

**APPLICATION FOR ERECTION OF A TEMPORARY  
STRUCTURE (STAGE STRUCTURES, MARQUEES TENTS,  
CIRCUS STRUCTURES, EXHIBITION & SHOW STRUCTURES)**

<b>NAME OF OWNER:</b>			
<b>NAME OF APPLICANT:</b>			
<b>PHYSICAL ADDRESS OF APPLICANT:</b>			
<b>TEL NUMBER:</b>			
<b>EMAIL ADDRESS:</b>			
<b>CELL NUMBER:</b>			
<b>DATE OF APPLICATION:</b>			
<b>ADDRESS WHERE STRUCTURE WILL BE ERECTED: (LOCALITY)</b>			
<b>PURPOSE OF THE STRUCTURE (FUNCTION):</b>			
<b>DATES OF THE FUNCTION: FROM:</b>		<b>TO:</b>	

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

All applications should be accompanied by the following documents:

1. Structural Engineer's appointment letter.
2. Sketch site plan indicating the following: Position and capacity of the structures, parking layout, ambulances, traffic flow directives, emergency routes, fire extinguishing equipment, temporary electricity supply lines, ablution facilities, power of attorney.
3. An application fee (free for Government Institution).

**APPROVAL BY DEPARTMENTS:**

DEPARTMENT	NAME	DESIGNATION	DATE	COMMENTS
Environmental Health				
SRAC				
Community Safety				
Traffic				
Pro-active services (Fire prevention)				
Disaster Management				
Water Services				
Electricity				
Building Control Officer				

**INSPECTIONS:**

1. ALL DEPARTMENTS CONCERNED TO CARRY OUT AN INSPECTION OF THE STRUCTURES ONCE ERECTED IN ORDER TO ASSURE COMPLIANCE BEFORE UTILIZATION.
2. THE APPOINTED STRUCTURAL ENGINEER TO PROVIDE A COMPLETION CERTIFICATE.