



SUBMIT A NEW EVACUATION SCHEME APPLICATION

BACKGROUND

Use this guide to help you submit an evacuation scheme application.

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INTRODUCTION

An evacuation scheme application must be submitted within the 30 working day period **before**: a new building is first lawfully occupied; or an existing building becoming a 'relevant building'. For information on what is a 'relevant building', see [Do I need an approved evacuation scheme?](#) section.

What is an evacuation scheme?

An evacuation scheme describes the measures that are in place to enable a safe and timely evacuation of your building if there is a fire or a suspected fire. Preparing people to respond constructively in a fire situation by developing and practicing an evacuation scheme will help ensure that the right decisions are made if and when the time comes to have a real evacuation.

In simple terms – if there was a fire in your building, how would **everyone** (including people who may be in your building for the very first time, e.g. contractors, brand new employees, guests/visitors, etc) know:

- What to do – should I activate an alarm? Is there even an alarm system in the building?
- Where to go – where is a place of safety? What is the most direct route?
- How will it be ensured that everyone is safe?

- Who takes charge of an evacuation?
- What procedures are in place to ensure the building is cleared?
- What about people who need assistance to evacuate?

An actual fire emergency can't be predicted and there are many variables that can affect the situation. An evacuation scheme is designed to consider and prepare for a range of situations, even if you consider them to be unlikely for your particular building.

Legislation and regulations

The following legislation and regulations are relevant to evacuation schemes:

- [Fire and Emergency New Zealand Act 2017](#) (the Act).
- [Fire and Emergency New Zealand \(Fire Safety, Evacuation Procedures, and Evacuation Schemes\) Regulations 2018](#) (the Regulations), which covers the framework for evacuation schemes.

There are other acts and regulations that determine fire safety features for buildings such as occupancy limits, escape doors, fire alarms and so on.

Under sections 76(4) and 79 of the Act, failure of the building owner to provide or maintain an approved evacuation scheme may result in prosecution, and Fire and Emergency may seek a court order to have the building closed until those requirements are complied with.

Do I need an approved evacuation scheme?

A building that requires an evacuation scheme is called a 'relevant building'. These include the following:

1. Buildings that can hold 100 or more people.
2. Buildings where 10 or more people work.
3. Buildings where 6 or more people sleep, unless there are 3 or fewer households.
4. Buildings storing certain levels of hazardous substances.
5. Buildings used for early childhood, medical, and disabled care services, unless the building is a normal home.
6. Prisons and holding cells.

For a complete list and full details of buildings that are 'relevant buildings' refer to [section 75](#) of the Act.

