



# EVACUATION SCHEME APPLICATION

Complete this form to apply for approval of an evacuation scheme.

For guidelines on completing and submitting this application see:

- Evacuation scheme application reference guide
- Submit a new evacuation scheme application guide.

All questions must be answered, unless it is indicated they are not required based on a previous answer.

Ensure you have completed and attached the following documents:

- 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**)
- 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)

Send the completed form and supporting information to the Fire Information Unit:

- email: [fireinfo@fireandemergency.nz](mailto:fireinfo@fireandemergency.nz)
- post: PO Box 68042, Wellesley Street, Auckland 1141
- fax: 09 309 0483

Section 1		Application details
<b>1.1 Building owner</b>	<b>Name:</b>	
	<b>Postal address:</b>	
	<b>Suburb:</b>	
	<b>City:</b>	
	<b>Post code:</b>	
	<b>Contact phone number:</b>	
	<b>Email address:</b>	
<b>1.2 Nominated contact person</b>	Select if the building owner is the nominated contact person:	
	<input type="checkbox"/> Building owner	
	<i>If not, complete the nominated contact person's details:</i>	
	<b>Name:</b>	
	<b>Postal address:</b>	
	<b>Suburb:</b>	
	<b>City:</b>	
	<b>Post code:</b>	
<b>Contact phone number:</b>		
<b>Email address:</b>		
<b>1.3 Application type</b>	This application is for:	
	<input type="checkbox"/> a new building <input type="checkbox"/> an existing building	

<b>1.4 Building use</b>	<p>The building needs an evacuation scheme because the building or parts of the building will be used for (<i>check all that apply</i>):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the gathering together, for any purpose, of 100 or more persons</li> <li><input type="checkbox"/> providing employment facilities for 10 or more persons</li> <li><input type="checkbox"/> providing accommodation for more than 5 persons (other than in 3 or fewer household units)</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> providing early childhood facilities (other than in a household unit)</li> <li><input type="checkbox"/> providing nursing, medical, or geriatric care (other than in a household unit)</li> <li><input type="checkbox"/> providing specialist care for persons with disabilities (other than in a household unit)</li> <li><input type="checkbox"/> providing accommodation for persons under lawful detention (other than home detention)</li> <li><input type="checkbox"/> none of the above, this is a voluntary application</li> </ul>
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Section 2	The building																		
<b>2.1 Building description</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;"><b>Building's name:</b></td><td></td></tr> <tr><td><b>Street number:</b></td><td></td></tr> <tr><td><b>Unit number:</b></td><td></td></tr> <tr><td><b>Street name:</b></td><td></td></tr> <tr><td><b>Suburb:</b></td><td></td></tr> <tr><td><b>City:</b></td><td></td></tr> <tr><td><b>Post code:</b></td><td></td></tr> <tr><td><b>Record of title reference:</b></td><td></td></tr> <tr><td><b>Legal description:</b></td><td></td></tr> </table>	<b>Building's name:</b>		<b>Street number:</b>		<b>Unit number:</b>		<b>Street name:</b>		<b>Suburb:</b>		<b>City:</b>		<b>Post code:</b>		<b>Record of title reference:</b>		<b>Legal description:</b>	
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<b>2.2 Activities undertaken in the building</b>	<p>The activities undertaken in the building include: (<i>check all that apply</i>):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> residential</td> <td><input type="checkbox"/> manufacturing</td> </tr> <tr> <td><input type="checkbox"/> retail or wholesale</td> <td><input type="checkbox"/> offices</td> </tr> <tr> <td><input type="checkbox"/> school or other education</td> <td><input type="checkbox"/> early childhood facility</td> </tr> <tr> <td><input type="checkbox"/> coolstore</td> <td><input type="checkbox"/> entertainment</td> </tr> <tr> <td><input type="checkbox"/> rest home/nursing home</td> <td><input type="checkbox"/> storage</td> </tr> <tr> <td><input type="checkbox"/> hospital</td> <td><input type="checkbox"/> marquee or other temporary structure</td> </tr> <tr> <td><input type="checkbox"/> places of worship</td> <td><input type="checkbox"/> boarding house</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> other, please specify:</td> </tr> </table>	<input type="checkbox"/> residential	<input type="checkbox"/> manufacturing	<input type="checkbox"/> retail or wholesale	<input type="checkbox"/> offices	<input type="checkbox"/> school or other education	<input type="checkbox"/> early childhood facility	<input type="checkbox"/> coolstore	<input type="checkbox"/> entertainment	<input type="checkbox"/> rest home/nursing home	<input type="checkbox"/> storage	<input type="checkbox"/> hospital	<input type="checkbox"/> marquee or other temporary structure	<input type="checkbox"/> places of worship	<input type="checkbox"/> boarding house	<input type="checkbox"/> other, please specify:			
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<b>2.3 Levels</b>	<p>The building is:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> single storey</li> <li><input type="checkbox"/> multi-storey</li> </ul>																		



