



Application Form for Evacuation Scheme approval (for completion on a computer)

The Guide

All instructions for completing and submitting this application are contained in:

- NZFS Guide to Evacuation Schemes (the Guide), which is available from evaconline.fire.org.nz.

Please use the Guide, to ensure this form is completed correctly.

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Filling out this application

On the computer This version of the form is designed to be saved on a computer as a Word file.

By hand The other (pdf) version of this form (available at evaonline.fire.org.nz) is designed to be printed out and filled in by hand.

Uploading applications The Fire Service recommends submitting applications using the 'upload application' option at evaonline.fire.org.nz.

Compulsory questions All questions are compulsory (provided any stated criteria apply), unless they have '(optional)' written beside them.

The Fire Service recommends all questions are completed, to:

- assist the Fire Service in pre-planning our response to an emergency in your building.

Instructions Instructions are indicated in italics, for example:

If 'building owner', go to question 1.4

Options given in bold These questions are answered by:

- removing the option that does not apply:

In this building **option 1 / option 2** applies
becomes

In this building **option 1** applies

OR

- using strikethrough font to cross out the option that does not apply:

In this building **option 1 / ~~option 2~~** applies.

Filling in boxes These questions are answered by typing in provided boxes (questions where more space may be needed will automatically expand).

...address is	1a Ruler Road Greymouth
---------------	----------------------------

OR

yes	manufacturing
-----	---------------

Adding rows to tables If another row is needed in a table, place the cursor in the lowest right-hand cell, and click 'tab'.

Extra pages There is extra space provided at the back of the form, in case more room is required for any of the questions.

Drawings Drawings may be included to supplement written answers.

Section 1 Application details

Building owner

1.1 The building owner's full name is

Applicant

1.2 The applicant for this approval is an **authorised applicant**.

If 'building owner', go to question 1.4

If 'authorised applicant', continue:

1.3 The authorised applicant's full name is

Note: *Written authorisation must be attached to this application.*

Applicant's details

1.4 Complete the following:

The applicant's postal address is	PO Box 91289, Victoria Street West, Auckland 1142
The applicant's phone number is	09 624 3347
The applicant's cell phone is	027 290 4688
The applicant's fax number is	09 624 3345
The applicant's email address is	evac.services@xtra.co.nz

Type of application

1.5 This application is for an **existing building**.

1.6 The building or part of the building will be used for (*type 'yes' for all options that apply*):

<input type="checkbox"/>	the gathering together, for any purpose, of 100 or more persons
yes	providing employment facilities for 10 or more persons
yes	providing accommodation for more than 5 persons (other than in 3 or fewer household units)
<input type="checkbox"/>	storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts (see section 2.13 for a list of these amounts)
<input type="checkbox"/>	providing early childhood facilities (other than in a household unit)
yes	providing nursing, medical, or geriatric care (other than in a household unit)
<input type="checkbox"/>	providing specialised care for persons with disabilities (other than in a household unit)
<input type="checkbox"/>	providing accommodation for persons under lawful detention (other than home detention)
<input type="checkbox"/>	none of the above

1.7 This is a **required** application.

Section 2 The Building

Building details

Building description

2.1 Complete the following:

The building's name is	Metlifecare St Vincent - Cornwall Building	
The building's street address is	7 St Vincent Avenue, Remuera, Auckland.	
The Certificate of Title reference is	Ct-218416	
The land's Legal Description is	Lot 1 DP95703, Lot 1 DP327159, Lot 3 DP25495, Lot 1 DP110424	
This building is in the	AUCKLAND	Fire Region (refer to Appendix F of the Guide).

Building use

2.2 (optional) The main use(s) of the building is (write 'yes' to indicate the main use or uses):

<input checked="" 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 checked="" 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"/>	other (specify the use):
<input type="text"/>			

Occupancy

Numbers of occupants

2.3 (optional) The total number of occupants for the building during its main use(s) is

2.4 (optional) The building is **multi-storey**.

If 'single storey', go to question 2.6

If 'multi-storey', continue:

2.5 (optional) The total occupancy on each floor is:

Floor	Total occupants	Floor	Total occupants	Floor	Total occupants

Note: To add another row, click 'tab' while in the last cell of the table.

