

Completing and submitting an online evacuation scheme application

Introduction

When to use

Use this guide to help you complete and submit a new online evacuation scheme application.

It explains the online system and how to use it when submitting an application.

The information you provide in the application helps Fire and Emergency to prepare for any fire emergencies in the building.

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Before you start

Documents you will need

Before you start filling in your Evacuation scheme application form, make sure you have the mandatory and supporting documents you need.

Mandatory documents

You must provide us with these documents:

- Fire action sign/notice(s) — see Question 4.1,
- A copy of your proposed evacuation scheme, produced by the building owner for the occupants.

Other supporting documents

You may also need to provide these supporting documents, if relevant:

- Fire sprinkler system certification of compliance — see Questions 3.2, 3.3 and 3.4,
- Evacuation training programme — see Questions 4.8, 4.9 and 4.10, this is mandatory when selecting training programme at Q4.3 otherwise can be added as a supporting document for Q4.7
- Site plan and floor plan showing means of escape — see Question 5.4.

Useful references

These documents or resources may help you to answer questions on the application form:

- Record of title for the building,
 - Code of compliance certificate,
 - Fire engineering report.
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Useful Fire and Emergency resources

Use these resources to support your application as required.

Resources	Link
Quick reference guides	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Quick reference guides
All editable forms, including fire action signs and notices (in English and te reo Māori)	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Printable forms
Examples of application forms and supporting documents, including training programmes for a range of relevant buildings	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Example documents
Frequently asked questions and help	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > FAQs/Help

Useful external links

- [Fire and Emergency New Zealand Act 2017 \(the Act\)](#)
- [Fire and Emergency New Zealand \(Fire Safety, Evacuation Procedures, and Evacuation Schemes\) Regulations 2018 \(the Regulations\)](#)
- [Building Act 2004](#)
- [Hazardous Substances and New Organisms Act 1996](#)

More help

If you have any questions about evacuation schemes, contact the Regulatory Compliance Group during business hours (8am to 5pm):

Email: rcg@fireandemergency.nz

Phone: 0800 REG COMP (0800 734 2667).

See the Quick reference guide >: fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > [Contact details for evacuation schemes](#).

Create and submit an online evacuation scheme application

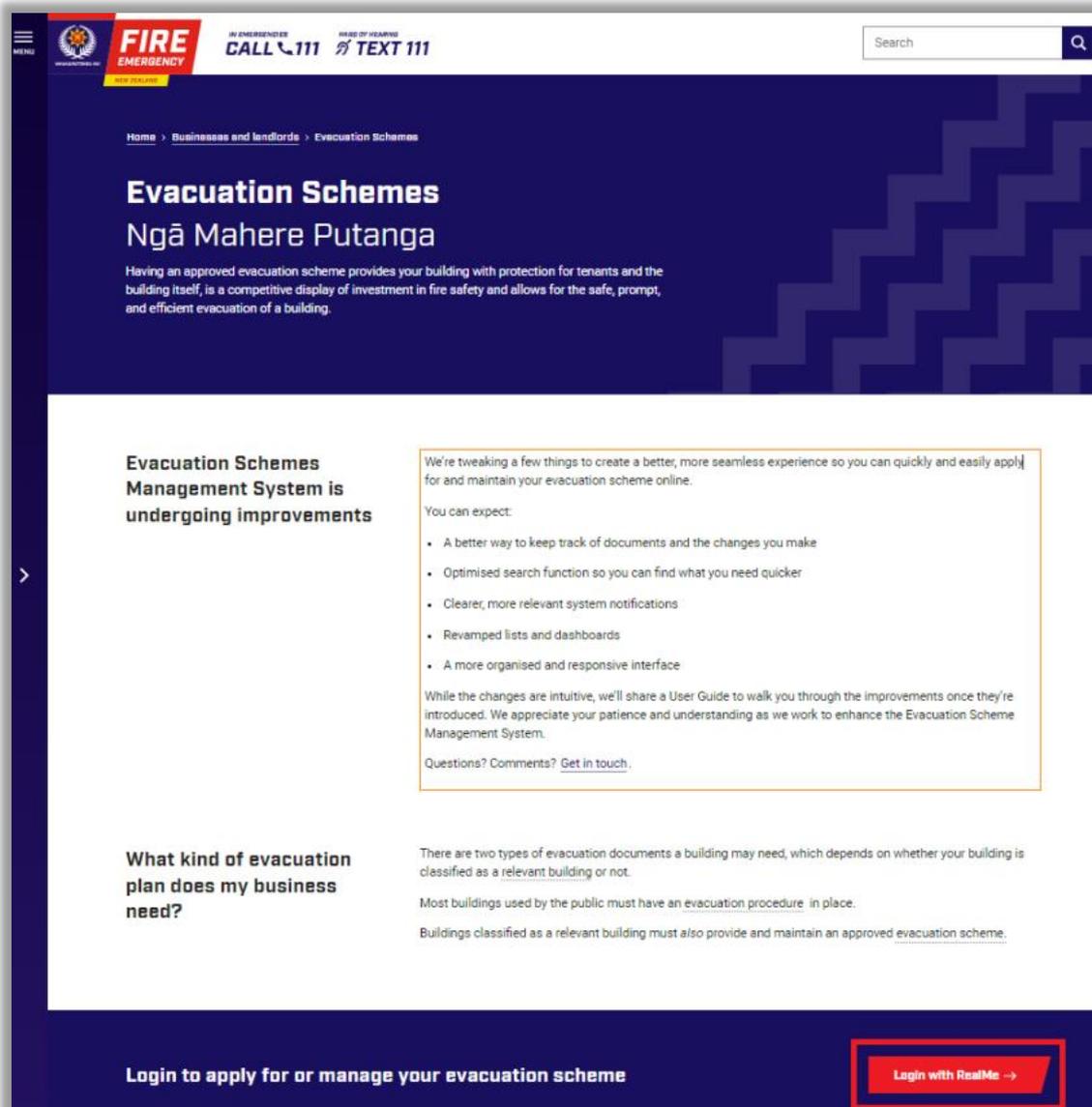
Follow these steps to create and submit an online evacuation scheme application.

