

Advice of Structures (10m² - 55m²)

Health (Public Buildings) Regulations 1992



This certificate provides the Shire of Esperance with assurance that the installation of the specified temporary structures greater than 10m² – 55m² have been undertaken in accordance with the manufacturer's specifications by a competent person.

This form must be:

- Completed by the person erecting the structure on the day of installation
- Completed in full prior to the event opening and;
- Given to a Shire Environmental Health Officer or the event organiser on the day of the event.

Any temporary structures greater than 9m² that have not been certified by completion of this form must not be occupied.

EVENT DETAILS	
Name of event	
Location of event	
Event date/s	
Structures List all you have erected	
Event organiser	
INSTALLER DETAILS	
Name	
Business name	
Registration no.	
Address	
Phone	
Email	
DECLARATION	
I hereby certify that the structure listed above have been erected and/or constructed in accordance with their respective engineering details and/or manufacturer's instructions.	
Signature of installer	
Date	

Submit this form to events@esperance.wa.gov.au or to the event organiser.

Supporting Tool 7: Temporary Structures Checklist

The following check list identifies the elements that require checking prior to the facility being used:

<input type="checkbox"/>	Anchorage are adequate and holding fast.
<input type="checkbox"/>	Describe the soil type and identify ground-holding parameters.
<input type="checkbox"/>	Wall and roof bracing is installed and adequately tensioned.
<input type="checkbox"/>	All ropes or tensioned straps are in good order and correctly fastened.
<input type="checkbox"/>	Fabric is tensioned and not prone to ponding.
<input type="checkbox"/>	Exits are correctly identified and not obstructed.
<input type="checkbox"/>	Exposed ropes and stakes are identified and will not be a hazard to the public.
<input type="checkbox"/>	All locking pins and bolts are in place and correctly tensioned.
<input type="checkbox"/>	All structural supports are sound.
<input type="checkbox"/>	All locking pins and bolts are in place and correctly tensioned.
<input type="checkbox"/>	Any fabric tears have been repaired.
<input type="checkbox"/>	Flooring is even and there are no tripping hazards.
<input type="checkbox"/>	Walls are adequately secured.
<input type="checkbox"/>	Rope and pole tent has its full complement of side uprights, anchor stakes, pulley blocks and guy ropes.
<input type="checkbox"/>	Rope and pole tent hoists are secure and can only be released by an authorised person.
<input type="checkbox"/>	The structure is adequate for the predicted weather.

Source: Department of Health, *Guidelines for concerts, events and organised gatherings 2022*