

# Application for Evacuation Scheme Approval

## Evacuation Scheme Application

Please answer all questions on this form.

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 in PDF or JPG format. Go to the FAQs to find out more.

You will need to upload copies of your **signs and notices**, and a copy of your **proposed evacuation scheme**. You can upload additional supporting documents along with your proposed evacuation scheme at the end of the application on the 'Submit Application' screen if you choose to.

**Note:** There can be issues with submitting your application if you cut and paste large amounts of text into question boxes from Microsoft Word. Please refer to the FAQ on how to cut and paste.

## Completing the Application

[Help for this section](#)

### 1.1 Building owner

Name The Auckland Bridge Club  
Postal Address 273 Remuera Road  
Suburb Remuera  
City Auckland  
Post code 1050  
Contact Phone Number 09 5245562  
Cell Number 0212376709  
Fax Number  
Email Address [aucklandbridgeclub@xtra.co.nz](mailto:aucklandbridgeclub@xtra.co.nz)

### 1.2 Nominated Contact Person

Name The Auckland Bridge Club  
Postal Address 273 Remuera Road  
Suburb Remuera  
City Auckland  
Post code 1050  
Contact Phone Number 09 5245562  
Cell Number 0212376709  
Fax Number  
Email Address [aucklandbridgeclub@xtra.co.nz](mailto:aucklandbridgeclub@xtra.co.nz) All correspondence will be sent to this email address

### 1.3 This application is for

- ☐ a new building  
☐ an existing building

### 1.4 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 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018  
☐ 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)  
☐ none of the above, this is a voluntary application

[Help for this section](#)**2.1 Building Description**

Building's name

Street number 273

Unit number

Street name Remuera Road

Suburb Remuera

City Auckland

Post code 1050

Record of Title reference NA22A/394

Legal description Lot A DP 65576

**2.2 Activities undertaken in the building (tick all options that apply)**

- ☐ 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)  
Bridge Club

**2.3 The building is**

- ☒ single storey
- ☐ multi-storey

**2.4 The total occupancy on each floor is**

Floor	Use	Normal days used	Normal hours of use	Normal number of occupants	Maximum number of occupants
2	Bridge	Week days	Day time (between 7am and 6pm)	65	80
1	Bridge	7 days a week	Day time (between 7am and 6pm)	80	220
Maximum building occupants					

**Hazardous Substances**[Help for this section](#)**2.5 One or more of the hazardous substances in question 2.6 and/or 2.7 is present in the building in an amount or amounts that exceed the threshold quantities prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018**

- ☒ yes
- ☐ no

**2.6 Is not required****2.7 Is not required****2.8 Is not required**

## Section 3 · Fire Safety Features

[Help for this section](#)

### Fire protection systems

- 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
- 3.5 Does the building have a fire alarm system?  
☒ yes  
☐ no
- 3.6 How is the alarm system triggered? (tick all the options that apply)  
☒ Smoke detectors  
☒ Heat detectors  
☒ Manual call points
- 3.7 Does the system meet the requirements of NZS 4512:2010?  
☒ yes  
☐ no
- 3.8 Is the alarm system monitored?  
☒ yes  
☐ no
- 3.9 Please provide details of any other fire protection systems  
Fire Extinguishers

### Places of Safety

#### Places of Safety Outside

##### 3.10 Complete the details

- A place of safety outside is  
Southend corner of the Carpark, by white concrete block wall. Bridge Players know North & South compass points as the seating dictates it
- This place of safety will be available for occupants from the following area(s)  
The whole building

##### 3.11 Is not required

## 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 | Location(s)   |
|-----------------------------|---|
| Fire Action                 | On walls at every exit and manual call point on both levels |
| Fire Ex placement           | on wall at every exit and manual call point on both levels  |

Upload(s):  
[Entry Notice.jpg](#)  
[Fire Action Notice.pdf](#)  
[Hall Notice.jpg](#)  
[Main Room Fire Notice.jpg](#)  
[Notice downstairs.jpg](#)  
[placement Notice Extinguisher.jpg](#)  
[Upstairs Fire Ext notice.jpg](#)

4.2 List any firefighting equipment and where it is located

€ none

#### Firefighting equipment



Fire Extinguishers

#### Location(s)

Ground floor 1x Foyer, 1 x DB Room, 1x Entrance, 1 x side exit, 1 x ground kitchen. Upstairs 1x lift landing, 1 x kitchen, 1 x left exit doors , upstairs

## Preparation for a Fire Emergency

4.3 The occupants will be trained by

-  trial evacuations
-  an evacuation training programme



4.4 Is not required

4.5 Is not required

4.6 Is not required

4.7 Is not required

4.8 The evacuation training programme will be implemented in the manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every