About RealMe

You need a RealMe login to create an online evacuation scheme. RealMe® allows you to access multiple government online services with one username and password, and securely prove who you are online.

Logging into or registering for RealMe

1. Go to fireandemergency.nz > Evacuation Schemes Ngā Mahere Putanga > [Login with RealMe](#).



Logging in

If you already have a RealMe login:

1. Click on the **Log in** button at the bottom left of the screen.
2. Enter your username and password into the fields.

Creating a RealMe login

If you do not have a RealMe login:

1. Click on the **Create a RealMe login** button on the bottom right of the screen
2. Follow the system steps to create one.



Go back to Fire and Emergency NZ

Log in with RealMe

You've been redirected here so you can log in with RealMe

[Forgot Username](#) or [Forgot Password?](#)

Create a RealMe login

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

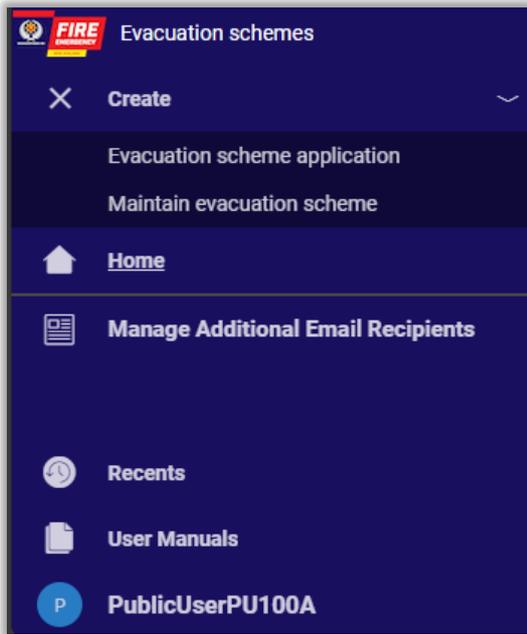
Online Services homepage

Once you have logged in, the Evacuation Schemes Aronui Evacuation home page displays. From this page you can:

- apply for a new online evacuation scheme.
- maintain your approved schemes, e.g., submit trial or training reports.
- view a worklist of any actions required to manage your application, scheme, or maintenance report.
- Manage additional recipients.

A menu displays on a vertical stripe on the left side of the homepage.

1. Hover your mouse over this menu to expand it.
2. Click any link for the required action.



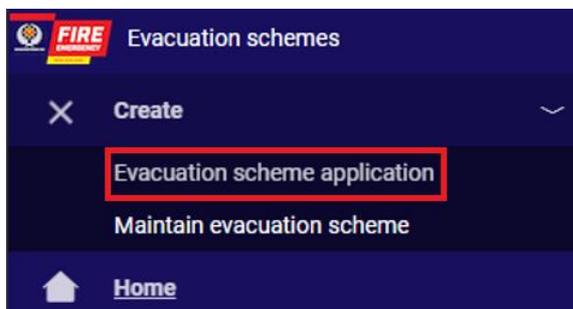
Create a new online evacuation scheme

1. From the home page, you can create a new evacuation scheme in two ways:
 - a. Click **Apply for a Scheme**,



or

- b. Choose **Create > Evacuation scheme application** from the menu on the left side.



Result: The **New evacuation scheme application form** opens.

2. Click the radio button beside the application type you want.
3. If the options to use a template are displayed, select the relevant radio button.

Note: To enable the selecting a template option, save an approved evacuation scheme as a template first.

