**Temporary Demountable Seating**

Refer to eGuide ‘Seating’, ‘Stand Construction’ and ‘Stand Plans’ sections.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event name |  | | | |
| Hall/location |  | | | |
| Dates | From: |  | To: |  |

|  |  |
| --- | --- |
| **The following information must be submitted with this form at design stage:** | |
| **Detailed plan to include:** | |
| Number of exits |  |
| Width of exit routes |  |
| Number of rows |  |
| Number of seats per row |  |
| Location and number of wheelchair spaces |  |
| Gangway width between tiered seats and flat floor |  |
| Height of back row protection |  |
| Front loading only | Y/N |
| Disabled access and egress |  |
| Disabled seating area travel distance to exit |  |
| Lighting in tunnels | Y/N |
| Clearance height under venue structure/facilities |  |

***Copies of all drawings and structural calculations must be attached.***

|  |  |  |
| --- | --- | --- |
| ***To be completed by a structural engineer appointed by the event organiser:*** | | |
| Declaration:  Additional Comments: | I have reviewed the plans and calculations of the seating structure and am satisfied that it appears adequately stable and presents no significant structural risk. | |
| **Signed: Name: Company: Date:** | | |
| ***To be completed by a competent person appointed by the event organiser:*** | | |
| Declaration:  Additional Comments: | I have checked the non-structural elements of the seating plans and confirm that these comply with the eGuide ‘Seating’, ‘Stand Construction’ and ‘Stand Plan’ sections and any relevant venue requirements.  **All areas of non-compliance must be detailed and addressed in a risk assessment** | |
| **Signed: Name: Company: Date:** | | |
|  | | |
| ***For venue use*** | | |
| Documents received and reviewed by: | |  |
| Ticket sales authorised: | | Yes / No |
| Signed: | |  |
| Dated: | |  |