



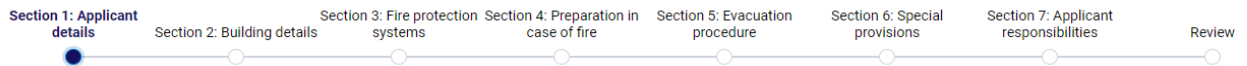
Childcare Example Application Form

The quickest and most convenient way to apply for an Evacuation Scheme is by using the online form. Once you have submitted your application, it is easy to make changes if required to get the application approved. Once approved, you will be notified when you need to do any follow-up actions to keep your approved scheme current (i.e. to maintain it).

The following is an example of a completed online application form.

Please note that there may be some differences as some questions which may be marked as 'not required' on this example form may be required for your specific building. The online form determines which questions are required based on your answers to previous questions. For example, if you do not have a sprinkler system, the questions relating to that system will not be required; however, if you do have a sprinkler system you will be required to answer questions about it.

Section 1 – Applicant Details



Applicant details

Applicant type *

- Individual Company

1.1 Building owner

Please enter the details of the owner of the building

Company name *

Landlord Holdings Ltd

Postal address *

P.O. Box 68042

Suburb *

Wellesley Street

City *

Auckland

Postalcode *

1141

[Click here to find postcode](#)

Contact phone number *

0800 347 346

Landline number

Email address *

landlord.holdings@email.co.nz

Confirm email address *

landlord.holdings@email.co.nz

1.2 Nominated contact person

Please enter the details of the nominated contact for the building

First name *

Martin

Last name *

Henson

Postal address *

PO Box 44

Suburb *

Fitzroy

City *

New Plymouth

Postalcode *

5432

[Click here to find postcode](#)

Contact phone number *

026 332 1122

Landline number

05 844 8844

Email address *

martin.henson@email.co.nz

Confirm email address *

martin.henson@email.co.nz

Building usage

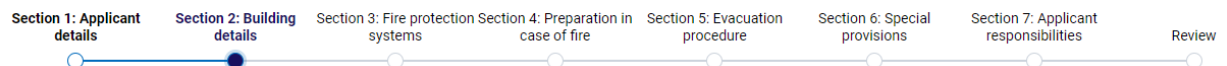
1.3 Building use

The building needs an evacuation scheme because the building or parts of the building will be used for (check all that apply): [?](#)

Building usages

<input type="checkbox"/> The gathering together, for any purpose, of 100 or more persons
<input type="checkbox"/> Providing employment facilities for 10 or more persons
<input type="checkbox"/> Providing accommodation for more than 5 persons (other than in 3 or fewer household units)
<input type="checkbox"/> A place where hazardous substances are present in quantities exceeding the minimum amounts prescribed in schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
<input checked="" type="checkbox"/> Providing early childhood facilities (other than in a household unit)
<input type="checkbox"/> Providing nursing, medical, or geriatric care (other than in a household unit)
<input type="checkbox"/> Providing specialist care for people with disabilities (other than in a household unit)
<input type="checkbox"/> Providing accommodation for people under lawful detention (other than home detention)
<input type="checkbox"/> None of the above, this is a voluntary application

Section 2 – Building Details



Description

2.1 Building description

Building name

Address search enter minimum 3 characters

Please search building address

USE THIS ADDRESS

Unit number

Street number*

Street name*

Suburb*

City*

Postcode*

[Click here to find postcode](#)

Record of title reference* [?](#)

Legal description* [?](#)

Activities

2.2 Activities undertaken in the building include (check all that apply)

	Building use	Additional comments
1	<input type="checkbox"/> Residential	
2	<input type="checkbox"/> Manufacturing	
3	<input type="checkbox"/> Retail or Wholesale	
4	<input type="checkbox"/> Offices	
5	<input type="checkbox"/> School or other education	

6	<input checked="" type="checkbox"/> Early Childhood Facility	<input type="text"/>
7	<input type="checkbox"/> Cool-Store	
8	<input type="checkbox"/> Entertainment	
9	<input type="checkbox"/> Rest Home / Nursing Home	
10	<input type="checkbox"/> Storage	
11	<input type="checkbox"/> Hospital	
12	<input type="checkbox"/> Activities of a temporary nature such as a wedding or a circus	
13	<input type="checkbox"/> Places of Worship	
14	<input type="checkbox"/> Boarding House	
15	<input type="checkbox"/> Other, Please Specify	

