

# Marquee Exemption Check Form

For Discretionary Exemption from Building Consent

(Applicable for marquees over 100m<sup>2</sup> and/or erected for more than one month)

## Introduction & Applicant Details

This form is to be completed by the event organiser or marquee hirer to apply for a Discretionary Exemption from the requirement to obtain building consent under the New Zealand Building Act and should be provided in support of your Application for Discretionary Exemption - PDF form (download from [mackenzie.govt.nz/rates-building-and-property/building-consents-and-applications/forms-and-guides](http://mackenzie.govt.nz/rates-building-and-property/building-consents-and-applications/forms-and-guides) page)

<b>Applicant Name:</b>	
<b>Organisation</b> <i>(if applicable):</i>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Duration of Use:</b> <i>(Indicate the expected Period for which the marquee will be in place)</i>	

**The following documentation is provided to the application for discretionary exemption**

### Record of Title

*Attach a copy of the current record of title (dated within the last 3 months).*

--

### Site Plan Details

--

Provide a detailed site plan specific to the location. The site plan must clearly indicate:

- ☐ **Boundary Dimensions:** Dimensions to relevant boundaries
- ☐ **Marquee Location and Size:** Provide dimensions and location on the site
- ☐ **Emergency Assembly Areas:** Indicate designated assembly points
- ☐ **Emergency Services Access:** Describe access routes for emergency vehicles
- ☐ **Toilet Placement:** Include location of standard and accessible toilets
- ☐ **Adjacent Structures & Existing Buildings:** Mark adjacent buildings, trees, fences, etc.
- ☐ **Hazardous Substances:** Detail type, location, and storage capacity, if any

### Floor Plan and Elevation Drawings

Attach dimensioned drawings that include:

- ☐ **Layout of the marquee:** show overall size and seating/table/service arrangements
- ☐ **Available exits:** show exit signage and emergency lighting where required
- ☐ **Critical features** (e.g., tie down points, fire extinguishers)

### Structural Details

Provide supporting structural details including:

- ☐ **Compliance Documentation:** Attach a producer statement from a Structural Engineer or relevant calculations
- ☐ **Maximum Wind Zone:** State the wind zone as identified in the Engineer's scope and any limitations
- ☐ **Surface Finish Compliance:** Provide documentation confirming that the marquee's surface finishes meet the NZ Building Code Group Number requirements

## Occupancy and Fire Safety Scheme

### Occupancy Compliance Calculations

- Complete Table 1 calculations to demonstrate compliance with occupancy and fire safety requirements.

Area	M2 per person	M2 of marquee	Number of people
Bar standing area	0.5		
Loose seating	0.5		
Loose seating – actual number of seats	actual		
Bar sitting area	1		
Bar sitting area – actual number of seats	actual		
Restaurants, dining rooms, loose seating with tables	1.1		
Restaurants, dining rooms, loose seating with tables –actual number of seats	actual		
Dining, beverage and cafeteria spaces	1.25		
Exhibition areas, trade fairs	1.4		
Showrooms	5		
Furniture, floor covering, large appliance, building supply and Manchester retail spaces	10		
Kitchens	10		
Fixed seating areas – number of seats	actual		
		<b>TOTAL</b>	

## Fire Safety Documentation – Evacuation Scheme

Provide documentation detailing the fire safety provisions in line with the appropriate row of Table 2.

- For marquees designed to accommodate 100 or more people—or where 10 or more people are employed—an Evacuation Scheme (approved by Fire and Emergency New Zealand) must be included.

Table 2: Fire safety precautions – The marquee will comply with all of the requirements of the row selected below:

Select one	Number of occupants	Means of escape (exits)	Exit signage	Illuminated exit signage	Fire alarm	Telephone to bed (detailed in evacuation Procedures)	Evacuation procedure	Fire extinguishers	Emergency lighting throughout
	Up to 50	1	Yes	No	No	No	Yes	No	No
	51 to 100	2	Yes	No	Yes	Yes	Yes	No	No
	101 to 250	2	Yes	No	Yes	Yes	Yes*	No	No
	251 to 500	2	Yes	Yes	Yes	Yes	Yes*	Yes	No
	501 to 1000	3	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
	1001 to 2000	4	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
✓	Over 2000	Specific design by a fire engineer							

\*To be approved by the New Zealand Fire Service

## Contact Information for On-Site Management

### Installation/Dismantling Manager

Name of agent:	
Contact person:	

### Onsite weather Monitoring (Responsible for monitoring wind speed etc.)

Name of agent:	
Contact person:	

### Lead Fire Warden (Responsible for any other Fire Wardens)

Name of agent:	
Contact person:	