4. Click **Create**.

Result: The New evacuation scheme application form displays.

5. Complete the application form.

Filling in the form

- Complete all sections of the application form.
- In each section, answer all the questions before you move to the next one

Moving between sections

- To move to the next section of your application, click **NEXT SECTION** at the bottom right of the application form. (Note: The current section will need to be completed before moving to the next section)

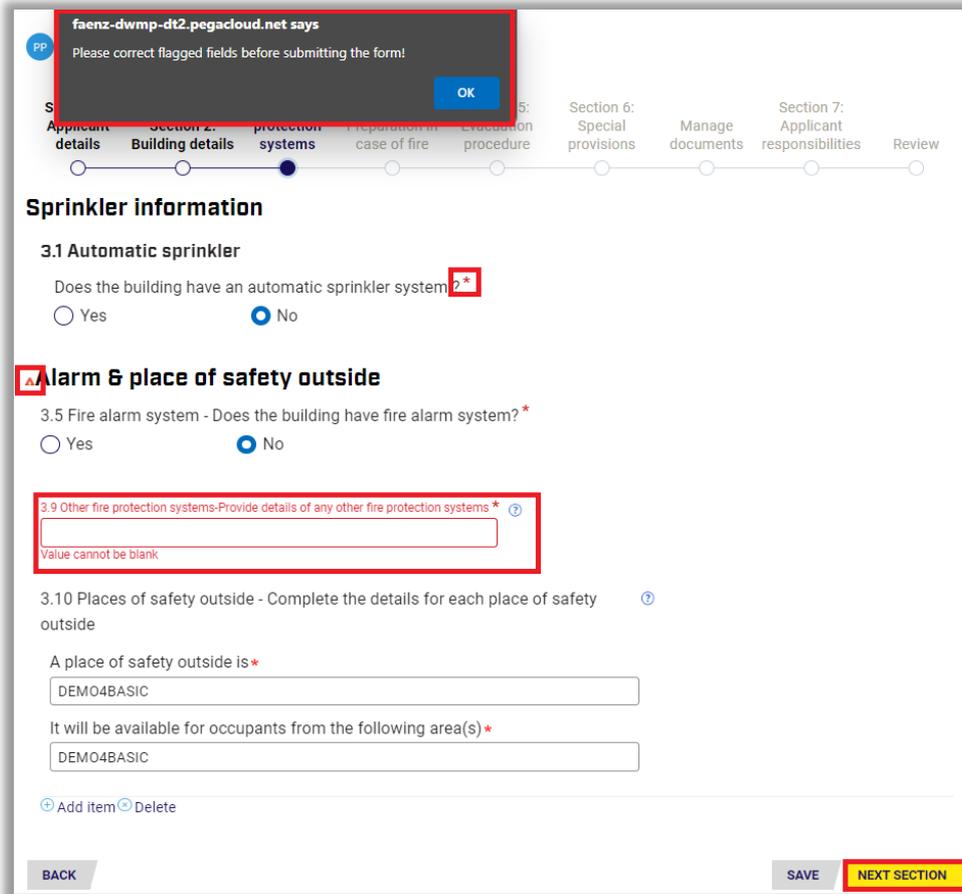
- To go to the previous section, either:
 - click **BACK** on the bottom left side of the application form.

- or click on the section name at the top of the page to go back to a previous section. (Note: This feature is only available to move back in the application, but not forward)

Required field error messages when navigating to the “Next Section,” or “Submitting” the application

Required fields are indicated with a red asterisk*. If all required fields are not completed, the system will alert you through the following means;

- a warning message will appear at the top of the screen,
- the question heading will be tagged with a warning icon ,
- the question(s) you have not answered will be displayed in red.



The screenshot shows a web application interface for an evacuation scheme. At the top, a dark grey notification box with a red border contains the text: "faenz-dwmp-dt2.pegacloud.net says Please correct flagged fields before submitting the form!" with an "OK" button. Below this is a progress bar with seven steps: Applicant details, Section 2: Building details, protection systems, Preparation in case of fire, Evacuation procedure, Section 6: Special provisions, Manage documents, Section 7: Applicant responsibilities, and Review. The "protection systems" step is currently active. The main content area is titled "Sprinkler information" and contains several questions:

- 3.1 Automatic sprinkler**: "Does the building have an automatic sprinkler system?" with radio buttons for "Yes" and "No". The "No" option is selected, and a red asterisk is next to the question.
- Alarm & place of safety outside**: A heading with a red warning icon. Below it is question **3.5 Fire alarm system - Does the building have fire alarm system?*** with "Yes" and "No" radio buttons. "No" is selected.
- 3.9 Other fire protection systems-Provide details of any other fire protection systems***: A text input field with a red border and a red asterisk. Below the field is the error message "Value cannot be blank".
- 3.10 Places of safety outside - Complete the details for each place of safety outside**: A heading with a question mark icon. Below it is a sub-heading "A place of safety outside is*" followed by a text input field containing "DEMO4BASIC". Below that is another sub-heading "It will be available for occupants from the following area(s) *" followed by another text input field containing "DEMO4BASIC".

