

APPLICATION FOR SITING APPROVAL FOR PRESCRIBED TEMPORARY STRUCTURE

BUILDING ACT 1993, SECTION 57 (1)(A)



APPLICANT DETAILS

APPLICANT IS	Owner of land	Event organiser	Hirer of temporary structures
First Name	<input type="text"/>	Surname	<input type="text"/>
Company	<input type="text"/>		
Postal address	<input type="text"/>		
	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

CONTACT PERSON (IF DIFFERENT FROM APPLICANT)

First Name	<input type="text"/>	Surname	<input type="text"/>
Postal address	<input type="text"/>		
	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

EVENT DETAILS

NAME OF EVENT

ADDRESS OF EVENT

Unit no. Street no. Street

Suburb Postcode

RESERVE OR OVAL NAME

Name:

Has an Occupancy Permit been issued by the Victorian Building Authority (VBA)? Yes No

DURATION OF EVENT

Start Finish Time Day event Night event Both

BUILDING PRACTITIONER DETAILS

Please provide at least one contact phone number and email address.

Name of installer /
erector of temporary structure

Registration number

Phone Email

TYPE OF TEMPORARY STRUCTURE

Provide an outline of the structures involved in the event.

Type of Prescribed Temporary Structure	Size (m ²)	Victorian Building Authority Occupancy Permit Number	Date of Expiry

Provide a plan of the existing conditions. Photos are also helpful.

Please note: A scaled site plan and floor plan of each structure must be submitted with this application.

LODGEMENT AND PAYMENT

Applications can be lodged in the following ways:

Email

building@melbourne.vic.gov.au

In person

Melbourne Town Hall
Administration Building,
120 Swanston Street, Melbourne.
Business hours, Monday to Friday
Closed public holiday

Mail

Planning and Building
City of Melbourne
GPO BOX 1603
Melbourne VIC 3001

A confirmation email with payment details will be sent once your application is lodged. Payment can then be made online, over the phone, in person or by mail. Please refer to the schedule of fees for an indication of the amount payable melbourne.vic.gov.au/planningbuildingfees

Fees are non-refundable and applications are processed once payment is received in full.

SECTION 6: APPLICATION CHECKLIST – SITING APPROVAL

- 1. Completed application form.
- 2. Application fees - refer to the schedule of fees and the places of public entertainment and siting approval fact sheet.
- 3. A scaled site plan layout showing the location of the prescribed temporary structures inclusive of other structures or buildings in the event area, location of sanitary facilities inclusive of accessible toilet facilities and access complying AS 1428.1/2009.
- 4. A scaled and dimensioned floor plan layout detailing the location of fire extinguishers, exit and emergency lighting, exit locations and dimensioned widths, accessible access etc.
- 5. A copy of the current occupancy permit issued by the Victorian Building Authority for the prescribed temporary structure.
- 6. Written consent from the land / property owner to occupy the site.

COLLECTION STATEMENT

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Melbourne for the purpose of assessing your application as set out in the *Building Act 1993* and Building Regulations 2018, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the building process, and to persons accessing information in accordance with the *Public Records Act 1973*, *Building Act 1993* or the *Freedom of Information Act 1982*.

It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Melbourne please contact Planning and Building by phone 03 9658 9658 or email enquiries@melbourne.vic.gov.au.

APPLICANT DECLARATION

By signing this application, I declare that the information provided is true and correct. I acknowledge that all fees are non-refundable.

Name

Date

Signature