

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 ²)	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 - **\$1,019.90**
- Urgent Applications (required within 5 working days of proposed erection date) - **\$1,708.70**

APPLICATION FOR APPROVAL OF SITING OF TEMPORARY STRUCTURES

SUBJECT PROPERTY ADDRESS:

PAYMENT OPTIONS:

In Person

293 Springvale Road
Glen Waverley

OR

By Mail – Cheque/Money order

PO Box 1
GLEN WAVERLEY VIC 3150

OR

Phone – Credit Card

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. Further details are available at the Privacy page on Council's website (www.monash.vic.gov.au).

BLD0268 - Last Updated – 16/06/2026

293 Springvale Road (PO Box 1) Glen Waverley VIC 3150 **Web** www.monash.vic.gov.au **Email** mail@monash.vic.gov.au

T (03) 9518 3555 **National Relay Service** (for the hearing and speech impaired) 1800 555 660

Interpreter Services 普通话 4713 5001 廣東話 4713 5002 Việt Ngữ 4713 5003 Ελληνικά 4713 5004 हिंदी 4713 5005

Other languages 4713 5000 Italiano 4713 5008 한국어 4713 5010 සිංහල 4713 5020 தமிழ் 4713 5021