Floor & occupancy

2.3 Floor

Building floor

The building is: * [?](#)

Single floor

Multi floors

2.4 Floor occupancy

Complete for each floor of the building:

Floor	Use	Normal days	Normal hours of use	Normal no. of occupants	Maximum no. of occupants	
1	Early Childhood	Weekdays <input type="text"/>	Mostly between 6am - 7pm <input type="text"/>	33	50	COPY

[+](#) Add item [-](#) Delete

Maximum number of occupants in the building [?](#)

50

Substances

2.5 Are there hazardous substances present in amounts that exceed the threshold quantities? * [?](#)

Yes No

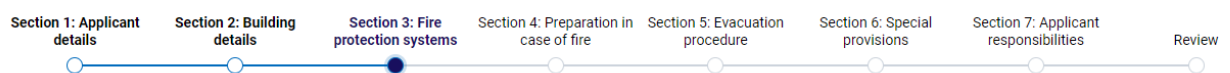
2.6 Are there any infectious and radioactive substances present in the building? * [?](#)

Yes No

2.7 Is the building required to have an Emergency Response Plan under the Health and Safety at Work Act 2015? * [?](#)

Yes No

Section 3 – Fire Protection Systems



Sprinkler information

3.1 Automatic sprinkler

Does the building have an automatic sprinkler system? *

Yes No

Alarm & place of safety outside

3.5 Fire alarm system - Does the building have fire alarm system? *

Yes No

3.6 Fire alarm system trigger- How is the alarm system triggered (check all that apply)?

<input checked="" type="checkbox"/> Heat Detectors
<input checked="" type="checkbox"/> Manual Call Points
<input checked="" type="checkbox"/> Smoke Detectors

3.7 Fire alarm system standards-Does the system meet the requirements of NZS 4512:2010? *

Yes No

3.8 Is your fire alarm system monitored by New Zealand Fire and Emergency? *

Yes No

3.9 Other fire protection systems-Provide details of any other fire protection systems *

n/a

3.10 Places of safety outside - Complete the details for each place of safety outside ?

<p>A place of safety outside is*</p> <p>The primary place of safety is the fenced off grassed area next to the car park at the fro</p> <p>It will be available for occupants from the following area(s)*</p> <p>People from all areas of the property.</p>
<p>A place of safety outside is*</p> <p>A secondary place of safety is the reserve next door to the building. This place will be us</p> <p>It will be available for occupants from the following area(s)*</p> <p>People from all areas of the property.</p>

[Add item](#) [Delete](#)

Section 4 – Preparation in Case of Fire



Signs/Notices

4.1 Signs/Notices

Please list where fire action notices are displayed within the building and the location(s) they are displayed at. ?

Title of notice or sign	Place(s) located
Fire Action notice	Beside every exit door, on the notice boards, next to all manual call points.
Exit signs	Above all exits.

[Add item](#) [Delete](#)

A copy of the fire action notice that you are using must be attached to this application. You can attach a copy of your Fire Action notice by clicking on the Attach file button.

[ATTACH A FILE](#)

Fire fighting equipment

4.2 Fire fighting equipment

Does the building have any fire fighting equipment?

Yes No

List any fire fighting equipment and where it is located. If your building has a lot of fire fighting equipment you can upload a list of the equipment and where it is in the building rather than enter it item by item.

You can upload a list of the equipment and where it is in the building by clicking **ATTACH A FILE** on the Attach file button

Fire fighting equipment	Place(s) located
<input type="text" value="2.5kg Dry Powder Extinguisher"/>	<input type="text" value="Refer to the attached floor plan."/>
<input type="text" value="Fire Blanket"/>	<input #"="" type="text" value="Refer to the attached floor plan."/>

[+](#) Add item [-](#) Delete

Training details

4.3 Training

The occupants will be trained to respond to a fire event by (select one of the following) : *

- Trial evacuations An evacuation training programme

4.4 Trial evacuation timings

Trial evacuations will be carried out in a manner set out the Fire and Emergency New Zealand* (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every:

Other* ?

