



User Guide for Building Consent for Marquees

Please complete this user guide, your building consent application and compile all the necessary documentation. When you are ready to lodge your application, please phone 4400056 [Alexandra] or 4450211 [Cromwell] and make a PAC appointment.

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance.

The application will be accepted only if it appears complete and compliant. If there is further information required after the application is accepted you will be contacted requesting this detail.

Complete and technically correct building consent applications are processed FASTER than incorrect ones.

Size (m²):

Date of erection:

Date of removal:

Maximum number of people using the marquee: standing seated working

Name of person signing producer statement:

Purpose eg live entertainment, dining, working, bar, seminar:

Property valuation number:	Applicant to complete		Office use only
	Yes	N/A	
Have you attached the following?			
Application form completed correctly and signed and dated	<input type="checkbox"/>		<input type="checkbox"/>
Siting Dimensions			
Proximity to boundaries and other buildings	<input type="checkbox"/>		<input type="checkbox"/>
Personal hygiene facilities	<input type="checkbox"/>		<input type="checkbox"/>
Floor Plan			
Dimensions	<input type="checkbox"/>		<input type="checkbox"/>
Location of stages, seating, tables etc	<input type="checkbox"/>		<input type="checkbox"/>
Location of all exit ways	<input type="checkbox"/>		<input type="checkbox"/>
Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessible facilities	<input type="checkbox"/>		<input type="checkbox"/>
Other Documentation			
Fire safety plan showing:			
- all fire safety features	<input type="checkbox"/>		<input type="checkbox"/>
- any heating equipment or appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Fire Evacuation Plan if needed (more than 100 people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specification			
Materials			
Fixed seating			

Inspection

An inspection by a Council Building Inspector is required prior to the marquee being used. Please ensure that the building documents are available and that the producer statement has been filled out and signed by the person erecting the marquee. The Council requires at least one working day's notice of the marquee being ready to inspect.