At the bottom of the form, there are three buttons: "BACK" (grey), "SAVE" (grey), and "NEXT SECTION" (yellow with a red border).

- Complete all the required fields in a section and click **NEXT SECTION** to continue filling in the application form.

Saving an unfinished application

- If you want to finish filling your application in later, click **SAVE** to save the application as a draft.
- You can go back to it from your **Evacuation Schemes** homepage > **New (Not yet Submitted)** tile.

Deleting an application

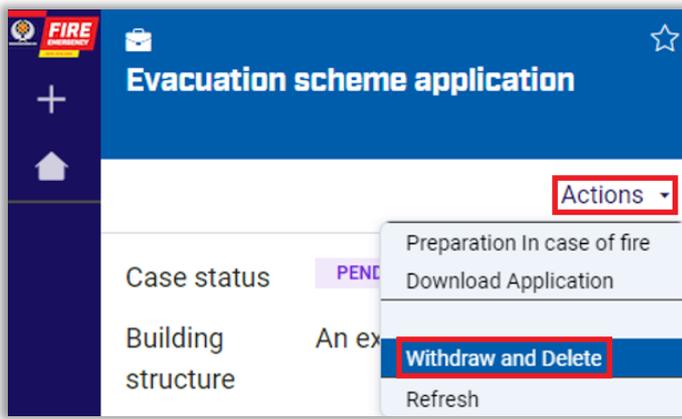
There are two ways to delete a draft application:

- Click **CANCEL** 



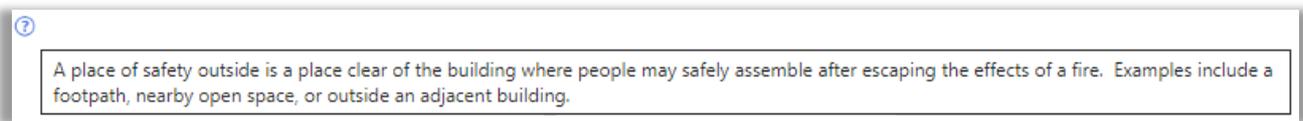
This screenshot shows a close-up of the bottom navigation area of the application form. It features three buttons: "CANCEL" (grey with a red border), "SAVE" (grey), and "NEXT SECTION" (yellow with a red border).

- Select **Actions > Withdraw and Delete**.

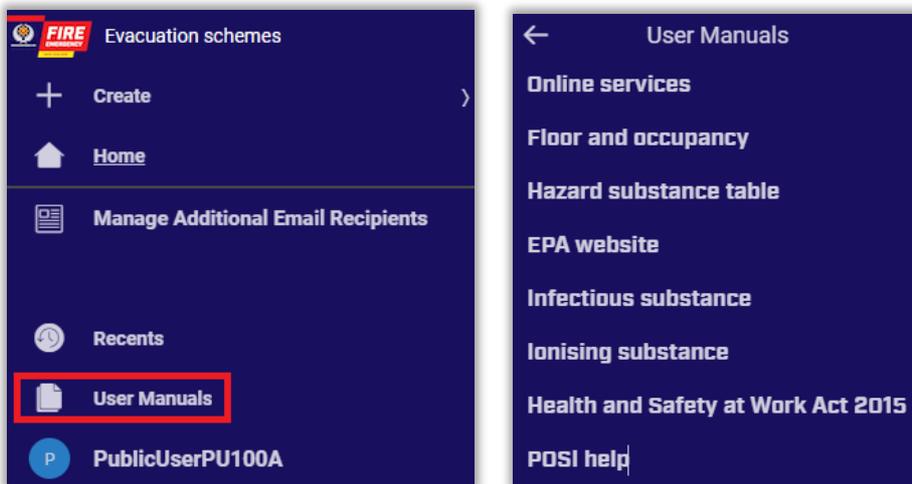


Online help

- To display supporting information about a question, hover the mouse over the help icon .



- You can find **User Manuals** with additional information on the left-hand side of the screen, at the bottom of the blue pop-out menu.



Supporting documents

When you have completed **Sections 1 to 6**, you will have access to the **Manage Documents** section. Use this section to upload or remove supporting documents.

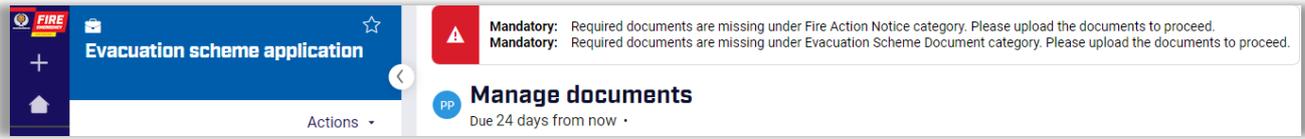
File format

You must upload all supporting documents as either .pdf, .jpg or .jpeg files.

