

**APPLICATION FOR THE ERECTION AND USE OF A RAISED STRUCTURE**

CIVIC GOVERNMENT ACT (SCOTLAND) ACT 1982: SECTION 89

Please read the “Section 89 Guidance Notes” prior to completion of this form

Your application will not progress until the supporting documentation has been received

# PART 1: YOUR CONTACT DETAILS

Please provide full details of individual responsible for the raised structure

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Organisation: |  |
| Mobile number: |  | Postal Address (incl. postcode): |  |
|  |
| Email address: |  |  |
|  |

# YOUR CONTACT DETAILS FOR INVOICING (if different from the above)

Please provide full details of individual responsible for the payment of the application

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Organisation: |  |
| Mobile number: |  | Postal Address (incl. postcode): |  |
|  |
| Email address: |  |  |
|  |

# ABOUT YOUR EVENT

Please provide full details of your event, when and where your structures are planned to be.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event: |  | Location of Event: |  |
| Dates Structure to be Used:  From –  To - |  | Postal Address  (incl. postcode): |  |
| Preferred Inspection Date & Time: |  |
| Please provide a description of your event/activity associated with the raised structure(s), explaining all elements. (type of activity, entertainment, shows or displays e.g. fireworks etc) | | | |
|  | | | |

# PART 2: DETAILS OF THE RAISED STRUCTURE(S)

# Structure 1

|  |  |  |  |
| --- | --- | --- | --- |
| Identify the structure and its purpose. (e.g. main stage, west seating, camera platform A, etc.) | | | |
|  | | | |
| What product is the raised structure constructed from?  (Please provide manufacturer and product e.g. Prolyte – LiteDeck, Layher – Event Deck) | | | |
|  | | | |
| The details of any other person(s) or organisation(s) involved in the design and build of the raised structure(s) | | | |
| Client:  Designer / Engineer:  Contractor / Builder: | | | |
| What is the maximum number of people to be admitted onto the raised structure(s) at any one time: | | | |
|  | | | |
| How will access be controlled to prevent overloading of the raised structure(s)? *(stewarded, ticketed, etc.)* | | | |
|  | | | |
| What demographic will have access to the raised structure(s)? (e.g. children, family groups, mobility impaired, elderly, etc.) | | | |
|  | | | |
| Please provide information about the location and surrounding environment of the structure.  (Indoors: does the floor have suitable loading; Outdoors: what are the ground conditions incl. slopes & bearing material, have you considered inclement weather and high winds?) | | | |
|  | | | |
| Structure 1 - Document Check list | | | |
| Indoors | | Outdoors | |
| Overall Venue Layout (including escape routes) |  | Overall Site Layout (including escape routes) |  |
| Construction Drawings (including section) |  | Construction Drawings (including section) |  |
| Confirmation of Loading Capability (Manufacturer Confirmation / Chartered Structural Engineer Confirmation) |  | Confirmation of Loading Capability (Manufacturer Confirmation / Chartered Structural Engineer Confirmation) |  |
|  |  | Confirmation of operational windspeed (Manufacturer Confirmation / Chartered Structural Engineer Confirmation) |  |

# Structure 2

|  |  |  |  |
| --- | --- | --- | --- |
| Identify the structure and its purpose. (e.g. main stage, west seating, camera platform A, etc.) | | | |
|  | | | |
| What product is the raised structure constructed from?  (Please provide manufacturer and product e.g. Prolyte – LiteDeck, Layher – Event Deck) | | | |
|  | | | |
| The details of any other person(s) or organisation(s) involved in the design and build of the raised structure(s) | | | |
| Client:  Designer / Engineer:  Contractor / Builder: | | | |
| What is the maximum number of people to be admitted onto the raised structure(s) at any one time: | | | |
|  | | | |
| How will access be controlled to prevent overloading of the raised structure(s)? *(stewarded, ticketed, etc.)* | | | |
|  | | | |
| What demographic will have access to the raised structure(s)? (e.g. children, family groups, mobility impaired, elderly, etc.) | | | |
|  | | | |
| Please provide information about the location and surrounding environment of the structure.  (Indoors: does the floor have suitable loading; Outdoors: what are the ground conditions incl. slopes & bearing material, have you considered inclement weather and high winds?) | | | |
|  | | | |
| Structure 2 - Document Check list | | | |
| Indoors | | Outdoors | |
| Overall Venue Layout (including escape routes) |  | Overall Site Layout (including escape routes) |  |
| Construction Drawings |  | Construction Drawings |  |
| Confirmation of Loading Capability (Manufacturer Confirmation / Chartered Structural Engineer Confirmation) |  | Confirmation of Loading Capability (Manufacturer Confirmation / Chartered Structural Engineer Confirmation) |  |
|  |  | Confirmation of operational windspeed (Chartered Structural Engineer Confirmation) |  |

