

OFFICIAL

APPLICATION FOR SITING APPROVAL
Prescribed Temporary Structures
Building Act 1993, Section 57(1)(a)



Description	Price
Temporary Structures – Prescribed fee * Up to 2 structures	\$467.50*
Temporary Structures – Prescribed fee * Per Additional Structure	\$244.00*

TO:							
The Municipal Building Surveyor				Telephone:		5320 5121	
City of Ballarat PO Box 655 BALLARAT VIC 3353							
FROM:							
Owner of the Land:		Event Organiser:		Hirer of Temporary Structure:			
Name:		Telephone:			
Billing Address:		Facsimile:			
Contact Person:		Mobile:			
Contact Person's e-mail address:							
PROPERTY DETAILS							
Number		Street/Road		Suburb			
Name of Venue or Location				Melways Ref:			
EVENT:							
Event Name:							
Event Organiser's Name:							
Event Organiser's Address:				Telephone:			
TYPE OF PRESCRIBED TEMPORARY STRUCTURES							
Type of Temporary Structure		Size (length x width=m ²)		Victorian Building Authority Permit No.			
.....				
.....				
Note: A scaled site plan and floor plan of each structure must be submitted with this application.							
PERIOD OF OCCUPATION							
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Commencement Time							
Conclusion Time							
BUILDING PRACTITIONER DETAILS:							
Name of Building Practitioner erecting the structure:				Telephone:			
Registration No. of the Building Practitioner erecting the structure:							
Name of Building Practitioner providing the "Certificate of Compliance– Inspection":							
Registration No. of the Building Practitioner providing the "Certificate of Compliance Inspection"							
APPLICANT'S DECLARATION: Agents must be authorised to do so in writing (refer attachment)							
I am authorised to apply for this permit on behalf of the client and I hereby Undertake to comply with requirements of the Building Act 1993, Building Regulations 2018 the Building Code of Australia and any special conditions as required by an Authorised Officer of the Council. I understand by making this application I will be invoiced for an application fee.							
Signature of owner/event organiser/hirer:						Date:	
Print Name:				on Site Contact No.			
Notes:							
1 A scaled site plan and floor plan must be submitted with this application.							
2 Provide a copy of the Victorian Building Authority Occupancy Permit with Application							
3 \$467.50 must be paid when making application.							
4 Types of structures include tents, marquees, booths, seating stands, stages, platforms other prefabricated buildings and the like.							
5 Council is collecting this information in accordance with Section 57 of the Building Act 1993. Your personal information is being collected by City of Ballarat for the purpose of processing your Application for the Siting of Temporary Structures. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at www.ballarat.vic.gov.au .							