ARGYLL AND BUTE COUNCIL

TEMPORARY DEMOUNTABLE AND RAISED STRUCTURES

Guidance and Application Pack

Document owner	Building Standards
Version	1.1
Date	November 2026
Status	Council guidance and application pack

Version control

Version	Date	Change record	Document owner
1.1	November 2026	Current version recorded on cover	Building Standards

Please read this guidance before submitting an application.

Contents

Sections 1–11 explain the application and approval process. Forms A–D contain the application, design certificate, certificate of completion of erection and inspection, and final erection checklist. Section 12 provides further reading. The reproduced forms begin after section 11 and retain their original internal page layout.

Ref.	Section	Page
1	About this guidance	3
2	What counts as a raised or temporary structure?	3
3	Start early	3
4	The process in five steps	4
5	What to send with your application	4
6	Design and safety points	5
7	Checks during and after erection	5
8	Structures used for more than one day	6
9	Approval to use the structure	6
10	Quick application checklist	6
11	How to contact Building Standards	7
A	Application for Building Standards Certificate	8
B	Design Certificate for the Erection of a Raised Structure	11
C	Certificate of completion of erection and inspection	12
D	Final erection checklist	14
12	Useful further reading	16

1. About this guidance

Use this pack when planning to erect and use a temporary demountable structure or a raised structure in Argyll and Bute. Read the guidance first, then complete the application form and provide the supporting information. The pack also includes a design certificate, a certificate of completion of erection and inspection, and a final erection checklist.

The main law is section 89 of the Civic Government (Scotland) Act 1982. A raised structure must not be used to provide raised seating or standing accommodation unless the Council has approved its use. The Council must be satisfied that the structure is safe and that people can enter, leave and escape safely in an emergency.

Important

This is general guidance. It does not replace the law, event licence conditions, fire-safety duties, health and safety duties or the responsibility of designers, contractors and event organisers to make sure the structure is safe.

2. What counts as a raised or temporary structure?

For this pack, a raised structure will normally mean a temporary platform, stand, stage or similar structure with a finished floor more than 600 mm above the surrounding ground and used for people to sit or stand on. The Council may also ask for information about other temporary structures where there is a public-safety risk.

- Temporary grandstands and spectator platforms
- Stages and performance platforms
- Viewing platforms and hospitality decks
- Commentary booths and media towers
- Temporary multi-level structures
- Structures supporting screens, lighting or sound equipment
- Boxing or fighting rings and similar raised areas

3. Start early

Contact Building Standards as early as possible and provide the event dates and proposed date for the final erection check. Even where the event date is fixed, the Council needs enough time to check the design, consult other organisations where necessary, and confirm that the structure has been erected safely. Late or incomplete applications can delay approval.

4. The process in five steps

1. Apply	Send the completed application form, the correct fee and the supporting information.
2. Design check	The Council reviews the drawings, specification and structural information. An independent engineering check may be required.
3. Consultation	The Council may need to consult the Scottish Fire and Rescue Service or another enforcing authority, depending on the location and use.
4. Erection and final check	The completed structure is checked by the Council or a suitable competent person, as agreed in advance.
5. Consent to use	The structure must not be used until the Council is satisfied that it is safe and the required approval has been issued.

5. What to send with your application

Your application must give the Council enough clear information to understand what will be built, where it will be located, how it will be used and how it will remain safe. Use the list below to prepare the supporting information and section 10 to check that the application package is complete.

- Completed Council application form and the required fee.
- Location plan showing exactly where the structure will be placed.
- Dimensioned floor plans, elevations and sections.
- Site levels or ground slope where this affects the structure.
- Details of stairs, ramps, handrails, barriers, guarding and access routes.
- Structural design drawings and calculations prepared by a competent person where required.
- Design loads, ground-bearing information, leg loads, anchorage or kentledge details and bracing.
- Maximum design and operating wind speeds, with a wind-management plan where relevant.
- Details of any equipment suspended from or supported by the structure.
- Emergency escape and fire-safety information where relevant.
- Any product information, test certificates or other evidence needed to support the design.

Competent person

A competent person has enough training, knowledge and experience to take responsibility for the particular task. They should understand the type of structure being used and recognise the limits of their expertise. The Council may ask for evidence of qualifications or relevant experience. Competence must relate to the task undertaken, whether this is structural design, erection inspection or another check described in this pack.

6. Design and safety points

Temporary does not mean low risk. A temporary structure can be heavily loaded, exposed to wind and weather, placed on uneven ground, or used by large crowds. The design must deal with the actual site and the way the structure will be used.