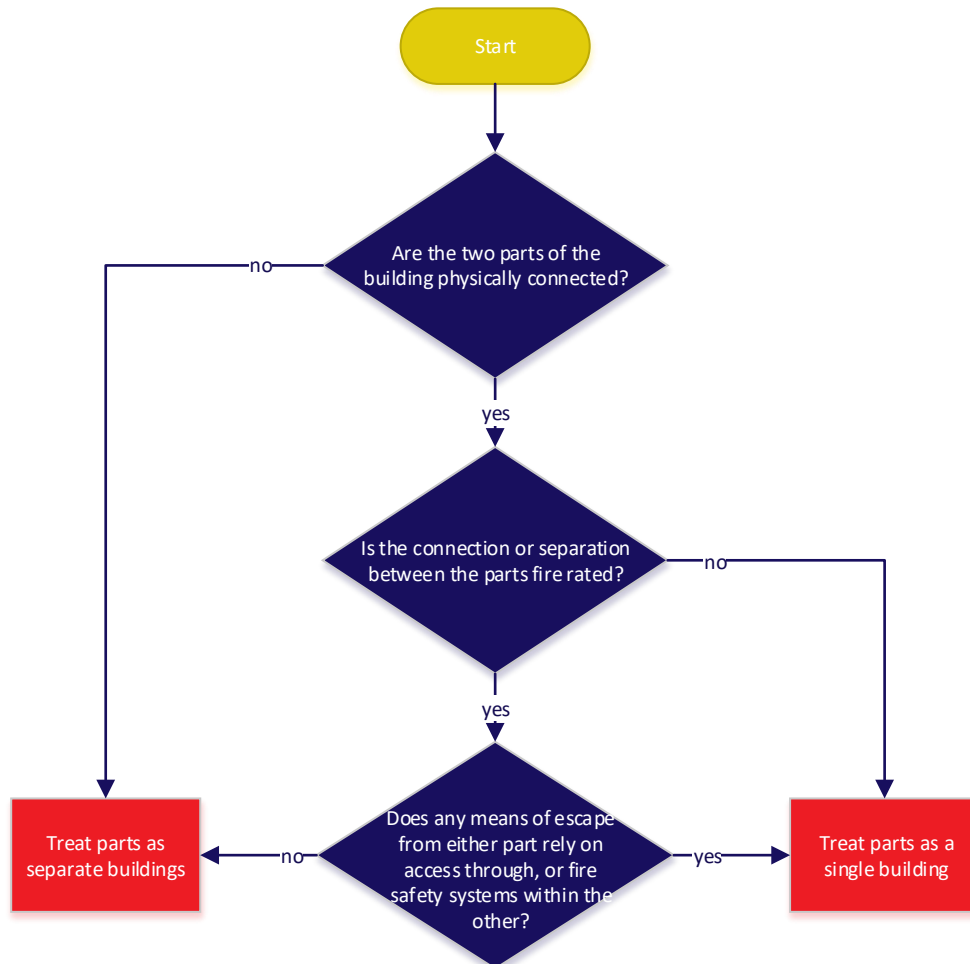
Owners of buildings with an automatic sprinkler system which meets one of the required standards (NZS 4541:2007, NZS 4541:2013, NZS 4515:2003 or NZS 4515:2009) and which are **only used for either (2) or (3) (but not both)** and none of the other uses listed above, **don't need** an approved scheme.

However, owners of those buildings must give Fire and Emergency New Zealand notice that the building does not need an evacuation scheme using the prescribed form. See onlineservices.fire.org.nz > Printable forms > [Notification that an evacuation scheme is not required](#).

Does a multi-unit building need more than one evacuation scheme?

Parts of multi-unit buildings that function separately from a fire safety point of view are treated as separate buildings, despite being physically joined as part of a larger structure.

Use this flow chart to help you determine whether two parts of a building should be treated as separate buildings or treated as a single building for the purposes of deciding if the parts require their own evacuation scheme.



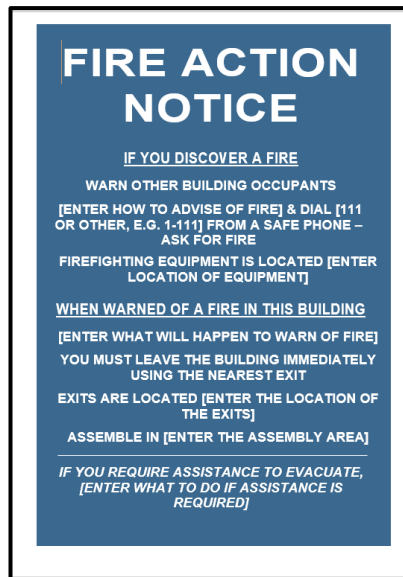
Note: *Means of escape* (as defined in section 7 of the Building Act 2004) includes any installed fire safety system (fire alarm, sprinkler system, detection, smoke control, etc.)

BEFORE YOU START YOUR APPLICATION

Every application will require supporting documents. It may be easier to have these prepared before starting to complete the application form.

These include:

- Copies of fire action signs and notices in your building. An example is shown below. A blank Fire Action Notice template is available from onlineservices.fire.org.nz > [Printable Forms](#).



- Copy of the evacuation scheme supplied to the occupants.
- Details of the training given to staff and/or occupants about your fire emergency procedures. The easiest way to answer this question is to include a copy of the material used to train your building occupants on the procedures to follow in a fire emergency. If your evacuation scheme includes wardens, your training detail must also include the warden procedures. Examples of training documents for a range of different building types are available. See onlineservices.fire.org.nz > [Example Documents](#).
- Although not mandatory, it is often easiest (and very helpful for us) to have a site plan and floor plan included with your application. This could be as simple as marking your building on a screenshot from an aerial mapping system (e.g. Google Maps) and providing a hand drawn sketch of the building floor plan, marked with the routes of travel, fire exits and location of the place(s) of safety that will be used in an evacuation.