- Weeks Months

Months*

Note: Period must be 6 months or less

4.5 Trial evacuation management

Trial evacuations will be managed by the person who holds the position of: *

4.6 Staff training responsibility

The evacuation training programme will be managed by the person who holds the position of: *

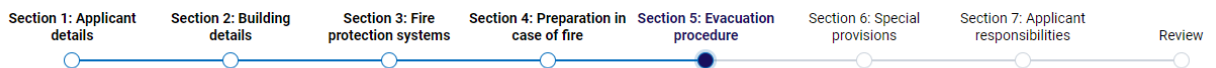
4.7 Staff training

The staff training for managing fire evacuations consists of: * ?

Staff training is completed within the first week of starting at the childcare centre and when trial evacuations are completed once every term. Training document attached details the subjects to be covered.

You can upload details of your staff training plan by clicking on the Attach file button . **ATTACH A FILE**

Section 5 – Evacuation Procedure



Alerts & means of escape

5.1 Alerts - The building occupants will be alerted to a fire emergency by *

Normal **B** *I* U

Signs of fire/smoke.

Verbal alerts from other occupants.

The building fire alarm which can be triggered by the smoke alarms (installed throughout the building, including the sleep area), heat detectors or manual call points.

5.2 Evacuation procedure - Describe the evacuation procedure for the building * ? that will ensure occupants will be evacuated to a place or places of safety.

Normal **B** *I* U

Fire Action Notices displayed in the building summarise the evacuation procedures, where the place of safety is, and how to get to it. These notices will inform any visitors to the building what they should do along with verbal instructions from staff.

All teaching staff are trained to instruct visitors to evacuate. If required teachers may also instruct visitors to assist with the evacuation of others if required.

Children will be gathered together into groups by the teachers at the front door (or rear deck if the fire is near the front door). The size of each group of children will depend on the age and capabilities of the children in each group and the number of teachers available (in case one is helping someone requiring assistance). Each teacher will take a group of children out to the place of safety and be responsible for that group.

Young children who are unable to walk from the building will be placed in a cot (3 children per cot if required) and wheeled from the building. There are 3 of these cots available.

The centre has a maximum of 6 under 2-year-old children with 2 teachers, and a maximum of 20 over 2- year-old children with 3 teachers. There is a full time head teacher and full time administrator on site.

5.3 Evacuation complete - Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)

Normal **B** *I* U

Teachers will check each room in the building is clear of people as they evacuate and report to the head teacher at a place of safety. The head teacher will monitor the status of the evacuation and when all rooms are reported as being clear will determine that the evacuation is complete. The head teacher will report that the evacuation is complete (or the status of the evacuation if it is still in progress) to Fire and Emergency when they arrive.

5.4 Means of escape - A diagram or map of your means of escape can be attached to the application.

You can upload a copy of your diagram or a map of your means of escape plan by clicking on the Attach file button . [ATTACH A FILE](#)

Describe in detail all the means of escape from fire to all places of safety, including alternative routes if the primary route is unable to be used.

Normal **B** *I* U

As per the routes marked on the attached site plan. Both the front and rear doors have ramps so that they can be used by small children, wheeled cots or any visitors with limited mobility.

Assistance & notification

5.6 People requiring assistance - Does the building have, or is it likely to have, occupants who require particular assistance to evacuate or to be notified of the need to evacuate (e.g. persons with disabilities, hearing impaired, elderly, small children, etc.)? Yes

List any firefighting equipment not already mentioned in section 4.2 that is used to evacuate persons requiring assistance as well as the role(s) of staff members trained to use it.

Do you have equipment in the building specific to evacuating occupants who require assistance to evacuate? If so, please specify the equipment and the role of the staff members trained to use it.

Equipment	Staff trained to use it (state position, or all)
3 x Mobile Cots	All staff

[Add item](#) [Delete](#)

5.7 Evacuation of people requiring assistance - Explain how evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety. Even if you don't have regular occupants that may require particular assistance, explain how you would manage visitors, or someone who may have an injury, that require assistance to evacuate.

