



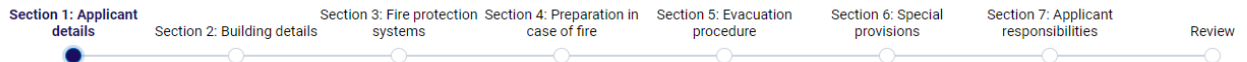
# Motel Example Application Form

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

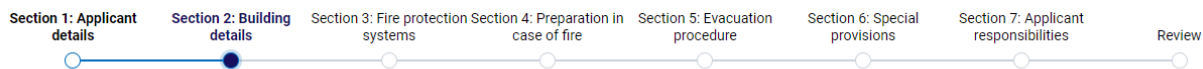
### 1.3 Building use

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 checked="" type="checkbox"/>	Providing accommodation for more than 5 persons (other than in 3 or fewer household units)
<input checked="" 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

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 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	Motel

## 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	
G	Accommodation	7 days a week	24 hours	30	30	COPY
1	Accommodation	7 days a week	24 hours	27	30	COPY

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

Maximum number of occupants in the building ?

60

## Substances

2.5 Are there hazardous substances present in amounts that exceed the threshold quantities? \* ?

Yes

No

### ADD HAZARDOUS SUBSTANCES

Hazardous Substances - List the hazardous substances exceeding the threshold quantities present in the building, together with the approximate aggregate quantities for each

Property & State	Classification	Threshold Quantity	Approximate Aggregate Quantity	Unit
Toxic (Solid or Liquid)	6.1A, 6.1B or 6.1C	10kg or 10L	10	kg

2.6 Are there any infectious and radioactive substances present in the building? \* ?

Yes

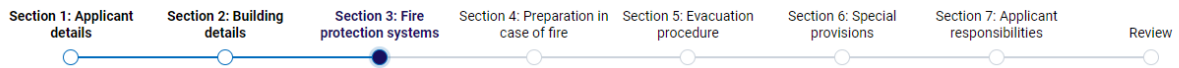
No

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 4541:2007 - ▾

### 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)?

- Heat Detectors
- Manual Call Points
- 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

PFA Number - If you don't know the number leave this blank.

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\*

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

⊕ 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
Fire Action Notices	On display in communal areas (reception, laundry) and on the back of all
Exit Signs	Along all exit routes.
Assembly point sign	Courtyard outside reception.
Fire Emergency Procedures	Back of all unit doors.

[+ 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](#)

Fire fighting equipment	Place(s) located
Extinguishers	Each unit.

[+ 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

### 4.8 Training programme implementation

The evacuation training programme will be carried out in a manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every:

Six months

### 4.9 Training programme management

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

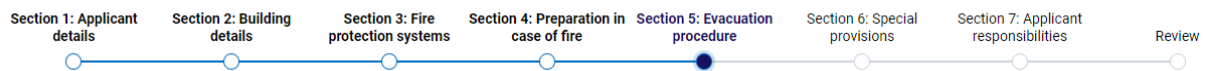
Motel Manager

### 4.10 Please upload your evacuation training programme

You can upload details of your evacuation training programme 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 Paragraph format

Any one of

- Signs of smoke or fire
- Verbal warnings from others
- Manual activation of fire alarms
- Automatic activation of fire alarms by smoke detection or sprinkler activation

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 [bulleted list icon] [numbered list icon] **B** *I* U [link icon] ~~Ix~~ **A-** **A-**

Assistant wardens and staff to advise occupants to begin evacuating to nearest final exits when alarm sounds or fire discovered.

Assistant wardens to conduct search of all occupied spaces to check they are clear, or to inform accommodation guests to leave the unit, if it is safe to do so.

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/other occupants of the building.

Guests are also advised of this information during check-in and the information is included in the compendium in each guest room.

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 [bulleted list icon] [numbered list icon] **B** *I* U [link icon] ~~Ix~~ **A-** **A-**

Assistant Warden who will be responsible to physically check every room is clear if safe to do so and then report the Building Warden.

All motel occupants must follow the instruction of Wardens at all times. Instructions may be given to move directly to the assembly point/place of safety courtyard outside Reception.

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 [bulleted list icon] [numbered list icon] **B** *I* U [link icon] ~~Ix~~ **A-** **A-**

The building has two levels of units. The upper level units have one exit leading to stairwells at each end of the building. All ground level units have two exits and the front exits are fully accessible. Please see the site map attached.

## 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)
None	Not applicable

[+ 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 [bulleted list icon] [numbered list icon] **B** *I* U [link icon] ~~Ix~~ **A-** **A-**

Guests are to inform management on arrival if they require assistance to evacuate in an emergency situation.

All staff will be generally responsible to ensure disabled visitors are assisted from the building to the assembly points during an alarm.

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

**Method**

Fire and Emergency will be alerted with a 111 call and by automatic notification when our alarm system is activated.

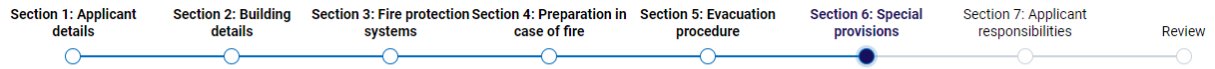
[+ Add item](#) [- Delete](#)

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 \*

Format - [List] [B] [I] [U] [Link] [Text] [Image]

n/a

## Section 6 – Special Provisions

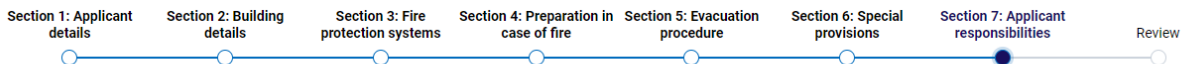


Are there any special provisions

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

ATTACH A FILE

## Section 7 – Applicant Responsibilities



### Applicant responsibilities

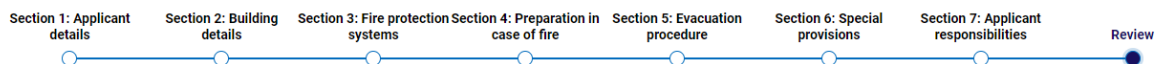
The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if:

- 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 be 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