



Cardinia

Application form

Siting Approval – Temporary structures (Section 57 – *Building Act 1993*)

Applicant details:

Name: _____

Postal address: _____

Phone: _____ Mob: _____ Fax: _____

Email: _____ Date: _____

Response method

Please select one*: ☒ Email ☐ Postage

*Cardinia Shire Council is working towards a paperless environment, please assist us to greatly reduce our environmental impact by sending your correspondence electronically and requesting email responses where possible.

Type of temporary structure

Type (including but not limited to tent, marquee, stages, seating stands)

Size _____

Victorian Building Authority Occupancy Permit Number _____

Details of property for which siting is required

Street no: _____ Street name: _____

Suburb: _____ Postcode: _____

Lot no: _____ Plan of subdivision No: _____

Commencement date and time: _____

Completion date and time: _____

BUILDING PRACTITIONER DETAILS

Name of Temporary Structure: _____

Supervisor/Erector: _____

Building Practitioner Registration No: _____

Telephone: _____

Email (preferred) _____

Supporting documentation required – please read before you sign

- A scaled site plan and floor plan must be submitted with this application, the site plan may indicate traffic movement, locations of buildings, and floor plan shall indicate all safety measures specified in the associated occupancy permit.
- A copy of associated current occupancy permit issued by the Victorian Building Authority (VBA).
- A draft 'Certificate of Compliance – Inspection' which clearly lists the VBA occupancy permits and any associated engineering documents.
- Copy of a current Occupancy Permit for the land for a 'Place of Public Entertainment' (NOTE: a separate application may be required if the land is enclosed).
- Owners Consent for the use of the land for the public event proposed.
- Certificate of Currency of Public Liability Insurance – **Minimum coverage \$20 million dollars**
- The fee for each structure (2025/2026) is **\$422.30** (GST free) and must be paid when lodging this application (emailed application will attract a phone call for credit card payment).

SIGNATURE:

Signature of Hirer: _____ Date: _____

Name (Printed): _____

On-site contact no: _____

Privacy statement: Personal information collected by Council is used for municipal purposes as specified in the *Local Government Act 1989*. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer on 1300 787 624 or mail@cardinia.vic.gov.au

Regulatory Information

Building Act 1993

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.

Building Regulations 2018

207 Prescribed temporary structures

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

- (a) tents, marquees or booths with a floor area greater than 100sq.m;
- (b) seating stands for more than 20 persons;
- (c) stages or platforms (including sky borders and stage wings) exceeding 150sq.m in floor area;
- (d) prefabricated buildings exceeding 100sq.m other than ones placed directly on the ground surface.

212 Structural design of structures

Prescribed temporary structures must be designed in accordance with engineering principles to provide for their structural safety and the safety of the public and other persons using them.