



Large marquees and structures

Due to safety regulations, larger structures at events may trigger the need for building permits. This is a formal process and is in place to ensure that large structures are structurally safe and built to code. This document outlines when you need to apply for a building permit and the process to undertake.

When do I need a Building Permit?

If any of the **big structures** mentioned below is relevant to your event then your structures may require building permits for them to meet Victorian Construction Regulations and the Occupational Health and Safety Act 2004.

- Tents, marquees or booths with a floor area greater than 100m²;
- Seating stands for more than 20 persons;
- Stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area;
- Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

Application

This permit is issued through Council's Building Services Unit. The permit you are applying for is "Siting Approvals for Prescribed Temporary Structures." A fee will apply.

To complete the form you will require the following:

- Event details – date, times and brief description;
- Details of all big structures;
- A full site plan detailing:
 - All existing buildings;
 - The proposed temporary structures;
 - The required toilet facilities;
 - Car parking and traffic management for the event;
 - Structural details for the proposed prescribed temporary structure/s*;
 - A current copy of the Occupancy Permit for all proposed temporary structures as issued by the Victorian Building Authority;
 - A current copy of title including the plan of subdivision and any covenants or 173 Agreements listed;
 - Payment of fees (includes up to 2 site inspections).

***The company you are hiring the structure from should be able to provide most of these details for you.**

For more information contact ASSIST

📞 03 9209 6777 🌐 www.portphillip.vic.gov.au/contact_us.htm

Allow a minimum of 30 working days for the processing of all applications. If the application is not received 10 working days prior to the event date, additional fees may apply.

Upon issue of the siting approval and prior to the use of the temporary structure, the applicant is to contact the Council to arrange for an inspection to confirm the siting of the structure in accordance with the endorsed plans and the approval.

Any questions should be directed towards Council's Building Services Unit. Their contact details are below.

Application

<http://www.port Phillip.vic.gov.au/BLD-0268-Siting-of-Temporary-Structures-March-2019.pdf>

Supply to Council

If you have large marquees or structures at your event the following information must be supplied to Council.

- Apply for this building permit - 'Siting Approvals for Prescribed Temporary Structures'
- Provide a copy of the permit to your Events Adviser once it is issued.

Contact

Building Permit

Council's Building Services Unit

p: 9209 6253

e: helpbuilding@port Phillip.vic.gov.au

website: <http://www.port Phillip.vic.gov.au/occupancy-permit-place-public-entertainment.htm>

Events Services

E: eventpermits@port Phillip.vic.gov.au

P: 9209 6326

P: 9209 6320