

	<h2>Marquee Siting and Safety Inspection Checklist</h2>	Ref: IC 23
		Ver: 3
		Issued: 21 Nov 2014
		RDC-8348
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BC No:	Contact on site (Name, licence no – RBW, company & position)	
Date:		
Inspector:	Area of work inspected:	
Inspection Comments / Notes: (Include comment on any alternative solutions identified, site observation statements, warranties or 'As Laid's to be provided, if applicable)		
If Inspection Result = PASS then date and sign here	Date	Signature
If Inspection Result = FAIL then complete instruction sheet (record number here and on summary card)		

F = Fail = Non-compliance with approved plans & documentation
P = Pass = Compliance with approved plans & documentation.
N/A = Means that Building officer feels that this portion of the prompt sheet is not relevant

Marquee					Comments (reasons for decisions)
1	Approved Consent documents on site	P	F	N/A	
2	Previous comments/ instructions – PIM/BC conditions	P	F	N/A	
Siting					Comments (reasons for decisions)
3	Is Marquee position as per plan? <i>Check siting is in accordance with approved site plan</i>	P	F	N/A	
4	Fire fighting access (fire trucks, fire hydrant) <i>up to 100m² marquee does not require a hydrant as long as the truck can get within 20m of marquee</i>	P	F	N/A	
Marquee Layout					Comments (reasons for decisions)
5	Marquee dimensions are correct	P	F	N/A	
6	Tables, seating, cookers and other possible obstructions positioned as shown on plan	P	F	N/A	
7	Hold downs correct. Pegs or mass weight as per consent	P	F	N/A	
8	Fire exits as per consent (minimum two escapes, 7mm per person and no less than 1.0m wide or one side completely open)	P	F	N/A	
Safety					Comments (reasons for decisions)
9	Location of extinguishers as per consent (2 min, or one per exit and one for every 200m ² 30m apart)	P	F	N/A	
10	Location of signs as per consent – illuminated at night (fire escape – escape routes – fire extinguishers)	P	F	N/A	

Safety Continued				Comments (reasons for decisions)	
11	Location of emergency lighting as per consent (night time use only)	P	F	N/A	
12	Type of alarm Up to 100 – not required 100–250 – manual alarm at all exits >250 people will need a fire design report to be submitted, exists to be a maximum of 30m apart	P	F	N/A	
13	Evacuation procedure. Required for marquees with occupancy greater than 100 or used for sleeping.	P	F	N/A	
14	BBQ, electric cookers and heating units need to have clear spaces indicated to flammable materials	P	F	N/A	
15	Access and facilities for DAP.				
Supporting Documentation				Comments (reasons for decisions)	
16	Liquor license – required if a bar type facility is detailed on plan	P	F	N/A	
17	Form 6 – should have been completed at lodgment and enclosed in poly. If not contact applicant to complete before issuing CCC	P	F	N/A	
18	A form 15 COPU has been completed and placed in the poly. On satisfaction that the marquee complies with the consent the Building Officer is to sign and issue the certificate at the inspection	P	F	N/A	