Siting Approval for the Erection of Temporary Structures

Marquees, Stages, Seating Stands and Prefabricated

If you are planning to erect a temporary structure for a specific function within Moonee Valley Council, then you need to be aware of your responsibilities under the Building Act 1993 and the Building Regulations 2018.

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 to obtain a Siting Approval:

- A stage or platform (including sky borders and stage wings) exceeding 150m$^2$ in floor area;
- A tent, marquee or booth with a floor area greater than 100m$^2$;
- A seating stand that accommodates more than 20 persons; or
- A prefabricated building exceeding 100 m$^2$ other than ones placed directly on the ground.

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

Applying for a Siting Approval

Applications for Siting Approval must be made 7 working days prior to the erection of any temporary structure and accompanied by the following information:

- Completed application form;
- One set of scaled site plan illustrating the surrounding area and the location of the proposed temporary structure in relation to other buildings and surrounding features;
- A copy of the Building Control Commission issued Occupancy Permit;
- Detail or 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;
  - Service report on the maintenance of fire extinguishers.
- Obtain owners consent.
On some occasions, the size of the temporary structure and the type of event held may require experienced safety officers and crowd controllers to facilitate orderly evacuation and initiate fire fighting in the event of an emergency.

**Fees**
The application fee for a single temporary structure on a property is $450.00 (includes GST).

**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 penalties and 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 information sheet please contact Moonee Valley City Council on 9243 8888.