

If you are applying for a building consent, please also remember to fill out the check sheet below. We need this as well to process your application, and we recommend using an experienced professional to help (for example, your architect or designer). Please note, a check sheet is required for **each** application.

Building consent **is not** required if:

- a) the marquee/tent does not exceed 100 square metres in floor area; and
- b) is to be, or has been, used for a period of not more than 1 month.

Refer to Schedule 1 of the Building Act 2004 for further information on exempt building work.

If you need help submitting your application, guidance can be found on our website: www.dunedin.govt.nz/making-an-application-for-building-consent. Applications can be submitted **online** via [online services](#) and you will need to [register](#) to use online services. Please note, incomplete applications will be rejected.

Here are a few tips to get you started:

- Make sure your documentation is of a professional standard. More information is available via the “Guide to applying for a building consent” here: www.building.govt.nz
- Specifications and drawings must be:
 - Specific to the project you are seeking consent for.
 - On a minimum A3 sized sheet of plain white paper (not graph paper) with a minimum font size of 10, and for CAD 2.5.
 - In black ink or dark colours and measurements in the metric system.
 - Original copies only (please don’t submit previously approved stamped plans).
 - Submitted in PDF format with no lock or password protection or zipped.
 - Numbered on each page with the title, name of your designer, address of the property and date. Please ensure there is a space at the top right corner of the documents for our approval stamps.
- Our planners might need to check the application to see if resource consent is required and guides are available to help prepare applications for building consent. If you already have resource consent for your project, please include information about how any resource consent conditions will be met as part of your building consent application. Feel free to get in touch with our team for more information on (03) 477 4000 or by emailing planning@dcc.govt.nz
- Certificate for public use (CPU): We suggest applying for a CPU with the building consent application but note the building consent must be granted before the CPU can be issued if premises are to be used by members of the public. More information about CPU’s is available here: www.dunedin.govt.nz/before-you-build.
- Where producer statement designs (PS1/PS2) are supplied as part of an application, these need to be current and clearly identify the location and scope of work proposed. They must also come from a recognised author of producer statements. Further information is available here: www.dunedin.govt.nz/before-you-build
- If you are building near overhead power lines, please be aware there are minimum distances required between any new buildings and overhead lines. These are detailed in the New Zealand Electrical Code of Practice for Electrical Safe Distances, and you can find further information here: www.dunedin.govt.nz/before-you-build
- Applications to erect structures on a Dunedin City Council (DCC) park or reserve must be authorised by the DCC. An approved booking is also required. Confirmation will be required that a site investigation has been undertaken to ensure that no underground services will be affected by the erection of the marquee/tent as part of a building consent. Contact our Parks and Recreation team on (03) 477 4000 or email sportbook@dcc.govt.nz **before** completing this application.

Fire safety features: Requirements must be provided with the application - refer to guidance below.

Marquee/tent to hold under 50 people

- At least 1 x 2.0m wide opening
- No alarm or exit signs required

Marquee/tent for 51 to 500 people

- Minimum exit openings - 2
- Minimum opening width – 2.0m
- Total exit opening width – 7mm per person
- Exit signs at each exit
- Manual fire alarm

Marquee/tent for 501 to 1000 people

- Minimum exit openings - 3
- Minimum opening width – 2.5m
- Total exit opening width – 7mm per person
- Exit signs at each exit
- Manual fire alarm

All relevant sections of this check sheet must be completed

Location of building work:		
APPLICATION REQUIREMENTS		
Record of title and any listed consent notices (copy date of title less than 6 months old at time of application).	<input type="checkbox"/>	
If a project information memorandum (PIM) has already been issued for the project, attach a copy with the building consent application.	<input type="checkbox"/>	
Certificate for Public Use has been applied for online via online services (you will need to register to use online services)	<input type="checkbox"/>	
DCC Parks and Recreation approval to lodge building consent (if structure is to be located on council owned parks and reserves).	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Approved DCC Parks and Recreation booking reference number (if structure is to be located on council owned parks and reserves).	N°.	N/A <input type="checkbox"/>
INTENDED USE		
Please specify the intended use of the marquee/tent:		
Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Information to be included on the SITE PLAN (1:100)		
Site plan guidance and examples can be found here: www.dunedin.govt.nz/building-services-forms		
The property address as on the application form.		<input type="checkbox"/>
All boundaries, north point, street name, legal description (Lot and DP number), outline of buildings and distances to boundaries, location of marquee/tent on site and height (ground level to highest point).		<input type="checkbox"/>
FLOOR PLANS (1:100)		
Specify floor area (with location of entries and exits).		<input type="checkbox"/>
Indicate location of toilet facilities (standard and accessible).		<input type="checkbox"/>
Specify the number of toilet facilities to be provided, (including accessible if the public are to be admitted) – Please refer to the MBIE Toilet Calculator which can be accessed on the following link www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene/calculator-for-toilet-pan/toilet-calculator/ <i>Guidance:</i> The toilet calculator will require you to select a building use. For a wedding breakfast select <u>Restaurant</u> . For group gatherings without alcohol, select <u>Church or Hall</u> . For a venue for sports fans to consume alcohol, select <u>Bar</u> . The number of accessible facilities required is included in the total number of facilities, not in addition to.		<input type="checkbox"/>
Provide a plan of barriers stairs and handrails if applicable.		<input type="checkbox"/>
FIRE PROTECTION		
Provide details for fire safety features (refer to page 1).		<input type="checkbox"/>
Specify number of occupants.		<input type="checkbox"/>
Confirm flame resistant fabrics are being used and supply relevant flame-resistant membrane (fabric) test certificate/s.		<input type="checkbox"/>