



Marquee Requirements- under 20m²

This checklist identifies the elements that will require checking prior to the facility being used. If you answer 'no' to any questions below, the temporary structure/marquee may need repairs or alterations.

1. Are anchorages adequate and holding fast? Yes No
 2. Describe the soil/ground type: _____
 3. Is the wall and roof bracing installed and adequately tensioned? Yes No
 4. Are all ropes/tensioned straps in good order and correctly fastened? Yes No
 5. Is fabric tensioned so that it is not prone to ponding? Yes No
 6. Are the exits correctly identified and not obstructed? Yes No
 7. Are any exposed ropes and stakes identified so they are not a hazard to the public? Yes No
 8. Are all locking pins and bolts in place and correctly tensioned? Yes No
 9. Are all structural supports sound? Yes No
 10. Have all fabric tears been adequately repaired? Yes No
 11. Is the flooring even; preventing trip hazards? Yes No
 12. Are the walls adequately secured? Yes No
- FOR ROPE AND POLE TENTS:**
13. Does the tent have the full complement of side uprights, anchor stakes, pulley blocks and guy ropes? Yes No
 14. Are the hoists secure and only controlled by an authorised person? Yes No

As the person responsible for the erection of the structure, I confirm that the temporary tent/marquee has been assembled and installed in accordance with the manufacturers or engineers specifications and design and has been adequately anchored so that it is fit for purpose and able to withstand all anticipated loads.

PERSON CONDUCTING CHECK:

Name: _____ **Signature:** _____

Please be advised that all marquees are to be regularly checked and serviced at least every 12 months. Any marquees or temporary structures greater than 20m² will be required to be serviced and maintained by a relevant service company and must be certified by a structural engineer. Contact Environmental Health Services for the relevant form and information.

PLEASE COMPLETE THIS CHECKLIST ONCE YOUR MARQUEE HAS BEEN ERECTED AND SECURED.

Environmental Health Officers may request to see this checklist on inspecting your stall/marquee.