

# APPLICATION FOR APPROVAL OF SITING OF TEMPORARY STRUCTURES

*Building Act 1993 – Section 57(1)(a)  
Building Regulations 2018  
Regulation 207*

**TO: Municipal Building Surveyor,**

## APPLICANT

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_

## OWNERSHIP DETAILS

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_

## PROPERTY DETAILS

No. \_\_\_\_\_ St/Rd \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_

## Registered Practitioners

Persons responsible for the erection of prescribed temporary structures must be registered in a Class of temporary structures by the Victorian Building Authority (VBA) and according to Schedule 9.

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Name \_\_\_\_\_ Registration \_\_\_\_\_

## Details of Temporary Structures

Description	Size (m <sup>2</sup> )	No. Occupants	Victorian Building Authority Occupancy Permit No.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**This application requires the following information:**

- A full site plan for the property showing details of all existing buildings, the proposed temporary structures, the required toilet facilities, car parking and details of traffic management measures for the event.
- Copy of the current Occupancy Permit/s issued by the Victorian Building Authority for all proposed temporary structures.
- Copy of the title, the plan of subdivision and any covenants or agreements listed on the title.
- Application Fee - **\$747.40**
- Urgent Applications (required within 5 working days of proposed erection date) - **\$1,331.50**

## APPLICATION FOR APPROVAL OF SITING OF TEMPORARY STRUCTURES

**SUBJECT PROPERTY ADDRESS:**

---

**PAYMENT OPTIONS:**

<b>In Person</b> 293 Springvale Road Glen Waverley	OR	<b>By Mail – Cheque/Money order</b> PO Box 1 GLEN WAVERLEY VIC 3150	OR	<b>Phone – Credit Card</b> Customer Service (03) 9518 3555
--	----	---	----	--

### Privacy Collection Statement

Monash City Council (“Council”) collects personal information via this form to provide you with the service you are seeking and/or to fulfill its statutory responsibilities, and for related purposes which you may reasonably expect. Council will not release or provide your personal information to any other person or body, unless (a) it has been authorised to do so by you, or (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If you do not supply the requested information, we may not be able to provide you with the service and/or fulfill our statutory responsibilities. You may gain access to your personal information by contacting Council’s Privacy Officer via telephone on 9518 3555 or email at [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au). Further details are available at the Privacy page on Council’s website ([www.monash.vic.gov.au](http://www.monash.vic.gov.au)).

BLD0268 - Last Updated – 24/02/2023