

Guidance Notes

Section 89 of the Civic Government (Scotland) Act 1982

APPLICATION FOR PERMIT TO ERECT / PERMIT TO USE A RAISED STRUCTURE

1. The fee for this application will be **£270.00** when the final inspection takes place within normal working hours. When the final inspection takes place out with normal working hours the fee will be **£321.00**. Normal working hours 9.00am – 5.00pm Monday to Friday (Excludes Public Holidays). When submission of substantial information is late, i.e. less than 14 days before the event date the higher fee must be paid. Applicants will be invoiced by the City of Edinburgh Council upon receipt of the application form.
2. No person shall use or permit the use of a “raised structure” for the purpose of providing for himself or others raised seating or standing accommodation, unless such use has been approved by the local authority in whose area the raised structure is situated. Raised structure means platform, stand, stage, staging or other similar structure over 600mm high.
3. If the raised structure is to remain in its completed state for a period exceeding 28 consecutive days, or for a number of days exceeding 60 days in any 12 month period, it will be necessary to make an application for a Building Warrant as required under Section 8 of the Building (Scotland) Act 2003.
4. Approval will be granted for the use of a raised structure if the City of Edinburgh Council is satisfied that it has been safely constructed and secured and that it has sufficient means of entrance and exit, including means of escape in case of fire or other emergency.
5. A detailed plan / calculations must be submitted with the application. The plan should include details of ground conditions, slopes, underground services, existing over-ground cabling and any other factors which might affect the stability or safety of the structure.
6. The detailed plan should indicate exit signs and, where necessary, individual lighting points which should be powered by a maintained electrical system. The City of Edinburgh Council reserves the right to have the applicant install additional emergency lighting and exit signage upon final inspection of the raised structure.
7. Access provision for those with special needs must be indicated on the plans where appropriate.
8. The City of Edinburgh Council may, when granting approval of the use of a raised structure, impose by notice served on the person to whom approval is being granted such conditions as may be necessary relative to the maximum number of persons permitted to use the raised structure and a prohibition on its use for the period for which the conditions contained in the notice remain outstanding.

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

1.	Name and Address of Applicant Post Code: Tel No:
2.	Name and Address of Agent (if applicable) Post Code: Tel No:
3.	Address and location of raised structure
4.	Title & Brief Description of Event
5.	Description of how raised structure 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 or loading requirements	
8.	Period of time which the raised structure will be erected (excluding erection & dismantling time)	From: To: No of Days:
9.	Date(s) of actual Event	
10.	Date and time raised structure will be available for final inspection prior to use Refer to Guidance Notes	Date: Time..... Fee Enclosed :£

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 Public Safety Section within Corporate Governance Department

Signature of Applicant (or Agent) _____ Date _____

IMPORTANT THIS APPLICATION FORM MUST BE RETURNED AT LEAST 14 DAYS PRIOR TO USING THE RAISED STRUCTURE.