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# East Dunbartonshire Council

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## APPLICATION FOR THE ERECTION AND USE OF A RAISED STRUCTURE THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982; SECTION 89

1.	Name and Address of Applicant:  Post Code Tel No.	Name and Address of Agent (if applicable):  Post Code Tel No.
2.	Address and location of raised structure.	
3.	Title & brief description of event	
4.	Information on construction, design and loadings, etc. being submitted to support assessment of raised structure e.g. structural design assessment/certificate, drawings, location plan, etc. (see notes)	
5.	Description of how raised structure will be utilised. (Stage, seating, display area, office area, etc).	
6.	How will access be controlled to the raised structure? (Performers, free public access or stewarded, or guests by invitation only?)	
7.	Maximum occupant capacity of raised structure	
8.	Date(s) of actual event.	
9.	Period of time which the raised structure will be erected (excluding erection and dismantling time)	From: To: No. of Days
10.	Date and time raised structure will be available for final inspection prior to use.	Date: Time:

I/We hereby make application for permission to erect a raised structure in the above terms and certify that the information given is true and correct. I/We understand that the raised structure must not be used until such times as Permission to Use is issued by Legal Services/ Building Standards Service/ Health & Safety on behalf of Council.

Signature of Applicant (or Agent)

Date

Fee enclosed where applicable: £

**IMPORTANT THIS APPLICATION FORM MUST BE RETURNED AT LEAST 14 DAYS PRIOR TO THE PROPOSED USE OF THE RAISED STRUCTURE WITH THE SUPPORTING INFORMATION TO ALLOW AN ASSESSMENT AND CONSULTATIONS TO BE CARRIED OUT AS REQUIRED UNDER THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 BY THE LOCAL AUTHORITY - (SEE NOTES ATTACHED).**  
**RETURN TO:-**

East Dunbartonshire Council, Development and Enterprise, Building Standards, Broomhill Industrial Estate, Kilsyth Road, Kirkintilloch, Glasgow, G66 1TF

Phone no. 0141 578 8600 Fax no. 0141 578 8575 E-mail [buildingstandards@eastdunbarton.gov.uk](mailto:buildingstandards@eastdunbarton.gov.uk)

# **NOTES RELATIVE TO CONSENT TO USE A RAISED STRUCTURE**

## **Civic Government (Scotland) Act 1982, Section 89**

Under Section 89(1) of the Civic Government (Scotland) Act 1982, no person can use or permit the use of a raised structure for the purpose of providing raised seating (or standing) accommodation, unless such use has been approved by the local authority in whose area the raised structure is situated. Under Section 89(3), the local authority must grant approval of the use of a raised structure if they are satisfied that it-

- (a) has been safely constructed and secured; and
- (b) has sufficient means of entrance and exit including means of escape in case of fire or other emergency.

Section 89(4) requires the fire authority to be consulted before reaching a decision on (3)(b) above.

In granting approval for a raised structure, the following qualifications must be met in erecting and using a raised structure by the person to whom the approval has been assigned.

### **Qualification 1.**

**Prior to erection the following information should be available to the local authority-**

- i) Confirmation that an independent design check has been carried out by a suitably qualified and experienced Structural Engineer of the proposed raised structure and a design certificate for the temporary raised structure is available which confirms that the design is in accordance with the appropriated British Standards and guidance as set in the guidance given by the Institute of Structural Engineers in their publication, Temporary Demountable Structures - Guidance on procurement, design and use Third Edition (April 2007). The confirmation should affirm that the raised structure has been designed and its construction will not cause collapse of the whole or part of the structure or deformations which would make the structure unfit for its intended use, unsafe, or cause damage to any other parts of the premises or to fittings or to installed equipment.
- ii) Detailed drawings, calculations and statements relating to the structure and any limitations of the structure should be available to the local authority. This should include information as to the ground bearing capacity required for the structure and provide details of the superimposed and dead loadings on the temporary raised seating structure.

### **Qualification 2.**

**Prior to the use of the raised seating-**

- a) The person to whom the approval for consent to use a raised structure has been assigned must arrange for an inspection and assessment to be made by a competent person of the site conditions to determine the need for sole plates or spreaders etc. or otherwise beneath the structure and to provide confirmation that the design loadings can be adequately sustained and transmitted to the ground.
- b) The person to whom the approval for consent to use a raised structure has been assigned must instruct a competent person to check the structure after its erection and prior to its use to establish, verify and confirm that the raised structure conforms to the design and specified details and information required by qualification 1 above, and that any limitations are not exceeded.
- c). The inspections in a) and b) above should include the following points and a self-check sign-off form should be available which is signed and dated by the site supervisor/competent person on completion of the erection and inspection-

- The setting out is accurate and within the tolerance required.
- The foundations are adequate and not likely to be disturbed or damaged by interference, accident, undermining or any other cause.
- Suitable sole plates or spreaders have been provided where necessary and properly set with no unacceptable settlement liable to occur.
- Members are correctly positioned and connected.
- Any adjustments or extension of components do not exceed stipulated limits.
- All required components, tie bars, fixings are of correct types and have been correctly inserted and are secure.
- Decking, seating and guard-rails are secure and adequately provided.
- The actual erection conforms to the design documents subject to any deviations being substantiated and supported by additional documentation.
- No damage, deterioration or distortion exists to the components which would impair structural efficiency or safety of the raised structure

The results of the above inspections must be recorded in writing with the completed structure confirmed as being in accordance with the design and construction details. This certification should be available for inspection by the local authority and other bodies prior to the use of the raised structure.

