Complete this form to notify Fire and Emergency New Zealand that an evacuation scheme is not required for your building under section 76(3) of the Fire and Emergency New Zealand Act 2017 (the Act).

**Send the completed form, a copy of the sprinkler system certification of compliance and the building evacuation procedure to the Regulatory Compliance Group:**

* email: [rcg@fireandemergency.nz](mailto:rcg@fireandemergency.nz)
* post: PO Box 68444, Victoria Street West, Auckland 1142

Fire and Emergency will contact you to arrange an inspection to confirm that an evacuation scheme is not required.

If it is confirmed your building does not require an evacuation scheme, you must still have an evacuation procedure in place as set out in part 1 of the [Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018](http://www.legislation.govt.nz/regulation/public/2018/0096/latest/LMS46332.html). For more information on these requirements see fireandemergency.nz > Business and landlords > [Owner responsibilities](https://fireandemergency.nz/business-and-landlords/owner-responsibilities/).

|  |  |
| --- | --- |
| Part A | Building details |

|  |  |
| --- | --- |
| Building name |  |
| Building street address |  |
| Building owner’s name |  |
| Building owner’s postal address |  |
| Building owner’s email address |  |

|  |  |
| --- | --- |
| Part B | Contact details for building |

|  |  |
| --- | --- |
| Contact person’s name |  |
| Main contact number |  |
| Email address |  |

|  |  |
| --- | --- |
| Part C | Declaration |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I, |  | | being the contact person | | |
| listed above, notify Fire and Emergency New Zealand, that the building described above does not require an evacuation scheme because it has an automatic sprinkler system that complies with the requirements in regulation 24 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 **AND IS USED ONLY** for either, or both, of the purposes of: *providing employment facilities for 10 or more persons; and / or providing accommodation for 6 or more persons (other than in 3 or fewer household units).* | | | | | |
| Signature: | |  | | Date: |  |