

# 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.

### APPLICANT DETAILS

☐ Owner of Place of Public Entertainment
 ☐ Event Organiser
 ☐ Hirer of Temporary Structure

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact persons e-mail address: \_\_\_\_\_

### PROPERTY DETAILS FOR LOCATION OF STRUCTURE:

Number: \_\_\_\_\_ Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

Reserve or Oval Name: \_\_\_\_\_

### EVENT:

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

Event Organisers Name: \_\_\_\_\_

Event Organisers Address: \_\_\_\_\_

### TYPE OF PRESCRIBED TEMPORARY STRUCTURES:

Type of Temporary Structure	Size of structure (m <sup>2</sup> )	VBA 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 \_\_\_\_\_

End date which Structure will be occupied \_\_\_\_\_

## 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: \_\_\_\_\_

## LODGEMENT OPTIONS

Payment is required prior to the issuing of any response to your application (refer to Building Fees). Lodgements and payment may be made using the following methods:

**In Person:** Warrnambool City Council Civic Centre, 25 Liebig Street, Warrnambool 8.30am to 5.00pm  
**Mail:** PO Box 198, WARRNAMBOOL Victoria 3280  
**E-mail:** building@warrnambool.vic.gov.au