

FACT SHEET – Marquees

Under Schedule 1 of the Building Act 2004, and effective from 23 December 2010, the following marquees will be exempt from requiring a building consent:

- Marquees for public or private use up to 100m²

Marquees over 100m² require a building consent. Please contact Council with a minimum of 20 working days prior to your event to allow the processing of your building consent.

The following must be supplied in support of the building consent application:

Site location will need to be approved by the owner of the land and a copy or written approval submitted with your application.

Site Plan must show:

- The size of the marquee
- All measurements from boundaries and existing buildings

Floor Plan must show:

- Fire exits
- Location of fire extinguishers, emergency lighting (when used at night) alarm and exit signs
- Table and seating layout or internal layout.

Proposed Use must detail:

- Total occupancy numbers
- Hours of use for the Marquee (e.g is it being used after dark?)
- Exit door(s) size to take the number of people. Total exit width is occupancy number x 7mm per person or no less than 1m wide with two exits; or
 - Detail emergency warning (for occupancy of over 50 people). See table 1 on our Marquee application form for warning systems required
 - Detail Heating Units and show how and where heating is safe to people around the units.
 - Detail who will be supervising the erection of the marquee and their contact number.
- A specification is required for use of materials specifying surface spread of flame – smoke indices
- A design producer statement is required for structural stability and tie-down detail for the applicable wind zone
- If the event is selling and supplying liquor an RLC liquor licence will be required
- Detail who the Safety Officers are and what the Evacuation Scheme is – Safety Officers need to have some form of identification
- The evacuation procedure will need to be displayed at all times
- If the marquee is to be used after sunset some form of emergency light is required
- A Form 6 – Code Compliance Certificate – will need to be completed by the time of the CCC inspection.

Please stipulate when a marquee will be erected and when it will be ready for an inspection. You will need time for booking an inspection. Please contact Council to lodge your application where, if the documentation is complete, approval will be given in a timely manner; however, insufficient information may result in a suspension while awaiting further details resulting in an extended time frame.