

Exemption from Building Consent Application



If exemption work involves a marquee, please also complete the checklist attached

[Schedule 1, Clause 2 of the Building Act](#) is the only exemption in Schedule 1 that requires a Territorial Authority to decide about any proposed building work. For all other Schedule 1 exemptions, it is the property owner who makes the decision as to whether their building work is exempt.

All applications still need to be accompanied by plans and/or specifications appropriate for the scope of works as if a consent application was being submitted and like a building consent, approval is required before building work commences.

THE BUILDING

Street address of the building:

(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

Legal description of land where building is located:

(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)

Year of construction:

Valuation Number:

(if unknown, leave blank)

Building Name

If applicable

Current, lawfully established use:

Refer to [Schedule 1 - NZ Building Code Clause A1 - Classified Uses](#)

Current use of the building:
(if applicable)

Refer to [Schedule 2 - Uses of all or parts of buildings - Building \(Specified Systems, Change the Use, and Earthquake-prone buildings\) Regulations 2005](#)

THE PROJECT

For all questions, please continue on a separate page if required

Description of the proposed building works for which an exemption is requested:

If the proposed building work includes repair work, please also describe the damage that is being repaired

(Provide sufficient information to enable the scope of work to be fully understood)

Detail how the proposed building work is likely to comply with the New Zealand Building Code and/or how any danger to people or buildings will be avoided or mitigated during and after completion of the building work:

Estimated value of the building work (including GST)

(State estimated value as defined in [section 7](#) of the Building Act 2004)

THE OWNER

Name of owner:

Contact person:

Street address/Registered office:

Mailing address:

Telephone Number:

Mobile number:

Daytime: After hours:

Email address:

Website:

THE AGENT

Name of agent:

Contact person:

Street address/Registered office:

Mailing address:

Telephone Number:

Mobile number:

Daytime: After hours:

Facsimile:

Email address:

Website:

Relationship to owner:

(State details of authorisation from the owner to make the application on the owner's behalf)

First Point of Contact: (for communications with the Council / Building Consent Authority)

 Owner Agent

Billing (Payer) Details:

 Owner Agent Other

Other: (name, address, and email)
(if applicable)

SERVICE CONNECTIONS AND VEHICLE CROSSINGS

To assist us with advising you about other requirements, please answer the following:

(Tick all that apply)

<input type="checkbox"/>	An existing water connection will be removed with this project
<input type="checkbox"/>	A new stormwater connection to the street is required
<input type="checkbox"/>	A new vehicle crossing is required, or an existing crossing will be altered for this project

KEY PERSONNEL CARRYING OUT THE WORK

Full name	Contact phone or email address	Licensing class	Licensed Building Practitioner Number <i>(or registration number if treated as being licensed under section 291 of the Building Act 2004)</i>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Has the engineer provided a Producer Statement – Design?
<input type="checkbox"/>	<input type="checkbox"/>	Has the engineer been engaged to carry out site inspections on the job? <i>(If yes, these must be specified on the producer statement)</i>

DOCUMENTATION CHECKLIST

Yes	N/A	Documentation – Applicant to complete
<input type="checkbox"/>	<input type="checkbox"/>	Copies of plans: site, foundations, floorplan, elevations etc.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of specifications
<input type="checkbox"/>	<input type="checkbox"/>	Producer Statements (PS1, PS2 etc)
<input type="checkbox"/>	<input type="checkbox"/>	Determinations/Opinions
<input type="checkbox"/>	<input type="checkbox"/>	Other:

DECLARATION

I/We understand the fees charged at lodgement are a deposit only, and that Council will charge me/us for all costs actually and reasonably incurred in processing this application.

All the above information is, to the best of my knowledge, true and correct. I understand that all plans, documentation, and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of Council) may view this application one submitted.

