



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 (lodgment) 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.**

Applications must be accompanied by the applicable fee.

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

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.