- 6
-  months
-  weeks

Upload(s):  
[Fire Emergency Training Manual.pdf](#)

4.9 The evacuation training programme will be managed by the person who holds the position of

Office staff

## Section 5 - Evacuation Procedure

### [Help for this section](#)

5.1 The building occupants will be alerted to a fire emergency by

- Signs of fire
- Verbal warnings from other occupants
- A fire alarm sounding, triggered automatically (heat) or manually
- 

5.2 Describe the evacuation procedure for the building that will ensure occupants will be evacuated to a place or places of safety

When a fire is discovered the person discovering the fire is to warn other occupants in danger and activate the fire alarm. They should also call 111 with details about the fire and inform the Chief Warden the details of the fire once evacuated.

When the fire alarm sounds all occupants should evacuate the building. If they are on upper floor they are instructed not to use the lifts, to evacuate using the stairs.

All occupants should assist others if required.

Once outside they should assemble on the car park by the concrete block wall at the southend.

During normal operating hours Wardens/staff will physically check each floor has been evacuated.

The procedure is that people who rent the Building check the floor they are on and evacuate themselves.

Fire Action Notices displayed in the building summarise the evacuation procedures, where the place of safety is, and how to get to it. These notices will inform any visitors to the building what they should do along with verbal instructions from staff.

All staff are trained to instruct visitors/ members to evacuate. If required nominated members may also instruct members/visitors to assist with the evacuation of others if required.

There is a full time Director and part time administrators on site.

5.3 Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)

Each warden/staff does a physical check of space in their area. Once they can confirm their area is clear they advise the Chief Warden accordingly who will track when the whole building is clear and determine that the evacuation is complete.

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

The second story has a north and south end stairwell, they are at opposite ends of the room clearly marked. Both these stairs have direct access to doors straight to the outside. Downstairs has 4 exit doors directly to the outside. All exits are clear. They are all alternative routes if the main door is unavailable

5.5 Is not required

5.6	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)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<b>Equipment</b>  wheelchair if needed	<b>Staff Trained to use it are (state position, or 'all')</b>  all
5.7	Explain how evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety?  Even if you do not have regular occupants that may require particular assistance, explain how you would manage visitors or someone who may have an injury that requires assistance to evacuate.	Due to the nature of the Bridge Club, staff are used to assisting people on a daily basis. All staff are trained on an induction and 6 monthly at which time they cover providing assistance to those who require it to evacuate.  Staff are also trained to provide people with reassurance. All exits are fully accessible, including having fixed ramps in place. The needs of any regular users of the building who may require assistance to evacuate will be considered prior to an emergency situation occurring. Methods of assisting these people will form part of pre-planning, staff training and trial evacuations to ensure those people can be assisted as required.  Staff/Wardens will take action to ensure everyone is aware of the need to evacuate and are evacuating, or they will provide any people requiring assistance the appropriate level of reassurance or assistance to get to the place of safety outside.		
5.8	Fire and Emergency New Zealand will be alerted to the fire by		The person discovering the fire will make a 111 call, the Building Warden will confirm that this has been done.	
5.9	Firefighters, on arrival, will be told the location of any people in place(s) of safety inside by (name or position of person):		N/A	

## Section 6 - Special Provisions

### [Help for this section](#)

6.1	Describe any special provisions or conditions, such as contingency plans	Bridge is a partnership game, so we will know very quickly if someone is not accounted for. The building meets all Council fire regs and we have an annual BWOF which looks at all fire requirements that Fire Control do monthly checks
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## Section 7 - Applicant Responsibilities

### [Help for this section](#)

7.1	The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if -	<ul style="list-style-type: none"> <li>The building's fire detection and suppression system is non-operational for any period of time:</li> <li>The means of escape from fire for the building are required to be altered under section 107 of the Building Act 2004:</li> <li>Building work is carried out on the building under section 112 or 133AT of the Building Act 2004 affecting its means of escape from fire:</li> <li>The building's life is extended under section 116 of the Building Act 2004:</li> <li>The occupancy of the building is changed to the extent that its means of escape from fire are materially affected:</li> <li>There are changes to the place or places of safety specified in the evacuation scheme:</li> <li>There is a change of purpose or activities within the building:</li> <li>The building is no longer required to have an evacuation scheme (for example the building is demolished or is no longer used for a purpose described in section 75(1)(a) to (i) 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>
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## Submit Application

You must upload a copy of your proposed evacuation scheme:

Upload(s):  
[AUCKLAND BRIDGE CLUB FIRE EMERGENCY SCHEME.pdf](#)

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:

**b** 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.