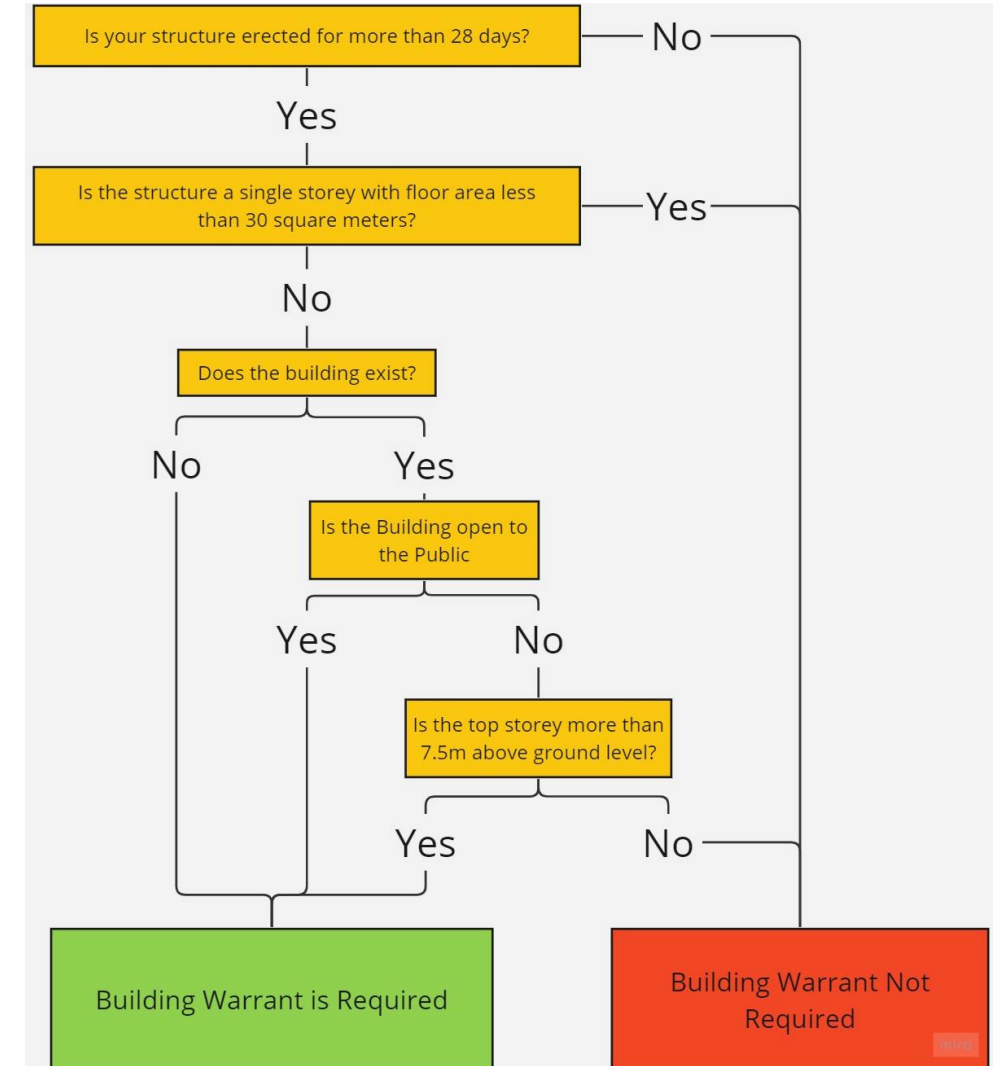
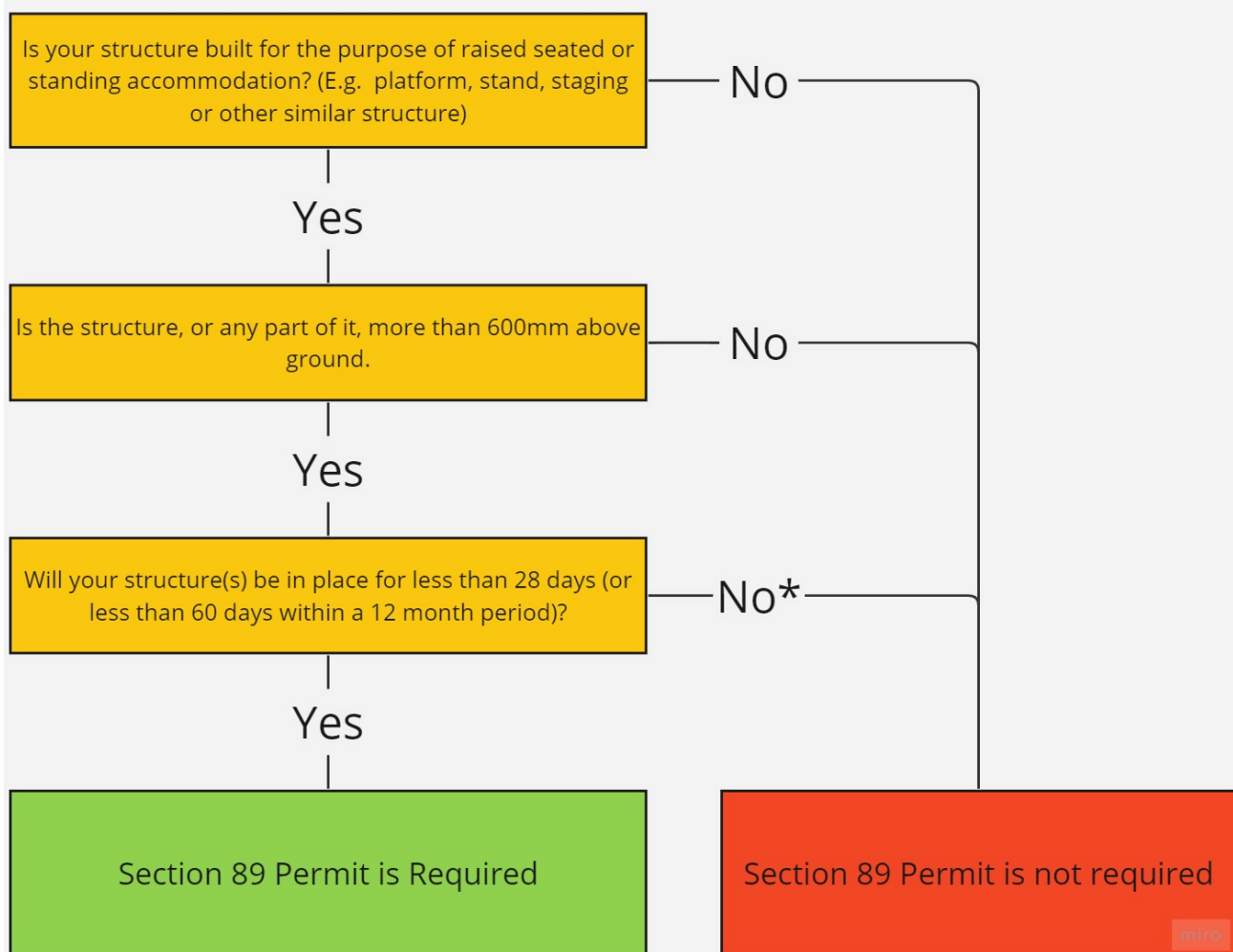


