



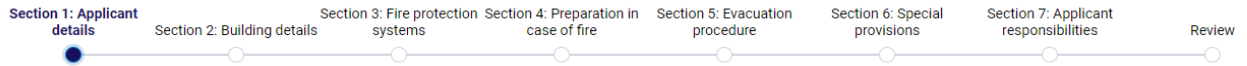
Office Building Example Application Form

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

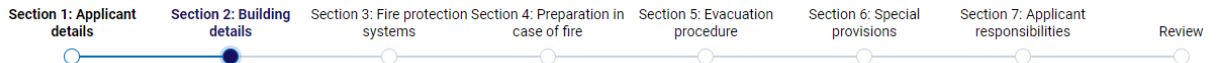
1.3 Building use

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 checked="" 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 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

Standard Offices

Address search enter minimum 3 characters

Please search building address

USE THIS ADDRESS

Unit number

Street number *

23

Street name *

Fake Street

Suburb *

Takapuna

City *

Auckland

Postcode *

5432

[Click here to find postcode](#)

Record of title reference * [?](#)

345678

Legal description * [?](#)

Lot 1 DP 23456

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 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 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	
G	<input type="text" value="Office"/>	Weekdays v	Mostly between 6am - 7pm v	<input type="text" value="25"/>	<input type="text" value="35"/>	COPY
1	<input type="text" value="Office"/>	Weekdays v	Mostly between 6am - 7pm v	<input type="text" value="25"/>	<input type="text" value="35"/>	COPY
2	<input type="text" value="Office"/>	Weekdays v	Mostly between 6am - 7pm v	<input type="text" value="25"/>	<input type="text" value="35"/>	COPY

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

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

105

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

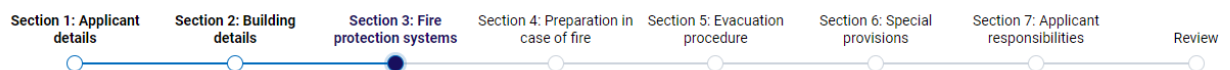
No

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 *

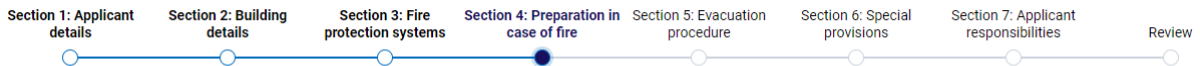
3.10 Places of safety outside - Complete the details for each place of safety outside ?

A place of safety outside is*

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

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

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
<input type="text" value="Fire Action Notice"/>	<input type="text" value="On Health & Safety boards in common areas, along escape routes and..."/>

[+ 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 Entinguishers"/>	<input type="text" value="By the entrance to each stairwell."/>

[+ 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: *

Health and Safety Manager

4.6 Staff training responsibility

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

Health and Safety Manager

4.7 Staff training

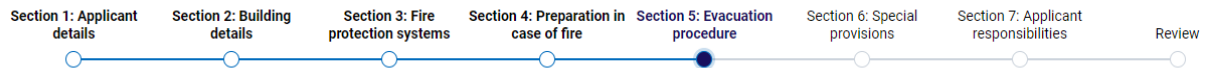
The staff training for managing fire evacuations consists of: * ?

- Staff training for managing fire evacuations is undertaken during an employee's induction and refreshed every six months when trial evacuations are held. Staff appointed as wardens are given training on their adoption of the role and are given refreshers every six months. Please refer to the training

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 *

Format ▾ **B** *I* U

The fire alarm which can be triggered by manual call points, automatic heat detection and automatic smoke detection. Occupants can also be alerted by signs of fire and verbal warnings from other occupants.

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 ▾ **B** *I* U

When a fire is discovered the person discovering the fire is to warn other occupants in danger and activate the fire alarm. They should also call 111 with details about the fire and inform the Building Warden the details of the fire once evacuated.

When the fire alarm sounds all occupants should evacuate the building. If they are on upper floors they are instructed not to use the lifts, to evacuate using the stairs.

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)

Format ▾ **B** *I* U

Floor Wardens will report to the Building Warden when each floor is clear and the Building Warden will declare the evacuation is complete once all floor wardens have reported to them.

Out of hours, those who have self-evacuated will advise arriving firefighters of the floors that have been checked and evacuated, it can be assumed that no one is on other floors

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. *

Format **B** *I* U

This is a 3 storey office building with two internal stairways, one at each end of the premises. These lead from the upper floors to final exits on the ground floor. The ground floor has a total of 4 exits to the outside, 2 at the bottom of the stairwells and a front and rear door from the main atrium. All exits and routes of travel are marked with appropriate green directional arrows and exit signage.

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. *

Format **B** *I* U

It is not usual that there are people who require assistance to evacuate in this building.
If there are visitors that require assistance or staff with injuries, they will be assisted to evacuate by other occupants. Staff training includes basic methods to assist people including methods of carrying people if required.

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 make a 111 call, the Building Warden will confirm that this has been done.

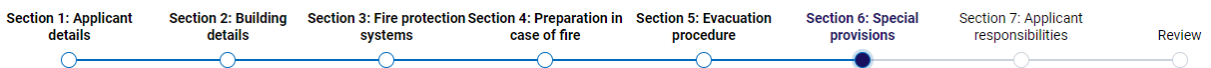
[Add Item](#) [Delete](#)

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. *

Format **B** *I* U

The Building Warden will advise arriving firefighters of the status of the evacuation.

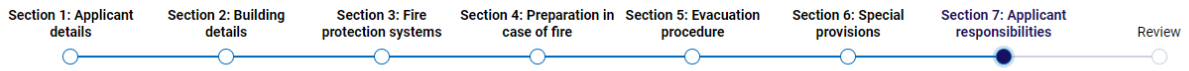
Section 6 – Special Provisions



Are there any special provisions

If you have not uploaded a copy of your Evacuation Scheme document upload it here [ATTACH A FILE](#)

Section 7 – Applicant Responsibilities



Applicant responsibilities

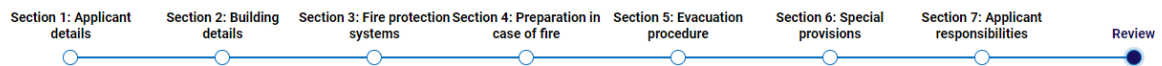
The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if:

- 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