



Sports Club 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

1.2 Nominated contact person

Name Martin Henson
Postal Address PO Box 44
Suburb St Kilda
City Dunedin
Post code 4554
Phone Number 05 844 8844
Cell Number 026 332 1122
Fax Number 05 844 8994
Email Address 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

- 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)

of the building will be used for one or more of the following purposes (tick all the options that apply)

- 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 Sports Club
 Street number 71
 Unit number
 Street name Fictitious Road
 Suburb Saint Kilda
 City Dunedin
 Post code 4554
 Record of Title reference CT337337
 Legal description Lot 1 DP 67794 Lot 2 DP 67794

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)
Bar / clubrooms

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		Weekends	Day time (between 7am and 6pm)	50	50
Upper		Weekends	Day time (between 7am and 6pm)	200	200
Maximum building occupants					250

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? yes 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? yes no

3.6 How is the alarm system triggered? (tick all the options that apply)

Smoke detectors
 Heat detectors
 Manual call points

3.7 Does the system meet the requirements of NZS 4512:2010? yes no

3.8 Is the alarm system monitored? yes 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 Grassed area beside main car park entrance

This place of safety will be available for occupants from the following area(s) All areas of the building

Places of Safety Inside

3.11 Complete the details for each place of safety inside, ensuring your answers cover different fire scenarios, such as different fire locations

N/A

A place of safety inside is

This place of safety will be available for occupants from the following area(s)

This place of safety is capable of holding the number of occupants likely to be evacuated here because

The person who will stay with the people in the place of safety is/holds the position of

The place of safety is kept safe from fire by

Describe how you would evacuate occupants to a place of safety outside the building

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

Title of the sign or notice

Location(s)

Fire Action Notices

Beside all manual call points

Upload(s):

[Sports Club Fire Action Notice downstairs.pdf](#)

4.2	List any firefighting equipment and where it is located	<input type="checkbox"/> none	
	Firefighting equipment		Location(s)
	Fire extinguishers		Main entrance, bar, kitchen
	Fire blanket		Kitchen

Preparation for a Fire Emergency

4.3	The occupants will be trained by	<input type="radio"/> trial evacuations	
		<input checked="" type="radio"/> an evacuation training programme	
4.4	Is not required		
4.5	Is not required		
4.6	Is not required		
4.7	Is not required		
4.8	The evacuation training programme will be implemented in the manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every	6 <input checked="" type="radio"/> months <input type="radio"/> weeks	
4.9	The evacuation training programme will be managed by the person who holds the position of	Club President	

Section 5 – Evacuation Procedure

[Help for this section](#)

5.1	The building occupants will be alerted to a fire emergency by		Signs of smoke or fire Verbal warning from other occupants – a megaphone is kept behind the bar if needed Activation of smoke alarms A fire alarm triggered by manual call points
5.2	Describe the evacuation procedure for the building that will ensure occupants will be evacuated to a place or places of safety		Duty Fire Wardens will ensure all occupants are evacuating or assisted from the building Hirers will assume the role of Fire Wardens while their groups are using the building Signage throughout building including Fire Action Notices will state where the assembly area is
5.3	Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)		Full check of both floors, toilets, changing rooms and kitchen by duty wardens
5.4	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		The upper floor has stairwells at both the northern and southern ends of the building, leading to the main entrance and rear entrance (beside changing rooms) respectively. The ground floor exits are via the main door, via the rear door (beside changing rooms) and via the side door from the storage area.
5.5	Describe when and how occupants in a place of safety inside will be notified of		N/A
	<ul style="list-style-type: none"> The need, if necessary, to evacuate to another place of safety (inside or outside the building) How to leave the place of safety 		
5.6	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)	<input type="radio"/> yes <input checked="" type="radio"/> no	
5.7	Explain how the evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety?		Duty Wardens will watch for any people that require assistance and assign others to assist where required. Caregivers are to assist those people they have brought along. Everyone is to evacuate the building.
	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.		

5.8 Fire and Emergency will be alerted to the fire by A 111 call will be made by the person discovering the fire
The Duty Fire Warden will confirm this has been done

5.9 Firefighters, on arrival, will be told the location of any people in place(s) of safety inside by (name or position of person): N/A

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.