# Customer Journey – Section 89 Permits or Warrant Guide

# Plan my event | Culture Edinburgh



While Section 89 Structures are for viewing accommodation, other structures such as lighting or delay towers will be assessed alongside other public safety functions.

\*We would advise to contact [BuildingStandards.SiteInspections@edinburgh.gov.uk](mailto:BuildingStandards.SiteInspections@edinburgh.gov.uk) for advice on building warrant and [planning@edinburgh.gov.uk](mailto:planning@edinburgh.gov.uk) for advice on planning permission for your structure. Please note, other factors may require to be considered in the determination for the requirement of Building Warrant based on individual scenarios. The above flowchart is to be used as a guide only. It is the applicants responsibility to ensure correct permits are obtained.



**2 weeks**

Submit application form to [publicsafety@edinburgh.gov.uk](mailto:publicsafety@edinburgh.gov.uk).

The application form must be filled out in full and also have the following information attached;

- Layout – showing where the structure will be positioned, exit routes, exit widths and emergency lighting positioning
- Design Drawings – showing bracing, handrails, steps, ground conditions, slopes, underground services, over-ground cabling and any other factors which might affect the stability or safety of the structure. If your structure is not a proprietary system, e.g. steel deck, we will require drawings certified by an engineer
- Confirmation of maximum loading, maximum windspeed (outdoor structures only), any ballast requirements and all conditions relative to the safe building and operation of the structure

***Incomplete applications will not be processed.***

**1-2 week**

The public safety officer will assess your application.

