



## Application for the Erection and Use of a Raised Structure

### The Civic Government (Scotland) Act 1982, Section 89

1	Name and Address of Applicant		
		Postcode:	Tel No:
2	Name and Address of Agent (if applicable)		
		Postcode:	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 Notes (a) &amp; (b)</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 Standards 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

1. This application **must** be accompanied by a **fee of £240.00 (cheques to be made payable to Glasgow City Council)** and returned to Building Standards and Public Safety, 231 George Street, Glasgow G1 1RX.
2. 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).
3. 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**.
4. 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.
5. 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.
6. 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.
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. The plans should be accompanied by structural calculations relating to the strength and stability of the structure.
10. 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.
11. If the raised structure is to be divided into sections, the capacity of each section must be stated.
12. 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.
13. 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 I : 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 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.
- 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.

**Development and Regeneration Services Privacy Statement for Planning and Building Standards Statutory Functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation.**

**Who we are?**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by phone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information:**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a task carried out in the public interest by the council and necessary for compliance with a legal obligation to which the council is subject.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also in some cases need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Personal data you have provided will also be made available online as required to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation. We may also share your personal data which you have provided with other statutory bodies and consultees.

**How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

## Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

## Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the application you have made or in carrying out the related planning or building standards function. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

## Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

## More information

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