- Use appropriate current design standards. Do not mix design standards in a way that creates an inconsistent structural design.
- Check stability against wind, sliding and overturning.
- Confirm the ground can safely carry the loads from base plates, legs or supports.
- Show all bracing, ties, anchors, kentledge and fixings.
- Allow for repeated use and the condition of reused components.
- Consider crowd movement, vibration and dynamic loading where relevant.
- Assess accidental impact or collision risks where they could occur.
- If the structure is supported by an existing building, provide evidence that the existing building can safely carry the additional loads.
- Keep combustible materials and ignition sources away from escape routes and use suitable flame-retardant materials where required.

7. Checks during and after erection

Before erection starts, agree the checking arrangements with Building Standards, including whether the Council or a suitable competent person will carry out the final check. Large or complex structures may need checks at more than one stage. A final check must be completed before use.

- Location matches the approved plan
- Ground and supports are suitable
- Base plates, sole plates, anchors and kentledge are correct
- Main members are not bent, damaged or badly worn
- Connections, welds, bolts, pins and locking devices are secure
- Bracing is complete and correctly installed
- Handrails, barriers and guarding are secure
- Stairs and ramps are correctly formed and safe to use
- Gangways and escape routes are clear and wide enough
- Seats and seating components are secure
- Suspended equipment is correctly supported
- Electrical installations and lightning protection are satisfactory where applicable
- The operating wind limit has been confirmed

Any fault, missing item or departure from the approved design must be reported and corrected before the structure is used. The final position should be recorded in writing.

8. Structures used for more than one day

Agree the checking plan with Building Standards early if the structure will be used for more than one day. Building Standards may require daily checks or written confirmation from the appointed competent person before use each day. Deal immediately with changes caused by weather, crowd behaviour, movement, damage or unauthorised alterations.

9. Approval to use the structure

The Council will only approve use when it is satisfied that the structure has been safely designed and erected, the required checks and consultations are complete, and any outstanding issues have been resolved. Approval may include conditions about use, capacity, stewarding, wind limits or other safety controls.

Offences

Any person who uses or permits the use of a raised structure to provide raised accommodation without the Council's approval, or who contravenes a condition in a notice served by the Council, may be guilty of an offence and liable on summary conviction to a fine. An application is not required where a building warrant for the raised structure has been granted by Argyll and Bute Council.

10. Quick application checklist

No.	Item	Included?
1	Application form	[ ]
2	Application fee	[ ]
3	Location/site plan	[ ]
4	Floor plans, elevations and sections	[ ]
5	Specification	[ ]
6	Structural drawings and calculations	[ ]
7	Ground/support information	[ ]
8	Wind loading and wind-management information	[ ]
9	Access, guarding and escape details	[ ]
10	Fire-safety information where applicable	[ ]
11	Design certificate	[ ]
12	Proposed date/time for final erection check	[ ]

11. How to contact Building Standards

Send your application to the Building Standards area office responsible for the location of the structure. For general advice, telephone the Council Customer Service Centre on 01546 605518. Council website: Argyll and Bute Council.

Area	Office	Email
Bute & Cowal	Argyll House, Alexandra Parade, Dunoon, PA23 8AJ	buildingstandards.bandc@argyll-bute.gov.uk
Oban, Lorn & the Isles	Municipal Buildings, Albany Street, Oban, PA34 4AW	buildingstandards.olandi@argyll-bute.gov.uk
Mid Argyll, Kintyre & Islay	1A Manse Brae, Lochgilphead, Argyll, PA31 8RD	buildingstandards.maki@argyll-bute.gov.uk
Helensburgh & Lomond	Helensburgh and Lomond Civic Centre, 38 East Clyde Street, Helensburgh, G84 7PG	buildingstandards.handl@argyll-bute.gov.uk

Fees

A fee of £250 is payable for each raised structure over 600 mm above adjacent levels, with a separate application required for each structure. Payment may be made by debit or credit card, cash or cheque payable to Argyll and Bute Council. Card payments can be made through the Council website or by telephoning 01546 605518. The application will not be registered or processed until the appropriate fee has been paid. If submitted calculations require an additional independent check, a further charge may be applied.

Data protection

Personal information provided to the Council will be handled in line with data-protection law and the Council's privacy information.

For Official Use Only:	
Reference No.	
Date of Receipt	
Fee Paid	Date of Receipt

APPLICATION FOR BUILDING STANDARDS CERTIFICATE

Only applicable to structures over 600mm above adjacent levels

Civic Government (Scotland) Act 1982
Section 89 (Consent to Use a Raised Structure)

1(a) **Applicant** (IN BLOCK CAPITALS)	1(b) **Duly authorised Agent** (if any)
Name	Name .....
Address	Address .....
.....	..... .
.....	....
Post Code……Tel. No…….....	Post Code……Tel. No.....
Email……..	Email…….

