EVENT ORGANISERS

If you intend to erect or install a raised structure for seated or standing accommodation you may need a permit from the Local Authority.

A raised structure includes a platform, stand, staging or other similar structure 600mm or higher above the ground or floor and includes proprietary manufactured and self build structures.

The application for a permit should be submitted at least 28 days prior to the event and should include a completed application form, a plan of the stand including a cross section and a site plan showing its position. The appropriate application fee, as shown below, should also be paid to allow validation and registration of your application.

Structural calculations or a structural design certificate should be submitted with the application to confirm the adequacy of the structure.

As part of the application process, we may consult the Fire and Rescue Service to ensure that if there is an incident the structure can be evacuated quickly and safely.

Should you wish to discuss a project please contact:
MPhilbin@scotborders.gov.uk
Tel: 01835 826731

Guidance Notes

Section 89 of the Civic Government (Scotland) Act 1982

APPLICATION FOR PERMIT TO ERECT / USE A RAISED STRUCTURE

1. This application must be accompanied by a fee for each raised structure (Please see list of fees). Cheques to be made payable to Scottish Borders Council or payment may be taken over the phone by contacting Susan Paterson or Laura Tait on 01835 826844 or 01835 825586 respectively. Please return the completed application form and accompanying information to the address stated below or should you wish to make the submission electronically by e-mailing the form and documentation to BuildingStandardsReg@scotborders.gov.uk, at least 28 days prior to the event.

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 600mm or more in height.

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 also 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 Scottish Borders Council are 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 / structural calculations or a structural design certificate 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. Scottish Borders 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. Scottish Borders 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.

Building Standards
Council Headquarters
Newtown St Boswells
Scottish Borders TD6 0SA
Phone 0300 100 1800
Web www.scotborders.gov.uk

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 the Local Authority.

Signature of Applicant (or Agent): _____ Date:_____

IMPORTANT: THIS APPLICATION FORM MUST BE RETURNED AT LEAST 28 DAYS PRIOR TO USING THE RAISED STRUCTURE.

Civic Government (Scot) Act 1982, Section 89.
Fees for application for a permit to use a raised structure.

- Raised seating structure: £452.00.
- Raised platform or stage greater than 30 m^2 in area: £452.00.
- Raised platform or stage less than 30 m^2 with an overhead gantry: £315.00
- Raised platform or stage less than 30 m^2 without an overhead gantry, £210.00
- The above fees do not include any charges incurred by Scottish Borders Council in the assessment of submitted structural calculations or in the event it is deemed necessary to employ a structural engineer to assess the raised structure on site. These incurred charges will be passed onto the applicant in addition to the above stated fees.