2.6 (optional) The maximum occupancy for the whole building at any time is

Occupancy times

2.7 (optional) The building is occupied **all the time**.

*If 'occupied all the time', go to question **2.11***

If 'mostly during usual hours of operation', continue:

2.8 (optional) The usual hours of operation are:

	Usual hours of operation

2.9 (optional) The usual hours of operation apply **all year**

*If 'all year', go to question **2.11***

If 'some of the time', continue:

2.10 (optional) *Complete this paragraph:*

The building is used outside the usual hours of operation during the following times:

2.11 (optional) The building, or any part of the building, is closed, or not able to be occupied at the following times:

Hazardous substances

2.12 The building **does not** store or process one or more of the hazardous substances listed in either 2.13 or 2.14 , in quantities that exceed the 'threshold quantity'.

If 'does not', go to question 2.15

If 'does', make sure:

- *question 1.6 has 'storing or processing hazardous substances...' indicated, AND*
- *question 1.7 is 'required application'.*

2.13 Fill in the aggregate amounts in the right hand column for:

- *each group of classifications (as listed in the 'classification' column) that exceeds the threshold quantities:*

Property and state of substance	Classification	Threshold quantity	Approximate aggregate quantity
Explosive	1.1A, 1.1B, 1.1C, 1.1D, 1.1E, 1.2B, 1.2C, 1.2D, 1.2E, 1.2F, 1.2G, 1.2H, 1.2I, 1.2J, 1.2K, or 1.2L	5 kg	
	1.3C, 1.3F, 1.3G, 1.3H, 1.3J, 1.3K, or 1.3L	10 kg	
	1.4B, 1.4C, 1.4D, 1.4E, 1.4F, 1.4G, 1.4S, 1.5D, or 1.6N	20 kg	
Flammable (gas)	2.1.1A	30 kg or 20 m ³	
	2.1.1B	100 kg or 60 m ³	
	2.1.2A	300 L	
Flammable (liquid)	3.1A	10 L	
	3.1B	100 L	
	3.1C or 3.1D	1000 L	
	3.2A, 3.2B, or 3.2C	10 L	
Flammable (solid)	4.1.1A	10 kg	
	4.1.1B	100 kg	
Flammable (substance)	4.1.2A or 4.1.2B	5 kg or 5 L	
	4.1.2C or 4.1.2D	10 kg or 10 L	
	4.1.2E, 4.1.2F, or 4.1.2G	20 kg or 20 L	
Flammable (solid)	4.1.3A, 4.1.3B, or 4.1.3C	10 kg	
Flammable (substance)	4.2A	10 kg or 10 L	
	4.2B	100 kg or 100 L	
	4.2C	1000 kg or 1000L	
Flammable (solid)	4.3A	10 kg	
	4.3B	100 kg	
	4.3C	1000 kg	

2.13 continued

Property and state of substance	Classification	Threshold quantity	Approximate aggregate quantity
Capacity to oxidise (liquid or solid)	5.1.1A	5 kg	
	5.1.1B	50 kg	
	5.1.1C	500 kg	
Capacity to oxidise (gas)	5.1.2A	10 kg or 10 m ³	
Capacity to oxidise	5.2A or 5.2B	1 kg or 1 L	
	5.2C or 5.2D	5 kg or 5 L	
	5.2E or 5.2F	10 kg or 10 L	
Toxic (substance)	6.1A, 6.1B, or 6.1C	10 kg or 10 L	
Toxic (gas)	6.1A, 6.1B, or 6.1C	0.5 kg or 2.5 m ³	
Toxic	6.1D	100 kg	
Corrosive (substance)	8.1A or 8.2A	10 kg or 10 L	
Corrosive (gas)	8.1A or 8.2A	0.5 kg or 0.25 m ³	
Corrosive (substance)	8.2B	100 kg or 100 L	
Corrosive (gas)	8.2B	5 kg or 2.5 m ³	
Corrosive (substance)	8.2C or 8.3A	1000kg or 1000L	