SUBMIT YOUR APPLICATION OVERVIEW

See onlineservices.fire.org.nz > Quick reference guides > [Evacuation scheme application reference guide](#) for helpful tips on how to complete your application.

We recommend completing your application by using the online form on our website, onlineservices.fire.org.nz.

Completing your application online has a number of benefits:

- The online form will guide you through the process and prompt you to upload the required supporting documents, helping to ensure your application contains all the necessary details.
- If your application isn't approved, an online application makes it easier to complete the requested changes and resubmit your application for approval.
- You can complete the regular maintenance needed for your scheme online.
- Automated emails can be set up to remind you of upcoming tasks required to keep your scheme current and maintained.

- All schemes and correspondence about your applications are stored in Online Services.
- Your applications will be received faster, allowing for quicker processing times.
- Your application status will be displayed, allowing you to track the progress of your application.
- You can create and store application templates – a great time saver if you're submitting multiple applications for similar buildings.

Manual applications can also be submitted by website upload, email, post or fax. Please don't deliver applications to your local Fire Stations or Area Offices.

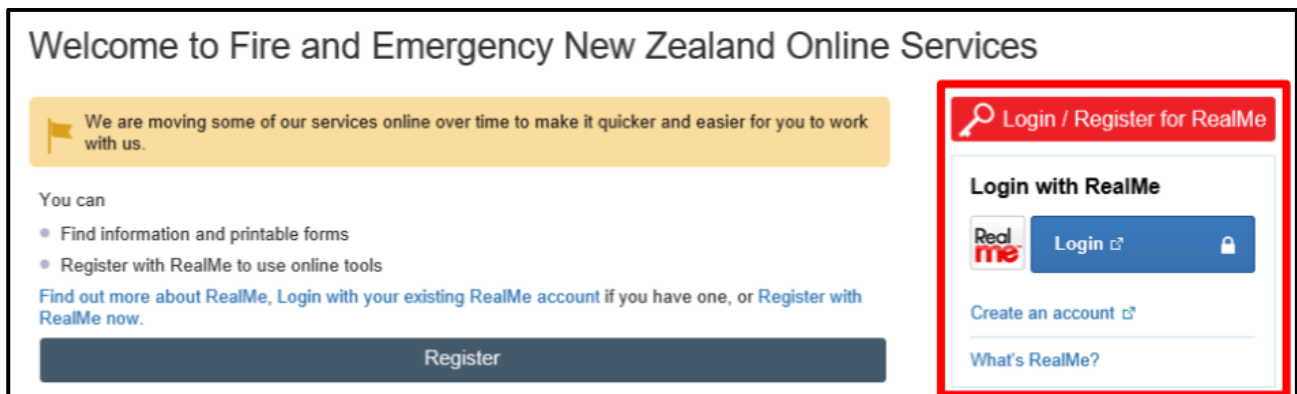
SUBMIT AN ONLINE APPLICATION

Follow these steps to submit an online evacuation scheme application:

Complete online application

To apply for an evacuation scheme online, you need to have a [RealMe login](#) which allows you to use the same credentials to access various government online services.

