## What you need to do

1. Complete this evacuation scheme application form. Answer all questions unless one is not required based on a previous answer.
2. To help complete your application, see these quick reference guides: fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides:

* **Completing and submitting an online evacuation scheme application**
* **Completing and submitting a manual evacuation scheme application**.

1. Provide these supporting documents, if relevant to your application:

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| --- | --- |
|  | Fire sprinkler system certification of compliance (if relevant, see questions 3.2, 3.3 and 3.4) |
|  | Fire action sign/notice (**mandatory**, see question 4.1) |
|  | Evacuation training programme (if relevant, see question 4.8 and 4.9) |
|  | Site plan and floor plan showing means of escape (if relevant, see question 5.4) |
|  | Copy of your proposed evacuation scheme, produced by the building owner for the occupants (**mandatory**) |

1. Email or post your application, and all supporting documents, to the Regulatory Compliance Group (RCG) at Fire and Emergency New Zealand, using either:

* **email**:[**rcg@fireandemergency.nz**](mailto:rcg@fireandemergency.nz)
* **address**: PO Box 68444, Victoria Street West, Auckland 1142.

## Application form

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| --- | --- | --- | --- |
|  | Application type | | |
| Building or structure (select one) | | | |
| This application is for: | | | |
| a new building | | an existing building | a temporary structure |

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| Section 1 | Applicant details | |
| Applicant type (select one) | | |
| This application is on behalf of: | | |
| an individual | | a company |

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| 1.1 Building or structure owner contact | | | |
| Complete the owner’s contact details. | | | |
| **Name:** |  | | |
| **Postal address:** |  | | |
| **Suburb:** |  | | |
| **City:** |  | **Postcode:** |  |
| **Landline number:** |  | **Mobile**: |  |
| **Email:** |  | | |

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| 1.2 Nominated contact person | | | |
| Complete this question as required.   | If nominated contact person is … | then… | | --- | --- | | the building or structure owner | * select the **Contact person is the** b**uilding owner** checkbox * go to question 1.4. | | not the building or structure owner | * complete the contact details for the nominated contact person * go to question 1.4. | | | | |
| Contact person is the building/ structure owner | | | |
| **Name:** |  | | |
| **Postal address:** |  | | |
| **Suburb:** |  | | |
| **City:** |  | **Postcode:** |  |
| **Landline number:** |  | **Mobile**: |  |
| **Email:** |  | | |

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| 1.3 Building or structure uses |
| Evacuation schemes are needed, if all or part of a building or structure is used for one or more of these uses below. Check all that apply to your building or structure if it is used for: |
| the gathering together, for any purpose, of 100 or more people |
| providing employment facilities for 10 or more people |
| providing accommodation for more than five people (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 specialist care for persons with disabilities (other than in a household unit) |
| providing accommodation for persons under lawful detention (other than home detention) |
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| Section 2 | Building or structure details | |
| 2.1 Building or structure description | | |
| Complete the building or structure details. **Note**: For temporary structures complete location and date of the event. | | |
| **Building name:** | |  |
| **Street number:** | |  |
| **Unit number:** | |  |
| **Street name:** | |  |
| **Suburb:** | |  |
| **City:** | |  |
| **Postcode:** | |  |
| **Record of title reference:** | |  |
| **Legal description:** | |  |

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| 2.2 Activities undertaken in the building or structure | |
| Select the checkbox beside all that apply to your building or structure. | |
| residential | manufacturing |
| retail or wholesale | offices |
| school or other education | early childhood facility |
| coolstore | entertainment |
| rest home/ nursing home | storage |
| hospital | activities in a temporary structure like a marquee, e.g. wedding or circus |
| place of worship | boarding house |
| other, please specify: | |

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| 2.3 Floors |
| The building or structure is:   |  |  |  | | --- | --- | --- | | single floor | multi-floors |  | |

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| 2.4 Floor occupancy | | | | | | |
| Complete for each floor of the building. **Note:** Please continue on separate page(s), if required. Attach all separate page(s) to your application form. | | | | | | |
| Floor | Use | Normal days used | Normal hours used | | Normal no. of occupants | Maximum no. of occupants |
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| Maximum occupancy for the whole building or structure is: | | | | |  | | |

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| 2.5 Hazardous substances |
| Check the relevant box to indicate whether your building/ structure has one or more of the hazardous, or infectious or ionising radioactive substances listed in the tables below, in amount(s) 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. **Note**: See fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > **Hazardous substances table.**   |  |  | | --- | --- | | yes (complete the relevant tables below **and question 2.7**) | no (go to question 3.1) | |

