

**APPLICATION FOR THE ERECTION AND USE OF A RAISED STRUCTURE**

**CIVIC GOVERNMENT ACT (SCOTLAND) ACT 1982: SECTION 89**

**Please read the “Section 89 Guidance Notes” prior to completion of this form**

**Your application will not progress until the supporting documentation has been received**

**PART 1: YOUR CONTACT DETAILS**

**Please provide full details of individual responsible for the raised structure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | **Organisation:** |  | |
| **Phone number:** |  | **Postal Address**  **(incl. postcode):** |  | |
|  | |
| **Mobile number:** |  |  | |
|  | |
| **Email address:** |  |  | |
|  | |
|  |  | **Charity number (if Applicable):** | |  |

**YOUR CONTACT DETAILS FOR INVOICING (if different from the above)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | **Organisation:** |  | |
| **Phone number:** |  | **Postal Address**  **(incl. postcode):** |  | |
|  | |
| **Mobile number:** |  |  | |
|  | |
| **Email address:** |  |  | |
|  | |
|  |  | **Charity number (if Applicable):** | |  |

**PART 2: DETAILS OF THE RAISED STRUCTURE(S)**

|  |  |  |
| --- | --- | --- |
| A: The type(s) of structure (stage, seating, platform, etc.) |  | B. The details of any other person(s) or organisation(s) involved in the design and build of the raised structure(s), e.g. agent, contractor, engineer |
|  |  | Agent:  Contractor(s):  Engineer: |
| C. The proposed date(s) when structure will be ready for use |  | **D. The location you wish to use for your raised structure(s)** |
| From:  To:  Number of days: |  |  |
| E. When will the raised structure(s) be available for inspection? |  | **F. How will access be controlled to the raised structure(s)? (stewarded, ticketed, etc.)** |
| Date:  Time: |  |  |

|  |
| --- |
| **G. Please provide a description of your event/activity associated with the raised structure(s), explaining all elements (type of activity, entertainment, shows or displays e.g. fireworks etc):** |
|  |
| **H. Please note the maximum number of people to be admitted onto the raised structure(s) at any one time:** |
| Structure 1:  Capacity for structure 1: |
| **I. Where applicable what contingencies do you have for inclement weather?** |
|  |
| **J. What ground conditions will the raised structure(s) be built on?** |
|  |
| **K. What demographic will have access to the raised structure(s)?**  **(e.g. children, family groups, disabled, elderly, etc.)** |
|  |

**PART 3: CHECKLIST AND DECLARATION**

|  |  |
| --- | --- |
| Please confirm that: | |
| A. You have read and understand the Section 89 guidance notes |  |
|  |  |
| B. You have submitted all relevant documentation; design drawings, calculations and layout plans |  |
|  |  |
| C. You agree to inform us of any changes to the information in this application form/supporting documentation |  |
|  |  |
| D. You understand that the raised structure(s) must not be used until the **Permit to Use** has been issued by the Public Safety section, City Edinburgh Council |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

Please return this form as soon as possible to [publicsafety@edinburgh.gov.uk](mailto:publicsafety@edinburgh.gov.uk)

*Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent event.  Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland.  Where this occurs, the processing is done in order to fulfil our obligations to ensure the safety of the public and compliance with relevant legislation. More details about the Council’s data protection arrangements and your rights as data subject can be found on our website:* <http://www.edinburgh.gov.uk/privacy>

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|  |  |
| --- | --- |
| **Process Step** | **Comment/Notes** |
| 1. Application and Supporting Documentation Received: | Received by:  Application reference: |
| 2. Application allocated: | Allocated officer:  Date: |
| 3. Application review: | Supplementary information requested:  Permit to Erect issued:  Permit to Use issued: |
| 4. Invoice: | Invoice request issued to finance: |