

TEMPORARY BUILDING (MARQUEE) CHECKLIST

(To be used in conjunction with form BAM 025)

BAM 002-T | V.1 2022

Code Clause	FIRE SAFETY CONSIDERATIONS FOR MARQUEES	Applicable	N/A
B1 B2 C4	<p>DRAW A SITE AND FLOOR PLAN IDENTIFYING:</p> <ul style="list-style-type: none"> *Location of the building on the site *Location and size of exits *Location of sanitary facilities *Size of the building *What activities are taking place in the building *Type of fire-retardant material of structure. 		
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. 		
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. 		
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. 		
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. 		
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. 		
C3	<p>ESCAPE ROUTE 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 		
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 		

<p>C3 D1</p>	<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. 		
<p>C2 F7</p>	<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 		
<p>F6</p>	<p>EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE only needs to be installed when the marquee is used during the hours of darkness</p>		
<p>C2</p>	<p>TELEPHONE to be available to enable 111 calls to be made</p>		
<p>C5</p>	<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 		
<p>C5</p>	<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 		

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:
	Project Description:
	Applicant Name:
	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:	
Registration Number:	LBP Registration Number:
Date:	Signature:
Company:	
Contact Phone:	Email:
Qualifications/Experience:	

INTERNAL OFFICE USE ONLY		
Approved	Rejected	APPROVED
Reason for approval/rejection:		In compliance with the Building Act and NZ Building Codes BULLER DISTRICT COUNCIL Inspector/Contractor
		Signature: _____ Date: _____