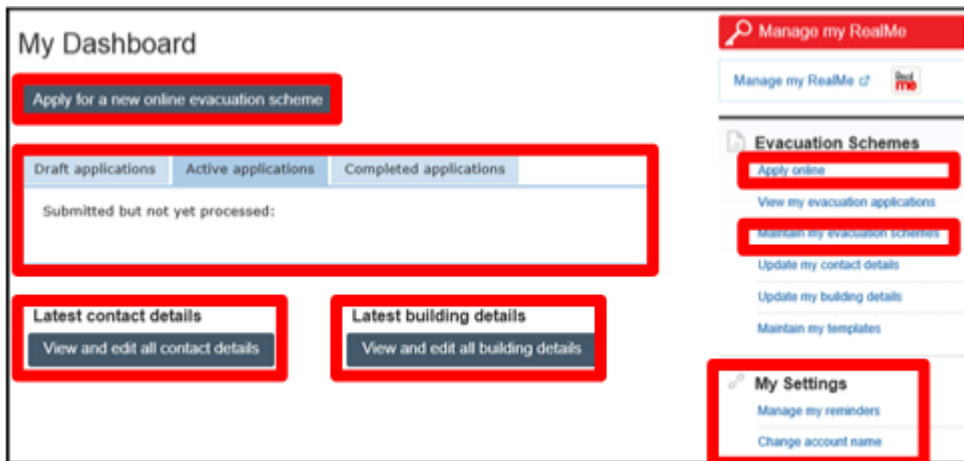
Links to logon or to create an account are on the right of the onlineservices.fire.org.nz home page.



1. Logon using RealMe.

Result: The **My Dashboard** page. From here you can:

- apply for a new online evacuation scheme.
- view all of your draft applications (not yet submitted), active applications (submitted and pending our decision) and completed applications ('Approved' or 'Not Approved' by Fire and Emergency New Zealand).
- manage your reminders, settings and other details.
- maintain your approved schemes, e.g. submit trial evacuation reports.



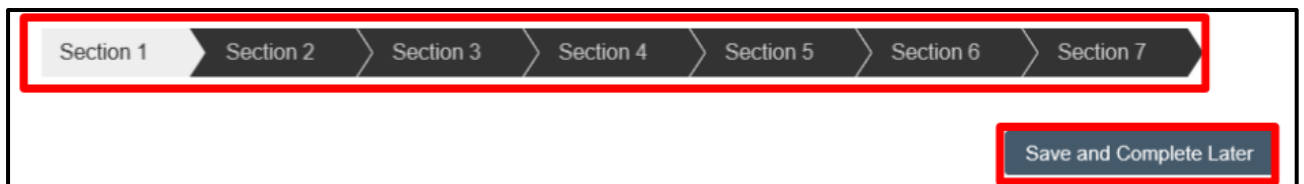
2. Click **Apply for a new online evacuation scheme** or **Apply online**.

Result: The application form opens.

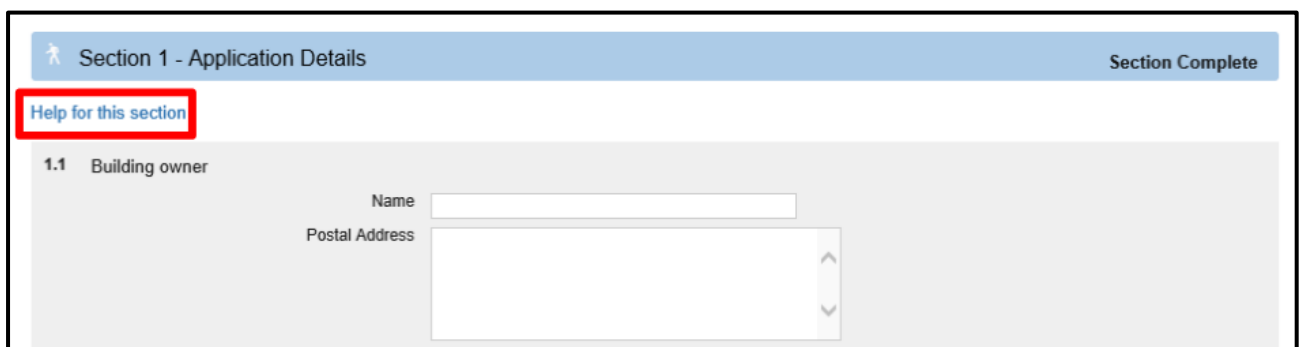
3. Complete the application form. There are seven sections to complete. All questions must be answered, unless indicated otherwise, as this will help us to prepare for an emergency in your building.