The owner acknowledges that:

- The Council takes no liability for checking the compliance of work that has been carried out with an exemption under Schedule 1(2) of the Building Act 2004.
- The Owner is responsible for ensuring that the building work complies with the building code and any other applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.

Print Name:

Signature:

(Of owner/agent on behalf of and with the authority of the owner)

Date:

BUILDING CODE CLAUSES

Building Code Clause <i>Nominate relevant clauses</i>	Acceptable Solution	Verification Method	Alternative Solution	Waiver/ Modification	Other
<input type="checkbox"/> B1 Structure					
<input type="checkbox"/> B2 Durability					
<input type="checkbox"/> C1-6 Protection from fire					
<input type="checkbox"/> D1 Access routes					
<input type="checkbox"/> D2 Mechanical installation for access					
<input type="checkbox"/> E1 Surface Water					
<input type="checkbox"/> E2 External moisture					
<input type="checkbox"/> E3 Internal moisture					
<input type="checkbox"/> F1 Hazardous agents on site					
<input type="checkbox"/> F2 Hazardous building materials					
<input type="checkbox"/> F3 Hazardous substances and processes					
<input type="checkbox"/> F4 Safety from falling					
<input type="checkbox"/> F5 Construction and demolition hazards					
<input type="checkbox"/> F6 Visibility in escape routes					
<input type="checkbox"/> F7 Warning systems					
<input type="checkbox"/> F8 Signs					
<input type="checkbox"/> F9 Restricting access to residential pools					
<input type="checkbox"/> G1 Personal Hygiene					
<input type="checkbox"/> G2 Laundering					
<input type="checkbox"/> G3 Food preparation and prevention of contamination					
<input type="checkbox"/> G4 Ventilation					
<input type="checkbox"/> G5 Interior environment					
<input type="checkbox"/> G6 Airborne and impact sound					
<input type="checkbox"/> G7 Natural light					
<input type="checkbox"/> G8 Artificial light					
<input type="checkbox"/> G9 Electricity					
<input type="checkbox"/> G10 Piped services					
<input type="checkbox"/> G11 Gas as an energy source					
<input type="checkbox"/> G12 Water supplies					
<input type="checkbox"/> G13 Foul water					
<input type="checkbox"/> G14 Industrial liquid waste					
<input type="checkbox"/> G15 Solid Waste					
<input type="checkbox"/> H1 Energy Efficiency					

INTERNAL OFFICE USE ONLY

Yes	No	<input type="checkbox"/> Exemption granted	Processing Officer:	<input style="width: 150px; height: 20px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>			

Reason for Approval/Refusal:

Schedule 1 Clause(s)

In compliance with the Building Act and NZ Building Codes
Buller District Council
Inspector/Contractor

Signature	<input style="width: 100%; height: 40px;" type="text"/>	Date:	<input style="width: 100%; height: 40px;" type="text"/>
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Temporary Building (Marquee) Checklist

(To be used in conjunction with form BAM 025)

Code Clause	Fire safety considerations for marquees	Applicable	N/A
B1 B2 C4	<p>DRAW A SITE AND FLOOR PLAN IDENTIFYING:</p> <p>*Location of the building on the Site *Size of the building</p> <p>*Location and size of exits *What activities are taking place in the building</p> <p>*Location of sanitary facilities *Type of fire-retardant material of structure</p>	<input type="checkbox"/>	
C5	<p>SITING</p> <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 buildings or the marquee's means of escape is compromised a fire design prepared by a fire engineer will be required. If the marquee is situated in proximity (i.e., within 10m) of a commercial building, check that this building is not a sprinklered building. If it is a sprinklered building, 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 use (i.e., higher fire loads). If the marquee is situated within 10m of a sprinklered building the buildings insurers must be aware that the building is out of compliance for the duration of the marquee being, there. All marquees should be more than 1m from allotment boundaries. 	<input type="checkbox"/>	<input type="checkbox"/>
C2	<p>LPG APPLIANCES</p> <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 used inside the marquee. Generally, patio heaters can't be used inside. 	<input type="checkbox"/>	<input type="checkbox"/>
C2	<p>PORTABLE DIESEL HEATERS</p> <ul style="list-style-type: none"> Only to be used to preheat the marquee. Must be removed before the marquee is occupied. 	<input type="checkbox"/>	<input type="checkbox"/>
B1 (C2 – C6)	<p>COMBINED WITH BUILDINGS</p> <ul style="list-style-type: none"> If the marquee is to be used as an extension to an existing building or another marquee a fire design prepared by a fire engineer will be required. 	<input type="checkbox"/>	<input type="checkbox"/>
F4	<p>TWO STORY MARQUEES</p> <ul style="list-style-type: none"> Marquees with a second floor are to have a fire design prepared by a fire engineer. 	<input type="checkbox"/>	<input type="checkbox"/>