Infectious and radioactive substances

2.14 Fill in any aggregate amounts in the right hand column for:

- each substance listed in the left hand column:

Substance property	Hazard	Threshold quantity	Approximate quantity
Infectious	Risk Group 3 micro organisms as defined in AS/NZS 2243.3:2002 <i>Safety in laboratories—Microbiological aspects and containment facilities</i>	Any amount	
Ionizing radioactive material	Category 1, 2, or 3 radionuclide as listed in Table 2 of Appendix 1 of <i>International Atomic Energy Agency Safety Standards Series No RS-G-1.9 Categorization of Radioactive Sources</i> (as at the commencement of these regulations)	Please provide all details as required. Any amount	

2.15 (optional) The **building is not** required to have an emergency plan under the Hazardous Substances and New Organisms Act 1996.

Section 3 Fire safety features

Sprinkler systems

3.1 The building **does** have a sprinkler system.

If 'does not', go to question 3.5

If 'does', continue:

3.2 The building does have an automatic sprinkler system as described in Regulation 16.

3.3 The building's fire sprinkler system **is** installed in accordance with any of (*indicate those that apply, the sprinkler service agent can provide these details*):

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | NZS 4541:2007—Automatic fire sprinkler systems |
| <input checked="" type="checkbox"/> | NZS 4515:2003—Fire sprinkler systems for residential occupancies |
| <input type="checkbox"/> | NZS 4517:2002—Fire sprinkler systems for houses |

If 'is not', go to question 3.4

If 'is', go to question 3.5

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

- | | | |
|--------------------------|---------------------------|----------------------|
| <input type="checkbox"/> | other standard (specify): | <input type="text"/> |
| <input type="checkbox"/> | no standards | |

Places of safety

Places of safety outside

3.5 Complete the details in the box:

<p>A place of safety outside is:</p> <p>Opposite Reception, clear of the driveway.</p> <p>It will be available for occupants from the following area(s):</p> <p>Accessible from all residential units and care facility.</p>

Note: if there is more than one place of safety, fill in the following box:

<p>A place of safety outside is:</p> <p><input type="text"/></p> <p>It will be available for occupants from the following area(s):</p> <p><input type="text"/></p>
--

Note: If there are more than two places of safety, copy the table as many times as needed, and paste here:

Places of safety inside

If the building does not have an automatic sprinkler system as specified in Regulation 16, go to question 3.7

If the building does not have one or more places of safety inside, go to question 3.7

If the building has:

- an automatic sprinkler system as specified in Regulation 16, AND
- one or more places of safety inside,

continue;

3.6 Complete one box for each place of safety inside, ensuring your answers cover different fire scenarios, such as different fire locations:

<p>One place of safety inside is:</p> <p>Each apartment is deemed a separate fire cell</p> <p>It will be available for occupants from the following area(s):</p> <p>All apartments from ground floor, first floor, second floor and third floor</p> <p>This place of safety is capable of holding the number of occupants likely to be evacuated here because:</p> <p>Occupiers of each apartment only</p> <p>The person who will stay with people in the place of safety inside is/ holds the position of:</p> <p>Occupiers only</p> <p>This place of safety is kept safe from fire by:</p> <p>Fire stop and smoke stop doors</p> <p>If applicable, the occupants will be kept safe from hazardous substances in this area by:</p> <p></p>

Note:

- If there is a place of safety inside, make sure:
 - question 5.5 includes means of escape to and from the place of safety inside.
- If there is more than one place of safety inside, copy the table as many times as needed, and paste here:

One place of safety inside is:

Each corridor on every level has 3 sets of smoke stop doors magnetically held open

It will be available for occupants from the following area(s):

All apartments from ground floor, first floor, second floor and third floor

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

There is room in each corridor or stairwell either side of the smoke stop doors to hold everyone safely from the activated area.

The person who will stay with people in the place of safety inside is/ holds the position of:

Member of staff from Metlifecare sent to investigate the alarm activation initially.