2. Give details of type of Raised Structure which the applicant proposes to erect (e.g. platform, stand staging, etc)

.....
.

3. What equipment, if any, will be loaded and positioned on the Raised Structure?

.....

4. What is the maximum number of persons who will be accommodated in or on, the Raised Structure?

……

5. Will the persons mentioned above be seated, standing, dancing or otherwise?

……

6. Give the address (and name, if applicable) of the location of the proposed Raised Structure. (If no name or address, a location plan or sketch should be provided.

……

7. For what period of time is the Raised Structure to be used?

From …… To ……

8. State the nature of the circumstances for which the Raised Structure is required.

……

9. Declaration

I/We* declare that the particulars given on this form are true and accurate.

Signed ..... Date ……...

[applicant/duly authorised agent*]

***Delete as appropriate**.

Your completed application form should be sent to the area office closest to the location of your project (see details below)

For further information and advice please contact your local Building Standards Surveyor at the relevant area office or phone our Customer Service Centre on 01546 605518

Bute & Cowal	Argyll House, Alexandra Parade, Dunoon. PA23 8AJ buildingstandards.bandc@argyll-bute.gov.uk
Oban, Lorn & the Isles	Municipal Buildings, Albany Street, Oban, PA34 4AW buildingstandards.olandi@argyll-bute.gov.uk
Mid Argyll, Kintyre & Islay	1A Manse Brae, Lochgilphead, Argyll, PA31 8RD buildingstandards.maki@argyll-bute.gov.uk
Helensburgh & Lomond	The Helensburgh and Lomond Civic Centre, 38 East Clyde Street, Helensburgh, G84 7PG buildingstandards.handl@argyll-bute.gov.uk

CUSTOMER SERVICE EXCELLENCE

Notes for Guidance

- The application should be accompanied by a fee of £250.00 which is charged per raised structure
  (only applicable to structures over 600mm above adjacent levels) with a separate application for Building Standards Certificate required in each case. Argyll and Bute Council accept the following payment methods: - Debit/Credit Card, Cash or Cheque (payable to Argyll and Bute
  Council). Debit/Credit Card payments can be made either via our website or by telephoning our customer services number 01546 605518. Application for permission to erect a Raised Structure will not be registered or processed until the appropriate fee has been paid.

- All relevant information regarding the Raised Structure should accompany this application: This should include scaled drawings showing the position of the structure on a location plan and details, specific to the structure i.e. floor plans, sections, elevations etc. Failure to provide drawings sufficient to determine your submission will result in your application and fee being returned to you.
- A Design Certificate for the erection of a Raised Structure should also be provided at this time, completed by the persons, appropriately qualified and authorised to erect/check the structure.

  Note: If calculations are provided which require to be checked an additional charge will be levied.

  On completion of the structure, prior to the event, “A Certificate of Completion of Erection and Inspection of a Raised Structure”, should be provided to Building Standards.
- Any person who: -

(a) uses or permits the use of a Raised Structure for the purpose of providing for themselves or others, raised accommodation without the approval of the Council; or

(b) Contravenes a condition contained in a notice served on him by the Council.

Shall be guilty of an offence and liable on summary conviction, to a fine.

- Application need not be made for the use of any Raised Structure in respect of which a Building Warrant has been granted by Argyll and Bute Council.

Any personal data that you have been asked to provide on this form will be held and processed in accordance with Data Protection Legislation. You can find out more about your rights in relation to data protection on the Council’s Website.

BUILDING STANDARDS DEVELOPMENT AND INFRASTRUCTURE SERVICES
CIVIC GOVERNMENT (SCOTLAND) ACT 1982

DESIGN CERTIFICATE FOR THE ERECTION OF A RAISED STRUCTURE

I/We hereby certify that the Raised Structure at
.....

.....for the purpose

of…….....
....

has been designed in accordance with the recommendations of British Standard BS5950 (BS EN 1090-2:2018), BS8118 (BS EN 1999-1-1:2007+A2:2013), BS6399 (BS EN 1991-1-1:2002). The steel tubes and fittings comply with BS 1139-2-2:2009+A1:2015 and all other materials with the appropriate British Standard Specification.

I/We also certify that the structure will be adequately supported on firm ground with the required bearing capacity, or otherwise adequately supported complying with BS EN 12811-1:2003. Before putting the structure into use, a Certificate of Completion of Erection should be signed and returned to the area office closest to the location of your property (detailed below)

Signed:..... Qualifications:……

Dated:..... Designation:…….

On behalf of: .....

Address: .....

Telephone No: .....

E-mail address: …….

