

## Advice of Structures Form

This form is required for any temporary structure equal or greater than 9m<sup>2</sup>.

<b>EVENT DETAILS</b>		
Name of Event:		
Date of Event:		
Location of Event:		
<b>FACILITY DETAILS</b>		
The purpose for which the facility is to be used:		
Maximum number of people to use the facility:		
Integrity of design and manufacturer of the component parts:		
Environmental factors (weather and ground conditions):		
Erector's competence to erect the facility correctly:		
<b>MANUFACTURER'S DETAILS</b>		
Name:		
Address:		
Phone (W):	Phone (H):	Phone (M):
Description of the structure:		
Dimensions:		
Type of material:		
Intended use:		

Code to which it must comply:

- A practicing structural engineer should certify the designs;
- It is recommended that Certification be no more than 3 years old;

- Structural design calculations should be available;
- Detail the safe operating parameters (i.e. Wind limitations and Fire Indices);
- Details of the flammability of materials used to construct and decorate the facility;
- Ground density details (For structures that will be erected for greater than 24 hours actual “holding down” tests should be performed using a tension gauge or other approved method to ascertain the actual ground holding capacity); and
- Correct erection methods.

**This form must be delivered to the Environmental Health Officer attending this event prior to the event commencing. Any temporary structures greater than 9m<sup>2</sup> that have not been certified must not be occupied.**

In the absence of the Environmental Health Officer this form must be given to the Event Organiser who then has the responsibility of delivering the form to the Environmental Health Officer within 1 working day from receiving this form.

I hereby certify that the structures listed below have been erected and/or constructed in accordance with their respective engineering details and/or manufacturer’s instructions.		
Name of Installer:		
Signature of Installer:		
<b>EVENT DETAILS</b>		
Name of Event:		
Location of Event:		
Event Date:		
Structures that have been erected:		
<b>There is more room below:</b>		
Event Contact:		
Signature:		
Date:		
<b>INSTALLER'S DETAILS</b>		
Business Name:		
Registration Number:		
Address:		
Phone (W):	Phone (H):	Phone (M):