



# Application For Siting Approval Temporary Structures Building Compliance

**Building Act 1993, Section 57 (1) (a)**

**To:** Municipal Building Surveyor  
**Council:** Brimbank City Council  
**Address:** PO Box 70, Sunshine, VIC 3020  
**Phone:** 9249 4000

**From:**  Owner of land                       Event organiser                       Hirer of temporary structure

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Emergency contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

### Property details

Number: \_\_\_\_\_ Street name: \_\_\_\_\_ City/Suburb/Town: \_\_\_\_\_

Reserve or oval name: \_\_\_\_\_ Melway ref: \_\_\_\_\_

Starting date: \_\_\_\_\_ Finishing date: \_\_\_\_\_

### Type(s) of temporary structure(s)

1. Type \_\_\_\_\_ Size \_\_\_\_\_m<sup>2</sup>

VBA\* Occupancy Permit No: \_\_\_\_\_

2. Type \_\_\_\_\_ Size \_\_\_\_\_m<sup>2</sup>

VBA\* Occupancy Permit No: \_\_\_\_\_

3. Type \_\_\_\_\_ Size \_\_\_\_\_m<sup>2</sup>

VBA\* Occupancy Permit No: \_\_\_\_\_

(Types of structures include tents, marquees, seating stands, stages, other prefabricated buildings and the like.)

\*VBA = Victorian Building Authority.

### Building Practitioner details

**Name of Temporary Structure Supervisor/Erector:** \_\_\_\_\_

**Building Practitioner Registration No:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

- Note:**
- At least 7 working days' notice is required for the processing of the Siting Approval.
  - All works should comply with the Building Act 1993, Building Regulations 2006 and the Building Code of Australia.

**The application fee for a single temporary structure on a property is \$835.20**

Office use only – Cost Code (GL 22)

### Applicant's declaration

I am authorised to apply for the permit on behalf of the client \_\_\_\_\_ and I hereby undertake to comply with requirements of the Building Act 1993, Building Regulations 2018, the Building Code of Australia and any special conditions as required by an Authorised Officer of the Council.

**Applicant's signature:** \_\_\_\_\_

### Privacy statement

Brimbank City Council is collecting the personal information requested on this form for the Management of Siting Approval for the erection of Temporary Structures in order to comply with the Building Act 1993, Building Regulations 2006, and the Building Code of Australia 1996. The Council will use this information only for directly related purposes. You may apply to Council for access to your personal information or to amend the same. If you do not provide this information your permit application cannot be processed.

# Information sheet

## Building Compliance

### Siting Approval for the Erection of Temporary Structures

#### Marquees, Stages, Seating Stands and Prefabricated

If you are planning to erect a temporary structure for a specific function within Brimbank City Council, then you need to be aware of your responsibilities under the *Building Act 1993* and the *Building Regulations 2018*.

If the temporary structure is either one or a combination of the following structures, then you will need to apply to the **Municipal Building Surveyor** to obtain a Siting Approval.

- A stage or platform (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area
- A tent, marquee or booth with a floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20 persons; or
- A prefabricated building exceeding 100m<sup>2</sup> other than ones placed directly on the ground.

The purpose of this approval is to ensure the proposed structure is sound in construction and meets minimum fire safety standards.

Where smaller temporary structures are proposed, compliance with Brimbank City Council's and Metropolitan Fire & Emergency Services Board Fire Safety Guidelines is mandatory. Copies of the guidelines can be obtained by phoning 9249 4000, or in person from the Brimbank Council Offices or [www.brimbank.vic.gov.au](http://www.brimbank.vic.gov.au)

#### Applying for a Siting Approval

Applications for Siting Approval must be made a minimum of 7 working days prior to the erection of any temporary structure and accompanied by the following information:

- Completed application form (see reverse)
- Scaled site plans illustrating the surrounding area and the location of the proposed temporary structure in relation to other buildings and surrounding features
- A copy of the Victorian Building Authority issued Occupancy Permit
- Detail or location of the following services and facilities where applicable:
  - Fire extinguishers
  - Emergency lights and exit signs
  - Exit locations and aggregate widths
  - Sanitary facilities including facilities for people with disabilities
  - Service report on the maintenance of fire extinguishers
- Obtain owners consent

On some occasions, the size of the temporary structure and the type of event held may require experienced safety officers and crowd controllers to facilitate orderly evacuation and initiate firefighting in the event of an emergency.

#### Fees

The application fee for a single temporary structure on a property is \$835.20.

**Please Note:** all approvals must be obtained prior to the erection of any Temporary Structure or occupation of the site. Failure to comply with these requirements may result in penalties and fines being issued including removal of the structure by an Authorised Officer of Council.

For more information on any of the issues covered in this Fact Sheet please contact **BRIMBANK CITY COUNCIL on 9249 4000 or [www.brimbank.vic.gov.au](http://www.brimbank.vic.gov.au)**