Normal **B** *I* U

All exits are fully accessible, including having fixed ramps in place.

The needs of any regular users of the building who may require assistance to evacuate will be considered prior to an emergency situation occurring. Methods of assisting these people will form part of pre-planning, staff training and trial evacuations to ensure those people can be assisted as required.

There are 3 mobile cots available to enable under 2 year olds who cannot walk to be able to be wheeled out to the place of safety. Each cot can hold up to 3 children. (there are a maximum of 6 under 2 year olds).

Teaching staff are trained to look for any visitors that may require assistance as they check rooms are clear. Teachers will take action to ensure everyone is aware of the need to evacuate and are evacuating, or they will provide any people requiring assistance the appropriate level of reassurance or assistance to get to the place of safety outside.

5.8 Fire and emergency notification - Fire and Emergency New Zealand will be alerted to the fire by

Method

The person discovering the fire will ring 111 from a safe area. The Head Teacher will confirm this has been done.

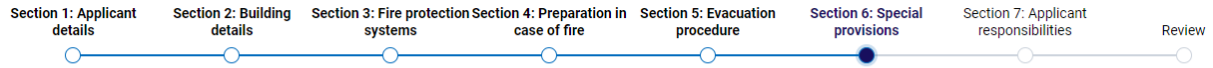
[Add item](#) [Delete](#)

5.9 Fire and Emergency arrival - Please provide details of who will inform Fire and Emergency about the details of occupants and location of places of safety inside

Normal - [B I U] [A- A] [X]

There are no places of safety inside, however the Head Teacher (identified by the red Hi-Viz vest) will report the status of the evacuation to firefighters on their arrival.

Section 6 – Special Provisions

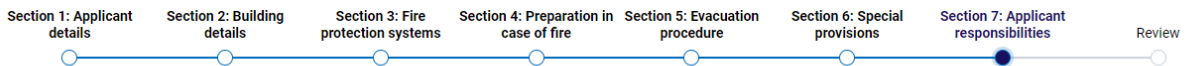


Are there any special provisions

If you have not uploaded a copy of your Evacuation Scheme document upload it here

[ATTACH A FILE](#)

Section 7 – Applicant Responsibilities



Applicant responsibilities

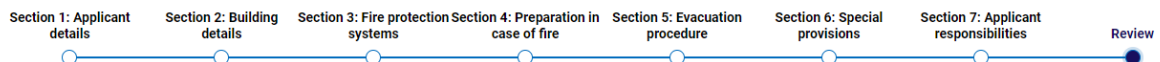
The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if:

- The building's fire detection and suppression system is non-operational for a period of time.
Note: For certified systems, you must complete the Fire Protection System Shutdown form prescribed to you by your fire protection system agent.
- The means of escape from fire for the building is to be altered under section 107 of the Building Act 2004.
- Building work is to be carried out on the building under section 112 or 133AT of the Building Act 2004, affecting the building's means of escape from fire.
- The building's life is to be extended under section 116 of the Building Act 2004.
- The occupancy of the building is changing to the extent that the building's means of escape from fire will be materially affected.
- There are to be changes to the place or places of safety specified in the evacuation scheme.
- There is to be a change of purpose or activities within the building.
- The building is no longer required to have an evacuation scheme, e.g. the building is to be demolished or will no longer used for a purpose described in section 75(1) of the Act.
- The nominated contact person for the building (whether that is the owner or another person) will be absent from New Zealand for longer than 21 consecutive days. You must advise who the alternative contact person will be.

Declaration

By ticking this box I acknowledge that I have completed this application and that the information I have provided is true and correct to the best of my knowledge, and that the building owner seeks approval of the evacuation scheme for the building.

Review & Submit



- > Section 1: Applicant details
- > Section 2: Building details
- > Section 3: Fire protection systems
- > Section 4: Preparation in case of fire
- > Section 5: Evacuation procedure
- > Section 6: Special provisions
- > Section 7: Applicant responsibilities

[PREVIEW APPLICATION](#)

[BACK](#)

[SAVE](#)

[SUBMIT](#)