



# APPLICATION FOR SITING APPROVAL Prescribed Temporary Structures (Marquee, Stages etc.)

## Building Act 1993, Section 57(1)(A)

*Council is collecting the information on this form so that it may consider your application. The information is only used by Council for this purpose and will not be disclosed unless required under law.*

TO:

Municipal Building Surveyor  
Warrnambool City Council  
25 Liebig Street, Warrnambool VIC 3280

Telephone (03) 5559 4800  
Fax (03) 5559 4900  
Email [building@warrnambool.vic.gov.au](mailto:building@warrnambool.vic.gov.au)

FROM:

<input type="checkbox"/> Owner	<input type="checkbox"/> Event Organiser	<input type="checkbox"/> Hirer of Temporary Structure
Company:		
Contact Person:		
Tel. no:	Fax. no:	Mobile no:
Email:		
Postal Address:	State:	Post Code:

### PROPERTY DETAILS FOR LOCATION OF STRUCTURE:

Number:	Street:	Suburb:
Reserve or Oval Name:		

EVENT:

Event Name:		
Event Organisers Name:		
Event Organisers Address:	State:	Post Code:

### TYPE OF PRESCRIBED TEMPORARY STRUCTURES:

Type of Temporary Structure:	Size (Length x Width = m <sup>2</sup> )	Victorian Building Authority Occupancy Permit Number:

Note:

- Types of structures include tents, marquees, booths, seating stands, platforms other prefabricated buildings and the like
- A scaled site plan and floor plan must be submitted with this application

DURATION OF EVENT:

Start date which Structure will be occupied	Date:
End date which Structure will be occupied	Date:

BUILDING PRACTITIONERS DETAILS:

Name of practitioner erecting the structure:	
Contact Number:	Registration number:
Name of practitioner providing certificate of compliance:	
Contact Number:	Registration number:

INFORMATION/DOCUMENTATION THAT MUST ACCOMPANY THIS APPLICATION

- 1 x scaled floor plan and site plan detailing site and the location of the proposed temporary structures, including the location/details for:
  - Fire extinguishers;
  - Exits locations and widths
  - Sanitary Facilities including facilities for people with disabilities;
  - Emergency Lights and exit signs
  - Parking, ticketing, food/beverage stalls etc.
- 1 x copy of the *Victorian Building Authority* issued Occupancy Permit for the temporary structure.
- 1 x copy of the land owners consent (if applicant is not the registered land owner).
- Payment of the application fee (refer to Building Fees).

APPLICANTS DECLARATION:

I am authorised to apply for this permit on behalf of the client ..... and I hereby undertake to comply with the requirements on the Building Act 1993, Building Regulations 2018, the Building Code of Australia and any special conditions as requested by an Authorised Office of the Council. I understand by making this application I will be liable to pay the application fee in full.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

PAYMENT & LODGEMENT

<p><b>Payments can be made:</b></p> <p><input type="checkbox"/> <b>In Person:</b> Civic Centre, 25 Liebig Street, Warrnambool.</p> <p><input type="checkbox"/> <b>Cheque:</b> (enclosed &amp; payable to Warrnambool City Council).</p> <p><input type="checkbox"/> <b>Credit Card:</b> If you wish to pay for your permit application by credit card, please tick the box &amp; Customer Service staff will phone the applicant upon receipt of your application to arrange payment.</p> <p><b>Lodgements can be made:</b></p> <p><b>By post to:</b> PO Box 198, Warrnambool Victoria 3280</p> <p><b>In Person at:</b> Civic Centre, 25 Liebig Street, Warrnambool</p> <p><b>By email to:</b> <a href="mailto:building@warrnambool.vic.gov.au">building@warrnambool.vic.gov.au</a></p>
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