

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):
[Authorisation form.pdf](#)

1.4* Applicant's Details

Postal Address * PO Box 44

Suburb * Chartwell

City * Hamilton

Post code (Optional) 4554

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 Medical Centre

Street number 12

Unit number (Optional)

Street name * Pretend Place

Suburb * Chartwell

City * Hamilton

Post code (Optional) 6543

Certificate of Title reference is * 456789

Legal description * Lot 1 DP 19191

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)
- Medical Centre

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

15

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)

30

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	8:30am 5:00pm
Tuesday	8:30am 5:00pm
Wednesday	8:30am 5:00pm
Thursday	8:30am 5:00pm
Friday	8:30am 5:00pm

2.9 The usual hours of operation apply (Optional)

- all year
- some of the time

2.10 Is not required

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
Saturday	12:00am 12:00am
Sunday	12:00am 12:00am

Additional information (Optional) Closed weeknights 5pm – 8:30am

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 Car park area at front of building

This place of safety will be available for occupants from the following area(s) Reception, waiting room, consultation rooms

A place of safety outside is Car park area at rear of building

This place of safety will be available for occupants from the following area(s) Treatment room, staffroom/kitchen

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
Waiting room

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

Equipment
Wheelchair

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 Notice (front exits)
Fire Action Notice (rear exits)

Location(s)
Reception, Waiting Room, Consultation Rooms
Treatment Room, Staffroom

Upload(s):
[FAN front exit.pdf](#)
[FAN rear exit.pdf](#)

4.2* List any firefighting equipment and where it is located

none

Firefighting equipment
Fire Extinguisher
Fire blanket

Location(s)
Staff room
Reception, treatment room

Preparation for a Fire Emergency

4.3*	The occupants will be trained by	<input checked="" type="radio"/> trial evacuations <input type="radio"/> an evacuation training programme
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	6 <input checked="" type="radio"/> months <input type="radio"/> weeks
4.5*	Trial evacuations will be managed by the person who holds the position of	Centre Manager
4.6*	Staff training for managing fire evacuations is the responsibility of the person who holds the position of	Centre Manager
4.7*	Describe in detail what the staff training for managing fire evacuations consists of	As described in the attached policy and procedure document. Instead of completing the answer in the box provided above, you can upload a PDF document detailing your staff training. Upload(s): Policy and Procedure.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	The person discovering a fire will shout “FIRE FIRE FIRE” and the receptionist on duty will make an announcement using the megaphone. The building also has two photoelectric smoke alarms that could alert occupants to a fire.
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	This is covered in staff induction and regular training. Fire drills will be held every six months. Fire Action Notices and Evacuation Plans are also placed in every room. During an evacuation, Wardens will direct and ensure proper evacuation of their designated areas.
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	This is covered in staff induction and regular training. Fire drills will be held every six months. Fire Action Notices and Evacuation Plans are also placed in every room. During an evacuation, Wardens will assist any people with disabilities and / or direct them to the waiting room to await assistance.
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	Please refer to the attached Evacuation Plan. Upload(s): Evacuation Plan.pdf
5.5	Is not required	
5.6*	The Fire Service will be alerted to the fire by	A 111 call will be made. The Head Warden will ensure 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 Warden

Section 6 – Special Provisions

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