



**Neighbourhoods, Regeneration
and Sustainability**
Glasgow City Council
Exchange House
231 George Street
Glasgow, G1 1RX
www.glasgow.gov.uk

Executive Director
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Application for the Erection and Use of a Raised Structure

The Civic Government (Scotland) Act 1982: Section 89

1.	Name, Address, Postcode & Contact of Applicant						
		Email		Tel			
2.	Name, Address, Postcode & Contact of Agent (if applicable)						
		Email		Tel			
3.	Address and location of raised structure						
4.	Title & Brief Description of Event						
5.	What will the structure be used for (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 for which the raised structure will be erected for, not being more than 28 consecutive days (excluding erection & dismantling time).	From:	_____				
		To:	_____				
		No of Days:	_____				
9.	Date(s) of actual Event/Use						
10.	Date and time raised structure will be available for final inspection prior to use	Date:	_____		Time: _____		
11.	Type of Application (tick one box)	Large	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Standard	<input type="checkbox"/>
12.	Fee Enclosed/Sent (See Fee Notes)	£ _____					

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 Glasgow City Council, Building Standards and Public Safety.

Signature of Applicant or Agent _____ Date _____

Important - this application form must be submitted at least 28 days prior to using the raised structure. (see Notes)

Where submission of applications or information is too close to the event time, contains insufficient detail or if a structure is not adequately or timeously constructed, we cannot guarantee consent will be given.

It is illegal to use a structure without consent and this may prevent an event taking place

NOTES

1. Applications must be submitted timeously to enable checking, discussion, inspection and approval of the proposals.

Not less than 28 days in advance can be sufficient but not guaranteed; we would always recommend submitting as far in advance as possible of the 28 days.

Multiple, large or complex applications require more than 28 days to process. Applicants should plan accordingly by discussing with Building Standards.

2. **Fees**

Applications **must** be accompanied by the correct fee as listed below:

Large application (e.g., large outdoor stages/set ups, grandstand seating, other large bespoke or complex indoor stage set ups and typically for buildings or structures with one or more upper levels or storeys)	£2000
Intermediate application (e.g., accessible viewing platforms at outdoor events and, subject to GCC agreement, small stages or seating)	£700
Standard application (any other size or type of structure not coming within the above types)	£350

Discussion can be had should you wish to group a very limited number of similar types and sizes of structures in a single application. Our decision on that will be final.

3. **Payment**

- By cheque payable to Glasgow City Council and returned to:
Building Standards and Public Safety, 231 George Street, Glasgow G1 1RX
- By Bank Transfer, please use the following details:
Payee: **Glasgow City Council**
Bank Sort Code: **83-44-00**
Account No: **10813403**
Reference: you **must** provide a reference in this format: **S89-Address/Event-date** (e.g., S89-Hampden-01/01/23)

An application with an insufficient fee will not be processed

Note: Should consent not be given the fee will not be refunded

4. **Submission of Application**

Email your completed form and submission to: buildingstandards@glasgow.gov.uk

5. If the raised structure is intended to remain in its completed state for more than 28 consecutive days, a Section 89 consent is not applicable. In these circumstances an application for a limited life Building Warrant, as required by Section 8 of the Building (Scotland) Act 2003, must be made.
6. A Section 89 application will typically require:
 - A detailed plan of the raised structure, drawn accurately to a scale of not less than 1:100 together with elevations and cross sections.
 - 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.
 - Structural calculations relating to the strength and stability of the structure.
 - A design statement by a competent designer indicating the basis of the design
 - The plans should state the nature of the surface on which the raised structure is to be sited (typically ground or other structure), details of the method whereby loading is to be spread, and, where appropriate, the bearing capacity of this surface.
 - **See additional Structural Notes on the following pages**
7. 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.
8. The plans should indicate the type of seats (if any) which are to be used, i.e., permanently fixed or tip-up.
9. If the raised structure is to be divided into sections, the capacity of each section must be stated.
10. 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.
11. Full details of the provision of any facilities for the disabled should be indicated on the plans.
12. **Site completion of the structure**
Prior to our approval of its use, certification will typically be required confirming it has been erected in accordance with the design. Other certification such as for electrical work will also be required where applicable.

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/m² for a stage, 2.5Kn/m² for office type of use, etc.

Horizontal Loading

1. **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 Cl 10.2.3 and Table 10 respectively, of the Institution of Structural Engineer's publication, Temporary Demountable Structures, Guidance on Design Procurement and Use.
2. **Wind Loading:** Wind loads must for the area 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.
3. **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

1. Drawings should be supplied showing the structural details. The details should include structural member type, size and centres, connection details, fixing details etc.
2. 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.
3. Calculations should relate to the structure as shown on the drawings.

Site Erection

1. Erection of the structure should be supervised by a responsible person with experience of the erection of similar structures.
2. Where the structure is to be erected outdoors, a competent person should conduct 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.