

# Application for Siting Permit Temporary Structures

*Building Act 1993  
Section 57(1) (a)*

**To: Municipal Building Surveyor**  
Greater Dandenong City Council  
PO Box 200, DANDENONG VIC 3175  
Phone: 8571 1515

Email: [building.services@cgd.vic.gov.au](mailto:building.services@cgd.vic.gov.au)

## APPLICANT DETAILS

From: \_\_\_\_\_ (e.g. Owner of land, event organiser, hirer of temporary structure)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## PROPERTY DETAILS

Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Reserve or Oval Name: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_  
Starting Time: \_\_\_\_\_ Finishing Time: \_\_\_\_\_

## TYPE OF STRUCTURE *(If more than five (5) structures please continue on as outlined below on separate page)*

1a. Type of structure: \_\_\_\_\_ Size (m<sup>2</sup>): \_\_\_\_\_  
*(e.g. Tents, marquees, booths, seating stands, stages, platforms, other prefabricated buildings)*  
1b. VBA Occupancy Permit Number: \_\_\_\_\_  
2a. Type of structure: \_\_\_\_\_ Size (m<sup>2</sup>): \_\_\_\_\_  
*(e.g. Tents, marquees, booths, seating stands, stages, platforms, other prefabricated buildings)*  
2b. VBA Occupancy Permit Number: \_\_\_\_\_  
3a. Type of structure: \_\_\_\_\_ Size (m<sup>2</sup>): \_\_\_\_\_  
*(e.g. Tents, marquees, booths, seating stands, stages, platforms, other prefabricated buildings)*  
3b. VBA Occupancy Permit Number: \_\_\_\_\_  
4a. Type of structure: \_\_\_\_\_ Size (m<sup>2</sup>): \_\_\_\_\_  
*(e.g. Tents, marquees, booths, seating stands, stages, platforms, other prefabricated buildings)*  
4b. VBA Occupancy Permit Number: \_\_\_\_\_  
5a. Type of structure: \_\_\_\_\_ Size (m<sup>2</sup>): \_\_\_\_\_  
*(e.g. Tents, marquees, booths, seating stands, stages, platforms, other prefabricated buildings)*  
5b. VBA Occupancy Permit Number: \_\_\_\_\_

**BUIDING PRACTITIONER DETAILS**

Name of Temporary Structure Supervisor/Installer: \_\_\_\_\_  
Building Practitioner Registration No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**Note:**

1. A ***minimum of 7 working days***’ notice is required for the processing of the Siting Permit. Any application received less than 7 days before the event may incur a priority processing fee.
2. A further Division 2, Temporary Occupancy Permit may be required from the Municipal Building Surveyor for any enclosed event (Place of Public Entertainment) greater than 500m<sup>2</sup>.
3. All works must comply with the Building Act, Building Regulations, National Construction Code and VBA Occupancy Permit.
4. Any event held within the City of Greater Dandenong’s parks, gardens or reserves must be approved by Council’s Parks and Waste Unit
5. Any event held on Greater Dandenong controlled roadways or footpaths must be approved by Council’s Traffic Engineering.
6. Council’s Event Team must be notified of any organised event or function where the public are in attendance and using Council’s facilities.

**APPLICANT’S DECLARATION:**

I am authorised to apply for this permit on behalf of the owner / client \_\_\_\_\_ and I hereby undertake to comply with requirements of the Building Act, Building Regulations, the National Construction Code, the VBA Occupancy Permit and any special conditions as required by an Authorised Officer of the Council.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Payment

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**Invoice will be emailed after application has been registered.**

<ol style="list-style-type: none"> <li>1. <b>Mail:</b> Post completed form with <b>cheque</b> to: City of Greater Dandenong PO BOX 200, Dandenong VIC 3175</li> <li>2. <b>In Person:</b> Visit a City of Greater Dandenong customer service centre and hand in the completed form.</li> <li>3. <b>Online:</b> Credit Card Payment - <b>MasterCard or Visa</b> <ul style="list-style-type: none"> <li>• Go to: <a href="http://www.greaterdandenong.com">www.greaterdandenong.com</a></li> <li>- <a href="#">Building Services</a></li> <li>- Click - <b>Pay online</b></li> <li>- Enter your <b>invoice number</b> and follow the prompts to make your payment.</li> </ul> </li> </ol>	<p><b>Submit Application to:</b></p> <p><b>Email:</b> building.services@cgd.vic.gov.au</p>
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We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

 Phone <b>8571 1000</b>  Fax <b>8571 5196</b>  <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>	 <b>NATIONAL RELAY SERVICE</b> TTY: 133 677 Speak and listen: 1300 555 727 Internet: <a href="http://www.iprelay.com.au">www.iprelay.com.au</a>  TIS: 13 14 50	Find us online  <a href="http://greaterdandenong.com">greaterdandenong.com</a>    
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# Fact Sheet

## Siting Permit for Temporary Structures

If you are planning to erect a temporary structure for a specific function within the City of Greater Dandenong, then you'll need to be aware of your responsibilities under the *Building Act* and the *Building Regulations*.

If the temporary structure is either one or a combination of the following structures, then you will need to apply to the **Municipal Building Surveyor** for a Siting Permit.

- A Stage or platform exceeding 150 m<sup>2</sup>;
- A Tent, marquee or booth with a floor area greater than 100 m<sup>2</sup>;
- A Seating stand that accommodates more than 20 persons; or
- A Prefabricated building exceeding 100 m<sup>2</sup>.

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

### Applying for a Siting Permit.

An application for a Siting Permit must be made at least **7 working days** prior to the erection of any temporary structure and accompanied by the following information:

- Completed application form;
- 3 x Sets of scaled site plans illustrating the surrounding area and the location of the proposed temporary structure in relation to other buildings and surrounding features;
- A current copy of the Occupancy Permit issued by the Victorian Building Authority (VBA);
- Fully dimensioned floor plans with location of the following services and facilities where applicable:
  - Fire extinguishers
  - Emergency lights and exit signs
  - Exit locations and aggregate widths
  - Sanitary facilities including facilities for people with disabilities.

On some occasions, the size of the temporary structure and the type of event held may require Safety Officers trained in accordance with the Building Regulation 210 and crowd controllers to

facilitate orderly evacuation and initiate firefighting in the event of an emergency.

### Fees

The application fee for temporary structures is as follow:

1 structure \$379 and add \$186.55 per structure for each additional structure.

**Please note a structure requiring more than two inspections or an application forwarded to Council within 7 days of the start of the event, may attract 50% extra fees.**

### Other Approvals

Any structures located in the City of Greater Dandenong's parks, gardens or reserves must first be approved by the Council's **Park and Waste Unit**. Please contact 8571 1000 for application forms, terms, conditions, and information pertaining to the appropriate use of parklands. (Fees Apply)

If any structures are to be placed on Council controlled roadways or footpaths, further approval from the Council's Traffic Engineering will be required. Please contact 8571 1000 for further information.

Any event or function conducted on Council's facilities where the public is in attendance must be approved by Council's Event Team. Please contact 8571 1000 for further information.

### Please Note:

All approvals must be obtained prior to the erection of any Temporary Structure or occupation of the site. Failure to comply with these requirements may result in fines being issued including removal of the structure by an Authorised Officer of Council.

For more information on any of the issues covered in this Fact Sheet please contact:

**City of Greater Dandenong  
Building Department on 8571 1515**

[www.greaterdandenong.com](http://www.greaterdandenong.com)

Updated April 2015