User Guide for Marquees

Please complete this user guide, your building consent application form and compile all the necessary documentation. **This user-guide must accompany your application**. When you are ready to lodge your application, please phone 440 0056 [Alexandra] or 445 0211 [Cromwell] to make a PAC (lodgement) appointment. Your application can be couriered to 1 Dunorling St, Alexandra 9340 (if you are unable to lodge it in person)

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance prior to it being accepted. **The application will only be accepted if it appears complete and compliant.** If there is further information required after the application is accepted, you will be contacted requesting this detail. **Complete and technically correct building consent applications are processed FASTER than incorrect ones.**

Fee payment starts the '20 working day clock' which is the time-frame in which we must grant your building consent. How do you wish to pay?

☐ Invoice owner via e-mail ☐ Invoice agent via e-mail ☐ Pay at lodging (eftpos/ cheque/ cash)

Size (m²): .....
Date of erection: .....
Date of removal: .....
Maximum number of people using the marquee: standing ..... seated ..... working .....
Name of person signing producer statement: .....
Purpose eg live entertainment, dining, working, bar, seminar: .....

Property valuation number:	**Applicant to complete**		**Office use only**
Have you attached the following?	**Yes**	**N/A**	
Application form completed correctly and signed and dated	☐		☐
Siting Dimensions			
Proximity to boundaries and other buildings	☐		☐
Personal hygiene facilities	☐		☐
Floor Plan			
Dimensions	☐		☐
Location of stages, seating, tables etc	☐		☐
Location of all exit ways	☐		☐
Signs	☐	☐	☐
Emergency lighting	☐	☐	☐
Accessible facilities	☐		☐
Other Documentation			
Fire safety plan showing:			
- all fire safety features	☐		☐
- any heating equipment or appliances	☐	☐	☐
- Fire Evacuation Plan if needed (more than 100 people)	☐	☐	☐
Specification			
Materials			
Fixed seating			
Certificate of Design Work [COW] provided covering restricted building work	☐	☐	☐

Inspection
An inspection by a Council Building Inspector is required prior to the marquee being used. Please ensure that the building documents are available and that the producer statement has been filled out and signed by the person erecting the marquee. The Council requires at least one working day's notice of the marquee being ready to inspect.