C3	<p>ESCAPE ROUTH LENGTHS</p> <ul style="list-style-type: none"> Where only one exit is provided the escape route length must be less than 18m. Where two or more exits are provided the escape route length via any exit must be less than 45m. 	<input type="checkbox"/>	<input type="checkbox"/>
F8	<p>EXIT POSITIONS</p> <ul style="list-style-type: none"> Where more than one exit is provided, they shall be placed at approximately equal intervals around the perimeter of the marquee. 	<input type="checkbox"/>	<input type="checkbox"/>
C3 D1	<p>EXIT WIDTHS</p> <ul style="list-style-type: none"> The total width of exits must be equal to total number of occupants multiplied by 7mm. Each exit should 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. 	<input type="checkbox"/>	<input type="checkbox"/>
C2 F7	<p>FIRE ALARM</p> <ul style="list-style-type: none"> Fire alarm call points must be located adjacent to each exit All sounders must be interconnected so that if 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. 	<input type="checkbox"/>	<input type="checkbox"/>
F6	<p>EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE <i>This only needs to be installed when the marquee is used during the hours of darkness.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
C2	<p>TELEPHONE to be available to enable 111 calls to be made.</p>	<input type="checkbox"/>	<input type="checkbox"/>
C5	<p>EVACUATION PROCEDURE</p> <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. 	<input type="checkbox"/>	<input type="checkbox"/>
C5	<p>FIRE EXTINGUISHERS</p> <ul style="list-style-type: none"> Portable handheld fire extinguishers shall be provided and located beside all electrical and LPG equipment. 	<input type="checkbox"/>	<input type="checkbox"/>

Supporting document for erection of Marquee/Tent



Supporting document is defined as any statement supplied by or on behalf of a person who has been issued a building consent that certain work has been carried out in accordance with specified technical specifications.

THE PROJECT

Site/Location address:

Applicant Name:

Project Description:

Scope of work covered by this statement:

INSPECTION

I, the undersigned am responsible for the works identified above. I have inspected the marquee/tent and confirm the following: *(Please tick)*

Marquee/tent is erected in accordance with site plan provided with approved plans.

The number of EXITS is _____

The width achieved of EXITS (Minimum 1 Metre) _____

Exit signage is provided above each exit

Early warning system/fire alarm is on site

Evacuation procedures are displayed

QUALIFIED STATEMENT

Name:	<input type="text"/>		
Registration number:	<input type="text"/>	LBP registration number:	<input type="text"/>
Company:	<input type="text"/>		
Qualifications/experience:	<input type="text"/>		
Contact phone:	<input type="text"/>	Email:	<input type="text"/>
Date:	<input type="text"/>	Signature:	<input type="text"/>

INTERNAL OFFICE USE ONLY

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved	Processing Officer: <input type="text"/>
Reason for Approval/Refusal:			
<input type="text"/>			
In compliance with the Building Act and NZ Building Codes			
Buller District Council			
Inspector/Contractor			
Signature	<input type="text"/>	Date:	<input type="text"/>