



**Application Under
Civic Government
(Scotland) Act 1982,
Section 89**

The use a Raised Structure

Please complete in **BLOCK LETTERS**

For Office Use Only											
Ref.											
U.P.R.N.											
Date rec.											
Fee											
Receipt No.											
Date Reg.											

I/We hereby make application under Section 89 of the Civic Government (Scotland) Act 1982 for permission to use a temporary raised structure as detailed below

1 NAME AND ADDRESS OF PERSON MAKING THE REQUEST

Name: _____	If applicant is a firm, company, etc state the address of the Registered of Company Office	
Address: _____	_____	
_____	_____	
Post Code: _____	Phone No _____	Postcode: _____
		E-mail: _____

2 EVENT DETAILS

Address/Location of event: _____	Title of the event: _____
_____	Nature of the event: _____
_____	_____
_____	Date structure will be ready for inspection: _____
_____	Date _____
Date of event: _____	Date structure will be dismantled: _____
	Date _____

3 DETAILS OF PROPOSED RAISED STRUCTURE (IF MORE THAN ONE PLEASE USE APPENDIX 1)

Nature of structure? i.e. stage, seating etc _____
Maximum number of persons accommodated on the structure? _____
How will access on to the structure be controlled? i.e. artists only, free public access, stewarded etc _____

4 DECLARATION

I/We hereby declare that the details provided in this form by me are true and correct
I/We enclose the relevant details and certification for the structure. I/We understand that the structure must not be used until such time as this application has been approved and the structure has been inspected

Print name _____

Signed _____

Dated _____

5 DETAILS OF COMPETENT PERSON ERECTING/CERTIFYING THE STRUCTURE (if known)

Name

Address

Contact details

6 ADDITIONAL INFORMATION

7 ADDRESS TO WHICH SEND YOU SHOULD SEND THIS APPLICATION

Completed forms, plans and other supporting information (1 copy) should be sent to:
**Team Leader Building Standards, Planning Division City Development Department,
Dundee City Council, Floor 6, Dundee House, 50 North Lindsay Street, Dundee, DD1 1LS**

Digital submission should be emailed to:
bs.admin@dundeecity.gov.uk

8 DATA PROTECTION ACT 2018

YOUR PERSONAL DATA

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 2018. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police, other Council departments, the Department for Work and Pensions and Her Majesty's Revenue & Customs (HMRC) who are all involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

Please read this declaration carefully before you sign and date it. We must protect the public funds we handle and so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law. We will also ask HMRC to verify your unique tax reference (UTR) and its commencement date.

We will not release information about you to anyone outside the Council unless the law allows us to do so.

9 GUIDANCE NOTES TO ASSIST IN MAKING THIS APPLICATION

1. The application must be submitted as far in advance of the event as is possible and certainly no less than **28** days prior to the event.
2. If the structure is to remain in place for a period of more than 28 days in any 12-month period, you will be required to apply for a Building Warrant.
3. The following design documentation must accompany this application and should be provided to enable the basis of the design to be clearly understood and the design criteria to be verified, and should include structural drawings, certificates, statements of loading and specifications including the maximum wind speed that the temporary structure is designed to withstand.
4. The plans must be accompanied by a specification to show sizes and types of materials used in the structure, the details of escape routes including widths of passage, gangways and seatways, stair details (rise, going, pitch, handrails etc).
5. If seated, specify type of seating i.e. fixed or tip up
6. The plans must be accompanied by structural certification relating to the strength and stability of the structure. Evidence of competence of the designer should be provided by way of qualification and evidence of public liability and professional indemnity insurance should also be provided.
7. Where the structure is special or non-standard system, evidence should be provided that an independent design check has been carried out by a chartered engineer having appropriate skill and experience.
8. The plans must specify the nature of the ground on which the structure is to be sited, how loading is to be spread and where appropriate the bearing capacity of the surface.
9. Where appropriate detail provisions being made for people with disabilities.
10. The plans must also in the case of a music event provide details of front of stage barrier provision.
11. Prior to the event evidence must be provided that an inspection of the temporary structure has been carried out by a competent person to confirm that the independent erection checks have been carried out and that the temporary structure has been erected in accordance with the design drawings and documentation. Evidence of the competence of the person nominated to carry out the inspection should also be provided.
12. In order to demonstrate contingency planning will be in place prior to the event evidence must be provided to confirm a wind management plan will be in place to safely respond to the eventuality of wind speeds approaching design limits set out in appropriate codes.
13. The permit will only be issued following completion of a successful inspection of the completed structure.
14. Any person or party who uses or permits the use of a raised structure for the purpose of providing for her/himself or others raised accommodation without the approval of the council; or contravenes a condition contained in a notice served on them by the council, is guilty of an offence and may be liable, on a summary conviction, to a fine.
15. Fees for raised structures are set as follows:
 - Large scale events with multiple structures a fee of £100 will be charged,
 - Small scale commercial events a fee of £30 will be charged
 - In certain circumstances the fee may not be charged. E.g. registered charities or similar.
16. Please note that an application for will not be registered or processed until the appropriate fee has been paid in full.
17. This statement draws the applicant's attention to the Council's policy in respect of how personal information and data will be handled in compliance with the Data Protection Act 2018.

Application under Section 89 for Permission to Use a raised Structure

Appendix 1 - Details of Structures

Please Complete in BLOCK LETTERS

Nature of the Structure? i.e. stage, seating etc	Supplier	Maximum numbers of persons accommodated on the structure?	How will access on to the structure be controlled? i.e. artists only, free public access, stewarded etc

If you require any further information on how to apply for consent for a raised structure under the above Act please contact Building Standards on 01382 434000.

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