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| Quantities of hazardous substances | | | |
| Complete the approximate aggregate quantities for these hazardous substances in this table. | | | |
| Property and state | Classification(s) | Threshold quantity | Approx. aggregate quantity | |
| Explosive | 1.1A, 1.1B, 1.1C, 1.1D, 1.1E, 1.2B, 1.2C, 1.2D, 1.2E, 1.2F, 1.2G, 1.2H, 1.2I, 1.2J, 1.2K, 1.2L | 5 kg |  | |
| 1.3C, 1.3F, 1.3G, 1.3H, 1.3J, 1.3K, 1.3L | 10 kg |  | |
| 1.4B, 1.4C, 1.4D, 1.4E, 1.4F, 1.4G, 1.4S, 1.5D, 1.6N | 20 kg |  | |
| Flammable (gas) | 2.1.1A | 30 kg or 20 m3 |  | |
| 2.1.1B | 100 kg or 60 m3 |  | |
| 2.1.2A | 300 L |  | |
| Property and state | Classification(s) | Threshold quantity | Approx. aggregate quantity | |
| Flammable (liquid) | 3.1A, 3.2A, 3.2B, 3.2C | 10 L |  | |
| 3.1B | 100 L |  | |
| 3.1C, 3.1D | 1,000 L |  | |
| Flammable (solid) | 4.1.1A, 4.1.3A, 4.1.3B, 4.1.3C, 4.3A | 10 kg |  | |
| 4.1.1B, 4.3B | 100 kg |  | |
| 4.3C | 1,000 kg |  | |
| Flammable (substance) | 4.1.2A, 4.1.2B | 5 kg or 5 L |  | |
| 4.1.2C, 4.1.2D, 4.2A | 10 kg or 10 L |  | |
| 4.1.2E, 4.1.2F, 4.1.2G | 20 kg or 20 L |  | |
| 4.2B | 100 kg or 100 L |  | |
| 4.2C | 1,000 kg or 1,000 L |  | |
| Capacity to oxidise (liquid or solid) | 5.1.1A | 5 kg |  | |
| 5.1.1B | 50 kg |  | |
| 5.1.1C | 500 kg |  | |
| Capacity to oxidise (gas) | 5.1.2A | 10 kg or 10 m3 |  | |
| Capacity to oxidise | 5.2A, 5.2B | 1 kg or 1 L |  | |
| 5.2C, 5.2D | 5 kg or 5 L |  | |
| 5.2E, 5.2F | 10 kg or 10 L |  | |
| Toxic (substance) | 6.1A, 6.1B, 6.1C | 10 kg or 10 L |  | |
| Toxic (gas) | 6.1A, 6.1B, 6.1C | 0.5 kg or 2.5 m3 |  | |
| Toxic | 6.1D | 100 kg |  | |
| Corrosive (substance) | 8.1A, 8.2A | 10 kg or 10 L |  | |
| 8.2B | 100 kg or 100 L |  | |
| 8.2C, 8.3A | 1,000 kg or 1,000 L |  | |
| Corrosive (gas) | 8.1A, 8.2A | 0.5 kg or 0.25 m3 |  | |
| 8.2B | 5 kg or 2.5 m3 |  | |

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| 2.6 Quantities of infectious or radioactive substances | | | |
| Complete the approximate quantities for these infectious or radioactive substances in this table. | | | |
| Substance property | Hazard | Threshold quantity | Approx. quantity | |
| Infectious | Risk group 3 microorganisms as defined in  AS/NZS 2243.3:2010  *Safety in laboratories — Microbiological aspects and containment facilities* | Any amount |  | |
| Ionizing radioactive material | Category 1, 2, or 3 radionuclide as listed in Appendix 1, Table 2: *International Atomic Energy Agency Safety Standards Series No RS-G-1.9 Categorization of Radioactive Sources* (2005) (as at the commencement of these regulations) | Any amount — but provide all required details |  | |

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| 2.7 Emergency response plans |
| Is your building or structure required to have an emergency response plan under the Health and Safety at Work Act 2015?  If you attach your ERP it **will not** be reviewed by Fire and Emergency NZ as part of the application process.   |  |  |  |  | | --- | --- | --- | --- | | yes | no |  |  | |

