



**APPLICATION FOR SITING APPROVAL**  
**Temporary Structures – Building Act 1993, Section 57(1)(a)**

TO: The Municipal Building Surveyor  
 COUNCIL: Wyndham City Council, 45 Princes Highway, Werribee 3030  
 PHONE: 9742 0777 FAX: 9742 6355

**FROM:**

Name:.....  
 Address:.....  
 Phone: ..... Fax:..... Email:.....  
 Contact Person:..... Phone:.....  
 On-Site Contact Name:..... Phone:.....

**LESSEE OF TEMPORARY STRUCTURE/EVENT ORGANISER:**

Name:.....  
 Address:.....  
 Phone: ..... Fax:..... Email:.....

**PROPERTY DETAILS:**

Owners Name/Representative:.....  
 Phone: ..... Fax:..... Email:.....  
 Address:..... Melways Ref:.....  
 Property/Reserve Or Oval Name:.....

**NAME OF EVENT:**

DURATION OF EVENT:.....  
 Commencing:.....to:.....

**TYPE(S) OF TEMPORARY STRUCTURES:**

Type:.....Size(m<sup>2</sup>):.....  
 Victorian Building Authority Occupancy Permit Number:.....Date of Issue:.....

**Comments:**

Certificate of compliance-Inspection to be provided to Client following inspection of completed installation.  
 A copy of the Certificate of Compliance-Inspection and the Victorian Building Authority Occupancy Permit is to be displayed within the temporary structure for inspection at any time on request.

**BUILDING PRACTITIONER DETAILS:**

Name of Temporary Structure Supervisor/Erector:.....  
 Building Practitioner Registration No:.....  
 Telephone:.....

**Privacy Statement:**

The personal information is being collected by Council for Building information in accordance with the Building Act 1993. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at ; <https://www.wyndham.vic.gov.au/privacy-policy>

**SIGNATURE:**

Print Name:  
 .....Date:.....

Signature of Applicant/Event Organiser/Lessee:.....

Please include a copy of the Victorian Building Authority Occupancy Permit and a copy of site plan showing the location where the temporary structure is to be positioned on the property and a floor plan of the structure showing the required exits, exit signs and portable fire extinguishers.

This application is to be lodged at least 21 days prior to the event date, otherwise additional (late application) fees will be payable. If the application is received less than 5 days prior to the event date it will not be accepted unless authorised by the Municipal Building Surveyor.

**Documents to be submitted for an application for siting approval Section 57 1 (a)**

***\*A Prescribed Temporary Structure is***

- A stage or platform exceeding 150m<sup>2</sup>
- A tent, marquee or booth with a floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m<sup>2</sup>

which is used as an assembly building/place of public entertainment

1. Application for siting approval to be submitted minimum 14 days prior to the event date.
2. Copy of scaled site plan showing layout of buildings, marquees, big top, carnival rides, stalls, toilets etc.
3. A copy of the occupancy permit issued by the Victorian Building Authority.
4. Land/Property owners consent to occupy the site.
5. A traffic management plan including points of entry and egress from the site.
6. A copy of the written notice which is to be given to any resident or business operator located within 100 metres from the event/circus as required by the Code of Practice for a circus or carnival dated October 1997.
7. A statutory declaration that the written notice has been given to the relevant resident or business operator.
8. Pay the applicable fee for siting approval at time of lodging the application.

Other items/documents may be required dependent upon the proposed site location and conditions.

If any further information is required please contact Wyndham City Council Building Services Department on 9742 0712.