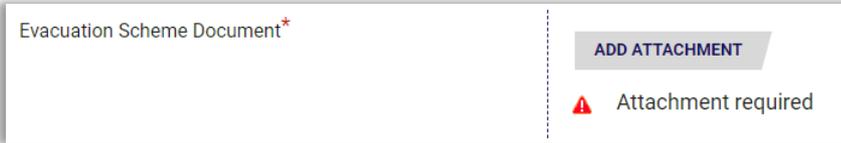
Required documents

You must upload a document or documents to all categories with an asterisk next to them*. If there are any required documents missing when you click **NEXT SECTION**:

- a warning message will appear at the top of the screen,

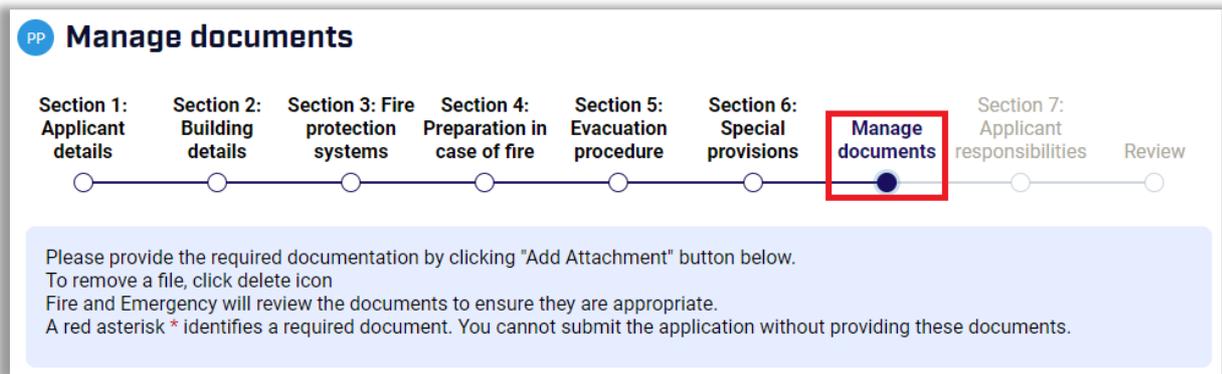


- a warning icon  Attachment required will appear in the attachment category.



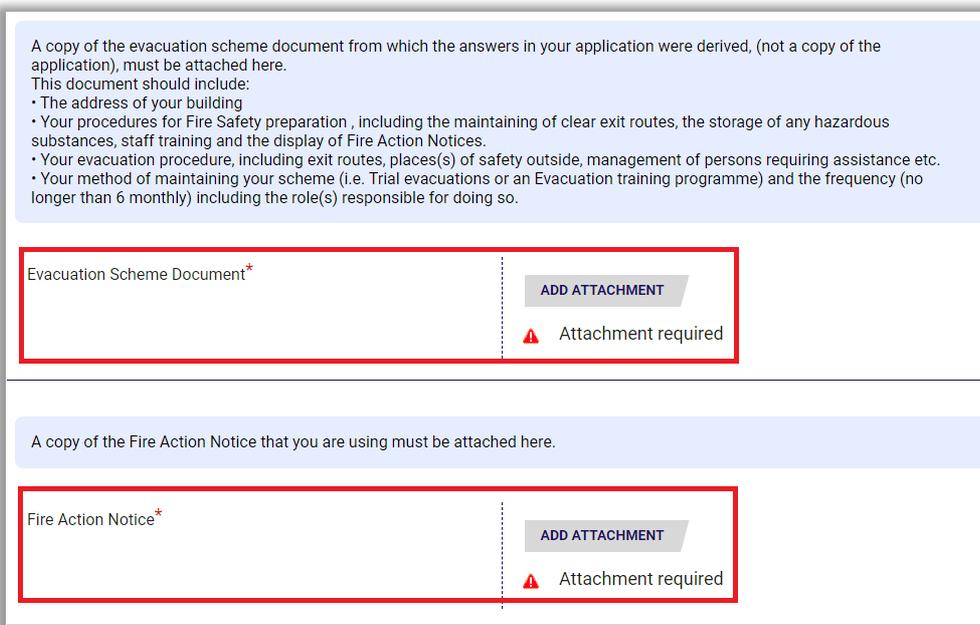
Attaching documents

1. Click on **Manage Documents**.



Result:

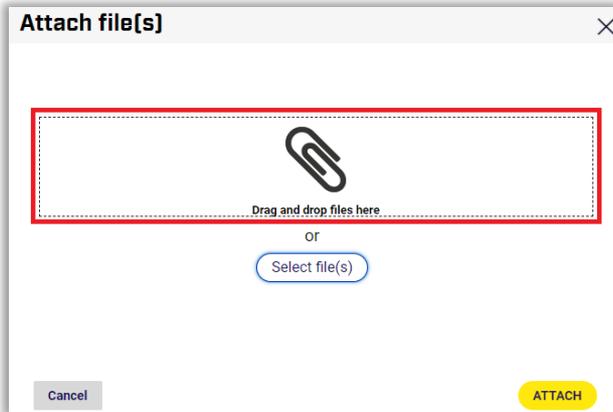
- The system shows you which documents you need to attach 
- The document categories are flagged with an asterisk *



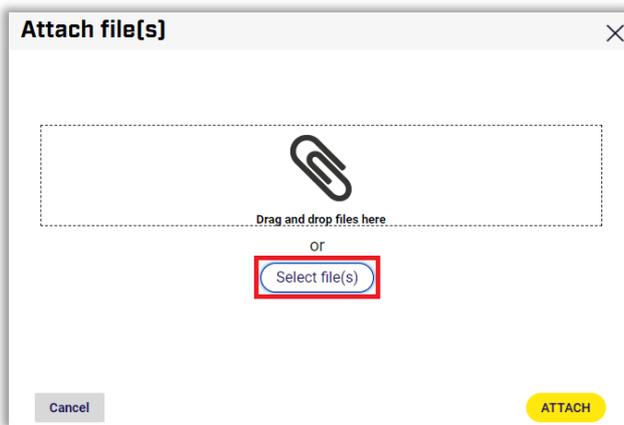
2. Select **ADD ATTACHMENT** in the required category.
3. There are two ways to attach a file:

- Drag and drop it onto the **Drag and drop files here** area.

Tip: To upload more than one file at the same time, hold down the Ctrl key and click on each file. This allows you to drag and drop multiple files.



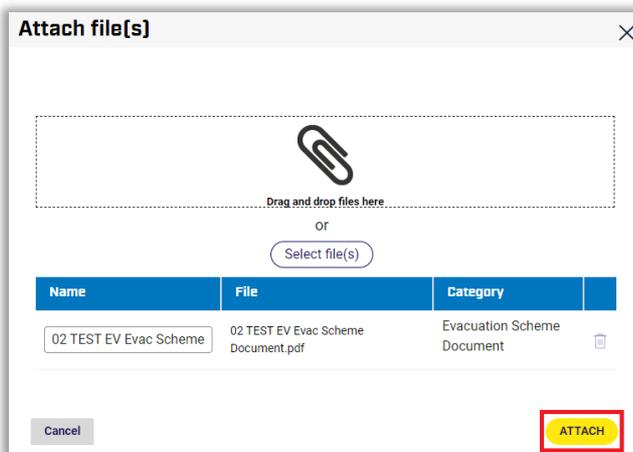
- Or, click **Select file(s)** to browse your computer to find the files to upload.



4. Click **ATTACH**.

Result: The supporting document(s) displays in the corresponding category.

- **Tip:** To upload more than one file at the same time:
 - a. Hold down the Ctrl key while you click on each file.
 - b. Click **ATTACH**.



A copy of the Fire Action Notice that you are using must be attached here.

Fire Action Notice*

ADD ATTACHMENT

06 TEST Fire action sign OFFICE TEST_EV-37085-1.png

Removing an attachment

To remove an attachment:

1. Select the rubbish bin icon  next to a document.
2. Click **SUBMIT** to delete the file.

ADD ATTACHMENT

06 TEST Fire action sign OFFICE TEST_EV-37085-1.png 

Delete attachment ✕

This attachment will be deleted permanently. Are you sure you want to continue?

Cancel **SUBMIT**

Which documents should I attach?

This section explains which documents you should attach for each question.

Question 4.1 Signs or notices

Attach:

- your fire action notices.
- any other fire evacuation information notices displayed in your building.

Note: You can note other types of signs, e.g., exit signs, assembly point signs, in your answer, but you do not need to attach these as supporting documents.

A copy of the Fire Action Notice that you are using must be attached here.

Fire Action Notice*

ADD ATTACHMENT

 Attachment required

Question 4.2 Firefighting equipment

In the **Fire Fighting Equipment** category, attach supporting document(s) with details of all firefighting equipment and location(s).

A list of the Firefighting Equipment and where it is located in the building can be attached here.

Fire Fighting Equipment

ADD ATTACHMENT

Question 4.7 and 4.10 Evacuation training programme

In the **Training Document** category, attach supporting documents for your staff fire emergency evacuation training. These can include:

- material provided to building occupants about fire emergency procedures,
- documents specific to the type of building and its uses, for example:
 - a hire agreement form for community halls that includes the fire emergency procedures,
 - a guest compendium (folder with information for guests) for accommodation providers.