Note:

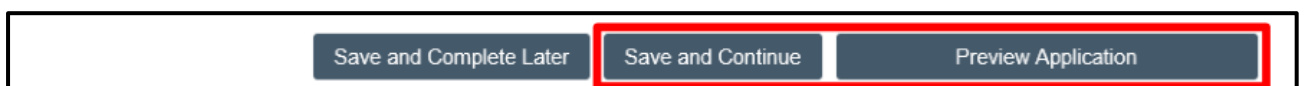
- You can use the navigation arrows at the top of the page to jump straight to the different sections.
Click **Save and Complete Later** at any time to save your application as a draft. You can access it again from your Online Services dashboard.



- Every section has a Help link at the top of the page to display more details on what is required for each question.



- At the bottom of each page, click **Save and Continue** to move to the next section or **Preview Application** to display your answers to all sections.



Upload supporting documents

Supporting documents can be uploaded for the following questions. Only PDF, JPG or JPEG files are accepted.

- Q4.1 (Signs or notices) – this includes Fire Action Notices and any other notices on display in your building that provide fire evacuation information to building occupants.

Note: Other types of signs (e.g. Exit signs, Assembly Point signs, etc.) can be noted in your answer here but aren't required to be attached as supporting documents.

- Q4.8 (Training material) – any material provided to building occupants about fire emergency procedures can be uploaded here. This could include documents specific to the type of building and its uses, e.g. a hireage agreement form for community halls that includes the fire emergency procedures, a guest compendium for accommodation providers, etc. Only documents about fire emergencies need to be supplied.
- Q5.4 (Means of escape) – any supporting documents about the building location and layout, e.g. site plans and floor plans.
- **Section 7 (Applicant responsibilities)** – a copy of your proposed evacuation scheme.

To attach documents to your submission:

1. Click the **Upload Now** button.

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	Location(s)
	Fire action	All floors Delete

[Add Sign or Notice](#) [Upload Now](#)

2. Click **Browse**.

7.2: Upload a copy of your proposed evacuation scheme

[Browse...](#)

[Close](#)

3. Locate and select the document.

4. Click **Close**.

Result: Once uploaded, the document name will be displayed.

Note: To confirm the right document has been attached, you can click the document name to open the attachment.

If you have uploaded the wrong document, you can click the **x** next to the relevant file to delete it and then click the upload button to attach the correct file.

Section 4 - Preparation in case of fire

Help for this section

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

Add Sign or Notice Upload Now

Upload(s):
Fire action notice.pdf x

Can't see the x? Here it is

Complete submission

1. Navigate to **Section 7 (Applicant Responsibilities)**.
2. Tick the acknowledgement box near the bottom of the page.

Submit Application

You must upload a copy of your proposed evacuation scheme:

Upload Now

Upload(s):
Evacuation scheme.pdf x

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

Save and Complete Later Submit Application Preview Application

3. Click the **Submit Application** button to continue. You won't be able to make any further changes to the application after this point.
Result: Once the submission has been completed, it will show under the **Active applications** tab with a status of 'Pending Preliminary Checks'. You will also receive an automated email to confirm your application has been received.

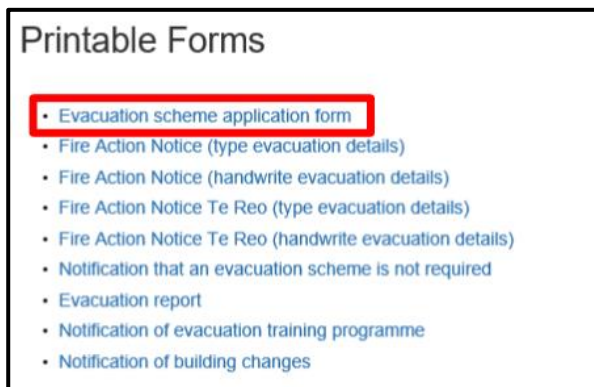
Draft applications	Active applications	Completed applications		
Submitted but not yet processed:				
Application ref	Process name	Date submitted	Status	Due date
EV-2016-198429-01	Evac Scheme - Standard Childcare Centre	29 Sep 2016 15:03	Pending Preliminary Checks	28 Oct 2016 17:00

SUBMIT A MANUAL APPLICATION

Follow these steps to submit a manual evacuation scheme application:

Complete manual application

Download and complete the 'Evacuation scheme application form – word version' document. See onlineservices.fire.org.nz > [Printable Forms](#).



