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

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| --- | --- | --- |
| 1 | Name and Address of Applicant  Postcode |  |
|  | Tel. No. | E-mail address |
| 2 | Name and Address of Agent (if applicable)  Postcode |  |
|  | Tel. No. | E-mail address |
| 3 | Address and location of raised structure |  |
| 4 | Title and brief description of event |  |
| 5 | Description of how the structure raised will be utilised (Stage, seating, exhibition 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 (where applicable) |  |
| 8 | Period of time which the raised structure will be erected (excluding erection and dismantling time) |  |
| 9 | Date(s) of actual event |  |
| 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 this authority

Signature of Applicant (or Agent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ …Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# IMPORTANT – THIS APPLICATION FORM MUST BE RETURNED AT LEAST 21 DAYS PRIOR TO USING THE RAISED STRUCTURE.

**NOTES**

1. If it is proposed that the raised structure will remain in its completed state for more than 28 days in any 12 month period, it will be necessary to make an application for a Building Warrant as required by Section 8 of the Building (Scotland) Act 2003.
2. A detailed plan of the raised structure, drawn accurately to a scale of not less than 1:100 must be submitted with this application together with elevations and cross sections.
3. The plans should indicate: the types and sizes of all materials used in constructing the raised platform; dimensions relating to the width of exit stairs, exist routes, gangways and seatways; where appropriate headroom; details of balustrades and handrails; rise, pitch and going of stairs; and positioning and size of toe/kickboards.
4. There should be no gaps in any of the horizontal surfaces of the structure and any gaps in the vertical surfaces of the structure, i.e. between treads on stairs or between rows of seats, should be of such a size as to prevent the passage through them of a 100mm diameter sphere.
5. The plans should indicate the type of seats (if any) which are to be used, i.e. permanently fixed or tip-up.
6. The plans should be accompanied by structural calculations and relevant test certificates relating to the strength and stability of the structure. Evidence of an independent check on calculations by a chartered civil or structural engineer should be submitted where available, particularly where the structure is used repetitively at different locations.
7. The plans should state the nature and relative levels of the surface on which the raised structure is to be sited, details of the method whereby loading is to be spread or uplift forces resisted, and, where appropriate, the bearing capacity of this surface. Locations of buried or overhead services should also be shown.
8. If the raised structure is to be divided into sections, the capacity of each section must be stated.
9. The position of exit signs should be clearly indicated on the plans and, where necessary, a maintained system of exit lighting, including exit boxes, should be provided and the individual lighting points indicated. This Service reserves the right to require additional emergency lighting and exit signage to be provided, upon inspection of the structure as erected.
10. Full details of the provision of facilities for the disabled should be indicated on the plans.
11. The Local Authority may, when granting their approval of the use of a raised structure under this section, or at any other time after this, impose by notice on the person(s) to whom approval is being granted, any conditions they think necessary. These conditions may include a condition regarding the maximum number of persons permitted to use the raised structure and a prohibition on its use for so long as the conditions contained in the notice have not been complied with.
12. Any person who:- (a) uses or permits the use of a raised structure for the purpose of providing for themselves or others raised accommodation without the approval of the Council; or (b) Contravenes a condition contained in a notice served on him by the Council shall be guilty of an offence and liable on summary conviction, to a fine.

# STRUCTURAL NOTES

**Vertical Loading:**

The structure should be designed to withstand the imposed loading given in Table 1 of BS 6399: Part 1: 1996. These loadings vary depending on the use of the structure, e.g. 5 kN/m2 for a stage,

2.5 kN/m2 for office type of use, etc.

# Horizontal Loading:

1. **Notional horizontal Loading:** Notional horizontal loads should be applied as specified in the various materials design codes. For stages and temporary grandstands, however, the loads should be as specified in CI 10.2.3 and Table 10 respectively, of the institution of Structural Engineer’s publication. Temporary Demountable Structures, Guidance on Design Procurement and Use, Third Edition.
2. **Wind Loading:** Wind Loads should be taken into account when the structure is erected outdoors, or adjacent to large openings to the outside of a building. The wind loads should be derived from either BS 6399: Part 2, or BS EN 1991-1-4. The basic wind speed for Inverclyde is 24.7m/s when using BS 6399 and 25.9 m/s when using EC 1-1.4. Particular attention is drawn to the exposed nature of some sites in the area, by the Clyde Estuary or in elevated locations.
3. **Horizontal Loading to Handrails etc:** Handrails, balustrades, etc should be designed to resist the loads specified in Table 4 of BS 6399: Part 1: 1996 OR Table 6.12 and NA.8 of BS EN 1991-1-1. Guidance is also given in the Guide to Safety at Sports Grounds – Fifth Edition, which will often be applicable. Where the raised structure is bounded by walls, they should also be designed to resist these loads. In addition, fixings should also be designed to transfer the loads to the structure.

Note that handrails and balustrades to stairs should also be designed to resist these loads.

# Drawings:

Drawings should be supplied showing the structural details. The details should include structural member types, size and centres, connection details, fixing details, etc.

The drawings should show **the structure that is intended to be erected in Inverclyde** and should be supplied as soon as possible to allow time for checking.

Calculations should relate to the structure as shown on the drawings.

# Site Erection:

Erection of the structure should be supervised by a responsible person with experience of the erection of similar structures.

Where the structure is to be erected outdoors, a competent person should carry out a prior site visit to check that the location is suitable. Points to be considered include; does the ground slope sharply or undulate, does the surface have sufficient bearing capacity, can adequate holding down anchorage be achieved, are there any overhead cables, underground services, etc.

At various stages prior to use, and during use where the raised structure is used more than once, inspection by a competent person appointed by the event organiser directly or through a sub- contractor will be required. Guidance on this is contained in the I.Struct.E publication ‘Temporary Demountable Structures – Third Edition’ (Section 7 in particular). This authority will expect to be able to see records of these inspections at any time prior to or during the use of the structure.