



Large marquees and structures

Larger structures at events may trigger the need for building permits due to safety regulations. This is a formal process and is in place to ensure that large structures are structurally safe and built to code. This document outlines when you need to apply for a building permit and the process to undertake.

If you have large marquees or structures at your event you must provide a copy of the permit to your Event Manager once it is issued.

When do I need a Building Permit?

If any of the **big structures** mentioned below is relevant to your event then your structures may require building permits for them to meet Victorian Construction Regulations and the Occupational Health and Safety Act 2004.

- Tents, marquees or booths with a floor area greater than 100m²
- Seating stands for more than 20 persons
- Stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area
- Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface

How do I apply?

This permit is issued through Council's Building Services Unit. The permit you are applying for is "Siting Approvals for Prescribed Temporary Structures." A fee will apply.

To complete the form you will require the following:

- Event details – date, times and brief description
- Details of all big structures
- A full site plan detailing:
 - All existing buildings
 - The proposed temporary structures
 - The required toilet facilities
 - Car parking and traffic management for the event

- Structural details for the proposed prescribed temporary structure/s (the company you are hiring the structure from should be able to provide most of these details for you).
- A current copy of the Occupancy Permit for all proposed temporary structures as issued by the Victorian Building Authority; the structure should be suitable for terrain category 1.
- A current copy of title including the plan of subdivision and any covenants or 173 Agreements listed.
- Payment of fees (includes up to 2 site inspections)

Allow a minimum of 30 working days for the processing of all applications. If the application is received less than 10 working days prior to the event date, additional fees may apply.

- Upon issue of the siting approval and prior to the use of the temporary structure, the applicant is to contact Council to arrange for an inspection to confirm the siting of the structure in accordance with the endorsed plans and the approval.
- Any questions should be directed towards Council's Building Services Unit.

What about wind?

- **Events held along the City of Port Phillip Foreshore have an unusually high wind terrain category rating and must have structures rated for the following wind speed terrain - Region A, Terrain Category 1 (Foreshore Area).**
- The wind terrain category for each particular structure is nominated on the occupancy permit issued by the Victorian building authority. There is no legislative process that allows the wind terrain category nominated an occupancy permit to be varied with the use of a performance assessment, therefore these types of assessments cannot be accepted.
- Structures under 100m² don't need an occupancy permit nominating the wind terrain category, just sign off from an engineer once they have been erected. The sign off, amongst other things nominates compliance with AS 1170 which includes the applicable wind terrain category. The engineer signing off the structures is to have regard to the particular wind terrain category for the site the structures are being erected on.

Who can I contact for further information?

Council's Building Services Unit

E: helpbuilding@portphillip.vic.gov.au

P: 9209 6253

Events Services

E: eventpermits@portphillip.vic.gov.au

P: 9209 6777