

Tents and Marquees

Do you need to apply for a temporary building consent?

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Contents

When does a marquee or tent need building consent?	3
Application for building consent	4
Building consent fees	4
Lodging your consent application	5
On completion	6
Additional council requirements/licenses	7



Contact Gisborne District Council Building Services

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When does a marquee or tent need building consent?

Under the Building Act, any person who is responsible for having a tent or marquee must obtain a building consent if the tent/marquee is:

- over 100m²
or
- is to remain in place for more than one month.

In certain cases an exemption may apply. The exemption allows the construction of a tent or marquee as long as it does not exceed 100 square metres in size and is not in place for more than one month.

Examples where this exemption could apply	Examples where the work is not exempt and a building consent is required
<ul style="list-style-type: none">• A property owner erects a tent with a floor area of 90 square metres for a private birthday function in his back yard. It will only be there for the Easter weekend (four days).	<ul style="list-style-type: none">• A vineyard erects a marquee with a floor area of 75 square metres for public wine tasting. The vineyard proposes to keep the marquee up for the entire summer (3 months), so a building consent is required.
<ul style="list-style-type: none">• The owner of a restaurant puts up a marquee with a floor area of 80 square metres outside his restaurant to cater for extra patrons during a sports event. The marquee is dismantled the next day.	<ul style="list-style-type: none">• Two 75 square metre marquees are erected and then joined together by an enclosed awning. This causes the size of the joined marquees to go beyond the 100 square metre limit, so a building consent is required.

Application for Building Consent

As the normal building consent process can be lengthy, a special 'fast track' system is in place so the consent may be obtained with minimal delay.

If you wish to erect and use a tent or marquee over 100m² as described above you will need to follow the procedures set out below.

Your marquee hirer will help you to comply with the requirements of the Building Act. If you are not sure how to proceed, you should contact someone from our Building Services team at the Gisborne District Council.

Building Consent Fees

A base fee/deposit is payable at the time your application is lodged. Where additional charges apply, an invoice will be generated and should be paid prior to issue of your certificate for public use.

Additional costs may be incurred if more than one inspection is required or the structure is erected more than 5km from the Gisborne City boundary. A special fee may apply when more than one structure is erected on the same site.

Lodging your Consent Application

You will need to fill-out an Application for Temporary Structure and application for Certificate for Public use (these forms are available at our office or download www.gdc.govt.nz/building). Attach all plans and your payment then mail the application to Gisborne District Council, PO Box 747, Gisborne or drop it in to our customer service office.

In order to process your application as quickly as possible, you need to be sure you have provided us with all the necessary information. If you have any queries regarding your application please phone our duty line 869 2386. You may wish to bring your application in to discuss with one of our officers. Please phone the above number to make an appointment.

Depending on the number of persons likely to occupy the structure, the inspecting officer may require that some or all of the following features are required:

- Correctly sited exitways of a calculated width.
- Fire Extinguishers
- Fire Alarms
- Smoke Detectors
- Fire Wardens
- Evacuation Procedures
- Separation to other buildings and boundaries

On Completion

Once all the required features have been established, a consent will be issued for the temporary building. The consent will schedule features that are required for your structure.

Once your marquee is setup (before the event), you will need to arrange for a Council building officer carry out an inspection. Please call our inspections line during normal working hours ph 06 863 1605.

At the inspection, our officer will check everything is in order and issue a certificate for public use (CPU).

It is your responsibility to ensure that the scheduled items are provided and maintained throughout the period the structure is in use. It is important that a responsible person ensures that the requirements are met and maintained for the whole period that the marquee is in use.

Fire Safety, please note: Some aspects of Fire Safety law fall under the jurisdiction of the NZ Fire Service. Their Fire Safety Officer may be involved in the inspection process if special evacuation procedures are required.

The structure needs to be dismantled by the date specified on the building consent. When this is complete, you should fill-out and return the form 6 application for code compliance certificate that was supplied with your original consent. Council will process the application and the code compliance certificate will be issued.

Additional Council requirements/licenses

In certain circumstances, and for some specific functions, it may be that other types of licenses or consents are required.

- **Health and Hygiene**

Gisborne District Council Environmental Health Officers may need to inspect food preparation areas, toilet facilities or any other aspects of health and hygiene, you will be questioned on these aspects when you get your building consent. If you would like more information on health and hygiene requirements please contact one of council's Environment Health Officers.

- **Liquor Licensing**

Liquor Licensing is under the control of the Gisborne District Council. For further information, contact our Liquor Licensing Inspector before the event.

