

# Marquee application for building consent

Exceeding 100m<sup>2</sup> or to be used for a period of not more than one month

Version: 13  
Date: January 2020  
Code: BA Form 2M



Send or deliver your application to:  
Building Services, Timaru District Council,  
2 King George Place, PO Box 522, Timaru 7940

Web: [www.timaru.govt.nz](http://www.timaru.govt.nz)  
Telephone: (03) 687 7236  
Email: [building@timdc.govt.nz](mailto:building@timdc.govt.nz)

## A. THE BUILDING (project location)

Street or road address of building:

Location of building within site: *(if different from street address)*

Legal description of land where building is located:  
*(state legal description as at the date of application)*

Valuation number:

Zone:

Lot:

DP:

Section:

## B. THE OWNER

Name of owner: *(include title)*

Contact person: *(if different from owner)*

Mailing address: *(documentation sent to)*

Address for invoice: *(either postal or email)*

Agent: *(state full name, mailing address, phone numbers and email address)*

Name of contact:

Mailing address:

Mobile number:

Daytime number:

Email address:

Please attach one of the following as evidence of ownership (tick if included):

Copy of certificate and title

Lease

Agreement for sale and purchase

Other document showing full name of legal owner(s) of building

Signed by the owner OR on behalf of; with authority from the owner:

Signature:

Name:

Date:

## C. THE FUNCTION

Description of function:

**Applicant**    **Please complete:**

Type of function:                      Private                      Public

Number of persons attending the function:

Number of toilets:

Is a liquor licence being sought?    Yes                      No

Caterers / food suppliers:

Marquee supplied by:

Suppliers contact phone number:

Attach Flammability Certificate to application (required):

Name of person who is erecting marquee:

Is emergency lighting provided: *(only required when more than 250 persons in attendance)*                      Yes                      No

Type of heating provided:

Are evacuation procedures in place:    Yes                      No

Fee:                      Invoice to owner                      Invoice to agent

**Note: Please be aware that this application is to be processed within 20 working days in accordance with Section 48 of the Building Act 2004. Please book your inspection (once consent is approved) via Customer Services (03) 687 7200.**