



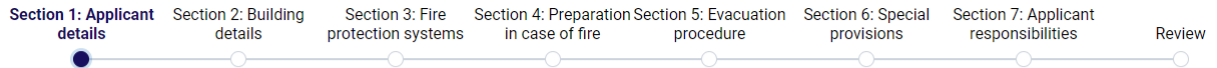
Multi-use (Retail & Apartments) Example Application Form

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 *

PO 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

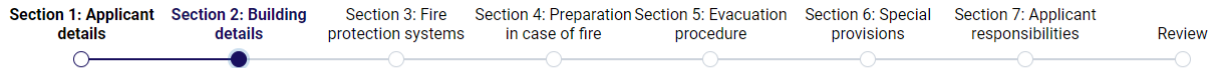
1.3 Building use

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 checked="" 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

Phantom Complex

Address search enter minimum 3 characters

Please search building address

USE THIS ADDRESS

Unit number

Street number *

108

Street name *

Phantom Terrace

Suburb *

Ponsonby

City *

Auckland

Postcode *

4554

[Click here to find postcode](#)

Record of title reference * [?](#)

CT345678

Legal description * [?](#)

Lot 1 DP 90210

Activities

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

	Building use	Additional comments
1	<input checked="" type="checkbox"/> Residential	
2	<input type="checkbox"/> Manufacturing	
3	<input checked="" type="checkbox"/> Retail or Wholesale	
4	<input checked="" 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	Car parking, Restaurant and Gymnasium

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	Gym, Restaurant, Convenience, Store	7 days a week	Mostly between 6am - 7pm	250	400	COPY
1	Car parks and offices	7 days a week	Mostly between 6am - 7pm	55	100	COPY
2	Car parks	7 days a week	Mostly between 6am - 7pm	40	100	COPY
3	Apartments	7 days a week	24 hours	20	35	COPY
4	Apartments	7 days a week	24 hours	20	35	COPY
5	Apartments	7 days a week	24 hours	20	35	COPY
6	Apartments	7 days a week	24 hours	20	35	COPY

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

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

740

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

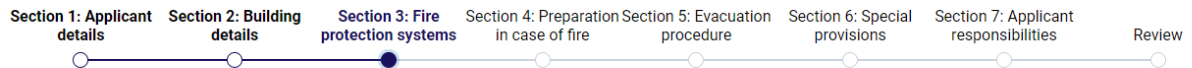
No

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 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

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 *

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

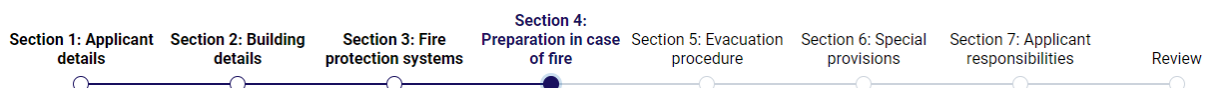
Place of Safety Inside

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 (ground floor)	Next to all exits and manual call points
Fire Action Notices (first floor offices)	Next to all exits and manual call points
Fire Action Notices (car park levels)	Next to all exits and manual call points
Fire Action Notices (apartment levels)	Next to all exits and manual call points
Exit signs	Above all egress routes

[+ 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
Fire extinguishers	By stairwell entrance on every level
Fire hose reels	Car park levels at top of vehicle access ramps

[+ 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 Manager

4.6 Staff training responsibility

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

Building Health and Safety Manager

4.7 Staff training

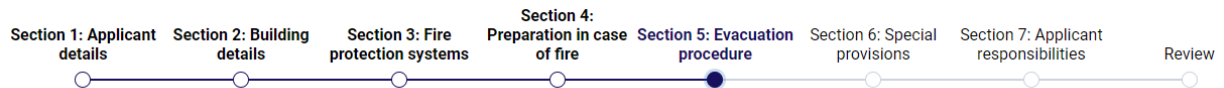
The staff training for managing fire evacuations consists of: * [?](#)

Retail and office tenancies have staff trained to ensure there is always someone present during trading hours to act as a warden and manage the safe evacuation of their tenancy. These tenancies must train staff on induction and annually to ensure they maintain the capability to evacuate everyone from

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] [Text] [A] [A]

Signs of fire or smoke.

Verbally by others in the building.

Individual smoke alarms (local sounding only) in each apartment.

The fire alarm system sounded throughout the building activated by manual call points, heat detectors or smoke detection (common areas only) 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 - [List Bulleted] [List Numbered] [B] [I] [U] [Link] [Text] [A] [A]

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.

Each office tenancy on Level 1 and all tenancies on the ground floor have sufficient staff trained so that during their operating hours there is always someone available to act as a Warden for their tenancy. It is that person's responsibility to ensure that their tenancy is evacuated and to update the evacuation board accordingly.

Each Apartment is responsible for evacuating their own Apartment including any visitors they have. Where required it has been arranged that they also assist other occupants on their floor if required. This is arranged prior to an emergency as soon as it is identified that someone may require assistance (e.g. due to a disability, medical condition or injury). In addition to tenants having a responsibility to report this requirement and help plan for assisting others on their floor as required, the needs of each tenancy are confirmed through an annual revalidation process.

Every occupant of the building has a responsibility to:

- ensure that all exits and stairwells are kept clear at all times
- ensure that every regular user of their tenancy are informed of the evacuation procedures
- advise others of the need to evacuate and provide assistance as required
- manage the evacuation of any visitors to their tenancy
- report that their tenancy is evacuated to the Chief Fire Warden

The procedures are as follows: Where a smoke alarm activates within an apartment, the occupant is to check the cause of the activation and reset the alarm in the case of a false alarm or activate a manual call point to activate the building alarm in the case of a confirmed fire.

