

Application for Evacuation Scheme Approval

Evacuation Scheme Application

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 your **signs** and **notices**, and depending on your answers you may also need to upload the following:

[Authorisation form](#) – if you are an authorised applicant (not the building owner) the building owner needs to complete and sign this form. You then scan the authorisation form and upload it.

Note: You have to complete all the questions that are marked with a red asterisk *

You don't have to complete the optional questions – these have the word (optional) after them

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

Completing the Application

- 1.1*** Building owner's full name is Landlord Holdings Ltd
- 1.2*** The applicant for this approval is the building owner
 a person authorised by the building owner to make this application
- 1.3*** Authorised applicant's full name Martin Henson
You need to complete and upload the [authorisation form](#).
The form needs to be signed by the building owner.
Upload(s):
[Childcare authorisation form.pdf](#)
- 1.4*** Applicant's Details
- | | |
|-------------------------|--|
| Postal Address * | PO Box 44 |
| Suburb * | Fitzroy |
| City * | New Plymouth |
| Post code (Optional) | 5432 |
| Phone Number (Optional) | 05 844 8844 |
| Cell Number (Optional) | 026 332 1122 |
| Fax Number (Optional) | 05 844 8994 |
| Email Address * | martin.henson@email.co.nz All correspondence will be sent to this email address |
- 1.5*** This application is for a new building
 an existing building
- 1.6*** This is an application for approval of a voluntary scheme under section 21H of the Fire Service Act 1975 yes
 no
- 1.7*** 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 2 of the Fire Safety and Evacuation of Buildings Regulations 2006, whatever the purpose for which the building is used for (see questions 2.13 and 2.14 for lists of these substances and quantities)
 - providing early childhood facilities (other than in a household unit)
 - providing nursing, medical, or geriatric care (other than in a household unit)
 - providing specialized care for persons with disabilities (other than in a household unit)
 - providing accommodation for persons under lawful detention (other than home detention)

Section 2 – The Building

2.1* Building Description

Building's name Standard Childcare Centre
 Street number 33
 Unit number (Optional)
 Street name * Imaginary Lane
 Suburb * Fitzroy
 City * New Plymouth
 Post code (Optional) 5432
 Certificate of Title reference is * 334455
 Legal description * Lot 1 DP 98765

2.2 Building use (tick all options that apply) (Optional)

- 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 total number of occupants for the building (during its main use or uses) is (Optional)

35

2.4 The building is (Optional)

- single storey
- multi-storey

2.5 Is not required

2.6 The maximum occupancy for the whole building at any time is (Optional)

50

2.7 The building is occupied (Optional)

- all the time
- mostly during usual hours of operation

2.8 The usual hours of operation are (Optional)

Day	Hours of Operation
Monday	8:00am 6:00pm
Tuesday	8:00am 6:00pm
Wednesday	8:00am 6:00pm
Thursday	8:00am 6:00pm
Friday	8:00am 6:00pm

2.9 The usual hours of operation apply (Optional)

- all year
- some of the time

2.10 The building is used outside the usual hours of operation during the following times (Optional)

Day	Hours of Operation

Additional information (Optional)

Occasionally in the evenings for parents evenings or community groups

2.11 The building, or any part of the building, is closed, or not able to be occupied at the following times (Optional)

Day	Hours Closed

Additional information (Optional)

Midnight to 7:30am

Hazardous Substances

2.12* One or more of the hazardous substances in question 2.13 and/or question 2.14 is present in the building in an amount or amounts that exceed the threshold quantities prescribed in Schedule 2 of the Fire Safety and Evacuation of Buildings Regulations 2006

- yes
 no

2.13 Is not required

2.14 Is not required

2.15 Is not required

Section 3 – Fire Safety Features

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

Places Of Safety

Places of Safety Outside

3.5* Complete the details

A place of safety outside is The primary place of safety is the fenced off grassed area next to the car park at the front of the building. There is a gate that opens into the car park area if we need to move to the secondary place of safety.

This place of safety will be available for occupants from the following area(s) People from all areas of the property.

A place of safety outside is A secondary place of safety is the reserve next door to the building. This place will be used if the primary place is unsafe due to fire/smoke etc. Teachers will direct all people to the secondary place if required.

This place of safety will be available for occupants from the following area(s) People from all areas of the property.

