

Check Sheet - Temporary Building

*(including marquees, stages over 1m in height,
grandstand seating)*



Address: _____

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing. Please attach **one (1) copy** of the following information (unless otherwise specified) with your completed application form. Tick each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer Use		For office use only
<input type="checkbox"/>	a Application form (one (1) copy) Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b Certificate of Title or other proof of ownership (one (1) copy) One recent copy of current certificate/s of title (i.e. not older than three (3) months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.	<input type="checkbox"/>
<input type="checkbox"/>	c Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>
<input type="checkbox"/>	d Site and Locality plan (1:500) showing: security fences and any existing buildings.	<input type="checkbox"/>
<input type="checkbox"/>	e Sanitary Facilities: <input type="checkbox"/> Number, location and allocation to sexes <input type="checkbox"/> Facility for disabled person (public use)	<input type="checkbox"/>
<input type="checkbox"/>	f Scaled floor plan indicating: <input type="checkbox"/> Furniture layout/number of seats/bar facilities <input type="checkbox"/> Number and widths of exit ways <input type="checkbox"/> Position of safety barriers	<input type="checkbox"/>
<input type="checkbox"/>	g Fire Report: <input type="checkbox"/> Evidence of fabric standard test for flammability <input type="checkbox"/> Alerting devices (where occupancy exceeds 50 persons) <input type="checkbox"/> Emergency lighting (night time uses) <input type="checkbox"/> Impact of adjacent existing buildings <input type="checkbox"/> Egress paths lengths	<input type="checkbox"/>
<input type="checkbox"/>	h Structure – method of compliance: <input type="checkbox"/> NZS 3604 (light timber frame) <input type="checkbox"/> Specific design including design specification for wind and fixing details and calculations <input type="checkbox"/> Producer Statement	<input type="checkbox"/>
<input type="checkbox"/>	i Access: <input type="checkbox"/> Aisle width for seating areas <input type="checkbox"/> Stair dimensions and construction <input type="checkbox"/> Handrails to stairs <input type="checkbox"/> Lighting and contrasting nosing to stairs <input type="checkbox"/> Seating accessible to people with disabilities	<input type="checkbox"/>

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|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <p>j Safety from falling:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Barriers where possible to fall 1m or more (not required to front of stages) <input type="checkbox"/> Security to restrict public access to light towers etc | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>k Other authorisation that may be required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Land owner approvals (evidence required where applicant is not the owner) <input type="checkbox"/> Temporary food licence may be required if you are preparing, cooking or serving food <input type="checkbox"/> Special licence may be required for consumption of liquor at an event, where alcohol is sold, or tickets are sold | <input type="checkbox"/> |

Marquee Guidelines

(To be read in conjunction with the this check sheet for Temporary Building).

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| <input type="checkbox"/> | <p>Structure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Producer Statement plus calculations to show wind speed (3 second gust) for frames or fabric <input type="checkbox"/> Base fixing requirements for frames (uplift/shear resistance) <input type="checkbox"/> Guy rope base fixing requirements (uplift/shear) – allow for friction/uplift if using above ground weights | <input type="checkbox"/> |
| <input type="checkbox"/> | <p>Fire Safety:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ignitibility Index – compliance with Code? <input type="checkbox"/> Number of occupants and plan showing means of escape (including widths and locations) to a safe area <input type="checkbox"/> Emergency exit signs are required over each exit <input type="checkbox"/> Manual call points are required over each exit <input type="checkbox"/> Rubbish bins to be over 1m from side walls <input type="checkbox"/> Lighting, shades and bulbs to be 600mm clear of fabric <input type="checkbox"/> Gas or solid fuel cookers or heaters to be over 1.5m from side wall/fabric <input type="checkbox"/> Electric cookers or heaters to be over 1m from fabric <input type="checkbox"/> No smoking in venue <input type="checkbox"/> Fire warden(s) to be present and clearly identifiable <input type="checkbox"/> Tables, chairs, seats, displays to be arrange to provide clear escape aisles | <input type="checkbox"/> |