



# 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.

## Application for Evacuation Scheme Approval

### Completing the Application

Please answer all the questions on this form.

As part of completing this application you will need to upload some documents. The system will prompt you to upload the documents when you need to. These must be on PDF or JPG format. Go to the FAQs to find out more.

You will need to upload copies of your **signs** and **notices**, and a copy of your **proposed evacuation scheme**. You can upload additional supporting documents along with your proposed evacuation scheme at the end of the application on the ‘Submit Application’ screen if you choose to.

**Note:** There can be issues with submitting your application if you cut and paste large amounts of text into question boxes from Microsoft Word. Please refer to the FAQ on how to cut and paste.

### Section 1 – Application Details

[Help for this section](#)

1.1

Building owner

Name

Landlord Holdings Ltd

Postal Address

PO Box 68042

Suburb

Wellesley Street

City

Auckland

Post code

1141

Contact Phone Number

0800 347 346

Cell Number

Fax Number

09 309 0483

Email Address

[landlord.holdings@email.co.nz](mailto:landlord.holdings@email.co.nz)

1.2

Nominated contact person

Name

Martin Henson

Postal Address

PO Box 44

Suburb

Takapuna

City

Auckland

Post code

4040

Phone Number

05 844 8844

Cell Number

026 332 1122

Fax Number

05 844 8994

Email Address

[martin.henson@email.co.nz](mailto:martin.henson@email.co.nz)

All correspondence will be sent to this email address

1.3

This application is for

☐ a new building

☒ an existing building

1.4

The building needs an evacuation scheme because the building or parts of the building will be used for one or more of the following purposes (tick all the options that apply)

☐ the gathering together, for any purpose, of 100 or more persons

☒ providing employment facilities for 10 or more persons

☐ providing accommodation for more than 5 persons (other than in 3 or fewer household units)

☐ 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

☐ providing early childhood facilities (other than in a household unit)

☐ providing nursing, medical, or geriatric care (other than in a household unit)

☐ providing specialised care for persons with disabilities (other than in a household unit)

☐ providing accommodation for persons under lawful detention (other than home detention)

☐ none of the above, this is a voluntary application

Section 2 – The Building

[Help for this section](#)

2.1

Building Description

Building's name

Standard Offices

Street number

23

Unit number

Street name

Fake Street

Suburb

Takapuna

City

Auckland

Post code

5432

Record of Title reference

345678

Legal description

Lot 1 DP 23456

2.2

Activities undertaken in the building (tick all options that apply)

☐ residential

☐ retail or wholesale

☐ school or other education

☐ coolstore

☐ rest home/nursing home

☐ hospital

☐ place of worship

☐ manufacturing

☒ offices

☐ early childhood facility

☐ entertainment

☐ storage

☐ marquee or other temporary structure

☐ boarding house

☐ other (specify the use)

2.3

The building is

☐ single storey

☒ multi-storey

2.4

The total occupancy on each floor is

Floor	Use	Normal days used	Normal hours used	Normal number of occupants	Maximum number of occupants
Ground	Office	Week days	Day time (between 7am and 6pm)	25	35
First	Office	Week days	Day time (between 7am and 6pm)	25	35
Second	Office	Week days	Day time (between 7am and 6pm)	25	35
Maximum building occupants					105

Hazardous Substances

[Help for this section](#)

2.5

One or more of the hazardous substances in question 2.6 and/or question 2.7 is present in the building in an amount or amounts that exceed the threshold quantities prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

☐ yes

☒ no

2.6

Is not required

2.7	Is not required
2.8	Is not required

Section 3 – Fire Safety Features

[Help for this section](#)

Fire protection systems

3.1	Does the building have an automatic sprinkler system?	<input checked="" type="radio"/> yes <input type="radio"/> no
3.2	Is not required	
3.3	Is not required	
3.4	Is not required	
3.5	Does the building have a fire alarm system?	<input checked="" type="radio"/> yes <input type="radio"/> no
3.6	How is the alarm system triggered? (tick all the options that apply)	<input checked="" type="checkbox"/> Smoke detectors <input checked="" type="checkbox"/> Heat detectors <input checked="" type="checkbox"/> Manual call points
3.7	Does the system meet the requirements of NZS 4512:2010?	<input checked="" type="radio"/> yes <input type="radio"/> no
3.8	Is the alarm system monitored?	<input type="radio"/> yes <input checked="" type="radio"/> no
3.9	Please provide details of any other fire protection systems	

Places Of Safety

Places of Safety Outside

3.10	Complete the details	
	A place of safety outside is	Grass area at the front of the building
	This place of safety will be available for occupants from the following area(s)	All building occupants