Note: If you have selected **Training Programme** in Question 4.3, the training document attachment is mandatory.

A copy of your Staff Training document can be attached here.

Training Document

ADD ATTACHMENT

Question 5.4 Means of escape

In the **Site map/Site Photograph** category, attach diagrams or maps showing all means of escape and routes to those and places of safety.

These could include any supporting documents about the building location and layout, e.g. site plans, aerial maps and floor plans.

A Site Map, Site Photograph and/or diagram or map of your Means of Escape Plan can be attached here.

Site map/Site Photograph

ADD ATTACHMENT

Evacuation Scheme document

In the **Evacuation Scheme Document** category, attach a copy of the Evacuation scheme document

A copy of the evacuation scheme document from which the answers in your application were derived, (not a copy of the application), must be attached here.
This document should include:

- The address of your building
- Your procedures for Fire Safety preparation , including the maintaining of clear exit routes, the storage of any hazardous substances, staff training and the display of Fire Action Notices.
- Your evacuation procedure, including exit routes, places(s) of safety outside, management of persons requiring assistance etc.
- Your method of maintaining your scheme (i.e. Trial evacuations or an Evacuation training programme) and the frequency (no longer than 6 monthly) including the role(s) responsible for doing so.

Evacuation Scheme Document*

ADD ATTACHMENT

⚠ Attachment required

You may wish to attach other documents such as sprinkler certificates, council documentation etc., please ensure these are attached in the corresponding document category.

Completing and submitting the application

When you have filled in your application form and uploaded all mandatory documents, follow these steps to complete and submit your application:

1. Read **Section 7: Applicant responsibilities**.
2. Tick the **Declaration** checkbox to make the required acknowledgements about your application.

Note: You can also save the application if you need to – see [Saving an unfinished application](#).

Applicant responsibilities
Due 27 days from now

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 Manage documents **Section 7: Applicant responsibilities** Review

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

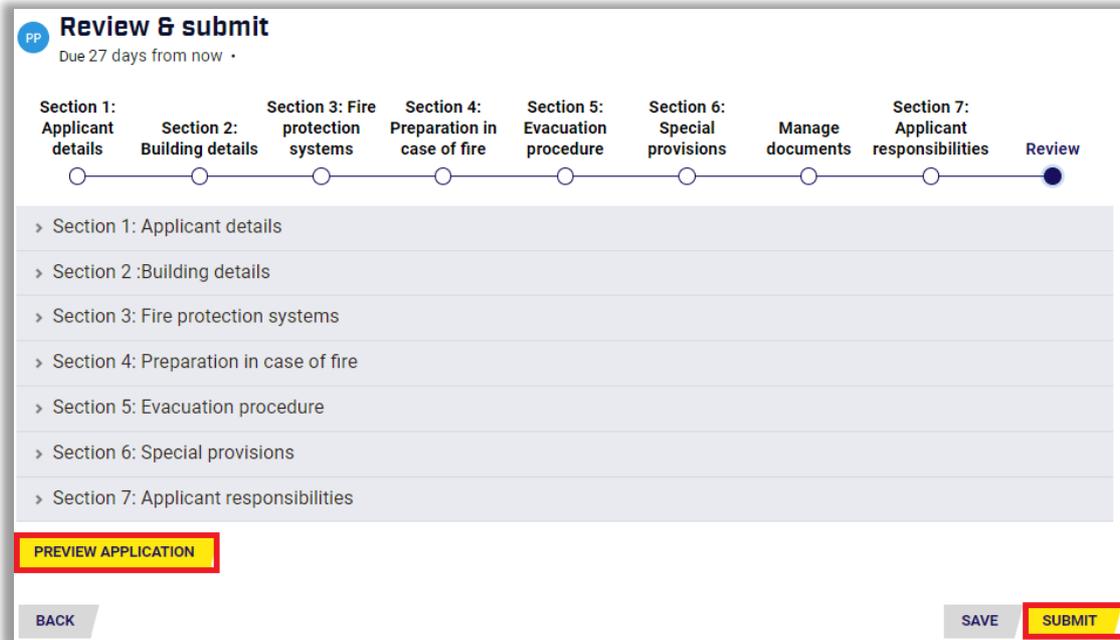
By ticking this box I acknowledge that I have completed this application and that the information I have provided is true and correct to the best of my knowledge, and that the building owner seeks approval of the evacuation scheme for the building.

BACK SAVE **NEXT SECTION**

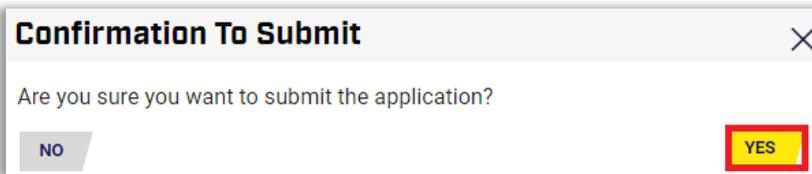
3. Click **NEXT SECTION**.