If the building alarms activate due to a call point being activated, the sprinkler system or fire detection system in a common area activating the all occupants should evacuate to the place of safety in Phantom Park immediately.

The person discovering the fire should phone 111, ask for fire and advise of the emergency from a safe phone (preferably a cell phone outside the building)

Lifts are not to be used, evacuation should be via the stairs. Those requiring assistance should be assisted down the stairs. Where regular users have known requirements to be assisted this is managed through pre-planning with other occupants on their floor and where required providing equipment to assist. This planning normally involves a number of apartments on a common floor to ensure that someone is always home to help specific occupants who require assistance.

The Duty Building Manager or Duty Security Warden assume the role of Chief Fire Warden and proceed to the place of safety so that individual wardens can report when their areas are clear. They also ensure someone has made a 111 call to report the fire.

If an area is not reported as being clear, in the case of businesses within the building the Chief Fire Warden considers if it is outside normal trading hours and therefore their areas may be unoccupied. If it is safe to do so the Chief Fire Warden may ask other Wardens to do an external lap of the building to confirm that some tenancies are unoccupied from the outside.

Where an apartment is not reported as being clear the Chief Fire Warden may check with neighbours who have evacuated to see if they know the whereabouts of other occupants or use the telephone contact list to determine if some people where not home at the time of the evacuation and therefore their areas can be considered as clear.

The Chief Fire Warden will report any known details of the fire and the status of the evacuation to firefighters on their arrival.

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 - [List Bulleted] [List Numbered] [B] [I] [U] [Link] [Text] [A] [A]

The Chief Fire Warden receives reports from other wardens and apartment occupants and records these in the evacuation register.

The evacuation will be determined as being complete when the evacuation register indicates that all areas are clear.

If an area is not marked as clear and it cannot be determined that it is outside operating hours for that area if it is a business or that they were out of the building in the case of the Apartments (this may be done by trying to telephone the occupant) then it should be assumed that people may still be in the building and that should be reported to firefighters accordingly.

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 - [List Bulleted] [List Numbered] [B] [I] [U] [Link] [Text] [A] [A]

A site plan is attached.

There are exits direct to the outside from ground floor tenancies, occupants can then walk down Phantom Terrace to the Place of Safety in the Phantom Park next door or if they exit from the rear of the building they can follow the pathway off the driveway around past the Gym into the back of the park to get to the place of safety.

Tenancies from upper levels can use one of the two stairwells to exit out the rear of the building or out onto Alpaca Way and follow the same path as ground floor users to the place of safety.

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 - but will be considered if occupant need arises.	n/a

[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 ~~I~~ A- A-

Persons who may require assistance can enter the public areas of the building/businesses at any time. Each business has a warden who will check their area is clear and provide assistance to those requiring it.

Occupants of Apartments are aware they must be responsible for their own visitors; this includes providing assistance to those who require it.

Where the occupant of an apartment identifies that they or someone who lives in their apartment may require assistance to evacuate they must report this to the Building Manager so that suitable plans can be put in place in advance in case an evacuation is required. These plans may include ensuring that occupants from other apartments on that floor are trained and able to assist and/or providing equipment to assist where required. While occupants have a responsibility to report the need for assistance as soon as it is identified, in addition to this requirement an annual statement is required from each apartment to confirm that plans are in place or if assistance is required and needs to be planned for.

All building occupants are trained/informed to advise others of the need to evacuate and assist if required.

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

Method

111 call and automatic notification to Fire and Emergency when the building fire alarm/sprinkler system is activated.

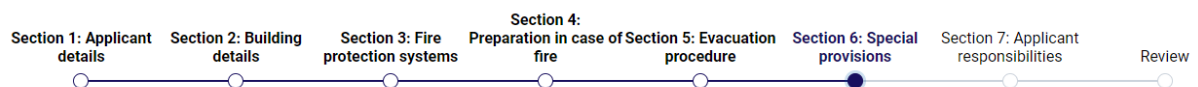
[Add item](#) [Delete](#)

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 *

Normal B I U ~~I~~ A- A-

There are no places of safety inside the building, however the Chief Fire Warden will report the status of the evacuation to firefighters on their arrival, including details of any areas not reported as being clear.

Section 6 – Special Provisions

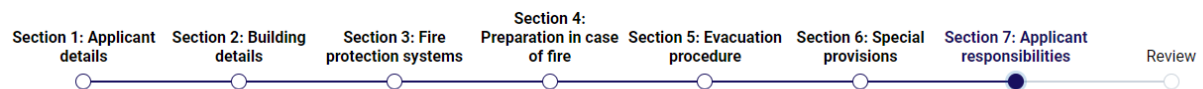


Are there any special provisions

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:

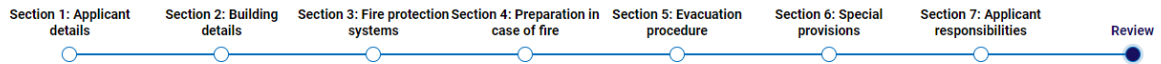
- The building's fire detection and suppression system is non-operational for a period of time.
Note: For certified systems, you must complete the Fire Protection System Shutdown form prescribed to you by your fire protection system agent.
- The means of escape from fire for the building is to be altered 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