



Working with Evacuation Scheme Application Templates

Introduction

Use this guide to create templates to reuse for future online evacuation scheme applications for the same building type or to renew a Temporary Structure application.

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Background

- You can create a template using an existing approved evacuation scheme from within your RealMe Online Services profile.
- Evacuation scheme application templates are useful if you have standard answers that you want to reuse across several applications. For example, in the situation when:
 - Completing:
 - multiple applications for similar buildings in different locations
 - applications for multiple buildings on one site
 - Storing a standard template for a temporary structure (e.g. marquee) that is hired out or renewed annually for the same event.

Note: A template can only be created from an approved evacuation scheme and will copy the details of the approved scheme.

Create a Template

Steps to create a template from an existing approved scheme

1. Click **Login with RealMe** on the [Evacuation Schemes Ngā Mahere Putanga](#) homepage to log in.
Result: **Online Services - Evacuation Schemes** homepage displays.
2. Select the **My Evacuation Schemes** tab and then select the **Approved** tile.
Result: A list of approved schemes display.

FIRE

Evacuation Schemes

Ngā Mahere Putanga

Having an approved evacuation scheme provides your building with protection for tenants and the building itself, is a competitive display of investment in fire safety and allows for the safe, prompt, and efficient evacuation of the building.

Welcome **PublicUserPU600!**

APPLY FOR A SCHEMESUBMIT A TRIAL OR TRAINING REPORT

My Evacuation Schemes

My Trial / Training Activities

My Templates

Pending
(Awaiting My Action)

New
(Not Yet Submitted)

In Progress
(Awaiting FENZ Review)

Approved

Q Search...

GroupFieldsDensityRefresh

Reference Number	Next Maintain Due Date	Application Type	Building Address	City	Status	Floor	Action
EV-37054-2-V1	28-12-2024	Variation	DEMO1BASIC, 11, ...	Paraparau...	Resolved-Appro...	Single floor	Save as template
EV-37058-1	27-12-2024	New ES application	DEMO1BASIC, 11, ...	Paraparau...	Resolved-Appro...	Single floor	Save as template

3. Click the **Save as Template** link in the **Action** column.

Reference Number	Next Maintain Due Date	Application Type	Building Address	City	Status	Floor	Action
EV-37054-2-V1	28-12-2024	Variation	DEMO1BASIC, 11, ...	Paraparau...	Resolved-Appro...	Single floor	Save as template
EV-37058-1	27-12-2024	New ES application	DEMO1BASIC, 11, ...	Paraparau...	Resolved-Appro...	Single floor	Save as template

Result: The **Save as Template** information pop-up display.

4. Complete the template name and template description in the relevant fields.

Save as Template

Please Enter Template Name

ECE Template

Template Description

An application relating to an early childhood center

CANCEL

SUBMIT

Note: The template name will be displayed when creating a new application using a template.

5. Click **Submit**.

Result: The new template displays in your **My Templates** list.

Welcome **PublicUserAHPU100!**

APPLY FOR A SCHEMESUBMIT A TRIAL OR TRAINING REPORT

My Evacuation Schemes

My Trial / Training Activities

My Templates

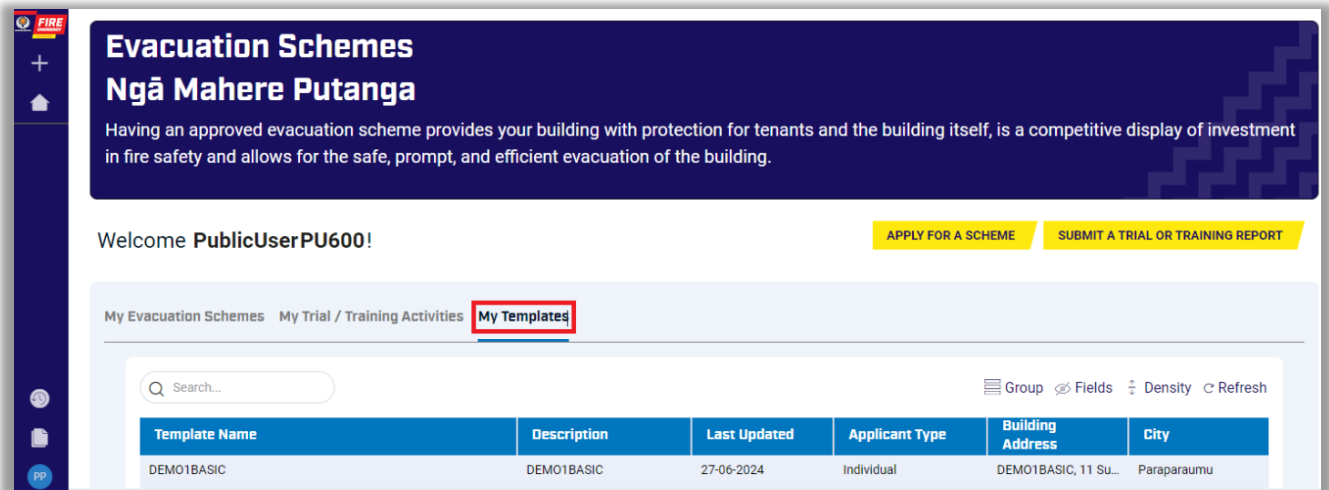
Q Search...

