



Marquee Vetting Checklist Including Fire Safety and Hygiene Requirements

☐ Marquee

Address: _____ **Date Vetted:** _____

How to use this checklist

Use this checklist when finalising your building drawings plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing. All items on this checklist must be circled to show that they are either provided or are not applicable to your project (N/A).

Later additional information may be requested during the processing of your building consent to confirm compliance with the Building Act, Building Code, District/City Plan and any other relevant legislation. Processing time will be suspended until information is received.

Your application will only be accepted if the information in this checklist is provided and the checklist completed.

Customer Use Circle as appropriate		Documentation	Council Use		
Applies	N/A	<ul style="list-style-type: none"> Intended duration of event Form 6 completed (application for code compliance certificate) Application for Certificate for Public Use completed 	Yes	No	N/A
		Specific Design			
Applies	N/A	<ul style="list-style-type: none"> Producer statement for design Hold down methodology provided Confirmation that flammability meets NZS/AS 1530 	Yes	No	N/A
		Siting			
Applies	N/A	<ul style="list-style-type: none"> If the marquee is situated adjacent to a building make sure the existing exits to the building are maintained. If the existing building's or the marquee's means of escape are compromised a fire design prepared by a fire engineer will be required If the marquee is situated in close proximity (i.e. within 10m) of a commercial building, check that this building does not contain fire sprinklers. If it does contain fire sprinklers, then the marquee 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 (i.e. higher fire loads) If the marquee is situated within 10m of a building that contains fire sprinklers the building insurers must be aware that the building is out of compliance for the duration of the marquee being used All marquees should be more than 1m from lot boundaries 	Yes	No	N/A
		Marquee Layout			
Applies	N/A	<ul style="list-style-type: none"> All tables, seating, cookers and other obstructions to be shown on floor plan Accessible entry to be nominated. 	Yes	No	N/A
		LPG Appliances			
Applies	N/A	<ul style="list-style-type: none"> LPG inside the marquee 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 use inside the marquee. Generally patio heaters cannot be used inside 	Yes	No	N/A
		Portable Diesel Heaters			
Applies	N/A	<ul style="list-style-type: none"> Only to be used to preheat the marquee Must be removed before the marquee is occupied 	Yes	No	N/A

Customer Use Circle as appropriate		Combined with Buildings	Council Use		
Applies	N/A	<ul style="list-style-type: none"> If the marquee is to be used as an extension of an existing building or another marquee a fire design prepared by a fire engineer will be required 	Yes	No	N/A
		Two Story Marquee			
Applies	N/A	<ul style="list-style-type: none"> Marquees with a second floor are to have a fire design prepared by a fire engineer 	Yes	No	N/A
		Escape Route Lengths			
Applies	N/A	<ul style="list-style-type: none"> Where only one exit is provided the escape route length must be less than 20 Where two or more exits are provided the escape route length via any exit must be less than 50m 	Yes	No	N/A
Customer Use Circle as appropriate		Exit Positions			
Applies	N/A	<ul style="list-style-type: none"> Where more than one exit is provided they shall be placed at approx. equal intervals around the perimeter of the marquee 	Yes	No	N/A
		Exit Widths			
Applies	N/A	<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 shall 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 	Yes	No	N/A
		Fire Alarm			
Applies	N/A	<ul style="list-style-type: none"> Fire alarm call points must be located adjacent to each exit All sounders must be interconnected so that any call point is activated all sounders operate If the marquee has internal partitions a fire alarm may be required with less than 100 occupants 	Yes	No	N/A
		Emergency Lighting And Illuminating Exit Signage			
Applies	N/A	<ul style="list-style-type: none"> Emergency lighting and illuminated exit signage only needs to be installed when marquee is used during hours of darkness 	Yes	No	N/A
		Telephone			
Applies	N/A	<ul style="list-style-type: none"> Telephone is to be available to enable 111 calls to be made. 	Yes	No	N/A
		Evacuation Procedure			
Applies	N/A	<ul style="list-style-type: none"> Evacuation procedure must satisfy the NZ Fire Service requirements prior to occupation. Where the marquee is attached to another building the existing evacuation scheme for the building must be amended to incorporate the marquee. 	Yes	No	N/A
		Fire Extinguishers			
Applies	N/A	<ul style="list-style-type: none"> Portable hand-held fire extinguishers shall be provided and located beside all electrical and LPG equipment. 	Yes	No	N/A
Comments – Council Use Only					

Table 1 – Fire Safety Precautions Required

Number of occupants	Means of Escape (exits)	Exit Signage	Illuminated Exit Signage	Fire Alarm	Fire Alarm Type	Telephone	Evacuation Procedure	Fire Extinguishers	Emergency Lighting Throughout
Up to 50	1	Yes	No	No	-	No	Yes	No	No
51 to 99	2	Yes	No	Yes	2	Yes	Yes	No	No
100 to 250	2	Yes	No	Yes	2	Yes	Yes*	No	No
251 to 500	2	Yes	Yes	Yes	4 \swarrow	Yes	Yes*	Yes	Yes
501 to 1000	3	Yes	Yes	Yes	4 \swarrow	Yes	Yes*	Yes	Yes
1001 to 2000	4	Yes	Yes	Yes	7 \swarrow	Yes	Yes*	Yes	Yes
over 2000	Specific Design by a Fire Engineer								

To be approved by the New Zealand Fire Service

\swarrow This fire alarm may be substituted to a type 2 alarm by providing an approved Evacuation and Site Management Procedure

Table 2 – Occupant Densities

Area	m ² /person
Bar standing area	0.5
Loose seating	0.8
Loose seating with tables	1.1
Bar sitting area	1.0 (or number of seats)
Restaurants and/or dining rooms	1.25 (or number of seats)
Dining, beverage & cafeteria spaces	1.25
Exhibition areas, trade fairs	1.4
Showrooms	5.0
Furniture, floor covering, large appliance, building supply & manchester retail spaces	10
Kitchens	10
Fixed seating areas	Number of seats
Dance Floors	0.6
Casinos/gaming	1.0

Table 3 – 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 Numbers (Accessible Facilities)	Number of Fixtures
1 – 300	1
> 300	2

Calculate Occupant Numbers:

Marquee area	m ²	/ occupancy density (table 2)	=		occupants
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Calculate Exit Width:

[occupants	x 7mm] / [no. exits (table 1)	-1 (widest) =	mm	(min. 1000mm)
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Calculate Sanitary Facilities (over 80 occ.):

[occupants	-80] / 50 =	+ 3 =	Fixtures
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NB. must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for > 300