*Where tubes and fittings other than steel are to be used, or proprietary systems, full details are to be given, with Test Certificates, where required, to prove structural stability and/or compliance with the relevant British Standard/Code of Practice

Your completed Design Certificate should be sent to the area office closest to the location of your property (see details below)

For further information and advice please contact your local Building Standards Surveyor at the relevant area Office (detailed below) or phone our Customer Service Centre on 01546 605518

Bute & Cowal	Argyll House, Alexandra Parade, Dunoon. PA23 8AJ buildingstandards.bandc@argyll-bute.gov.uk
Oban, Lorn & the Isles	Municipal Buildings, Albany Street, Oban, PA34 4AW buildingstandards.olandi@argyll-bute.gov.uk
Mid Argyll, Kintyre & Islay	1A Manse Brae, Lochgilphead, Argyll, PA31 8RD buildingstandards.maki@argyll-bute.gov.uk
Helensburgh & Lomond	The Helensburgh and Lomond Civic Centre, 38 East Clyde Street, Helensburgh, G84 7PG buildingstandards.handl@argyll-bute.gov.uk

BUILDING STANDARDS DEVELOPMENT AND INFRASTRUCTURE SERVICES

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

CERTIFICATE OF COMPLETION OF ERECTION AND INSPECTION OF A RAISED STRUCTURE

Name of Client: .....

Name of Contractor: .....

Address of Site: .....

……

Date of Consent: .....

Expiry Date: .....

Description of Structure: .....

.....

Date of Inspection: .....

Result of Inspection: .....

.....

Name and Qualification of Person who made the Inspection: .....

.....

I hereby certify that the structure has been (erected and completed) in accordance with the Design Certificate and relevant British Standards and/or Codes of Practice.

Signed.....Date…… .....

Name and Address of Relevant Person .....…….. .....

Full Member of Institution of Civil Engineers/Corporate Member of Institution of Structural Engineer or other Competent Person* ***Delete as appropriate.**

Date of Becoming Full Corporate Member……

Your completed Certificate of Completion should be sent to the area office closest to the location of your project (see details below).

For further information and advice please contact your local Building Standards Surveyor at the relevant area office
(detailed below) or phone our Customer Service Centre on 01546 605518

Bute & Cowal	Argyll House, Alexandra Parade, Dunoon. PA23 8AJ buildingstandards.bandc@argyll-bute.gov.uk
Oban, Lorn & the Isles	Municipal Buildings, Albany Street, Oban, PA34 4AW buildingstandards.olandi@argyll-bute.gov.uk
Mid Argyll, Kintyre & Islay	1A Manse Brae, Lochgilphead, Argyll, PA31 8RD buildingstandards.maki@argyll-bute.gov.uk
Helensburgh & Lomond	The Helensburgh and Lomond Civic Centre, 38 East Clyde Street, Helensburgh, G84 7PG buildingstandards.handl@argyll-bute.gov.uk

CUSTOMER SERVICE EXCELLENCE

Notes:

1. This Certificate is in respect of the Civic Government (Scotland) Act 1982 and does not relieve the applicant of the need to comply with any other enactments.

2. All Certificates must be lodged with Building Standards prior to the commencement of the event

3. For small installations it may be possible for the completion to be signed off by a person, company or organisation, other than a registered structural engineer, if that person, company or organisation has suitable experience in this line of work and supervises the workforce. The definition of “small installation” and “suitable experience” shall be at the discretion of Building Standards.

D. Final erection checklist

Use this checklist as a prompt for the final erection check. Record S = satisfactory, NS = not satisfactory, or NA = not applicable, and describe any action required. Section 7 explains the requirement to report and correct faults, missing items or departures from the approved design before use, and to record the final position in writing.

Item to check	Result	Action / notes
Location matches the approved plan		
Ground and supports are suitable		
Base plates, sole plates, anchors and kentledge are correct		
Main members are not bent, damaged or badly worn		
Connections, welds, bolts, pins and locking devices are secure		
Bracing is complete and correctly installed		
Handrails, barriers and guarding are secure		
Stairs and ramps are correctly formed and safe to use		
Gangways and escape routes are clear and wide enough		
Seats and seating components are secure		
Suspended equipment is correctly supported		
Electrical installations and lightning protection are satisfactory where applicable		
The operating wind limit has been confirmed		

12. Useful further reading

These documents may be useful for designers, event organisers, competent persons and officers dealing with larger or more complex temporary structures:

- Civic Government (Scotland) Act 1982, especially section 89.
- Institution of Structural Engineers: Temporary Demountable Structures - guidance on procurement, design and use.
- Guide to Safety at Sports Grounds (Green Guide).
- Health and Safety Executive guidance on temporary demountable structures and event safety.
- Relevant Eurocodes, British Standards and manufacturers' technical information for the structure being used.

Remember

If you are unsure what information is needed, contact Building Standards before submitting the application. Early discussion is usually the quickest way to avoid delay.