



## APPLICATION

I request that a Building Consent including Project Information Memorandum (PIM) be issued for the building work described in this Application. I agree to pay all fees applicable to this application

### SIGNATURE:

Owner \_\_\_\_\_ or Agent \_\_\_\_\_ / /

On behalf of and with the authority of the owner Date

**Note:** if acting "for and on behalf", please read the following declaration before signing:- "I hereby declare that I am authorised to act as Agent of the Applicant".

## THE PROJECT

Description of the project:

New Type of Marquee \_\_\_\_\_

Details \_\_\_\_\_

Model \_\_\_\_\_

Estimated value of the building work on which the building levy will be calculated (including GST) \$  
*(State estimated value as defined in section 7 of the Building Act 2004)*

Event \_\_\_\_\_ Date of event \_\_\_\_\_

Is the event being held (please circle): daytime / night time / evening

Date of marquee erection \_\_\_\_\_ Time/date ready for Council  
inspection \_\_\_\_\_

Date of marquee dismantle \_\_\_\_\_

## KEY PERSONNEL

(Please complete as far as possible in all cases. Give names, addresses and telephone numbers. Give relevant registration numbers if possible)

Builder(s): \_\_\_\_\_

**Note:** Registered Gasfitter and Electrician are required to be nominated only when:

- The work undertaken is to be covered by a Compliance schedule.
- The owner wishes to obtain a Building Consent for the energy work. *(The owner will incur additional cost of checking and certification).*

Registered Gasfitter: \_\_\_\_\_

Registered Electrician: \_\_\_\_\_

Registered Engineer(s): \_\_\_\_\_

Other: \_\_\_\_\_

It is important to ensure any inspections required during the construction of the work proposed by this application are undertaken. If they are not undertaken, it may be difficult for a Code Compliance Certificate to be issued.

# SCHEDULE OF COMPLIANCE - MARQUEE CHECKLIST

*Items which must be included in application*

1. Your application will only be accepted if the information outlined in this checklist is provided.
2. The pre-paid fees are based on average processing times and number of inspections.
3. If your application requires longer to process or re-inspections are required, you will receive an additional invoice.
4. Council is required to collect levies for the Department of Building and Housing and BRANZ. These levies are based on the value of works \$20,000 and over and are explained in the Fees and Charges Schedule.

Please note: ppl = people

Building Elements	Items To Be Checked	Applicant to complete			OFFICE USE ONLY		
					CSO		
<b>General Information</b>							
<b>Form 2</b>	Completed application form	Y			Y		
	Certificate of Title or copy of rates notice	Y			Y		
	Agent authorisation	Y	N	N/A	Y	N	N/A
	Two (2) sets of plans	Y			Y		
<b>Site</b>	Wind zone (please circle) <b>L M H VH Specific Design</b>	Y	N	N/A	Y	N	N/A
	Location of marquee on site	Y	N	N/A			
	Floor area of marquee (dimensions L _____ x W _____)	Y	N	N/A			
<b>Elevations</b>	Height of marquee (ground level to highest point) _____	Y	N	N/A			
	Show location of entries and exits	Y	N	N/A			
<b>Sanitary facilities</b>	Show location of facilities (within 75m of marquee)	Y	N	N/A			
	Sanitary fixtures number incl. accessible (please circle) 0-50ppl = 1    50-80ppl = 2    80-230pp = 3    23 0-480 = 4	Y	N	N/A			
	Above, please specify number: _____						
<b>Flooring</b>	Producer Statement Design for scaffolding	Y	N	N/A			
	Flooring type e.g. timber, concrete: _____	Y	N	N/A			
<b>Stairways</b>	Landings / Handrails / Barriers / Stair dimensions	Y	N	N/A			
<b>Terraced seating</b>	Show location and numbers	Y	N	N/A			
<b>Fire protection</b>	Specify number of occupants: _____	Y	N	N/A			
	Show egress widths and routes	Y	N	N/A			
	Number of exits (please circle)    0-500 = 2    501-1000 = 3	Y	N	N/A			
	Linings or suspended fabrics	Y	N	N/A			
	Spread of flame certificate for marquee	Y	N	N/A			
	Are combustible materials being used / stored	Y	N	N/A			
	Show fire extinguisher location, numbers: _____	Y	N	N/A			
<b>Lighting</b>	Alarm system (over 50ppl only), type _____	Y	N	N/A			
	Exit signage - 0-100ppl	Y	N	N/A			
	Illuminated exit signage - 101 – 500ppl (for night time use only)	Y	N	N/A			
	Emergency lighting - 500+ ppl (for night time use only)	Y	N	N/A			

Applicant		CSO	
Name		Name	
Signature		Signature	

## **APPLICATION INFORMATION**

Building Consent processing time is stopped whenever further information is required and starts again when the information is received.

Work must not start until the Building Consent is issued, and any Resource Consent requirements have been dealt with (e.g. amended plans have been provided to comply with the Resource Management Plan.) or a Resource Consent has been granted. Under the Building Act 2004 this consent may lapse 12 months after issue if work has not commenced.

## **INSPECTIONS**

During the process of construction, inspection will be necessary to confirm all work complies with your approved Building Consent documentation. Please ring the Council on 546 0334 well in advance of requiring an inspection to ensure that a time can be arranged.

The inspections required will be set out in the Building Consent documentation issued by the Building Consent Authority. Failure to have a prescribed inspection carried out and to be provided with confirmation that the work has been approved by the Inspecting Authority may put the issue of the Code Compliance Certificate for the work at risk.

## **CODE COMPLIANCE CERTIFICATE**

A building consent is not completed until it has been issued with a Code Compliance Certificate. The Owner is required to complete a separate application form to apply for a Code Compliance Certificate as soon as practicable after the building work is completed.

## **PRIVACY ACT**

Pursuant to the Privacy Act 1993 the following information is brought to your attention.

This document collects personal information about you and is collected pursuant to Section 33 and/or Section 45 of the Building Act 2004. Pursuant to Section 217 of the Building Act 2004, the information contained in this document may be made available and passed on to the public on request. The information contained in the document is being collected and held by the Nelson City Council. You do have the right of access to and correction of this information subject to the provisions of the Privacy Act 1993.

Pursuant to Section 217 of the Building Act 2004 the building owner may request the plans and specifications be marked confidential for the purposes of security. Such a request must be in writing and addressed to: Manager Building PO Box 645 NELSON 7040