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| Section 3 | Fire safety features: fire protection systems |
| 3.1 Automatic sprinklers | |
| Does the building/structure have an automatic sprinkler system?   |  |  | | --- | --- | | yes (go to question 3.2) | no (go to question 3.5) | | |

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| 3.2 Sprinkler standards |
| Select the options for the relevant sprinkler system in your building or structure:   |  |  |  | | --- | --- | --- | | yes (go to question 3.5) | | no (go to question 3.4) | | If sprinkler system is … | | | then go to question… | | sprinkler system is NZS 4541:2020 — Automatic fire sprinkler systems | | | 3.3 | | compliant with another standard, or not compliant with any standard | | | 3.4 | | NZS 4541:2007 — Automatic fire sprinkler systems | | | 3.5 | | sprinkler system is NZS 4541:2013 — Automatic fire sprinkler systems | | | | sprinkler system is NZS 4515:2003 — Fire sprinkler systems for residential occupancies | | | | sprinkler system is NZS 4515:2009 — Fire sprinkler systems for life safety in sleeping occupancies (up to 2,000 m2 | | | |

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| 3.3 Hand-hand operated firefighting equipment |
| |  |  |  | | --- | --- | --- | | Do you have hand-operated firefighting equipment that complies with NZS 4503:20?  **Note**: If your sprinkler system is NZS 4541:2020, the system must be supported by hand-operated firefighting equipment that complies with NZS 4503:20, and as detailed in question 4.2. | | | | yes (go to question 3.5) | no (go to question 3.5) |  | |

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| 3.4 Further details. Only respond to this question if you selected “compliant with another standard, or not compliant with any standard” in Question 3.2 |
| |  |  |  | | --- | --- | --- | | Provide details about your sprinkler system: | | | |  |  |  | |

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| 3.5 Fire alarm system |
| |  |  |  | | --- | --- | --- | | Does the building have a fire alarm system? | | | | yes (go to question 3.6) | no (go to question 3.9) |  | |

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| 3.6 Fire alarm trigger | | |
| |  | | --- | | How is the alarm triggered? (check all that apply) | | | |
| smoke detectors | heat detectors | manual call points |

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| 3.7 Fire alarm system standard |
| |  |  |  | | --- | --- | --- | | Does the system meet the requirements of NZS 4512:2010 Fire detection and alarm systems after 2010? | | | | yes | no |  | |

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| 3.8 Fire alarm system monitoring | |
| |  |  |  | | --- | --- | --- | | Is the alarm system monitored by Fire and Emergency NZ? | | | | yes | no |  | | |
| Enter your private fire alarm number (PFA):  Note: Leave this field blank if unknown. |  |

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| 3.9 Other protection systems |
| |  | | --- | | Provide details about any other fire protection systems in your building or structure. | |

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| Section 3 | Fire safety features: places of safety | | |
| 3.10 Places of safety outside | | | |
| A place of safety outside is: | |  | |
| It will be available for occupants from the following area(s): | |  | |
|  | |  | |
| A place of safety outside is: | |  | |
| It will be available for occupants from the following area(s): | |  | |
| 3.11 Places of safety inside | | | |
| Provide these details if:   * you have one or more places of safety inside or * you answered ‘yes’ in question **3.1: Automatic sprinklers**in the **Fire safety features: fire protection systems** section   **Note**: Continue on separate page(s), if required. Attach all separate page(s) to your application form. | | | |
| A place of safety inside is: | | |  |
| This place of safety can hold the number of occupants likely to be evacuated here because: | | |  |
| It will be available for occupants from the following area(s): | | |  |
| The person who will stay with people is/ holds the position of: | | |  |
| This place of safety is kept safe from fire by: | | |  |
| Describe how you would evacuate occupants to a place of safety outside the building: | | |  |
|  | | |
|  | | | |
| A place of safety inside is: | | |  |
| This place of safety can hold the number of occupants likely to be evacuated here because: | | |  |
| It will be available for occupants from the following area(s): | | |  |
| The person who will stay with people is/ holds the position of: | | |  |
| This place of safety is kept safe from fire by: | | |  |
| Describe how you would evacuate occupants to a place of safety outside the building: | | |  |
|  | | |

