



Application for Siting Approval for a Prescribed Temporary Structure

Building Act 1993, Part 5, Section 57 Building Regulations 2018, Part 14

Application fee applies. See website for details.

Please submit this form to buildingmail@wangaratta.vic.gov.au or to 62- 68 Ovens Street Wangaratta

Applicant Details

Organisation Name			
Contact Person			
ABN/ACN (if applicable)			
Are you a charity or NFP?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Provide Name:		
Email			
Mobile		Phone	
Postal Address			
Town		Postcode	

Event Information

Name of Event			
Event Type			
Proposed Location			
Proposed Dates		Proposed Times	
Land Owner			

Event Coordinator Details

Coordinator Name			
Position			
Email			
Mobile		Phone	
Postal Address			
Town		Postcode	

Privacy Notice: The Rural City of Wangaratta (Council) is collecting your personal information to assist you in making a permit application to Council. This information will not be disclosed to anyone other than the Officers managing your application and as may be required by law. If you do not provide all the required information, Council may not be able to process your application. If you wish to gain access to your personal information collected by Council, contact us at council@wangaratta.vic.gov.au

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Event Overview

Briefly describe event.					
Event Dates/ Times					
When will you commence setting up?	Date:		Time:		
When does your event start?	Date:		Time:		
When does your event finish?	Date:		Time:		
When will you complete packing up?	Date:		Time:		
Event Venue/ On Road Activity					
Proposed Event Location:					
Have you booked your venue?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is there sufficient parking on site?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will your event be conducted fully or partially on a roadway?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Event History					
Has this event been held before?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, when, and where? (Year, Town)					
Who will attend your event?					
Estimated number of spectators					
Estimated number of participants					
Estimated (combined) peak attendance number at any given time					
Who is your target audience?					
Is entry to your event:			Free	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ticketed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Gold Coin/Donation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Event Infrastructure

Please provide a scaled Site Plan of your event venue with the location of each item below that you are planning to include. Include additional pages for details if required.

Are you installing fencing or temporary barriers?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, list type (star pickets, free standing, etc.) and size:					
Are you installing tents and/or marquees?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If yes, list each marquee and size(s):		
Are you installing prefabricated buildings not placed directly on the ground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list the building type(s) and size(s):		
Are you installing stages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe each stage size and height:		
Are you installing seating stands for more than 20 persons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, type and size:		
What other infrastructure are you using? List type, size and number of additional infrastructure:		

If you have answered yes to any of the above questions in this section you will need to provide a schedule of all Prescribed Temporary Structures referenced to the site plan, and a copy of the relevant Victorian Building Authority Occupancy Permit/s. Example as follows:

Safety & Amenities

Structure No.	Description	Size	VBA Occupancy Permit No.
<i>(Example)</i> 1	<i>4 Pole Circus Tent</i>	<i>31m Diameter, 15m height</i>	<i>TSC 2021-00XX</i>
Complete prescribed temporary structure details below (add extra pages if required):			

Additional Information

Is there any additional information you'd like to tell us about your event?

DECLARATION: I hereby declare that the information provided above is true, correct and there are no false or misleading statements contained within this application. I understand that under section 246 of the Building Act 1993 it is an offence to knowingly make false or misleading statements, or provide any false or misleading information to a person or body carrying out a function of the Act or the Building Regulations 2018 (penalties apply).

Date		Name		Signature	

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