



Civic Centre

Postal

Telephone

Facsimile

Email

45 Princes Highway, Werribee, Victoria 3030, Australia

PO Box 197, Werribee, Victoria 3030, Australia

1300 023 411

(03) 9741 6237

mail@wyndham.vic.gov.au

www.wyndham.vic.gov.au

DX 30258 Werribee Vic

ABN: 38 393 903 860

APPLICATION FOR SITING APPROVAL

Temporary Structures – Building Act 1993, Section 57(1)(a)

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

APPLICANT:

NAME:

ADDRESS:

PHONE:

EMAIL:

CONTACT PERSON:

PHONE:

ON-SITE CONTACT NAME:

PHONE:

LESSEE OF TEMPORARY STRUCTURE/EVENT ORGANISER:

NAME:

ADDRESS:

PHONE:

EMAIL:

PROPERTY DETAILS:

OWNERS NAME/REPRESENTATIVE:

PHONE:

EMAIL:

ADDRESS:

PROPERTY/RESERVE OR OVAL NAME:



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NAME OF EVENT:

DURATION OF EVENT:

Commencing:

To:

TYPE(S) OF TEMPORARY STRUCTURES:

Type:

Size(m²):

Victorian Building Authority Occupancy Permit Number:

Date of Issue:

Type:

Size(m²):

Victorian Building Authority Occupancy Permit Number:

Date of Issue:

Type:

Size(m²):

Victorian Building Authority Occupancy Permit Number:

Date of Issue:

Type:

Size(m²):

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:

SIGNATURE:

Print Name:

Date:

Signature of Applicant/Event Organiser/Lessee:



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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 14 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.

A Prescribed Temporary Structure is:

- A stage or platform exceeding 150m²
- A tent, marquee or booth with a floor area greater than 100m²
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m² which is used as an assembly building/place of public entertainment

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

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 and endorsed drawing/ issued by the Victorian Building Authority. Or engineering drawings which are referenced in the VBA occupancy permit.
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. For any site which is not fenced off or a constructed vehicular crossing is not existing so as to restrict vehicular movements to or from the site, a \$1,000 bond and a \$55.00 inspection fee including GST is to be paid.
9. Pay the applicable fee for siting approval at time of lodging the application. (financial year 2024-2025)
 - Marquees/Tiered seating \$620.00
 - Circus \$930.00
 - Places of Public Entertainment (Business) \$930.00
 - Places of Public Entertainment (Corporate Clubs) \$600.00
10. Indicate the maximum number of persons to be in attendance at the event at any one time i.e. includes staff, participants and spectators.

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 **8734 1303** or email mail@wyndham.vic.gov.au

***Form Valid for 2025/26 Financial Year Only**

Credit Card Payment Form - Building Services Only

TO: Wyndham City Council – Building Services

From

Email

I declare that the information supplied is true and correct

Date

Your contact phone number

Payment for

TYPE OF CARD

Mastercard

Visa

Card account number

Expiry date

Full name as it appears on credit card

Full address of card holder

Amount being paid

Receipt required

Yes

No