This place of safety is kept safe from fire by:

Smoke stop doors

If applicable, the occupants will be kept safe from hazardous substances in this area by:

N/A

Provision for people with a disability

3.7 People with a disability that are unable to evacuate the building using the means of escape from fire will gather at:

Disabled persons will remain in their apartments or in the stairwell on the floor they are on at the time, the fire wardens will alert the building warden, who will in turn notify the Fire Service on their arrival. The building warden will keep a disability register with the names and locations of disabled persons.

3.8 Complete the following table (put 'none' if there is no equipment for people with a disability):

Equipment for assisting people with a disability, if any, is	The staff trained to use it are (state position, or 'all')
none	

Note: If more space is required, complete this question in the spare page at the back of this form (or on an attached piece of paper), with the question's number clearly stated.

Section 4 Preparation in case of fire

Signs and equipment

4.1 List the displayed signs or notices

Title of the notice or sign	Place(s) displayed
Fire Action Notices x 2	By manual call points in ground floor of the Care facility
Fire Action Notice	By manual call point in lobby between care facility and apartment building
Fire Action Notice	By manual call point on level 1 care facility outside the lift
Fire Action Notice x 2	By manual call points ground floor outside the lifts
Fire Action Notice	By manual call point ground floor outside apartment no.43
Fire Action Notice	By manual call point in basement car park by Fire exit door
Fire Action Notice	By manual call point outside laundry basement car park
Fire Action Notice x 2	By manual call points outside lifts first floor
Fire Action Notice	By manual call point first floor outside apartment no.59
Fire Action Notice x 2	By manual call points outside lifts second floor
Fire Action Notice	By manual call point second floor outside apartment no.70
Fire Action Notice x 2	By manual call points third floor outside lifts
Fire Action Notice	By manual call point third floor outside apartment no.80

Note: a copy of all signs and notices must be attached to this application.

4.2 List any hand-held firefighting equipment and its location:

Hand-held firefighting equipment	
Dry powder fire extinguishers	Outside sprinkler room and laundry basement garage
Fire hose reels	Rubbish room and by lifts in basement garage, 2 x ground floor care facility, 2 x first floor care facility, 3 x ground floor apartment block, 3 x first floor apartment block, 3 x second floor apartment block, 3 x third floor apartment block

To add an additional row, click 'tab' while in the last cell of the table.

Preparation for a fire emergency

4.3 The occupants will be trained by (type 'yes', for one option, then complete the relevant paragraphs below):

- yes trial evacuations (complete questions 4.4 – 4.7)
- an evacuation training programme (complete questions 4.8, and 4.9)
(not an option for early childhood facilities or other educational facilities)

Trial evacuations

4.4 Trial evacuations will be carried out every: months (must be no more than 6 months) in the manner set out in clauses 2 to 4 of Schedule 3 of the Regulations.

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

Fire Evacuation consultant- Paul Walters of Evac Services Limited

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

Building Warden in conjunction with Paul Walters of Evac Services Limited

4.7 The staff training for managing fire evacuations consists of:

The building has nominated staff members to perform the role of Building Warden and Fire Wardens, as well as having back up staff members to fill these positions should the nominated wardens be absent from the building during an evacuation.

These nominated staff members (plus others) will attend a 6 monthly Fire Wardens meeting with the purpose of covering the following subjects:

The role of the **Building Warden** including:

- The need to, and how to make a 111 call, (from a safe phone outside the building)
- The co-ordination of the evacuation
- Reporting point for the Fire Service

The role of the **Fire Wardens**: each apartment owner is a warden,

- The need to motivate the occupants to leave the building
- Physical check of their floor, to ensure the area is clear
- Reporting procedure with the Building warden
- The procedures for dealing with occupants who are unable to leave the building due to disability.
- Location of assembly area

In addition the meeting will cover:

- Location of Fire Exits
- Location of manual call points
- Location of hand-held fire fighting equipment and their use (IF ANY)
- Review of fire safety features in the building
- Avoidance of panic during an evacuation
- How to evacuate
- Assisting visitors during an evacuation
- Fire safety practices and the speed of fire.

