



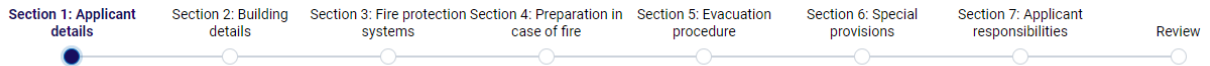
Marae Example Application Form

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 *

Paerewa Marae Trust

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 *

paerewa.marae@email.co.nz

Confirm email address *

paerewa.marae@email.co.nz

1.2 Nominated contact person

Please enter the details of the nominated contact for the building

First name *

John

Last name *

Doe

Postal address *

14 Mariko Avenue

Suburb *

Whakarewarewa

City *

Rotorua

Postalcode *

4554

[Click here to find postcode](#)

Contact phone number *

05 633 6633

Landline number

Email address *

john.doe@email.co.nz

Confirm email address *

john.doe@email.co.nz

Building usage

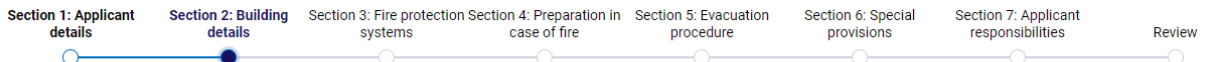
1.3 Building use

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 checked="" 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 checked="" 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 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

Paerewa Marae

Address search enter minimum 3 characters

Please search building address

[USE THIS ADDRESS](#)

Unit number

Street number *

4

Street name *

Mariko Avenue

Suburb *

Whakarewarewa

City *

Rotorua

Postcode *

4554

[Click here to find postcode](#)

Record of title reference * [?](#)

MLBLK Sec 24 BLK VI Whakarewarewa

Legal description * [?](#)

Lot 1 DP 34434

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 type="checkbox"/> Early Childhood Facility	

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 checked="" type="checkbox"/> Other, Please Specify	Wharenuui / Wharekai

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 Click to sort	Normal days	Normal hours of use	Normal no. of occupants	Maximum no. of occupants	
G	Wharenuui	7 days a week v	24 hours v	80	120	COPY
G	Wharekai	7 days a week v	24 hours v	100	120	COPY

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

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

240

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

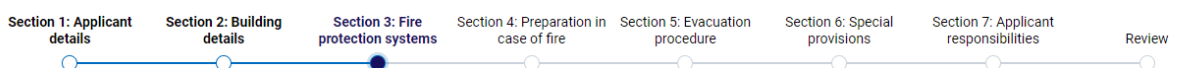
No

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

3.2 Sprinkler standard

The standard the sprinkler has been installed to is: * ⓘ

NZS 4541:2013 - ▾

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

A place of safety outside is*

Front car park adjacent to main driveway.

It will be available for occupants from the following area(s)*

Whanau from all areas of the property.

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

Place of Safety Inside

3.11 Places of safety inside ⓘ

Are there one or more places of safety inside the building? *

Yes No

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
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 on the Attach file button

ATTACH A FILE

Fire fighting equipment	Place(s) located
Fire Extinguisher	Beside front door of both buildings.

⊕ 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:

Six months ▾

4.5 Trial evacuation management

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

Building Warden

4.6 Staff training responsibility

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

Marae Custodian

4.7 Staff training

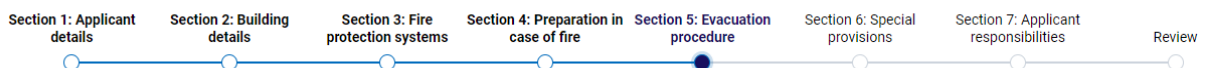
The staff training for managing fire evacuations consists of: * ?

All regular users of the Marae are trained in the fire emergency procedures and the fire safety checklist use. Training is conducted as induction for new regular users and refresher training is carried out after each trial evacuation. Documents are attached showing what is covered by this

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 ▾ [List Bulleted] [List Numbered] [B] [I] [U] [Link] [Image] [A] [Color]

Verbal warning "He ahi, he ahi, he ahi" or "Fire, fire, fire"

An alarm sounding throughout both buildings after being manually activated or after a sprinkler activation.

Smoke alarms also alert people of the need to evacuate.

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.

Format ▾ [List Bulleted] [List Numbered] [B] [I] [U] [Link] [Image] [A] [Color]

If you discover a fire

- Signal an emergency i.e., operate nearest fire alarm and shout "He ahi, he ahi" or "Fire, fire"
- Evacuate the building immediately using the nearest safe fire exit;
- Phone Fire and Emergency New Zealand – dial 111 and ask for FIRE;
- Warn others in the immediate area as they evacuate;
- Check all areas of the buildings, including toilets etc;
- Close doors as they leave, if this can be done safely;
- Assist any persons who may require assistance to evacuate;
- Go to the place of safety at the front car park adjacent to main driveway;
- Report the location of the fire and any other details (e.g. the areas you checked that are clear) to the Building Warden (Marae custodian or delegated person);

- Do not re-enter the building until the Building Warden or Fire and Emergency has given the "All Clear";
- Follow instruction of the Building Warden (Marae custodian or delegated person) and/or Fire and Emergency.
- NOTE: Fire-fighting equipment (e.g. fire extinguisher) should only be utilised in the early stages of fire development by persons who have been suitably trained. The priority is evacuation of the whanau to a place of safety outside the building.

A warden will manage the evacuation and report the status of the evacuation to Fire and Emergency NZ on their arrival. Please refer to the Marae Fire Emergency Procedures attached in Q4.7

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

Occupants accounted for and building cleared by warden (Member of the Marae as delegated by the Marae Custodian) doing a physical check of all parts of the buildings.

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

Both buildings have main exits at the front of the buildings.
Alternate exits are at the rear of each of the buildings out the side and down the clearway between both buildings.
If it is not safe to walk between the buildings it is possible to go around the back of the buildings to the assembly point.
Please see plan attached layout.

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 No

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)
No items	
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 regular users of the Marae are taught to help anyone who require assistance to evacuate.
This includes assisting the young, elderly, hearing or sight impaired, people with limited mobility, people who are anxious about the situation, etc.
Regular users are taught to reassure people and assist them out of the building to the assembly point in an orderly fashion.
Both buildings are at ground level and all exits are user friendly for people with walking frames or wheelchairs.

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

Method

A 111 call will be made.

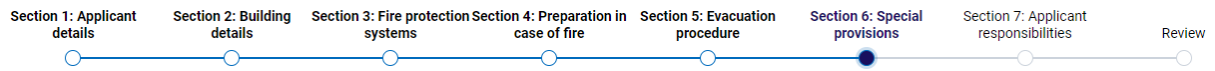
[Add item](#) [Delete](#)

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

There are no places of safety inside however the Marae custodian or his/her representative will report the status of the evacuation.

Section 6 – Special Provisions

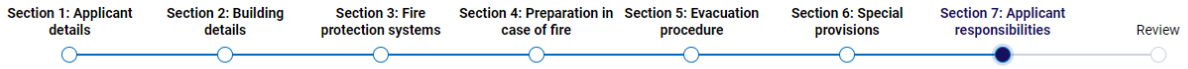


Are there any special provisions

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

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Section 7 – Applicant Responsibilities



Applicant responsibilities

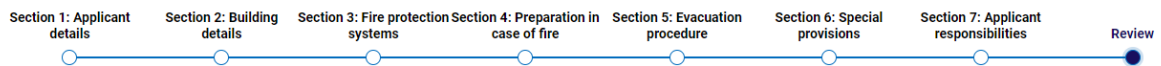
The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if:

- 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