GroupFieldsDensityRefresh

Template Name	Description	Last Updated	Applicant Type	Building Address	City
Training Program		30-07-2024	Individual	FENZ_Approve E...	Hamilton
Trial Evacuation		30-07-2024	Individual	Retesting Upgrad...	Hawke's Bay

Steps to access your templates list

1. Click the **My Templates** tab on the homepage.



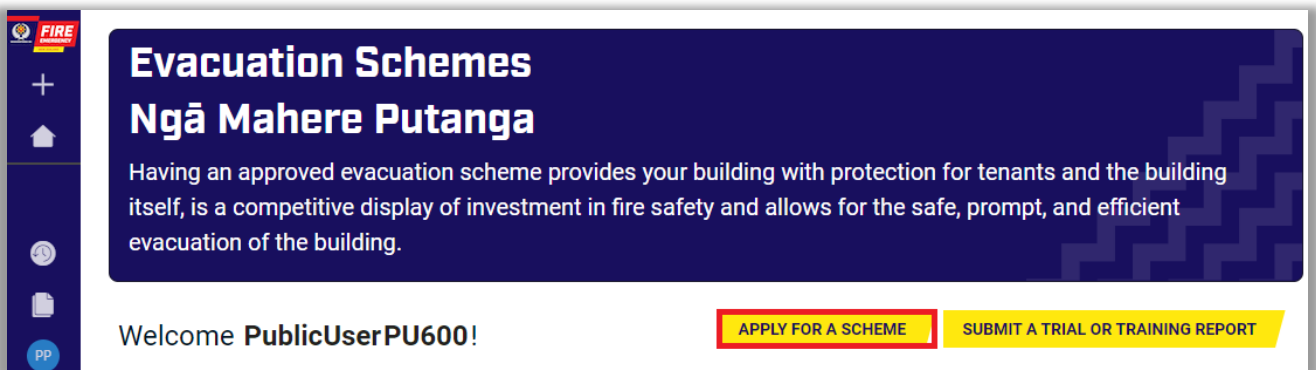
Result: List of templates are displayed.

Note: The list will be empty if a template has not yet been created.

Submit an application using a Template

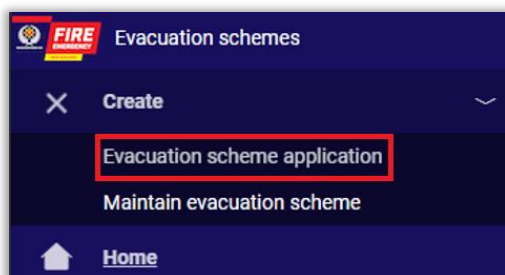
Using a template to create a new evacuation scheme application

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. Select the relevant **Application type**.

New evacuation scheme application

Application type*

☐ A new building ☐ An existing building ☐ Temporary structure

About this application form

- This form will lead you through the application process. You will only be presented with the questions you need to answer so do not worry if the question numbers appear to be out of sequence.

To complete this application, you must upload the following documents:

- An example of a fire action notice.
- A copy of your evacuation scheme.

Result: The following question will be displayed; “Do you want to use a previous application you have saved as a template?”.

New evacuation scheme application

Application type*

☒ A new building ☐ An existing building ☐ Temporary structure

Do you want to use a previous application you have saved as a template? *

☐ Yes ☐ No

About this application form

- This form will lead you through the application process. You will only be presented with the questions you need to answer so do not worry if the question numbers appear to be out of sequence.

To complete this application, you must upload the following documents:

Note: This option will appear if you have a saved template. If this question does not come up, please save a template first and then proceed.

- Click **No**, if you don't want to use a template and then click **Create**.
- Click **Yes** to use a saved template to create the application.

Result: List of saved templates will be displayed.

- Click the dropdown and select the required template.
- If the application is for a Temporary Structure, you will also be presented with the option to select if the application is a renewal.

New evacuation scheme application

Application type*

☐ A new building ☐ An existing building ☒ Temporary structure

Do you want to use a previous application you have saved as a template? *

☒ Yes ☐ No

Select the existing application from list*

TS-434018-2-V1-New Template retest

Is this application a renewal of existing application that you have selected? *

☒ Yes ☐ No

About this application form

- This form will lead you through the application process. You will only be presented with the questions you need to answer so do not worry if the question numbers appear to be out of sequence.

To complete this application, you must upload the following documents:

- An example of a fire action notice.
- A copy of your evacuation scheme.

You can also upload additional documents, for example, a sprinkler certificate or a copy of your training documents to assist us assess your application.

For help completing the application form, please refer to the user manuals on the bottom left of the screen.

Privacy disclaimer
Your privacy is important to us. Please access the following [link](#) to read our privacy statement.

CANCEL **CREATE**

7. Click **Create**.

Result: A new application form opens with all fields completed as per the application the template is based on.

8. Complete your application as required ensuring all relevant details are amended to suit the new application.

Important

- a. Supporting documents attached to the original approved evacuation scheme saved as a template, are not attached to the template. These must be attached in the Manage Documents section.
- b. You will need to carefully check all fields in your new application and edit any information as required. This ensures the application is relevant for the building/temporary structure that the new application is for (rather than the original building/temporary structure that the template was created from).

See the Quick reference guide: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > [Quick reference guides](#) > **Completing and submitting an online evacuation scheme application.**