

Temporary Marquee or Stage*



Section 45 Building Act 2004

***PLEASE NOTE: A CERTIFICATE FOR PUBLIC USE (CPU) APPLICATION MUST ACCOMPANY THIS FORM**

BC Application No.:

Marquee Stage (elevated platform)

Section 1

Site / Location

Street address/rapid number of building: [for structures that do not have a street address, state the nearest street intersection and the distance from intersection]

Legal description of land where building is located:

Lot: DP: Sec No:

Blk No: Val No:

ML No: Blk name & No:

Section 2

Land Owner [must be completed for all applications and all details must be the owners]

Name of owner of land: [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar]

Owner's mailing address:

Street address/Registered office:

Owner's contact details:

Landline:

Mobile:

After hours:

Facsimile Number:

Email:

Website:

Section 3

Agent [only required if application is being made on behalf of the owner]

Name of agent: [include the contact persons name if a company, trust of similar]

Agent's mailing address:

Street address/Registered office:

Agent's contact details:

Landline:

Mobile:

After hours:

Facsimile Number:

Email:

Website:

Relationship to owner: [state details and provide written authorisation from the owner to make the application on the owner's behalf]

Section 4

General

First point of contact for communication with Council:

Owner Agent Other:

Address:

Phone:

Signed by the owner:

OR

Signed by the agent: [on behalf of, and with authority from, the owner]

Signature:

Signature:

Name:

Name:

Date:

Date:

Project	
Event name / description / purpose:	
Date to be erected:	Inspection date:
Function date(s):	Date of dismantling:
Structure/Structure size [Area]:	Hours of operation:
	No. of people:
Structure / Structure to be erected by:	
Name:	
Address:	
Phone:	Fax:
PRODUCER STATEMENT (INSPECTIONS)	
I _____ (name) of _____ (company) issue this statement to the Building Consent Authority, in respect to the temporary structure specified on this application. I will accept the conditions set by the Council relating to the building consent, and as a suitably qualified expert, I or persons under my control will supervise the erection of the structure mentioned above. The structure will be erected in accordance with the requirements of the Building Regulations, and will be completed & maintained to the extent required by the building consent before the structure is occupied. I also confirm that any safety feature and system as detailed on the building consent will be installed & maintained in accordance with the Building Code.	
Signed: Telephone:	

Building Code Compliance [This section must be completed in full by suitably skilled person]	
Producer Statements: It is intended that the following Producer Statement(s) will be relied upon to certify or verify compliance of the plans, specifications or completed works with the Building Code. Note: Applications including a PS 1 or PS 2 must be supplied with a copy of any design calculations.	
<input type="checkbox"/> PS 1 (Design) <input type="checkbox"/> PS 2 (Design Review) <input type="checkbox"/> PS 3 (Construction) <input type="checkbox"/> PS 4 (Construction Review)	
The building work will comply with the building code as follows: [must be completed in full by the designer]	
Clause Identify which clauses will be involved in the building work	Means of compliance Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications. Tick N/A if not applicable. If "☑ Other" please specify.
B1	Structure <input type="checkbox"/> B1/AS2/AS1 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4229 <input type="checkbox"/> NZS1170 <input type="checkbox"/> Other:
B2	Durability <input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Other:
C1-6	Fire <input type="checkbox"/> C/AS1 <input type="checkbox"/> C/AS2 <input type="checkbox"/> C/AS3 <input type="checkbox"/> C/AS4 <input type="checkbox"/> C/AS5 <input type="checkbox"/> C/AS6 <input type="checkbox"/> C/AS7 <input type="checkbox"/> C/VM1 <input type="checkbox"/> C/VM2 <input type="checkbox"/> Other:
D1	Access routes <input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 <input type="checkbox"/> Other:
F2	Hazardous building materials <input type="checkbox"/> N/A <input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS4223 <input type="checkbox"/> Other:
F4	Safety from falling <input type="checkbox"/> N/A <input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other:
F5	Construction & demolition hazards <input type="checkbox"/> N/A <input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other:
F6	Lighting for emergency <input type="checkbox"/> N/A <input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other:
F7	Warning systems <input type="checkbox"/> N/A <input type="checkbox"/> F7/AS1 <input type="checkbox"/> AS/NZS1668 <input type="checkbox"/> NZS4512 <input type="checkbox"/> NZS4515 <input type="checkbox"/> Other:
F8	Signs <input type="checkbox"/> N/A <input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other:
G1	Personal hygiene <input type="checkbox"/> N/A <input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other:
G3	Food preparation etc <input type="checkbox"/> N/A <input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other:
G4	Ventilation <input type="checkbox"/> N/A <input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS1668.2 <input type="checkbox"/> Other:
G9	Electricity <input type="checkbox"/> N/A <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other:
G10	Piped services <input type="checkbox"/> N/A <input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS5261 <input type="checkbox"/> Other:
G11	Gas as an energy source <input type="checkbox"/> N/A <input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other:
G12	Water supplies <input type="checkbox"/> N/A <input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZ3500.4 <input type="checkbox"/> Other:

Waiver/modification/alternative solution to NZ Building Code required for following parts of code:

[State nature of waiver or modification of building code required]

Section 7

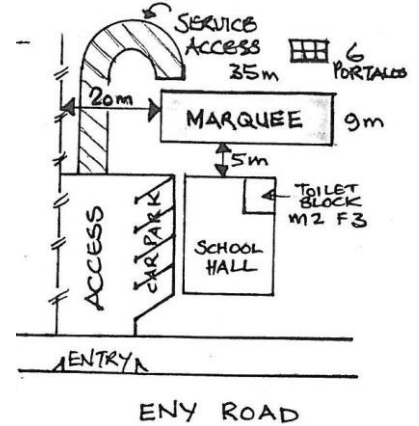
Plans / Attachments

Please attach the following plans:

- Site plan** [to include where applicable]:
 - All other structures on the site
 - Indicate proximity to other buildings and boundaries
 - Access (paths and roads) for escape routes
 - Emergency vehicle access points
 - Position and number of toilets

- Full floor plan layout** [to include where applicable]:
 - Seating and tables, food preparation areas*
 - Bar/s
 - Food preparation and serving areas
 - Exit points and signs
 - Location of fire extinguishers
 - Emergency lighting
 - Alarm location

Example site plan



*Note: If use is to change for separate functions, ie Friday - wine & cheese, Saturday - formal sit down dinner, please supply a floor plan for each function.

- Fire safety considerations** for temporary structure including flammability index rating [if applicable]
- Producer Statement PS1** [if applicable]
- Completed Certificate for Public Use (CPU) application.**
- Payment of \$250.00.**
Please note if your application takes longer than usual to process or re-inspection is required, additional fees will be invoiced to you.

- If you have any queries regarding your application please phone **06 869 2386** and ask to speak to one of our building officers.
- Once you have completed your application form, attached all required information and deposit payment, the application can be mailed to Gisborne District Council, PO Box 747, Gisborne, or delivered to our customer service office.
- Your application must be approved and an inspection carried out before your event takes place. To arrange an inspection please phone our inspection line **06 863 1605**.

For Office Use

Order / Officer	Officers Name	Date Received	Date Complete	Initials	✓ = Approved ✗ = Declined
Received by					<input type="checkbox"/> CPU application attached

	Programmed by					
	Processing BCO					<input type="checkbox"/> OK to grant subject to payment
	CPU issued					
	Issuing Officer					2 copies of CPU to go with inspection card - CPU dates and signature to be left blank for inspector to complete on site.

Applicable Not applicable	FIRE SAFETY CONSIDERATIONS FOR TEMPORARY STRUCTURES	Office use Checked/OK
<input type="checkbox"/> <input type="checkbox"/>	<p>SITING (C5)</p> <ul style="list-style-type: none"> If the structure is situated adjacent to a building make sure the existing exits to the building are maintained. If the existing buildings or the structures means of escape is compromised a fire design prepared by a fire engineer will be required. If the structure is situated in a close proximity (ie. within 10m) of a commercial building, check that this building is not a sprinklered building. If it is a sprinklered building, then the structure must be separated by 3m if it is for social use (lower fire load) or 10m horizontally and 15m vertically if it is for display use (ie. higher fire loads). If the structure is situated within 10m of a sprinklered building the buildings insurers must be aware that the building is out of compliance for the duration of the structure being there. All structures should be more than 1m from Lot boundaries. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>LPG APPLICATIONS (C2)</p> <ul style="list-style-type: none"> LPG inside the structure must be limited to 10kg in total. If more than this amount is required a Hazardous Substance Enforcement Officer must provide prior approval. Only appliances approved for internal use can be used inside the structure. Generally patio heaters can't be used inside. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>PORTABLE DIESEL HEATERS (C2)</p> <ul style="list-style-type: none"> Only to be used to preheat the structure. Must be removed before the structure is occupied. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>COMBINED WITH BUILDINGS (B1, C2-C6)</p> <ul style="list-style-type: none"> If the structure is to be used as an extension to an existing building or other structure, a fire design prepared by a fire engineer will be required 	
<input type="checkbox"/> <input type="checkbox"/>	<p>TWO STORY STRUCTURES (C, F4)</p> <ul style="list-style-type: none"> Structures with a second floor are to have a fire design prepared by a fire engineer. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>ESCAPE ROUTE LENGTHS (C3)</p> <ul style="list-style-type: none"> Where only one exit is provided the escape route length must be less than 18m. Where two or more exits are provided the escape route length via any exit must be less than 45m. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>EXIT POSITIONS (F8)</p> <ul style="list-style-type: none"> Where more than one exit is provided they shall be placed at approximately equal intervals around the perimeter of the structure. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>EXIT WIDTHS (C3, D1)</p> <ul style="list-style-type: none"> The total width of exits must be equal to the total number of occupants multiplied by 7mm. Each exit should have a minimum width of 1m. Where more than one exit is provided the widest exit is not to be considered as part of the exit width calculations. Furniture layout shall be arranged so that adequate access to the exits is available. The widths to suit the exits. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>FIRE ALARM (C2, F7)</p> <ul style="list-style-type: none"> Fire alarm call points must be located adjacent to each exit. All sounders must be interconnected so that if any call point is activated all sounders operate. If the structure has internal partitions a fire alarm may be required with less than 100 occupants. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE (F6)</p> <ul style="list-style-type: none"> Emergency lighting and illuminated exist signage only needs to be installed when the structure is used during the hours of darkness. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>TELEPHONE (C2)</p> <ul style="list-style-type: none"> Telephone to be available to enable 111 calls to be made. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>EVACUATION PROCEDURE (C5)</p> <ul style="list-style-type: none"> Evacuation procedure must satisfy the NZ Fire Service requirements prior to occupation. Where the structure is attached to another building the existing evacuation scheme for the building must be amended to incorporate the structure. 	
<input type="checkbox"/> <input type="checkbox"/>	<p>FIRE EXTINGUISHERS (C5)</p> <ul style="list-style-type: none"> Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment. 	