



Development & Regeneration Services  
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**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. (Where Applicable)	
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 <b>Refer to <u>Notes (a) &amp; (b)</u></b>	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 Development & Regeneration Services, the Head of Building Control and Public Safety.

Signature of Applicant (or Agent) \_\_\_\_\_ Date \_\_\_\_\_

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

## **NOTES**

- a) This application **must** be accompanied by a **fee of £240.00 (Credit Card payment is not acceptable, cheques to be made payable to Glasgow City Council)** and returned to Building Control and Public Safety, 231 George Street, Glasgow G1 1RX.
- b) Where the final **inspection** (item 10) **takes place outwith normal working hours** the fee will be **£292.00**. Normal working hours 9.00 am – 5.00 pm Monday to Friday (excluding Public Holidays).
- c) Where **submission of substantial information is late**, ie less than 14 days before the date for the structure is to be checked, **the higher fee may be incurred**.
- d) If it is proposed that the raised structure will remain in its completed state for more than 28 days in any 12 month period, it will be necessary to make an application for a Building Warrant as required by Section 8 of the Building (Scotland) Act 2003.
- e) A detailed plan of the raised structure, drawn accurately to a scale of not less than 1:100 **must** be submitted with this application together with elevations and cross sections.
- f) The plans should indicate: the types and sizes of all materials used in constructing the raised platform; dimensions relating to the width of exit stairs, exit routes, gangways and seatways; where appropriate headroom; details of balustrades and handrails; rise, pitch and going of stairs; and positioning and size of toe/kickboards.
- g) There should be no gaps in any of the horizontal surfaces of the structure and any gaps in the vertical surfaces of the structure, i.e. between treads on stairs or between rows of seats, should be of such size as to prevent the passage through them of a 100 mm diameter sphere.
- h) The plans should indicate the type of seats (if any) which are to be used, i.e. permanently fixed or tip-up.
- i) The plans should be accompanied by structural calculations relating to the strength and stability of the structure.
- j) The plans should state the nature of the surface on which the raised structure is to be sited, details of method whereby loading is to be spread, and, where appropriate, the bearing capacity of this surface.
- k) If the raised structure is to be divided into sections, the capacity of each section must be stated.
- l) The position of exit signs should be clearly indicated on the plans and, where necessary, a maintained system of exit lighting, including exit boxes, should be provided and the individual lighting points indicated. This Service reserves the right to require additional emergency lighting and exit signage to be provided, upon inspection of the structure as erected.
- m) Full details of the provision of facilities for the disabled should be indicated on the plans.

## **STRUCTURAL NOTES**

### **Vertical Loading:**

The structure should be designed to withstand the imposed loadings given in Table 1 of BS6399 : Part 1 : 1996. These loadings vary depending on the use of the structure. E.g. 5Kn/m<sup>2</sup> for a stage, 2.5Kn/m<sup>2</sup> for office type of use, etc.

### **Horizontal Loading:**

- a) **Notional horizontal Loading:** Notional horizontal loads should be applied as specified in the various materials design codes. For stages and temporary grandstands however, the loads should be as specified in CI 10.2.3 and Table 10 respectively, of the Institution of Structural Engineer's publication, Temporary Demountable Structures, Guidance on Design Procurement and Use.
- b) **Wind Loading:** Wind loads should be taken into account when the structure is erected outdoors, or adjacent to large openings to the outside of a building. The wind loads should be derived from either CP3: Ch V:Part 2, or BS 6399:Part 2. The basic wind speed for Glasgow is 51m/s when using CP3 and 24m/s when using BS6399.
- c) **Horizontal Loading to Handrails etc:** Handrails, balustrades, etc should be designed to resist the loads specified in Table 4 of BS 6399: Part1: 1996. Where the raised structure is bounded by walls, they should also be designed to resist these loads. In addition, fixings should also be designed to transfer the loads to the structure.  
Note that handrails and balustrades to stairs should also be designed to resist these loads.

### **Drawings:**

Drawings should be supplied showing the structural details. The details should include structural member type, size and centres, connection details, fixing details, etc.

The drawings should show **the structure that is intended to be erected in Glasgow** and should be supplied as soon as possible to allow time for checking.

Calculations should relate to the structure as shown on the drawings.

### **Site Erection:**

Erection of the structure should be supervised by a responsible person with experience of the erection of similar structures.

Where the structure is to be erected outdoors, a competent person should carry out a prior site visit to check that the location is suitable. Points to be considered should include; does the ground slope sharply or undulate, does the surface have sufficient bearing capacity, are there any overhead cables, underground services, etc.