Each resident will report to the Building Warden at the assembly area, with the number of their apartment and whether it is clear or not. The Building warden will have possession of an Evacuation check sheet with the apartment numbers listed and also of any disable persons who will need assistance to evacuate. This disabled list will be passed on to the Fire Service on their arrival. Disable residents unable to vacate the building will either remain in their apartment or move into a separate fire cell, if safe to do so.

In the care facility, the rooms are a separate fire cell and residents will remain in their rooms until assisted out of the building by the Fire Service, if necessary. The care staff will report to the Building Warden outside with those residents remaining in their rooms.

Go to question 5.1

Evacuation training programme

4.8 The evacuation training programme will be carried out every: **weeks / months**
(must be no more than 6 months).

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

-

Note: A copy of the evacuation training programme must be attached to this application.

Section 5 Evacuation procedure

Please refer to the Guide when completing this section.

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

Method of alerting building's occupants to a fire emergency in the building

This building has the following fire alarm system installed;

- Manual fire alarm with manual call points
- Automatic fire alarm activated by sprinklers
- Localised alarm activated by smoke detectors

Occupants in the building can be alerted to the possible outbreak of an unwanted fire by any of the following:

- Fire may be detected in the building by an occupant who will then operate one of the manual fire alarm call points by breaking the glass face-plate and turning the switch on. This will activate the alarm sounders throughout the building and will alert the Building Warden to contact the Fire Service on the 111 phone system from a safe phone outside the building.
- Fire may be detected by a sprinkler, which automatically sounds the electronic sounders on the fire alarm throughout the building, which will alert the Building Warden to contact the Fire Service on the 111 phone system (from a safe phone outside the building)
- Fire may be detected by a smoke detector, which sends an audible warning and a pager message to staff members. It does not activate the fire alarm or send a message to the Fire Service. This gives staff time to investigate the area where the smoke detector was activated and if necessary to activate the fire alarm manually. Once the fire alarm is activated, the Building Warden will be alerted and will call the Fire Service on the 111 phone system (from a safe phone outside the building)

5.2 Describe how the building occupants will be informed of:

- the measures they should take for their personal safety
- the need to get to a place of safety

once they are alerted to a fire:

The buildings occupants are informed of what to do in a fire emergency by the following:

- Fire Action notices have been installed by each manual call point in the building, informing the occupants on what they should do when they hear the Fire alarm or discover a fire.
- they should operate fire alarm
- use the fire exits to evacuate.
- they should call Fire Service – dial 111(from a safe phone outside the building)
- they should evacuate the building by the nearest safest exit
- report the location of the fire to the building warden
- they should assist others to evacuate the building
- they should assemble away from the building at the designated assembly areas -

(opposite Reception, clear of the driveway)

- follow all instructions given by wardens
- do not run and do not use elevators
- use fire fighting equipment only if no danger is involved
- do not re-enter the building until the all clear is given by the Building Warden or Fire Service

Fire Alarm Evacuation Instructions: When the fire alarms are activated THE EVACUATION TONE (a rising whoop whoop tone) will sound, followed by a voice-over message stating: "EVACUATE THE BUILDING USING THE NEAREST FIRE EXIT." This will occur on the area affected by fire.

The occupants of the building can exit via fire exit doors which are the Emergency exit doors, these lead out onto the front of the building if exiting from the ground floor or rear of the building if exiting via the basement car park.

The Building Warden, having ensured the Fire Service has been called, will proceed to the front of the building by the Reception area of the Raukura building and will be visible by wearing a yellow fluorescent jacket. The Building Warden will await the arrival of the Fire Service and report to them with the status of the building.

Fire wardens will wear red armbands. All Fire wardens will report to the Building Warden at the front of the building and pass on their status report of the areas they have checked inside. The role of the Fire Warden, including:

- The need to motivate the occupants to leave the building
- Physical check of their zone, including toilets, staff rooms, to ensure the area is empty
- Reporting procedure with the Building warden
- The procedures for dealing with occupants who are unable to leave the building due to disability.

Staff and residents will have been inducted into what to do once alerted to a fire emergency, in 6 monthly meetings and the holding of 6 monthly trial evacuations from the building. This will ensure that all staff are practiced in the evacuation procedures for the building.