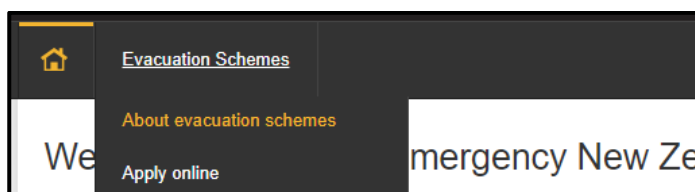
Create supporting documents

Prepare all required supporting documents (e.g. Fire Action Notices).

Complete submission

Submit your application form and supporting documents using one of the following methods:

- Upload to our Online Services website by completing these steps:
 - Navigate to the Online Services **About evacuation schemes** page.



- Click the **upload a pdf** link.

Apply online now

Maintain my evacuation schemes

Or upload a pdf of your own evacuation application form

- Use the **Browse** button to upload the relevant documents for your application. Only PDF, JPG or JPEG files can be accepted. Ensure each document is uploaded separately – don't combine separate documents into one file.
- Click **Submit my application** to complete the process.

Upload evacuation scheme form

Upload your scheme and any supporting documents here and click the *Submit my application* button when you have finished.

<input type="button" value="Browse..."/>	✔ We have successfully received your file: Evacuation scheme.pdf	147.53 KB
	✔ We have successfully received your file: Fire action notice.pdf	147.53 KB

- Email to fireinfo@fireandemergency.nz
- Post to Fire Information Unit, Fire and Emergency New Zealand, PO Box 68042, Wellesley Street, Auckland 1141
- Fax to 09 309 0483.

WHAT HAPPENS NEXT?

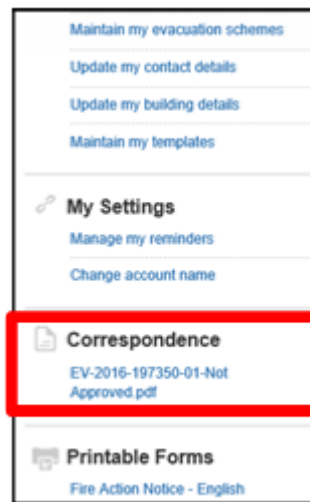
We have 20 working days from receiving your application to decide whether the application is approved.

We may contact you if any minor details need to be clarified first – please ensure you have supplied your correct contact details (phone number and/or email address) in your application.

If further information is required, or if a trial evacuation of the building is to be carried out and observed by Fire and Emergency New Zealand, the period we have to make a decision may be extended by up to 10 working days.

You will be notified once our decision has been made. This will be done by email (if an email address has been supplied) or post:

- For online applications – the email will contain a link to our Online Services website. You will need to log on (using your RealMe details) and a record of the scheme correspondence will be available under the **Correspondence** heading as shown.



- For manual applications – the email (or letter) will have a copy of the notification letter included.

If your application hasn't been approved, the notification letter will give you full details of the clarifications and/or amendments needed and instructions for how to complete your resubmission. For further details see onlineservices.fire.org.nz > Quick reference guides > [Resubmit an evacuation scheme application](#).

FREQUENTLY ASKED QUESTIONS

Q: Can my application be processed faster?

A: Yes, however this can never be guaranteed as there are a number of factors that could affect the processing and decision times for each application.

To request faster processing of your application, please submit your application first and then email the Fire Information Unit (fireinfo@fireandemergency.nz) explaining the reasons for your request. If you have submitted your application online, please provide your application reference number (starting with EV-) as well.

Q: My submission has been completed but I've spotted an error – can I make the change now?

A: No, changes can't be made to completed submissions. The Fire Information Unit may be able to assist, please contact them on 0800 347 346 to discuss.

Q: Will anyone from Fire and Emergency New Zealand visit the building as part of the evacuation scheme approval process?

A: This is usually only necessary if your building will be using 'places of safety inside'. However, we may visit some buildings to ensure we have a clear understanding of the procedures that have been submitted to us for approval.

For more FAQs see onlineservices.fire.org.nz > [FAQs/Help](#).