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| --- | --- | --- |
| Section 4 | Preparation in case of a fire: signs and equipment | |
| 4.1 Signs/ notices | | |
| List the names of each notice that are displayed in your building or structure, and where each is located. Include copies with your application. | | |
| Title of notice/ sign | | Place(s) located |
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| 4.2 Firefighting equipment | |
| Either, list any firefighting equipment you have in your building or structure, and where it is located in the table below, or attach to your application any existing document(s) you have that itemises your firefighting equipment.  Note: Please answer N/A or None if no equipment is available in the building | |
| Firefighting equipment | Location(s) |
|  |  |
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| Section 4 | Preparation in case of a fire: preparation for a fire emergency |
| 4.3 Training | |
| Select the checkbox to indicate how occupants will be trained:   |  | | --- | | trial evacuations (go to question 4.4–4.7)  an evacuation training programme (go to question 4.8–4.10) | | |

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| 4.4 Trial evacuations timings |
| **Trial evacuations are set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.**  Select the checkbox to indicate the frequency of your trial evacuations. Provide details, as required.   |  |  |  | | --- | --- | --- | | every six months | other (provide details of a frequency less than six months) |  | |

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| 4.5 Trial evacuation management | |
| Trial evacuations will be managed by the person who holds the position of: |  |

|  |  |
| --- | --- |
| 4.6 Staff training responsibilities | |
| Staff training for managing fire evacuations is the responsibility of the person who holds the position of: |  |

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| --- |
| 4.7 Staff training |
| |  | | --- | | The staff training for managing fire evacuations includes:  **Note (s):**   * See the quick reference guide: fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > **Completing and submitting a manual evacuation scheme application.** * Continue on separate sheets as required. Attach these to your application. | |

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| 4.8 Training programme implementation |
| **The requirements for evacuation training programmes are set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.**  Select the checkbox to indicate the frequency of your training.   |  |  |  | | --- | --- | --- | | every six months | other (provide details of a frequency less than six months) |  | |

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| 4.9 Training programme management | | |
| The evacuation training programme will be managed by the person who holds the position of: |  |

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| --- | --- |
| 4.10 Training programme documents | |
| Attach all evacuation training programme documents to your application. |

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| Section 5 | Evacuation procedure |
| 5.1 Alerts | |
| The building occupants will be alerted to a fire emergency by: | |

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| 5.2 Evacuation procedure |
| Describe the evacuation procedures for the building that will ensure occupants will be evacuated to a place or places of safety: |

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| 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. |

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| 5.4 Means of escape |
| 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. |
| Note: You may include a diagram or map of the means of escape with your application. |

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| 5.5 Evacuating places of safety inside |
| If you answered yes to question 3.2, and your building or structure has a one or more inside places of safety, describe when and how occupants, will know:   * if they need to evacuate to another place of safety— either inside or outside the building or structure * how they leave that place of safety. |

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| 5.6 People requiring assistance | |
| Select the relevant checkbox, then complete the required information in the table below (if relevant) if your building has, or is it likely to have, occupants who require particular assistance to evacuate or to be notified of the need to evacuate, e.g. people with disabilities, hearing impaired, elderly, small children, etc.   |  |  | | --- | --- | | yes | no | | List any:   * equipment in the building specific to evacuating occupants who require assistance to evacuate, and the role of the staff members trained to use it. | | | |
| Equipment | Staff trained to use it |
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| 5.7 Evacuation of people requiring assistance |
| Explain how evacuations will be managed to ensure those people who require particular assistance are evacuated to place(s)of safety. Note: This could include people who get injured or any visitors that require assistance on the day of the evacuation. |
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| 5.8 Fire and Emergency notification | | |
| Fire and Emergency New Zealand will be alerted to the fire by: | |
| 5.9 Fire and Emergency New Zealand arrival | | |
| Position of person who will communicate with firefighters and direct them to the place(s) of safety inside: |  |

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| --- | --- |
| Section 6 | Special provisions |
| 6.1 Special provision details | |
| List any special provisions or conditions used during evacuations, e.g. contingency plans. **Note**: See the quick reference guide: fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > **Completing and submitting a manual evacuation scheme application form.** | |
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| Section 7 | Owner responsibilities |
| FENZ must be notified in writing by owners of buildings or structures with approved evacuation schemes in these situations:   * 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** provide 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 will 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(s) 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. | |

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| Declaration | | | |
| Check the box and sign this evacuation scheme application form to complete this declaration.  This declaration confirms:   * that you, as the contact person or building/structure owner, completed this application form * the information provided is true and correct to the best of your knowledge * that the building owner seeks approval of the evacuation scheme for the building or structure.   yes | | | |
| Contact person’s name and signature: |  | Date: |  |
|  | | | | |

Please remember to attach a copy of your **proposed evacuation scheme** to this application