In some instances, where a third-party structural engineer is required to satisfy that the structure is constructed and secured, an additional fee will be charged.

**Build complete**

The applicant must supply the public safety officer with a handover certificate showing that the structure has been built as per the specifications and information submitted as part of the application process. This certificate should be signed by a competent person, noting if there are any deviations. The public safety officer may require a further structural engineer to check any variations which will incur an additional fee.

**Permit to Use**

If the above criteria are met, a ***Permit to Use*** and an invoice will be issued.

## Section 89 - What do we assess?

Civic Government (Scotland) Act 1982

The criteria to be met is "The local authority shall grant their approval of the use of a raised structure [...]if they are satisfied that it

- a) has been safely constructed and secured; and
- b) has sufficient means of entrance and exit including means of escape in case of fire or other emergency

in relation to the circumstances in which it is to be used; but not otherwise.

Institute of Structural Engineers – Temporary Demountable Structures – Guidance on procurement design and use. Fourth Edition.

To ensure the above criteria is met we primarily use the document known as TDS4. This provides clear guidance on what is deemed industry practice for temporary structures. More information can be found at <https://www.istructe.org/resources/guidance/temporary-demountable-structures-design-use/>

Association of British Theatre Technicians – Technical Standards for Places of Entertainment  
Dependant on scenario more industry relevant guides can inform the judgment of the officer, such as the Technical Standards for Places of Entertainment. More Information can be found here: <https://www.abtt.org.uk/resources/technical-standards-for-places-of-entertainment/>

# Section 89 - What do we assess?

Checklist	
Distributed load calculated and appropriate for structure and event/crowd type	
Dimensions to be noted on drawings, incl. overall structure, width of access/egress, seatway, height of balustrades/barriers, rise and going of all stairs	
Barriers in place for change in level	
Barriers can take appropriate force	
Barriers built to appropriate height	
Barriers - 100mm max. opening	
All edges have contrasting nosing	
Kickplates in place	
Dynamic load factors considered	
Ground conditions considered	
Bracing shown on drawings and in place	
Inspection regime in place	

Checklist (continued)	
Accessibility – ramp incline considered and appropriate landings in place	
Accessibility – ramp width to be considered depending on one way or two way travel	
Accessibility – wheelchair spaces to be calculated using guidance	
Escape routes considered and in place	
Emergency lighting and exit signage to be in place	
Overturning considered	
Ground bearing pressure considered	
Uplift considered	
Wind loading considered and wind management plan in place	
Designed and constructed by competent persons and evidence of compliance	
Ballast requirements considered and in place	

**This checklist is not exhaustive.**

It is the applicants responsibility to ensure the safety and stability of the structures they build by consulting the relevant guidance and ensuring the work (design and build) is completed by competent people.

The Section 89 permit scheme is in place so that the Council can undertake due diligence in regards to the duty set out in the Civic Government (Scotland) Act 1982.

The Council may undertake spot checks to ensure that the information provided is accurate and reflects what is built on site.

Other Council permissions may be required. Getting a Section 89 permit does not exempt the applicant from gaining other statutory permissions

## Section 89 – Fee Structure

	<b><u>Structure(s) being applied for</u></b>		
	Single Simple Structure	Up to three simple Structures	Single Complex Structure
<b>Community Event</b>	£100.00	£100.00	£100.00
<b>All other events</b>	£330.00	£660.00	£660.00

3<sup>rd</sup> party verification by a chartered structural engineer may be required to satisfy that the structure has been safely constructed and secured, this cost will be additional to the above application fees.

### **Simple structures –**

Single story structures, using a decking product which is assembled according to manufacturer instructions which are included in the application. The instruction manual must confirm allowable loadings in kN/m<sup>2</sup> and required bracing.

If located outdoors a certification by a chartered structural engineer will be required to provide an operational wind speed for the structure, regardless of the size.

Up to three structures can be added to one application, for additional structures please complete an additional application.

### **Complex Structures –**

Any systems with multiple nonstandard or custom parts, such as roofed staging systems. Any structure with a deck height of 2 meters or more.

One complex structure per application, for additional structures please complete an additional application.

### **Community Events –**

Community events are those which are managed by a local neighbourhood or community.