

Marquee Building Consents & Fire Safety Guidelines

Party Warehouse has written this document to inform you of the many rules and regulations pertaining to events involving large numbers of occupants, including those events held within marquees. We advise that you read this guideline when planning your next function or event.

Important notes - please read

This document is intended as an informative guide only and Party Warehouse accepts no responsibility if the content of this document is factually incorrect. Party Warehouse is happy to provide advice and the contact details of the relevant expert(s) at the Fire Service or your Local Authority if you have any specific questions relating to your next function or event.

The New Zealand Building Code (NZBC) requires each marquee, or each group of marquees, to obtain a temporary building consent from the relevant local authority, eg Christchurch City Council (CCC), if it is over 100m² in size or if it is being erected for over one month duration (regardless of size).

It is always the responsibility of the hirer to obtain building consents and to ensure that the marquee complies with all temporary building and fire safety requirements under the NZBC. If the landowner is not the hirer of our equipment, then it is the hirer's responsibility to obtain consent. If requested in writing, Party Warehouse will arrange for these consents on your behalf - please consult us for consent fees. Party Warehouse strongly recommends you understand and comply with all required laws and regulations relating to marquees, fire safety and functions and events. When hiring our equipment you will be deemed to have complied with such rules and regulations, even if we erect marquee(s) or other equipment on your behalf.

The "person in charge" (or the equipment hirer) of a function or event is responsible for ensuring the marquee remains code-compliant at all times. This includes ensuring all required safety equipment is present and that exit routes from the marquee are not obstructed.

The "person in charge" of a function or event is also responsible for ensuring the safe and legal use of all dangerous or hazardous goods. This includes the use of diesel, kerosene and LPG for heating and cooking appliances.



FAQ: Temporary Building Consents

Q: Do I still need a building consent if the marquee is being erected at my private residence?

- Yes, a building consent is required regardless of the location as a marquee is considered a building under the NZ Building Code.

Q: What information do I need to supply Party Warehouse before they can apply for my temporary building consent?

- Information relating to the location where the marquee is being erected, including:
 - Land Owner's name and contact information
 - Street Address & Legal Description (lot number and DP)
- Site Plan (sketch of marquee in relation to property boundaries, buildings, trees, fences and other improvements), including:
 - Location & Size of the marquee on the site
 - What activities are taking place in the marquee (eg private function)
 - Location of sanitary facilities and exits from the marquee.

Q: Do you automatically include all required additional/safety equipment with an item of equipment, eg a marquee or heater?

- As everyone's requirements are unique, Party Warehouse has made all additional/safety equipment available for hire. This ensures hire costs are kept at a minimum as many of our customers can provide some or all of the required/recommended additional equipment themselves, eg fire extinguishers, exit signs, or safety cages for heaters. This ensures you only hire the equipment that you actually require for your function.

Q: What additional equipment (fire safety and other) is required to be present in my marquee as part of my building consent?

- This will depend on several factors including
 - Who attends the function (ie public event or private function)
 - The nature of the function (standing, loose seating, trade show)
 - The maximum number of guests attending the function
 - The location of the marquee (private dwelling or building with sprinklers)
 - The time of the function (eg night time or daytime event)
 - The number and type of heating/cooking or electrical appliances
 - The Local Authority in which the marquee is being erected
- Depending on the above, the following equipment/procedures may be required:
 - Standard Sanitary Facility
 - Accessible Sanitary Facility (disabled access)
 - Fire Extinguisher(s) and Fire Alarm(s)
 - Exit Signage and/or Illuminated Exit Signage
 - Telephone / Cell phone (ie the ability to contact the Fire Service)
 - Emergency Lighting
 - Evacuation Procedure
 - "Special Permission" for Dangerous Goods Hazard > 10KG
 - ERMA Certification for Dangerous Goods Hazard > 100kg

The following table is recommended by the Fire Service and the Christchurch City Council:

Fire Safety Precautions for a Marquee

Number of occupants	Means of escape (exits)	Exit signage	Illuminated exit signage	Fire alarm	Telephone	Evacuation procedure	Fire extinguishers	Emergency exit lighting throughout
Up to 50	one	yes	no	no	no	yes	no	no
51 to 100	two	yes	no	yes	yes	yes	no	no
101 to 250	two	yes	no	yes	yes	yes	no	no
251 to 500	two	yes	yes	yes	yes	yes	yes	no
501 to 1000	three	yes	yes	yes	yes	yes	yes	yes
1001 to 2000	four	yes	yes	yes	yes	yes	yes	yes
Over 2000	Specific Design by a Fire Engineer							

Referenced from Table 1 of BA2T; Christchurch City Council application for building consent for a temporary building

Please note, the following definitions should only be taken as a guide only. Every event is unique and Party Warehouse recommends you discuss your situation with the relevant experts at the Fire Service and your Local Authority Area:

- Means of Escape. In case of an emergency, it is important that an appropriate number of suitable exits are maintained in the marquee whilst the marquee is occupied. Each exit must be of suitable height and width (minimum of 1.0m wide). The CCC has based its minimum exit width calculation on the following formula:
 - # occupants x 7mm / (# exits – 1)
 - eg 100pp function requires 2 exits
 - $100 \times 0.007 / (2-1) = 0.7\text{m}$ (note min = 1.0m)
 - Therefore 100pp function requires 2 exits of 1.0m each.
- Exit signage is any sign that informs the occupants of the exit locations. It does not have to be illuminated.
- Illuminated exit signage must illuminate in the event of a power failure.
- A Fire Alarm must be able to alert all occupants of the marquee in the event of an emergency. The CCC recommends a fire alarm consist of a power source (battery), a switch (on/off) and a sounder. A fire alarm must be audible over any activity inside the marquee.
- A Telephone or cellphone is required at the event to notify the emergency services in the event of an emergency. The council will need to be notified if there is no landline or cellphone reception and other arrangements made.
- Fire Extinguishers are not required in a marquee of less than 250 occupants, unless electrical or LPG appliances are present. The quantity of fire extinguishers required in a marquee needs to be “fair and reasonable”, depending on the nature of the function, the marquee size and the number of electrical or LPG appliances.
- Emergency Lighting is required for marquees containing over 500 occupants. This lighting will be required to adequately illuminate the marquee in the event of a power failure, to ensure all occupants can safety exit the marquee.

- Sanitary Facilities (toilets): The NZBC requires a minimum number of sanitary facilities to be present, including any existing facility at your location. Based upon the NZBC requirements, CCC recommends the following:
 - 1 – 5 occupants: 1 facility
 - 6 – 40 occupants: 2 facilities
 - 41-80 occupants: 3 facilities
 - > 80 occupants: 3 facilities + 1 facility per additional 50th person.
 - If the event is open to the public, or if you know of a disabled person attending the event, then one accessible facility is required for up to 300 occupants and two are required for over 300 occupants.
 - If your function is outside of Christchurch City then we recommend you follow the CCC guidelines or at least consult with your local authority to see if they have different requirements.
- An Evacuation Procedure will inform all occupants of the marquee what to do in the event of an emergency. Please refer to the final page of this document for a sample procedure for a simple marquee event.

What happens if my marquee is erected within 10m of a sprinklered building?

- The lessor or business owner will need to have a NZ Fire Service approved amendment to their evacuation procedure and must also advise their building owners & insurers of the possibility that their sprinklered building might be out of compliance with the NZBC for the duration of the marquee's term.

FAQ: Heating & Cooking Appliances

Q: What can I use to heat my marquee and what safety conditions should I adhere too?

- All dangerous & hazardous substances must be stored appropriately, with all 45kg LPG cylinders being stored on a trolley with quick release couplings.
- It is recommended that all heaters are placed behind suitable safety screens to prevent occupants getting too close to the heater.
- LPG heaters (excluding patio heaters) can be used inside a marquee (or any building for that matter) without any certification or explicit council permission, if there is less than 10kg of LPG in total within the marquee. If there is between 10kg and 100kg of LPG within a marquee at any one time, special permission is required from a Hazardous Substance Officer (eg CCC Environmental Services Unit).
- It is against the law to store in excess of 100kg of LPG inside a marquee (or any building) regardless of the size. LPG can be stored outside and piped to the appliance inside the marquee. All cylinders must be kept a minimum of 8m apart when inside a building.
- Similarly, anyone handling in excess of 100kg of LPG must obtain an approved handler certificate from the Environmental Risk Management Authority (ERMA).
- Storing in excess of 100kg of LPG for a duration of 18 hours or more at any one location (eg outside a marquee) requires an Hazardous Substances and New Organisms (HSNO) location certificate.
- LPG Patio heaters are not permissible inside a marquee unless 50% of the walls are removed. Patio Heaters can be used outside of a marquee, ie for smoking areas.

LPG Summary Table:

Quantity of LPG	Action
< 10kg	No action is required
10kg – 100kg	We recommend you contact the Hazardous Substance Officer at your local council and inform them of the potential risk. If the marquee is “well ventilated” then the potential risk will be low.
> 100kg, stored less than 18hrs	If the quantity of LPG exceeds 100kg but will be stored at a location for less than 18 hours, we recommend you contact the Hazardous Substance Officer at your local council and inform them of the potential risk.
> 100kg, stored more than 18hrs	If the quantity of LPG exceeds 100kg and will be stored at a location in excess of 18 hours, a HSNO location certificate will be required. This procedure may be cumbersome.

- Diesel and Kerosene blow and radiant heaters are permitted inside an occupied marquee, as long as the total quantity of fuel stored inside is deemed safe.
 - The amount of fuel required to sufficiently warm a marquee with diesel or kerosene heaters would typically be deemed safe. Therefore diesel and kerosene heaters are an ideal way to heat a marquee.
 - Large drums to refuel heaters would need to be stored outside.
- For more information on hazardous substances we recommend you visit:
 - <http://www.ermanz.govt.nz/resources/publications/pdfs/ER-CG-15-1.pdf>
 - <http://www.ermanz.govt.nz/resources/publications/pdfs/ER-QG-21-2.pdf>

Sample Marquee Evacuation & Fire Safety Procedure:

- Before entering a marquee, please be aware of the exit locations in case of an emergency.
- Ensure all exits are accessible to all occupants and are adequately marked. Never block a fire exit.
- The event organiser is required to ensure all building and fire safety requirements are complied with at all times. If you are unsure of these requirements please consult the Party Warehouse team before occupants enter the marquee.
- Party Warehouse Ltd can not be held responsible if safety procedures are not adequately implemented by occupants of our marquees.

IF YOU DISCOVER A FIRE

Operate the nearest fire alarm box (if applicable), and Telephone the Fire Service – Dial 111

WHEN YOU HEAR A FIRE ALARM

Immediately vacate the marquee via your designated exit
Assemble in area designated by the Event Organiser.

Do not linger in the marquee or close to exits

Do not return to the marquee until the “all clear” is given

Do not run