

Environment Department

Bob Roberts Interim Executive Director Environment

Mark Pundsack BEng (Hons), CEng, MStructE, MRICS, MinstLM

Assistant District Surveyor

PO Box 270

Guildhall

London EC2P 2EJ

Phone: 020 7332 1000

Fax: 020 7332 1968

Email: district.surveyor@cityoflondon.gov.uk

Website: www.cityoflondon.gov.uk/buildingcontrol



**London Building Acts (Amendment) Act 1939 Part IV
Special and Temporary Buildings & Structures
Application for Consent under Section 30 of the London Building Acts
(Amendment) Act 1939.**

To be filled in by the person responsible for the work or the person carrying out the work.

I intend to erect a Temporary Building/Structure. This application is made in accordance with Section 30 (1) of the London Building Acts (Amendment) Act 1939. (See note 1.)

Address / location of structure:

What will the structure be used for and for what period will the structure be required?

Your full name and address:

Phone number:

Can we reply by email?

email address:

Are you the:

Architect?

Surveyor?

Project Manager?

Builder?

Other

Full name and address of the person or company for whom the structure will be erected:

Phone number:

Is this the structure's:

Owner?

Occupier?

Other

Description of proposed building or structure:

Please list the plans / calculations you have enclosed or attach a schedule.

When do you expect to start the work?

Don't know.

You must notify us of commencement at least 48 hours before the work starts.

Your signature.

Date.

Please make sure you have:

enclosed the Section 30 charge (see note 3);

signed the application form; and

enclosed sufficient plans or electronic image of them (see note 2).

Notes to help you fill in your Section 30 application.

1. About Section 30

This applies to certain temporary buildings and structures (although you may want them to be permanent) that are either not covered by the Building Regulations, or are built with materials that may deteriorate if not maintained properly. Structures such as stages and grandstands put up for a special event are dealt with under this section.

2. When Submitting your application

We would appreciate some supporting information to help us process your application quickly and efficiently. What we would like to see is:

- A site/location plan.
- A plan and elevations showing the proposed structure.
- A method statement outlining the procedures in place for ensuring the structure has been erected correctly.
- Insurance/accreditation documentation.
- The system specification if a particular unitised system is to be used.
- Calculations from a structural engineer (preferably independent) showing that the structure will adequately resist all the forces imposed upon it
- Calculations from a structural engineer (preferably independent) showing that the extra load can be supported by the area on which the structure is to be erected whether it be a road, roof, grass or other location.

Please send us either one set of plans or a PDF file. Please show as much detail as possible with all relevant test or checking certificates. If you need any help, please phone us on 020 7332 1000 and ask for the surveyor dealing with your structure.

3. Paying the Section 30 charge

The Section 30 charge should be paid by the person or company the work is being carried out for. This is usually the owner or occupier. Please see the table below for the amount due. If you are not sure how much charge is due, phone us on 020 7332 1000. You should pay the Section 30 charge online. There is no VAT on the Section 30 charge.

4. Customer surveys

From time to time, the City of London District Surveyor's Office carries out customer surveys. Any personal information you give us will be processed in line with the General Data Protection Regulation (GDPR). It will only be used to improve the service we provide and will not be shared with any third party. If you have any queries, please contact us.

5. Signatures

You need to sign your application.

6. Other permission

You may also need to make an application to us under the Building Regulations (either a building notice or a full plans application). See below for contact details.

7. Contacting us

Once you have filled in this form, send it to the following address with your plans and pay the appropriate charge online.

Table of Section 30 charges

If you would like to discuss the charges for a particular project or need any help with the application or this table, please phone us on 020 7332 1000.

The Section 30 charge should be paid by the person or company the work is being carried out for. This is usually the owner or occupier.

You should pay the Section 30 charge online. There is no VAT applicable on the Section 30 charge.

Type of application		Fee
Erecting a special building or structure intended to be kept permanently.		To be agreed based on details of structure. Please contact us for a detailed quote.
Erecting a Grandstand to be used for a special event.	Up to 600 Seats	£580
Erecting a Grandstand to be used for a special event.	Over 600 Seats	To be agreed based on details of structure. Please contact us for a detailed quote.
Erecting a Framed tower for loudspeakers, lighting, video screens, etc.		£500 (+50% for each additional tower of a similar type)
Erecting a structure of a complex nature or an air inflated structure.		To be agreed based on details of structure. Please contact us for a detailed quote.
Erecting a marquee for a special event.	Marquee up to 30m.sq	£500
	Marquee over 30m.sq	£700