Result: The **Review & submit** screen displays.

- We recommend you check your application before you submit it to Fire and Emergency, either click **PREVIEW APPLICATION** or expand each section
Result: A preview of your application appears.
- When you are sure your application is ready for Fire and Emergency to assess for approval, click **SUBMIT**.

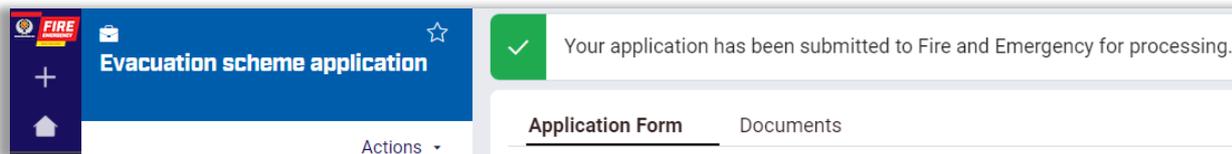


Result: A Confirmation To Submit dialogue box appears.



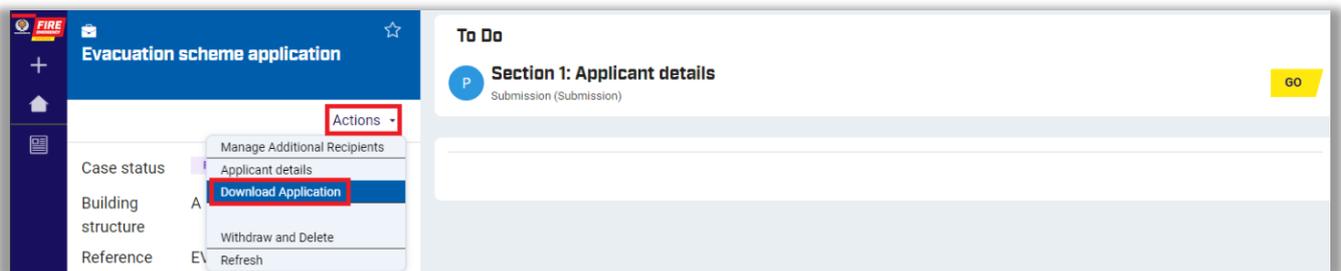
- To submit your application, click **YES**.
Results:

- A confirmation message appears at the top of the screen.

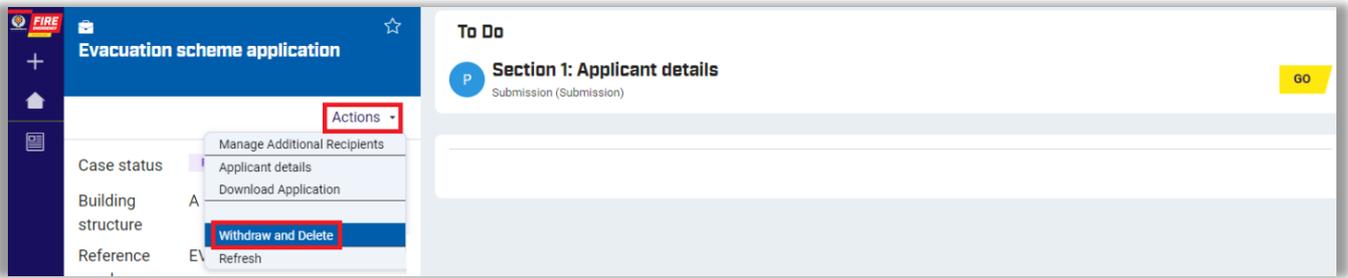


- A confirmation email will be sent to your nominated email address.

- To download a PDF copy of the application, select the **Actions** menu from the summary panel, then click **Download Application**.

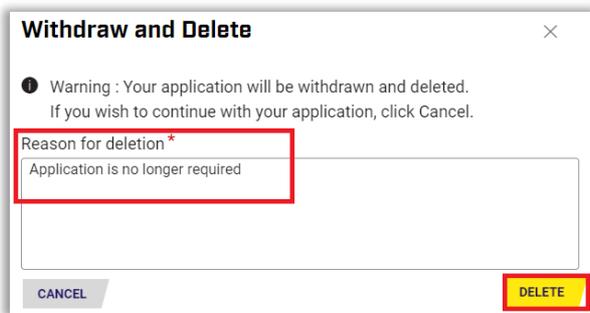


- To delete a submitted application, select the **Actions** menu from the summary panel, then click **Withdraw and Delete**.



Result: The Withdraw and Delete confirmation pop-up is displayed.

- Enter the **Reason for deletion**.



- Click **Delete**.