

Prescribed Temporary Structure Required Documents Checklist

Application form

- Address the application to the 'Victorian Building Authority'
- Owner of structure
- Agent of owner (if applicable)
- Site details and event duration (leave blank if you wish to apply for a State-wide permit)
- Tick type of application (New, Renewal or Amendment)
- Include description of structure and event type
- List any practitioners and their registration details as necessary
- Sign and date the application form

Payment

- New Application \$350.00
- Renewal of existing permit \$90.00
- Amendment of existing permit \$150.00

Fire test certificate

- Compliance with Part 4.1 (Fire resistance) of the ABCB's Temporary Structures Standard.

Architectural drawings (may not be required with renewal of existing permit)

- Floor plan (A3 minimum)
- Elevations, including side, front and section details of stairs, balustrading, handrails etc.
- Drawings fully dimensioned (height, length, width etc.)
- Concept plan

Engineering documentation

- Address the Certificate of compliance – design to the Victorian Building Authority, 733 Bourke Street, Docklands, VIC, 3008
- Structural design in accordance with Part 3 of ABCB Temporary Structure Standard
- Engineers design to clearly reference all elements i.e.: framing members, structural connections, fastenings, ropes, ties, ballasts etc.
- List all relevant documentation certified, i.e. all individual drawings and computations (include job numbers, dates, revision numbers, who prepared by, pages numbers)
- Terrain category and region structure suitable for erection
- Maximum wind speeds; evacuation and dismantle (if applicable)
- Minimum ground bearing capacity required
- Minimum hold down requirements (if applicable)
- Structure specific requirements

Please note:

This is the minimum documentation required.

More information may be required once an application has been reviewed.