People with disabilities and are unable to evacuate the building will be identified by Fire wardens who will report their location to the Building Warden, who will in turn pass on their location to the Fire Service. The place for disabled persons to assemble will be identified during the fire evacuation procedures session held six monthly.

A disabled person's register will be maintained by the Building warden.

The intention is to initially evacuate the area where the fire alarm has been activated, in the case where early warning was given and investigated. Therefore, the staff on discovering a fire, following an early warning, will activate the fire alarm and evacuate that fire cell to the next fire cell. This will mean all apartments contained within the activation area will be evacuated to the other side of the nearest smoke stop doors.

5.3 Describe how the building occupants will be informed of the:

- place(s) of safety
- the fastest route to the place(s) of safety
- place(s) where people with disabilities may gather to wait for assistance

once they are alerted to a fire:

The Building Occupants will be informed by Fire wardens appointed to each area in the building of where the place of safety is, routes out of the building and places for disabled people to await assistance, once they have undertaken their six monthly wardens training. They are also informed by Fire Action notices placed on the walls near to Fire Exits and along the route to Fire Exits.

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 Cornwall building is one of three buildings occupying the site of Metlifecare St Vincent, the other two being Raukura and Hobson buildings.

The Cornwall building consists of a care facility and apartment block, joined by a central lobby. There is basement car parking for the building which is accessed by vehicles directly off St Vincent Avenue. The fire alarm panel is adjacent to this entrance. The care facility is on two floors and has thirteen apartments as well as staff offices. The apartment block is on four levels and has apartments 41-51 on the ground floor, 52-62 on the first floor, 63-73 on the second and 74-82 on the third floor.

There are magnet hold-open smoke stop doors on each floor which release on activation of the fire alarm.

The primary means of escape from the care facility is via the entrance lobby on the ground floor directly opposite the Raukura building. There is an internal stairwell from level 1 and occupants can leave via this front lobby entrance or via a central internal lobby leading to the main apartment block. This central lobby leads onto the main driveway opposite Raukura and Hobson buildings.

Occupants from the main apartment block have a stairwell at either end of the building, spanning all floor levels. Occupants can exit via the ground floor and the central lobby or at the far end of the building onto the driveway opposite the Hobson building. It is a short walk from this exit to the assembly area.

5.5 Only complete this question if there are place(s) of safety inside (refer to question 3.6).

The occupants will know when and how to leave a place of safety **inside** because:

If occupants are mobile enough to leave their apartments, on the continuous sounding of the alarm instead of the alert tone, they can move to the nearest safe exit. If unable to leave their apartment because of poor mobility, the Fire Service will be alerted to these occupants from the disability register held by the Building Warden.

5.6 The Fire Service will be alerted to the fire by:

The building warden will dial 111 once alerted to a Fire emergency (from a safe phone outside the building). The fire alarm is also directly linked to the Fire Service.

5.7 Firefighters, on arrival, will be told the location of :

- place(s) where people with disabilities may wait for assistance

- any people with disabilities who have been unable to evacuate
- any people in place(s) of safety inside

by (name or position of person):

The Building Warden.

Section 6 Special provisions

6.1 (optional) Describe any special provisions, such as contingency plans, here:

Section 7 Declaration

7.1

The building owner will notify the National Commander, New Zealand Fire Service, in writing, if one or more of the following events occur:

- building work is carried out on the building under section 112 of the Building Act 2004 resulting in its means of escape from fire being significantly affected
- the means of escape from fire for the building are required to be altered as a specified system under section 107 of the Building Act 2004
- if the building is a building with a specified intended life within the meaning of section 7 of the Building Act 2004, its life is extended under section 116 of that Act
- the occupancy of the building is changed to the extent that its means of escape from fire are no longer adequate
- 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 21A (1)(a) to (h) of the Act).

7.2

I,

being the **authorised applicant**, have completed this application, and verify that all the information provided is true and correct to the best of my knowledge.

Signature

Date

Spare page

Use this page if you need additional space.

Write the question's number in the left hand margin.

To add an additional row to answer another question, click 'tab' while in the last cell in the table.

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