

## Help sheet for temporary building consent applications Events and Filming

### Exemptions

A building consent is not required for low risk and minor works when you complete a Building Consent Exemption form. The information collected helps the council to make sure your structure is safe, fit for purpose and complies with the Building Act 2004 and the New Zealand Building Code. Completing this form means that you don't need to go through the full process of applying for a building consent.

### You need a building consent when:

- a marquee is over 50m square for a public event
- a marquee is over 100m square for a private event
- structures are over 2m in height i.e. artworks/backdrops
- stages are 1m or more in height

### Time to process your application

Allow at least 25 days before the date of your event to submit your application. If more information is needed it could take longer.

### Cost

\$150 (including GST). The fee may increase if not all of the required information is provided when you submit the application.

### Completing the form

**Step 1 The building:** name of the event location e.g. Victoria Park, 203 to 271 Victoria Street, Auckland Central. Find addresses of Auckland city parks at [www.aucklandcity.govt.nz/whatson/places/parksonline](http://www.aucklandcity.govt.nz/whatson/places/parksonline)

**Step 2 The owner:** owner of the land or location, i.e. Auckland City Council. The contact is the person who is giving you permission to use the land. On public parks or streets this is your council event facilitator.

**Step 3 The agent:** person responsible for the use of the structure, i.e. the event organiser.

**Step 4 The project:** select the appropriate description from the options provided on the form. Note that the supplier of the marquee or structure should provide you with all technical information including the producer statement design PS1 for the structure for compliance with NZBC/B1 and any additional documentation noted on the form such as scale floor plans.

**Step 5** Make sure you have included all attachments: payment, site plans, floor plans marking the escape route width and final exits

**Step 6 Fire safety considerations:** Complete this section if it applies.

**Step 7 Fire safety precautions:** circle the appropriate number of occupants. This relates to the maximum number of occupants at one time. Tables 2 & 3 are used in relation to step 8, 9 and 10

**Step 8 Occupant number**  
Marquee area  m<sup>2</sup> x  occupant density from (table 2) =  occupants

**Step 9 Exit widths**  
Occupant number calculated from step 8  x 7mm / (no of exits provided-1) =  mm (min width per fire exit). Note: not less than 1m.

*If you are unsure on the formula, please submit a scale plan, indicating the number of exits, their widths and if any sides are completely open.*

### Step 10 Sanitation facilities

Event safety advisor can provide information on required minimum number of sanitary facilities including accessible facilities. Temporary activities/events have different requirements than those set out in the building act.