

Temporary Structures – A Guide for Hire Companies

This information is provided as a general guide only and may not be relevant to your specific circumstances. We encourage you to speak with Council's City Planning team about your specific requirements. You can access free advice from Council Planning Officer by phoning 8203 7185

Who should read this guide?

Anyone who wishes to install a temporary structure on Council land for use in an event or festival

Background

A number of events and festivals are held within the City of Adelaide throughout the year. Many of these events require the installation of structures on Council land, which requires an approval from Council's Events Management Team.

There are some circumstances when structural certification of temporary structures may be required.

Temporary Structures 30m² and Larger

A temporary structure can include tents and stand-alone rigging or a stage.

4 weeks prior to event bump-in, the event organiser must submit the following information to the ACC Events Team:

- All drawings and specifications of temporary structures including weighting information. If pegging is not a viable option Council will only accept concrete weights.
- Structural Certificate for each structure, signed off by a suitably qualified engineer within Australia
- Certificate of Currency (if the compliance certificate is greater than 5 years old)
- Depending on the structure; internal layout and fire and life safety systems layout (exit and emergency lighting, portable fire extinguishers)

Following the installation and prior to event commencement, the event organiser must submit the following information to the ACC Events Team:

A Certificate of Installation completed by the hire responsible for the installation of the structure/s. If required a copy of the ACC Certificate of Installation Pro Forma can be supplied by the ACC Event Consultant.

Stages with Structures Over

The requirements for all stages or platforms that have structures fixed over the staging (including Tents, Lighting or Rigging) are as follows:

4 weeks prior to event bump-in, the event organiser must submit the following information to the ACC Events Team:

- All drawings and specifications of staging and associated structures
- Structural Certificate for each structure, signed off by a suitably qualified engineer within Australia
- Certificate of Currency (if the compliance certificate is greater than 5 years old)

Following the installation and prior to event commencement, the event organiser must submit the following information to the ACC Events Team:

An independent engineers report confirming that the structure/s has been installed to a satisfactory standard in line with appropriate Australian Standards.

Underground Services

Events which have infrastructure that require pegging into the ground must ensure that underground services are located and marked.

ACC will only take responsibility for marking out underground irrigation system belonging to ACC. It is the responsibility of the event organiser to locate other services such as gas, electricity, communications and sewer. The event organiser will need to contact a cable locating company (e.g. Sure Search) to do this.

For further information please contact the ACC Event Consultant.

Inspections

Prior to the commencement of the event ACC Building Surveying Officers may inspect the Event including temporary structures for Building Code Compliance.