Places of Safety Inside

3.11	Is not required
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Section 4 – Preparation in case of fire

[Help for this section](#)

Signs and Equipment

4.1	Provide copies of signs or notices, and complete the details below, including where the signs or notices are located	<b>Title of the sign or notice</b>	<b>Location(s)</b>
		Fire Action Notices	On Health and Safety boards in common areas, along escape routes and beside manual call points
		Upload(s): <a href="#">Fire Action Notice Ground Floor.pdf</a> <a href="#">Fire Action Notice Upper Floors.pdf</a>	
4.2	List any firefighting equipment and where it is located	<input type="checkbox"/> none	
		<b>Firefighting equipment</b>	<b>Location(s)</b>
		2.5kg Dry Powder Extinguishers	By the entrance to each stairwell

Preparation for a Fire Emergency

4.3	The occupants will be trained by	<input checked="" type="radio"/> trial evacuations <input type="radio"/> an evacuation training programme
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4.4	<b>Trial evacuations will be carried out in the manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every</b>	6 <input checked="" type="radio"/> months <input type="radio"/> weeks
4.5	<b>Trial evacuations will be managed by the person who holds the position of</b>	Health and Safety Manager.
4.6	<b>Staff training for managing fire evacuations is the responsibility of the person who holds the position of</b>	Health and Safety Manager.
4.7	<b>Describe in detail what the staff training for managing fire evacuations consists of</b>	<p>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 documents attached for the topics covered.</p> <p>Instead of completing the answer in the box provided above, you can upload a PDF document detailing your staff training.</p> <p>Upload(s):  <a href="#">Standard Offices Training.pdf</a> </p>
4.8	<b>Is not required</b>	
4.9	<b>Is not required</b>	

## Section 5 – Evacuation Procedure

[Help for this section](#)

5.1	<b>The building occupants will be alerted to a fire emergency by</b>	<p>The fire alarm which can be triggered by manual call points, automatic heat detection and automatic smoke detection.</p> <p>Occupants can also be alerted by signs of fire and verbal warnings from other occupants.</p>
5.2	<b>Describe the evacuation procedure for the building that will ensure occupants will be evacuated to a place or places of safety</b>	<p>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.</p> <p>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.</p> <p>All occupants should assist others if required.</p> <p>Once outside they should assemble on the grassed area at the front of the building.</p> <p>During normal operating hours Wardens will physically check each floor has been evacuated.</p> <p>The out of hours procedure is that people check the floor they are on and evacuate themselves.</p>
5.3	<b>Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)</b>	<p>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.</p> <p>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.</p>
5.4	<b>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</b>	<p>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.</p>
5.5	<b>Is not required</b>	
5.6	<b>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)</b>	<input type="radio"/> yes <input checked="" type="radio"/> no
5.7	<b>Explain how the evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety?</b>  <b>Even if you do not have regular occupants that may require particular assistance, explain how you would manage visitors or someone who may have an injury that required assistance to evacuate.</b>	<p>It is not usual that there are people who require assistance to evacuate in this building.</p> <p>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.</p>
5.8	<b>Fire and Emergency will be alerted to the fire by</b>	The person discovering the fire will make a 111 call, the Building Warden will confirm that this has been done.
5.9	<b>Firefighters, on arrival, will be told the location of any people in place(s) of safety inside by (name or position of person):</b>	The Building Warden will advise arriving firefighters of the status of the evacuation.

## Section 6 – Special Provisions

[Help for this section](#)

**6.1 Describe any special provisions or conditions, such as contingency plans**

## Section 7 – Applicant Responsibilities

[Help for this section](#)

**7.1 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 any period of time
- The means of escape from fire for the building are required to be altered under section 107 of the Building Act 2004:
- Building work is carried out on the building under section 112 or 133AT of the Building Act 2004 affecting its means of escape from fire:
- The building's life is extended under section 116 of the Building Act 2004:
- The occupancy of the building is changed to the extent that its means of escape from fire are materially affected:
- There are changes to the place or places of safety specified in the evacuation scheme:
- There is a change of purpose or activities within the building:
- The building is no longer required to have an evacuation scheme (for example the building is demolished or is no longer used for a purpose described in section 75(1)(a) to (i) 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.

## Submit Application

You must upload a copy of your proposed evacuation scheme:

Upload(s):

[Evacuation Scheme.pdf](#)

To save your application and submit at a later stage select [Save and Complete Later]. To submit your application for processing select [Submit Application]. You must read and accept the statement below before your application can be submitted for processing:

☒ 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.