Flammable (solid – self-reactive)	4.1.2A or 4.1.2B	5kg or 5L	
	4.1.2C or 4.1.2D	10kg or 10L	
	4.1.2E, 4.1.2F or 4.1.2G	20kg or 20L	
Flammable (solid – desensitised explosive)	4.1.3A, 4.1.3B or 4.1.3C	10kg	
Flammable (substance – spontaneously combustible)	4.2A	10kg or 10L	
	4.2B	100kg or 100L	
	4.2C	1,000kg or 1,000L	
Flammable (solid – dangerous when wet)	4.3A	10kg	
	4.3B	100kg	
	4.3C	1,000kg	
Capacity to oxidise (liquid or solid)	5.1.1A	5kg	
	5.1.1B	50kg	
	5.1.1C	500kg or 10L	
Capacity to oxidise (gas)	5.1.2A	0.5kg or 2.5m <sup>3</sup>	
Organic peroxides	5.2A, 5.2B, 5.2C, 5.2D, 5.2E or 5.2F	10kg	
Toxic (solid or liquid)	6.1A, 6.1B or 6.1C	10kg or 10L	
Toxic (gas)	6.1A, 6.1B or 6.1C	0.5kg or 2.5m <sup>3</sup>	
Toxic (solid or liquid)	6.1D	100kg	
Corrosive (solid or liquid)	8.1A or 8.2A	10kg or 10L	
Corrosive (gas)	8.1A or 8.2A	0.5kg or 0.25m <sup>3</sup>	
Corrosive (solid or liquid)	8.2B	100kg or 100L	
Corrosive (gas)	8.2B	0.5kg or 0.25m <sup>3</sup>	
Corrosive (solid, liquid or gas)	8.2C or 8.3A	500kg or 500L	

**2.7 Infectious or radioactive substances**

Complete the approximate amounts in the table below for any of the substances:

Substance property	Hazard	Threshold quantity	Approximate quantity
Infectious	Risk Group 3 microorganisms as defined in <i>AS/NZS 2243.3:2002 Safety in laboratories</i> – Microbiological aspects and containment facilities.	Any amount	
Ionising radioactive material	Category 1, 2 or 3 radionuclide as listed in Table 2 of Appendix 1 of International Atomic Energy Agency Safety Standards Series No RS-G-1.9 Categorization of Radioactive Sources.	Any amount	

**2.8 Emergency plan**

Is the building required to have an Emergency Response Plan under the Health and Safety at Work Act 2015?

- yes  
 no

## Fire protection systems

## 3.1 Automatic sprinklers

Does the building have an automatic sprinkler system?

- yes (*go to next question*)  
 no (*go to question 3.5*)

## 3.2 Sprinkler standard

Is the sprinkler system installed in accordance with one of the standards specified in regulation 24 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018?

- yes (*go to next question*)  
 no (*go to question 3.4*)

## 3.3 Sprinkler standard, cont.

The standard the sprinkler has been installed to is:

- NZS 4541:2007 — Automatic fire sprinkler systems  
 NZS 4541:2013 — Automatic fire sprinkler systems  
 NZS 4515:2003 — Fire sprinkler systems for residential occupancies  
 NZS 4515:2009 — Fire sprinkler systems for life safety in sleeping occupancies (up to 2000 square metres)

(*go to question 3.5*)

## 3.4 Sprinkler standard, cont.

The building's sprinkler system is installed in accordance with:

- another standard  
     (i) (please specify) \_\_\_\_\_  
 no standard

## 3.5 Fire alarm system

Does the building have a fire alarm system?

- yes (*go to next question*)  
 no (*go to question 3.9*)

## 3.6 Fire alarm system trigger

How is the alarm system triggered (*check all that apply*)?

- smoke detectors  
 heat detectors  
 manual call points

## 3.7 Fire alarm system standard

Does the system meet the requirements of NZS 4512:2010?

- yes  
 no

## 3.8 Fire alarm system monitoring

Is the alarm system monitored?

