

# TEMPORARY BUILDING CHECKLIST



(Includes tents and marquees exceeding 100m<sup>2</sup> and used for public assembly for a period of more than 1 month)

Adobe Reader is required to fill this form out online.  
Download for free: [get.adobe.com/reader/](http://get.adobe.com/reader/)

Address:

---

- This checklist shows you the information that has to be supplied with your building consent application. Please attach **one (1) copy** of the following information with your completed application form.
- Tick each relevant box as you attach the information. If the box is not relevant to your application, leave it blank. For additional help go to: [huttcity.govt.nz/apply-online/](http://huttcity.govt.nz/apply-online/) or phone 04 570 6666.

You can submit this checklist electronically with the rest of your application by selecting 'Apply for it' under the 'Do it here' menu at [huttcity.govt.nz](http://huttcity.govt.nz). The address to post or deliver your application is:  
Environmental Consents Division, Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040.

---

- a **Application form** (one (1) copy)  
Completed and signed by the owner or by an agent on behalf of the owner.
- 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.
- 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.
- d **Site and Locality plan** (1:500) showing security fences and any existing buildings.
- e **Sanitary Facilities:**
  - Number, location and allocation to sexes
  - Facility for disabled person (public use)
- f **Scaled floor plan** indicating:
  - Furniture layout/number of seats/bar facilities
  - Number and widths of exit ways
  - Position of safety barriers
- g **Fire Report:**
  - Evidence of fabric standard test for flammability
  - Alerting devices (where occupancy exceeds 50 persons)
  - Emergency lighting (night time uses)
  - Impact of adjacent existing buildings
  - Egress paths lengths
- h **Structure – method of compliance:**
  - NZS 3604 (light timber frame)
  - Specific design including design specification for wind and fixing details and calculations
  - Producer Statement
- i **Access:**
  - Aisle width for seating areas
  - Stair dimensions and construction
  - Handrails to stairs
  - Lighting and contrasting nosing to stairs
  - Seating accessible to people with disabilities

- j **Safety from falling:**
  - Barriers where possible to fall 1m or more (not required to front of stages)
  - Security to restrict public access to light towers etc
  
- k **Other authorisation** that may be required
  - Land owner approvals (evidence required where applicant is not the owner)
  - Temporary food licence may be required if you are preparing, cooking or serving food
  - Special licence may be required for consumption of liquor at an event, where alcohol is sold, or tickets are sold

## MARQUEE GUIDELINES

(To be read in conjunction with this Checklist for Temporary Building)

- a **Structure:**
  - Producer Statement plus calculations to show wind speed (3 second gust) for frames or fabric
  - Base fixing requirements for frames (uplift/shear resistance)
  - Guy rope base fixing requirements (uplift/shear) – allow for friction/uplift if using above ground weights
  
- b **Fire Safety:**
  - Ignitibility Index – compliance with Code?
  - Number of occupants and plan showing means of escape (including widths and locations) to a safe area
  - Emergency exit signs are required over each exit
  - Manual call points are required over each exit
  - Rubbish bins to be over 1m from side walls
  - Lighting, shades and bulbs to be 600mm clear of fabric
  - Gas or solid fuel cookers or heaters to be over 1.5m from side wall/fabric
  - Electric cookers or heaters to be over 1m from fabric
  - No smoking in venue
  - Fire warden(s) to be present and clearly identifiable
  - Tables, chairs, seats, displays to be arrange to provide clear escape aisles