# Request for approval to designate an area

**SUBPART 6B OF PART 2 of BUILDING ACT 2004**

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| **This form is to be used by territorial authorities to request the approval of the Minister for Building and Construction to designate an area for emergency management of buildings.**  Prior to emailing the completed form to MBIE, telephone MBIE Building System Performance on 099 999 999, advising that a territorial authority requires approval for a designation of area.  Email the completed form to [**buildingactemergencymanagement@mbie.govt.nz**](https://mako.wd.govt.nz/otcsdav/nodes/97413682/mailto%3Abuildingactemergencymanagement%40mbie.govt.nz), subject line: *TA request for designation of area approval.* |

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| **A. APPLICANT(S) DETAILS** |
| **Territorial authority:** *[if a joint application include all territorial authorities]* |
| **Lead contact person:** *[name, role, territorial authority]* |
| **Lead contact phone numbers:** |
| **Lead contact email:** |
| **B. DESIGNATION OF AREA DETAILS** |
| **Emergency event:** *[describe the emergency event i.e. region/town, type of event]* |
| **Urgency to start designation of area:** *[give an indication to the urgency for this designation, providing a preferred start date]* |
| **Area of proposed designation:** *[must clearly identify the exact area for designation, see notes]* |
| **Designation area short-name:** *[provide a short-name the designation can quickly be referred to as]* |

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| **C. DECISION FOR DESIGNATION OF AREA** |
| **Confirm the designation of area satisfies the following criteria:** *[tick all that apply]*  ○ in the public interest **and**  necessary or desirable for the protection of: *[tick all that apply]*  ○ persons, from injury or death  ○ buildings, from damage or disruption to their use  ○ public thoroughfares, from disruption  ○ critical infrastructure, from damage or disruption to its operation or use  ○ persons or buildings, from the effects of the insanitary condition (if applicable) of a building in the relevant area  **Provide any additional information to support this section:** *[optional]* |
| **Indicate the consideration given to the following in proposing this designation of area:** *[provide a brief explanation]*   1. The scale and degree of the impact of the emergency and of its effects on buildings: *[briefly describe]* 2. The likelihood of a further emergency or any other relevant event occurring that could cause: *[tick which apply]*   ○ (i) buildings in the relevant area that pose increased or additional risks *[briefly describe, if selected]*  ○ (ii) land in the relevant area that poses a risk to a building *[briefly describe, if selected]*  ○ (c) The principle that it is preferable that risks be managed, if possible without the exercise of powers: *[tick to confirm considered]* |
| **D. ATTACHMENTS** |
| **If any attachments have been provided with this application:** *[please list with a short description for each one]* |

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| *Notes: When describing the area for designation, it is important the information can be clearly conveyed to all interested parties. Usually this is in words identifying the names of roads or landmarks or geographical features such as a river and preferably using commonly known terms or names that can be subsequently located on an official map. The area description needs to identify where the designated area begins and ends, ensuring any possible ambiguity or confusion is avoided. A clearly marked-up map can be attached, but it is important that any public notification of the designation area matches the area for designation as applied for in this application.* |