

TEMPORARY STRUCTURE EVACUATION SCHEME APPLICATION

Complete this form and attach your evacuation scheme and a copy of an example fire action notice and submit with your Fieldays Site Plan and Hazard Identification/Management Form to be processed by Fire and Emergency New Zealand for approval.

Section 1		Application details
1.1 Applicant/contact person	Name:	
	Postal address:	
	Suburb:	
	City:	
	Post code:	
	Contact phone number:	
	Email address:	
1.2 Application type	This application is for: <input type="checkbox"/> a temporary structure	
1.3 Building use	The building needs an evacuation scheme because the building or parts of the building will be used for (<i>check all that apply</i>): <input type="checkbox"/> a place where 100 or more people could gather for any purpose. <input type="checkbox"/> a place where employment facilities are provided for 10 or more persons <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	

Section 2		The building/structure
2.1 Building/structure location	Building's name: Site Number: City: Record of title reference: Legal description:	Mystery Creek Events Centre, Ohaupo, NZ Part Allot 352 Te Rapa PSH / Allot 413 Te Rapa PSH / Part Allot 353 Te Rapa PSH / Lot 2 DPS 27241 / Allot 354 Te Rapa PSH / Part Allot 355 Te Rapa PSH New Zealand National Fieldays Society Inc
2.2 Activities undertaken in the building	The activities undertaken in the temporary structure include: (<i>check all that apply</i>): <input type="checkbox"/> Retail <input type="checkbox"/> Demonstration <input type="checkbox"/> Goods/Service <input type="checkbox"/> Entertainment/function	
2.3 Max Occupancy	The approximate size of the building is: <input type="checkbox"/> 4m x 4m <input type="checkbox"/> 8m x 4m <input type="checkbox"/> 6m x 9m <input type="checkbox"/> 10m x 12m or larger The approximate number of occupants (people) is: <input type="checkbox"/> 0 – 10 <input type="checkbox"/> 10 - 50 <input type="checkbox"/> 50 - 100 <input type="checkbox"/> 100 or more	

Fieldays Evacuation Scheme – Temporary Structure

This site is a pop-up temporary structure established for the National Fieldays Event on 10 – 13 June 2026 at Mystery Creek Events Centre, Hamilton.

It consists of temporary structure for the purpose of acting as a retail sales location, demonstration, or entertainment venue. Where there are fire protection systems installed these have been identified.

All steps will be taken to manage the risk of fire, such as ensuring there are no open flames, managing flammable packaging material, and ensuring all occupants have clear escape routes in the case of a fire.

There is a fire extinguisher on site, a fire safety checklist will be adhered to for the site.

The location will predominantly operate during the opening hours of 6.00 a.m. to 7.30 p.m. daily and could have more than 50 people around the structure at any one time.

Should a fire occur, staff will verbally warn all occupants to escape via the open sides of the structure and to assemble clear of the structure away from any heat or smoke.

There are not likely to be regular occupants who will require assistance to evacuate however someone could enter the structure as a customer at any time who does need assistance. Staff will assist anyone who requires assistance (such as people with mobility restrictions, sight/hearing impairments, etc) to evacuate if required.

The Fieldays Evacuation Procedure will be followed in the event of an emergency which includes ringing 111 and requesting fire to attend.

An example of a fire action notice that will be displayed which advises people of what to do in the case of a fire is attached.

This scheme will be maintained by staff training to ensure they are familiar with the evacuation procedures. Staff will be trained as part of induction at the commencement of the sale period, as this scheme is only required to be in existence for a short time, regular 6 monthly trial evacuations/training will not be carried out.

Example of fire action notice that will be displayed:

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**SHOUT “FIRE, FIRE, FIRE” & DIAL 111 FROM A
SAFE PHONE – ASK FOR FIRE**

**A FIRE EXTINGUISHER IS LOCATED AT THE
COUNTER**

WHEN WARNED OF A FIRE IN THIS BUILDING

**LISTEN TO ALL EVACUATION INSTRUCTIONS FROM
STAFF**

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT OR OPEN SIDE OF THE
STRUCTURE**

**ASSEMBLE CLEAR OF THE STRUCTURE AS
INSTRUCTED BY STAFF**

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
PLEASE ALERT A STAFF MEMBER WHO WILL
ASSIST YOU***