3.6 Is not required

Provision for people with a disability

3.7* People with a disability that are unable to evacuate the building using the means of escape from fire will gather at the following place(s) inside the building All exits are fully accessible. If anyone was unable to evacuate they would wait as close to a final exit as possible without impeding the egress of other occupants.

3.8* Does the building have equipment for assisting people with a disability to evacuate?
 yes
 no

Equipment

Mobile cots for evacuating babies

Staff trained to use it are (state position, or 'all')

All

Section 4 – Preparation in case of fire

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

Fire Action Notices

Location(s)

Beside every exit door, on the notice boards, next to all manual call points

Exit signs

Above all exits

Upload(s):
[FAN ground floor.pdf](#)
[FAN upper floors.pdf](#)

4.2* List any firefighting equipment and where it is located

none

Firefighting equipment

2.5kg Dry Powder Extinguisher

Location(s)

Refer to attached floor plan

Fire Blanket

Refer to attached floor plan

Preparation for a Fire Emergency

4.3*	The occupants will be trained by	Trial evacuations. This option has been selected for you as ticked "Providing early childhood facilities" in question 1.7.
4.4*	Trial evacuations will be carried out in the manner set out in clauses 2 to 4 of Schedule 3 of the Fire Safety and Evacuation of Buildings Regulations 2006, every	3 <input checked="" type="radio"/> months <input type="radio"/> weeks
4.5*	Trial evacuations will be managed by the person who holds the position of	Head Teacher
4.6*	Staff training for managing fire evacuations is the responsibility of the person who holds the position of	Head Teacher
4.7*	Describe in detail what the staff training for managing fire evacuations consists of	Staff training is completed within the first week of starting at the centre and trial evacuations once every term. Training document attached. Instead of completing the answer in the box provided above, you can upload a PDF document detailing your staff training. Upload(s): Standard Childcare training.pdf
4.8	Is not required	
4.9	Is not required	

Section 5 – Evacuation Procedure

5.1*	The building occupants will be alerted to a fire emergency by	Signs of fire/smoke. Verbal alerts from other occupants. The building fire alarm which can be triggered by automatic smoke detection (throughout the building, including the sleep area), heat detection or manual call points.
5.2*	Describe how the building occupants will be informed of the <ul style="list-style-type: none">measures they should takeneed to get to a place of safety once they are alerted to a fire	Children will be gathered together and leave in groups with the teachers. This will be practiced in regular trial evacuations. Any other adults / visitors in the centre will be directed by teachers or can read the Fire Action Notices on display.
5.3*	Describe how the building occupants will be informed of the <ul style="list-style-type: none">place(s) of safetythe fastest route to the place(s) of safetyplace(s) where people with disabilities may gather to wait for assistance once they are alerted to a fire	As above. The locations where people with a disability can gather will be verbally relayed to occupants by staff when required.
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	As per the routes marked on the attached site plan. Upload(s): Childcare Site Map.pdf
5.5	Is not required	
5.6*	The Fire Service will be alerted to the fire by	The person discovering the fire will ring 111 from a safe area. The Head Teacher will confirm this has been done.
5.7*	Firefighters, on arrival, will be told the location of <ul style="list-style-type: none">place(s) where people with disabilities may wait for assistanceany people with disabilities who have been unable to evacuateany people in place(s) of safety inside by (name of position or person)	Head Teacher

Section 6 – Special Provisions

6.1 Describe any special provisions or conditions, such as contingency plans (Optional)

Section 7 – Applicant Responsibilities

7.1 The building owner will notify the National Commander, New Zealand Fire Service, in writing, if one or more of the following events occur

- Building work is carried out on the building under section 112 of the Building Act 2004 resulting in its means of escape from fire being significantly affected
- The means of escape from fire for the building are required to be altered as a specified system under section 107 of the Building Act 2004
- If the building is a building with a specified intended life within the meaning of section 7 of the Building Act 2004, its life is extended under section 116 of that Act
- The occupancy of the building is changed to the extent that its means of escape from fire are no longer adequate
- The building is no longer required to have an evacuation scheme (for example the building is demolished or no longer used for a purpose described in section 21A(1)(a) to (h) of the Fire Service Act 1975.

7.2 Contact name (Optional)

Martin Henson

Submit Application

To save your application and submit at a later stage select [Save Working]. 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.