

PRESCRIBED TEMPORARY STRUCTURES SITING APPROVAL APPLICATION



Building Act 1993, Section 57 (1)(a)
Building Regulation 2018, Regulation 207

Applications (addressed to the Municipal Building Surveyor) may be lodged by:

Email: council@shepparton.vic.gov.au
Post: Locked Bag 1000 Shepparton VIC 3632
Or In Person: At Greater Shepparton City Council Customer Service Centre
Phone: 02 5832 9700

GREATER
SHEPPARTON

Office Use Only			
Class	Type	Year	Number
BG	TSS	20	

APPLICANT DETAILS¹ (tick applicable box below)

You are the: Provider of Temporary Structure Event Organiser Owner of the Land Hirer of Temporary Structure

Name				Mobile	
Billing Address			Suburb		
Postcode		Email			
Contact Name		Mobile		Email	

PROVIDER OF TEMPORARY STRUCTURE DETAILS (if not listed above)

Name				Mobile	
Address			Suburb		
Postcode		Email			

EVENT ORGANISER DETAILS (if not listed above)

Name				Mobile	
Address			Suburb		
Postcode		Email			

LAND OWNERSHIP DETAILS² (if not listed above)

Name				Mobile	
Address			Suburb		
Postcode		Email			

NOTE: Land owner's written consent to occupy the site must be provided.

HIRER OF TEMPORARY STRUCTURE DETAILS (if not listed above)

Name				Mobile	
Address			Suburb		
Postcode		Email			

PROPERTY DETAILS FOR SITING APPROVAL (address of property where the event is proposed to be held)

In accordance with Section 54 of the *Building Act 1993*, I hereby apply for Siting Approval at:

Number		Lot		Street / Road		Suburb	
--------	--	-----	--	---------------	--	--------	--

EVENT DETAILS

Brief description of the event				Event name	
--------------------------------	--	--	--	------------	--

PERIOD OF OCCUPATION

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Commencement date							
Conclusion date							

LIGHTING (tick applicable box)

Will the event be conducted after daylight hours? Yes No

If Yes, provide details of lighting on the site plan for the event.

TYPE OF PRESCRIBED TEMPORARY STRUCTURES³ (tick applicable boxes)

- | | |
|--|---|
| <input type="checkbox"/> Tents, marques or booths with floor area >100m ² | <input type="checkbox"/> Seating stands for more than 20 persons |
| <input type="checkbox"/> Stages or platforms > 150m ² in floor area (including sky borders and stage wings) | <input type="checkbox"/> Prefabricated building > 100m ² (other than the ones placed directly on the ground surface) |

	Structure 1	Structure 2	Structure 3	Structure 4
Type of temporary structure				
Size (length x width = m ²)				
Occupant number to occupy the place at any one time				
VBA permit number				
Hire company details				
Hire company contact person				
Hire company contact mobile				
Hire company email address				

BUILDING PRACTITIONER DETAILS - ERECTOR / SUPERVISOR

	Structure 1	Structure 2	Structure 3	Structure 4
Practitioner name				
Registration number				
Contact mobile				

If more than four temporary structures are on the site, please provide on a separate attachment to this application.

NOTE: A scaled site plan and floor plan of each structure must be submitted with this application.

BUILDING PRACTITIONER DETAILS PROVIDING "CERTIFICATE OF COMPLIANCE - INSPECTION"

Building practitioner name		Registration no.	
Address			Suburb
Postcode	Mobile	Email	

WIND MANAGEMENT⁴ (tick applicable box)

Has a wind management and evacuation plan been developed? Yes No

A wind anemometer must be included as part of the wind management evacuation plan.

Will a wind anemometer be available on site? Yes No

APPLICANTS DECLARATION

I, _____ am authorised to apply for this permit on behalf of _____

SIGNATURE¹**DATE**

/ /

Collection statement

The personal information requested on this form is being collected by City of Greater Geelong for the purpose of applying for Prescribed Temporary Structures Siting approval. If the personal information is not collected, we cannot process your application. We will not disclose your personal information without your consent, except where required to do so by law. Our [privacy policy](#) is available on our website. If you wish to alter any of the personal information you have supplied to City of Greater Geelong, please contact us by sending an email to privacy@geelongcity.vic.gov.au

Refer to notes over page

NOTES	
Note 1	Pursuant to Section 248 of the <i>Building Act 1993</i> , a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this <i>Act</i> or the regulations unless the person is authorised in writing by the owner to do so. Penalty: 120 points
Note 2	Written consent must be provided from the owner of the land / venue to allow the temporary structure to be erected on their property A letter from the owner of the venue / land must be provided to Council confirming consent for the temporary structure to be erected on their property.
Note 3	Types of structures include tents, marquees, booths, seating stands, stages, platforms, prefabricated buildings and the like.
Note 4	A scaled site plan and wind evaluation plan must be submitted with this application. The scaled site plan MUST show the proposed location of the structure on the site and show the distance from the temporary structure to the nearest other features. eg: footpath, roadway, temporary marquees, permanent buildings etc. The wind management plan must outline the procedure to evacuate the structure/s within the wind speed limitations stated in the Victorian Building Authority Occupancy Permit.
Note 5	Minimum fee of \$367.20 must be paid when making the application. Assessment time exceeding 1.5 hours will incur additional fees at \$154.20 per hour or part thereof. To avoid incurring any extra fees ensure that you complete the application form and supply all relevant information and documentation as outlined above with the application.