

**APPLICATION FOR APPROVAL OF SITING OF  
PRESCRIBED TEMPORARY STRUCTURES**  
BUILDING ACT 1993 | BUILDING REGULATIONS 2018 | Part 14

**APPLICANT:**

Owner or Agent (*circle*): .....

Postal Address: .....

Postcode: .....

Phone: ..... Email: .....

**OWNERSHIP DETAILS (Only if agent or owner is listed above):**

Owner's Name: .....

Postal Address: .....

Postcode: .....

Phone: ..... Email: .....

**SUBJECT SITE ADDRESS:**

Number: ..... Street/Road: .....

Suburb: ..... Postcode: .....

Lot/s: ..... LP/PS: ..... Vol: ..... Fol: .....

**TEMPORARY STRUCTURES PROPOSAL:**

Proposed Temporary Structure: .....

.....

Dimensions: .....

From (start date): ..... To (end date): .....

Start time: ..... End time: .....

**REGISTERED PRACTITIONERS (Details of practitioners to erect the structures):**

Name: .....

Contact Number: .....

Registration Details: .....

Email: .....

**I hereby request approval for the siting of temporary structures in accordance with the attached occupancy permit issued by the Victorian Building Authority (VBA).**

1. **Fee:** Please refer to [Building Fees](#)
2. Owners consent in writing (where "agent of owner")
3. Occupancy Permit issued by the Victorian Building Authority for prescribed structure/s
4. Site Plan showing location of structure in relation to boundaries, street, obstructions, firefighting services, emergency service access, toilet facilities, restricted areas to public access.

5. Floor plan of structure showing location of extinguishers/exit widths, entrance, and all other required information specified by the "Building Commission" Occupancy Permit.
6. List of suitably qualified Safety Officers.
7. Copy of Public Liability Insurance if prescribed structure is on Council owned or public land.

**SIGNATURE:**

Signature of Applicant: ..... Date: .....

# SITING OF PRESCRIBED TEMPORARY STRUCTURES - LEGISLATIVE PROVISIONS

## Building Act 1993

**prescribed temporary structure** includes a temporary structure in a prescribed class of temporary structures;

### temporary structure includes:

- a. a booth, tent, marquee or other temporary enclosure, whether or not a part of the booth, tent, marquee or enclosure is permanent; or
- b. a seating structure whether enclosed or not, including a mobile seating structure.

## 57 Prescribed temporary structures—special provisions

1. An occupancy permit for a prescribed temporary structure may be issued on condition that:
  - a. the siting of the temporary structure in any municipal district is subject to the approval of the municipal building surveyor of that district; and
  - b. the erection of the temporary structure is carried out by registered building practitioners.
2. More than one occupancy permit can be issued for a prescribed temporary structure but each occupancy permit must not be issued for a period longer than 5 years.

## Building Regulations 2018 | Part 14 207 Prescribed temporary structures

For the purposes of the definition of **prescribed temporary structure** in section 3(1) of the Act, the following are prescribed classes of temporary structures, if those structures do not form part of a building other than a temporary structure or temporary building—

- a. tents, marquees or booths with a floor area greater than 100 m<sup>2</sup>;
- b. seating stands for more than 20 persons;
- c. stages or platforms (including sky borders and stage wings) exceeding 150 m<sup>2</sup> in floor area;
- d. prefabricated buildings with an area exceeding 100 m<sup>2</sup> and that are not placed directly on the ground surface.

## 210 Conditions of use

Without limiting the conditions to which an occupancy permit may be subject, an occupancy permit for a place of public entertainment may be issued subject to conditions relating to—

- a. the engagement of safety officers to be in attendance at the place of public entertainment to provide for the safety of the public; and
- b. the safety training qualifications that must be held by any person engaged as a safety officer; and
- c. the responsibilities of a safety officer, including—
- d. the operation of fire safety elements, equipment and systems; and
- e. the establishment and operation of evacuation procedures; and
- f. the safety of barriers and exits; and
- g. the control of the use of naked flame in theatrical productions; and
- h. the exclusion of the public from unsafe areas; and
- i. the keeping, testing and storage of flammable material or explosive items and equipment in a safe manner, to the extent that this is not required by any other Act or regulations; and
- j. the ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible manner, to the extent that this is not required by any other Act or regulations; and
- k. the location and designation of passageways and exits; and
- l. the availability of public toilet facilities and the condition of those facilities.