/or Code Compliance Certificate process.

## Exemptions – Schedule 1 of the Building Act 2004

A Building Consent is not required for the following building work:

Building work in connection with any tent or marquee, or any similar lightweight structure (for example, a stall, booth, or compartment used at fairs, exhibitions, or markets) that:

- a) does not exceed 100 square metres in floor area; and
- b) is to be, or has been, used for a period of not more than one month.