



Siting Approval for Temporary Structures

If you are planning to erect a prescribed temporary structure for a function within the City of Melbourne then you need to be aware of your responsibilities under the *Building Act 1993*, the *Building Regulations 2018* and relevant City of Melbourne policies.

If the temporary structure includes any combination of the following structures, then you will need to apply to the **Municipal Building Surveyor** for a Siting Approval.

A temporary structure includes but is not limited to:

- A Stage or platform exceeding 150 m²;
- A Tent, marquee or booth with a floor area greater than 100 m²;
- A Seating stand that accommodates more than 20 persons; or
- A Prefabricated building exceeding 100 m².

The purpose of the approval is to ensure that the proposed structure is suitably located, sound in construction and meets the minimum fire safety standards.

Where smaller temporary structures are proposed, a siting permit is not required however compliance with Building Legislation, the City of Melbourne and Metropolitan Fire & Emergency Services Board Fire Safety Guidelines is mandatory.

If the proposed temporary structures will form part of an area used as a Place of Public Entertainment (POPE), checks must be made to ensure that the siting of these structures is covered in the POPE (refer to the City of Melbourne's POPE Fact Sheet).

Applying for a Siting Approval

An application for a Siting Approval should be made at least **15 working days** prior to the erection of any temporary structure and accompanied by the following information:

- Completed application form (see overleaf)
- 3 sets of scaled site plans for the proposed marquee, stage and/or seating plans illustrating the following:
- Site plan (to scale) detailing the location of temporary structure(s) in relation to other buildings and surrounding features such as the location of sanitary facilities (including facilities for people with disabilities)
- Marquee plans detailing fire extinguishers, emergency lights and exit signs, exit locations and aggregate exit widths

- A copy of the current Occupancy Permit issued by the Building Commission and a copy of the Certificate of Compliance – Design signed by a Registered Structural Engineer
- Details of Safety Officers and Co-ordinators

Note: The size of the temporary structure and type of event proposed will determine the need for experienced safety officers and crowd controllers to facilitate orderly evacuation and initiate fire fighting in the event of an emergency

Other Approvals

Any structures located in the City of Melbourne's parks, gardens or reserves must firstly be approved by the City of Melbourne's Events Melbourne Strategic Planning and Logistics. Please contact 9658 8808 or visit their website www.melbourne.vic.gov.au/permits for application forms, terms, conditions and information regarding the use of parklands. (Note: Fees will apply)

If any structures are to be placed on Council controlled roadways or footpaths, further approval from the City of Melbourne's Events Melbourne Strategic Planning and Logistics will be required. Please contact 9658 8008 for further information.

Your Legal Obligations:

All approvals must be obtained prior to the erection of any Temporary Structure or occupation of the site. Failure to comply with this requirement is a breach of the Building Act and Local Laws and may result in penalties and fines being issued and removal of the structure.

For more information on any of the issues covered in this Fact Sheet please contact: City of Melbourne Customer Contact Team on 9658 9658