

# Siting of temporary structures

## What you need to do



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email or by mail.

**If the application is not received 10 working days prior to the event date, a 50% late fee surcharge will apply.**



### Receive your invoice

Once your application is processed you will receive an invoice within two working days.

## Read before starting

Below are some things people often miss when submitting their application. Making sure you include this information will prevent delays and save you time.

### Documents to be provided

The following information/documentation is required to be submitted:

- **A completed application form.**
- **A full site plan detailing:**
  - All existing buildings
  - The proposed temporary structures
  - The required toilet facilities
  - The proposed emergency exit locations and widths
- **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.

### How to apply

Submit this form and required supporting documentation:

- ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)
- ✉ Municipal Building Surveyor  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

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.

The foreshore and the area adjacent is classified as Wind Terrain Category 1.5. All structures erected must be suitable for Wind Terrain Category 1.5.

### Application fee

**One prescribed temporary structure**  
\$395

**Two to five prescribed temporary structures**  
\$620

**Greater than five prescribed temporary structures**  
\$1128

### Further information

- ☎ 03 9209 6253
- 🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)

### Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer (phone Council Assist on 9209 6777).

**1 Declaration**

I am the:

Owner

Event organiser/agent of owner

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

**2 Applicant details**

First name

Last name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

**3 Property details**

Site name

Unit number

Number

Street name

Suburb / locality

Postcode

Allotment area (m<sup>2</sup>)**4 Event details**

Description of the event

Proposed erection date

/ /

Proposed removal date

/ /

## 5 Building practitioner details

### Name of temporary structure supervisor/erector

First name

Last name

Organisation

Building Practitioner registration number    Onsite phone number

Best phone number to contact you on    Email

## 6 Details of prescribed temporary structures

A Prescribed Temporary Structure is:

- A stage or platform exceeding 150m<sup>2</sup>
- A tent, marquee or booth with a floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m<sup>2</sup>, which is used as an assembly building / place of public entertainment.

Description	Size (m <sup>2</sup> )	No. occupants	Victorian Building Authority Permit No.
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## Office use only

Application  
numberDate  
lodged

For further information or a large print version

☎ 03 9209 6253    🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)    ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)