- yes  
 no

**3.9 Other fire protection systems**

Provide details of any other fire protection systems:

**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**  
Required if you answered yes to question 3.2 and your building has one or more places of safety inside

Complete the details for each place of safety inside, ensuring your answers cover different fire scenarios, such as different fire locations.

A place of safety inside is:

This place of safety is capable of holding the number of occupants likely to be evacuated here because:

This place of safety will be available for occupants from the following area(s):

The person who will stay with people in the place of safety 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 is capable of holding the number of occupants likely to be evacuated here because:**

**This place of safety will be available for occupants from the following area(s):**

**The person who will stay with people in the place of safety 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:**

Signs and equipment

4.1 Signs/notices

List the signs or notices that are displayed in the building and where they are located.

Title of notice or sign	Place(s) located

*Copies of the signs must be included in the application*

4.2 Firefighting equipment

List any firefighting equipment and where it is located.

none

Firefighting equipment	Place(s) located

Preparation for a fire emergency

4.3 Training

The occupants will be trained by *(select one of the following)*:

trial evacuations *(complete questions 4.4–4.7)*

an evacuation training programme *(complete questions 4.8–4.9)*

4.4 Trial evacuation timings

**Trial evacuations will be carried out in a manner set out the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every:**

six months

Other:

**Note:** Period must be six months or less.

4.5 Trial evacuation management

**Trial evacuations will be managed by the person who holds the position of:**

4.6 Staff training responsibility

**Staff training for managing fire evacuations is the responsibility of the person who holds the position of:**



4.7 Staff training	<b>The staff training for managing fire evacuations consists of:</b>	
4.8 Training programme implementation	<i>Training must cover your evacuation procedure, the method of alerting occupants, the routes of travel to the place(s) of safety, the use of any firefighting equipment and the use of any equipment for assisting persons requiring particular assistance. Instead of completing this question, a copy of the training material can be attached to the application.</i>	
	<b>The evacuation training programme will be carried out in a manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every:</b>	
	<input type="checkbox"/> six months	Other: <input type="text"/>
4.9 Training programme management	<b>Note:</b> Period must be six months or less.	
	<b>The evacuation training programme will be managed by the person who holds the position of:</b>	

Section 5		Evacuation procedure
5.1 Alerts	<b>The building occupants will be alerted to a fire emergency by:</b>	
5.2 Evacuation procedure	<b>Describe the evacuation procedure for the building that will ensure occupants will be evacuated to a place or places of safety.</b>	

**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).**

**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.**

*A diagram or map of your means of escape can be attached to the application.*

**5.5 Evacuating places of safety inside**

Required if you answered yes to question 3.2 and your building has one or more places of safety inside

Describe when and how occupants in a place of safety inside will be notified of:

- the need, if necessary, to evacuate to another place of safety (inside or outside the building)
- how to leave the place of safety.

**5.6 People requiring assistance**

Does the building have, or is it likely to have, occupants who require particular assistance to evacuate or to be notified of the need to evacuate (e.g. persons with disabilities, hearing impaired, elderly, small children, etc)?

yes

no

Equipment

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

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

**5.7 Evacuation of people requiring assistance**

Explain how evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety. Even if you don't have regular occupants that may require particular assistance, explain how you would manage visitors, or someone who may have an injury, that require assistance to evacuate.

5.8 Fire and Emergency notification	Fire and Emergency New Zealand will be alerted to the fire by:
5.9 Fire and Emergency arrival	Firefighters, on arrival, will be told the location of any people in place(s) of safety inside by (name or position of person):

Section 6		Special provisions
6.1 Special provisions	Describe any special provisions or conditions, e.g. contingency plans.	

Section 7		Applicant responsibilities
<p>The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if:</p> <ul style="list-style-type: none"> <li>• The building's fire detection and suppression system is non-operational for a period of time. <b>Note:</b> For certified systems, you must complete the Fire Protection System Shutdown form prescribed to you by your fire protection system agent.</li> <li>• The means of escape from fire for the building is to be altered under section 107 of the Building Act 2004.</li> <li>• 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.</li> <li>• The building's life is to be extended under section 116 of the Building Act 2004.</li> <li>• The occupancy of the building is changing to the extent that the building's means of escape from fire will be materially affected.</li> <li>• There are to be changes to the place or places of safety specified in the evacuation scheme.</li> <li>• There is to be a change of purpose or activities within the building.</li> <li>• 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.</li> <li>• 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.</li> </ul>		

**Declaration:**

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.

**Contact person signature  
(handwritten applications)**