

# City of London District Surveyor's Building Control Guidance Note

## Special & Temporary Structures

### Introduction

This guidance note is intended to give advice on the use of special or temporary structures within the City of London and how to make an application under Section 30 of the London Building Acts (Amendment) Act 1939. We understand that a quick turnaround is essential when it comes to temporary structures and we therefore offer a rapid service and we are more than happy to discuss your proposal before a formal application is made to ensure that no undue delays are encountered.

### Legislation and guidance that applies

Section 30 of the London Building Acts (Amendment) Act 1939 controls special and temporary structures within Inner London and deals mainly with their structural stability. The document does not however provide much guidance on how to do this. We would recommend that you follow the guidance outlined in the current editions of the Institution of Structural Engineers publication 'Temporary demountable structures: Guidance on procurement, design and use' and the Departments for Culture, Media and Sport's 'Guide to Safety at Sport Grounds'.



### What is a special or temporary structure?



A temporary structure is one that is in place for a short time only, typically no longer than 28 days, that is designed to be erected and dismantled manually. They are usually lightweight structures that are used for a wide variety of public and private events. They include, but are not limited to, grandstands, marquees, stages and other structures usually exempt from [Building Regulations](#).

A special structure is a temporary structure that may only be being used for a single event or is being used in an unusual circumstance. Due to their more unique nature a special structure could be subject more rigorous checking than a temporary structure and therefore we recommend allowing a bit more time for the application to be processed.

### How to make an application and information that we need to assess your submission

Making an application is a simple process that involves submitting an application form along with supporting information and the relevant fee. Both the application form and the list of fees can be downloaded from our [website](#).

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.



## Things to consider

It's worth bearing in mind that there are other City of London Departments that may need to be informed about your structure. It would therefore be beneficial to contact the following to ensure that the structure does not accidentally contravene any other legislation:

- Environmental Health           Tel: 020 7332 3630   Email: [publicprotection@cityoflondon.gov.uk](mailto:publicprotection@cityoflondon.gov.uk)
- Trading Standards            Tel: 020 7332 3406   Email: [tradingstandards@cityoflondon.gov.uk](mailto:tradingstandards@cityoflondon.gov.uk)
- Planning                        Tel: 020 7332 1710   Email: [plans@cityoflondon.gov.uk](mailto:plans@cityoflondon.gov.uk)
- Highways                        Tel: 020 7332 1572   Email: [Kay.English@cityoflondon.gov.uk](mailto:Kay.English@cityoflondon.gov.uk)

You may also need to notify the [Health and Safety Executive](#).

If you have any queries about special or temporary structures and our role or if you are unable to contact any of the above please feel free to contact us at [district.surveyor@cityoflondon.gov.uk](mailto:district.surveyor@cityoflondon.gov.uk) or on 020 7332 1000.

## Other services we offer

The City of London District Surveyor's Office also provides a number of other services, principal among which is the provision Building Regulations approval for permanent structures within the Square Mile. If you would like to know more about the services we provide please visit our website at [www.cityoflondon.gov.uk/buildingcontrol](http://www.cityoflondon.gov.uk/buildingcontrol) or contact us at [district.surveyor@cityoflondon.gov.uk](mailto:district.surveyor@cityoflondon.gov.uk) or on 020 7332 1000.

### Environment Department

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