# Structure 3

|  |  |  |  |
| --- | --- | --- | --- |
| Identify the structure and its purpose. (e.g. main stage, west seating, camera platform A, etc.) | | | |
|  | | | |
| What product is the raised structure constructed from?  (Please provide manufacturer and product e.g. Prolyte – LiteDeck, Layher – Event Deck) | | | |
|  | | | |
| The details of any other person(s) or organisation(s) involved in the design and build of the raised structure(s) | | | |
| Client:  Designer / Engineer:  Contractor / Builder: | | | |
| What is the maximum number of people to be admitted onto the raised structure(s) at any one time: | | | |
|  | | | |
| How will access be controlled to prevent overloading of the raised structure(s)? *(stewarded, ticketed, etc.)* | | | |
|  | | | |
| What demographic will have access to the raised structure(s)? (e.g. children, family groups, mobility impaired, elderly, etc.) | | | |
|  | | | |
| Please provide information about the location and surrounding environment of the structure.  (Indoors: does the floor have suitable loading; Outdoors: what are the ground conditions incl. slopes & bearing material, have you considered inclement weather and high winds?) | | | |
|  | | | |
| Structure 3 - Document Check list | | | |
| Indoors | | Outdoors | |
| Overall Venue Layout (including escape routes) |  | Overall Site Layout (including escape routes) |  |
| Construction Drawings |  | Construction Drawings |  |
| Confirmation of Loading Capability (Manufacturer Confirmation / Chartered Structural Engineer Confirmation) |  | Confirmation of Loading Capability (Manufacturer Confirmation / Chartered Structural Engineer Confirmation) |  |
|  |  | Confirmation of operational windspeed (Chartered Structural Engineer Confirmation) |  |

**PART 3: CHECKLIST AND DECLARATION**

Please Note the below list of documents which may be requested by City Of Edinburgh Council

|  |  |
| --- | --- |
| Document | Prepared By |
| Client Requirements | |
| Statement of what the structure is required to do | Client |
| Statutory requirements permissions and licences | Client |
| Other technical requirements (including loading) | Client |
| Site, Location and Event |  |
| Assumed or measured ground bearing capacity | Client |
| Statement of allowable loading for indoor floor on which a structure is to be erected | Client |
| Statement of required superimposed loading on structure | Client |
| Fire risk assessment for the event | Designer/Contractor |
| Fire certificates | Client |
| Event management plan | Client/Contractor |
| Design |  |
| Preconstruction information as identified under CDM 2015 (where relevant) | Client |
| Evidence of competence | Designer |
| Detailed design drawings, calculations, and statement of the design criteria, with the designers contact details | Designer |
| Confirmation of design loads | Designer |
| Relevant information on standards and codes, and analysis or design software used | Designer |
| Design risk assessment | Designer |
| Maximum leg loading on foundations | Designer |
| Slope on which structure can safely be built | Designer |
| Ability of the design to resist anticipated wind load | Designer |
| Ability of superstructure to support suspended equipment, including details of permissible support methods | Designer |
| Confirmation of independent design check | Contractor |
| Erection and Dismantling |  |
| Construction phase plan in accordance with the requirements of CDM 2015 (where relevant) | Principle Contractor |
| Evidence of competence | Contractor |
| Details of components to be checked at each erection | Designer/Contractor |
| Record of inspection of structural components | Contractor |
| Evidence that all lifting equipment is inspected and maintained in accordance with LOLER | Contractor |
| Risk assessments for each erection and dismantling | Contractor |
| Erection and dismantling method statements | Contractor |
| Confirmation of independent erection cheque | Contractor |
| Use |  |
| Details of methods for assessing wind speeds | Designer/Contractor |
| Details of action required at given wind speeds | Designer/Contractor |
| Completion certificates | Contractor |

By completing this form you confirm that:

A. You have read and understand the Section 89 guidance notes.

C. You agree to inform us of any changes to the information in this application form/supporting documentation.

D. You understand that it is an offence to allow a raised structure to be used without a Permit to Use being issued by the Local Authority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

Please return this form as soon as possible to [publicsafety@edinburgh.gov.uk](mailto:publicsafety@edinburgh.gov.uk)

*Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent event.  Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland or Scottish Fire & Rescue Servce.  Where this occurs, the processing is done in order to fulfil our obligations to ensure the safety of the public and compliance with relevant legislation. More details about the Council’s data protection arrangements and your rights as data subject can be found on our website:* <http://www.edinburgh.gov.uk/privacy>