Evacuation scheme cycle

Apply for your evacuation scheme

1. Complete and submit online application form, including supporting documents in Online Services.
   - Within 20 working days...

2. Fire and Emergency New Zealand Review application.
   - Approved
   - Not approved
     - Within 20 working days...
     - Amend application as requested and submit.

Maintain your evacuation scheme

1. Prepare for next scheme maintenance cycle.
   - Within the timeframe specified in your approved scheme...

2. Trial evacuations:
   - Run trial evacuation
   - Within 10 working days after your trial or unscheduled evacuation...
   - Complete & submit an evacuation report telling us about your evacuation

3. Evacuation training programme:
   - Complete & submit notification to confirm training programme has taken place.

As part of your application, you will nominate either regular trial evacuations or a regular training programme, and the timeframe for how often this will be completed (maximum of six monthly).

Note: If you are unable to complete an online application, there is a manual form available.

You must also advise Fire and Emergency New Zealand of:
- updates to contact details
- building events as outlined in Section 7 of your approved evacuation scheme
- an alternative contact person when the nominated contact person is absent from New Zealand for more than 21 consecutive days

Complete and submit online application form, including supporting documents in Online Services
Fire and Emergency New Zealand Review application
Within 20 working days...
Within 10 working days after your trial or unscheduled evacuation...