### **Qualification 3.**

#### **During the use of a raised structure-**

- A) Unauthorised access beneath the temporary structure must not be permitted.
- B) A competent person should also inspect the raised structure while in use.
- C) The guidance given by the Institute of Structural Engineers in their publication, Temporary Demountable Structures - Guidance on procurement, design and use Third Edition (April 2007) is followed by an event organiser, designer and contractor.

### *Declaration*

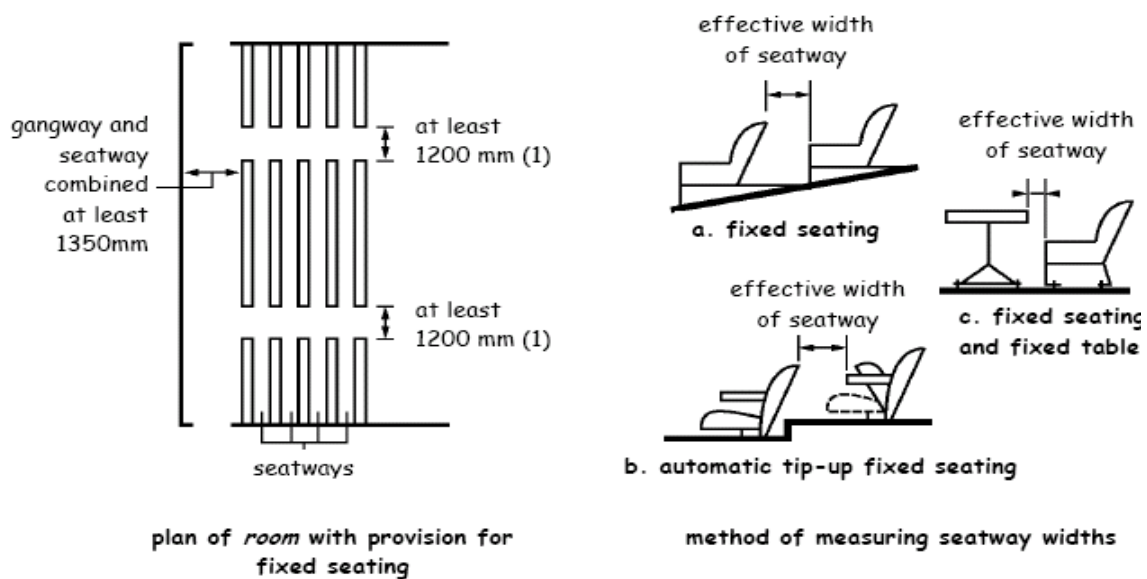
**The information which you provide on this form will be processed by the council (which is the “data controller” for the purposes of the Data Protection Act 1998) in order to process your application. The Council is under an obligation to properly manage funds. Accordingly, information that you have provided on this form may be used to prevent and detect fraud, and may also be shared for the same purposes with other public bodies or organisations that handle public funds.**

## ADDITIONAL REQUIREMENTS - WHERE FIXED SEATING PROVIDED IN RELATION TO RAISED STRUCTURES

Where fixed seating is being provided, there should be access to an *exit* by way of a gangway or a seatway, or a seatway directly to an *exit*; or a circulation area in accordance with the table and diagram below, and:

- in the case of that part of an auditorium containing the raised seating, at least 1 *exit* should be provided not less than two-thirds of the distance from any stage or performing area to the back of the *room*; and
- a gangway or *exit* door should be provided at each end of a row of more than 12 fixed seats; and
- in the case of where the *room* has an occupancy capacity of more than 100, the minimum width of a circulation area should follow the guidance in this clause as if the circulation area were an *escape route*.

From the gangways, escape would require to be in opposite directions to a minimum of two separate exits from the tent within a total distance of 32 m from the furthestmost seat to the external air which should be capable of being achieved.



**Minimum width of gangways & seatways in a *room* with fixed seating**

Situation	Number of seats in row		Minimum width or effective width (mm)
	Gangway one side	Gangway on both sides	
Gangway	Not applicable	Not applicable	1200 [1]
Gangway and seatway combined	Not applicable	Not applicable	1350
Seatway	2	2-4	Not applicable
	3-7	5-14	300
	8	15, 16	325
	9	17, 18	350
	10	19, 20	375
	11	21, 22	400
	12	23, 24	425
	-	25, 26	450
	-	27, 28	475
	-	More than 28 (limited by travel distance)	500

Note:

1. May be reduced to 900 mm where the occupancy capacity of the *room* is not more than 60.