

<b>FORM</b>	<b>VERSION</b>
<b>RETS</b>	<b>02</b>



## Appendix H – Request to Erect a Temporary Structure (RETS) Form

### Section 1:

NP to complete Section 1. Submit the completed form to: [Notifications@gravenhill.co.uk](mailto:Notifications@gravenhill.co.uk)

<b>1</b>	<b>Plot Number and Postal Address:</b>		
<b>2</b>	<b>Contact Person:</b>		
	<b>Phone Number:</b>		
	<b>Email:</b>		
<b>3</b>	<b>Details of Structure:</b>	<i>Purpose:</i>	
		<i>Dimensions:</i>	
		<i>Construction Materials:</i>	
		<i>Location: (attach a plan giving dimension from boundaries/other structures)</i>	
		<i>Evidence of Structural Suitability:</i>	
<b>4</b>	<b>Duration:</b>	<i>Provide Dates:</i>	



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## Section 2: GHVDC Authorisation

GHVDC to complete, NP/OSC to comply with conditions:

<b>1</b>	<b>GHVDC Reference:</b>		
<b>2</b>	<b>Plot Number and Postal Address:</b>		
<b>3</b>	<b>Date RETS Received:</b>		
<b>4</b>	<b>GHVDC Representative:</b>		
<b>5</b>	<b>GHVDC Decision:</b>	Approved	
		Approved with conditions	
		Rejected	
		Reason for rejection	
<b>6</b>	<b>GHVDC Decision Comments/Conditions:</b> <i>(if applicable)</i>	<p>NP/OSC to comply with these conditions:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	
<b>7</b>	<b>Date and Time Decision Returned:</b>		



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## Section 3: RETS Completion Notes

<b>1.</b>	<b>What is a Temporary Structure?</b>
	<p>GHVDC recognise for some self-builders a temporary structure will be beneficial during construction.</p> <p>A workshop is a typical temporary structure. This includes solid structures and those made of fabric.</p> <p>Proprietary ready built welfare units and toilets are exempt. Non-proprietary ones are <u>not</u> exempt for which approval must be sought and obtained using this form.</p>
<b>2.</b>	<b>Why is Consent needed?</b>
	Development Rule 2.15.1 prohibits such structures without our consent.
<b>3.</b>	<b>Conditions</b>
<b>3.1</b>	No structure shall:
	<ul style="list-style-type: none"> <li>(1) exceed 2.5m high</li> <li>(2) Be more than 10m in width</li> <li>(3) Exceed 50m<sup>2</sup> in area</li> <li>(4) remain for longer than necessary for its purpose</li> <li>(5) Have Hot Works take place within it unless suitable precautions are taken</li> <li>(6) Be used for a purpose prohibited by Development rules or law</li> <li>(7) Be used as temporary accommodation</li> </ul>
<b>3.2</b>	Any structure shall be:
	<ul style="list-style-type: none"> <li>(1) included in Construction Phase and Fire Risk Control Plans. These must be updated to include your structure if the structure is added later during your build.</li> <li>(2) suitable for its intended purpose</li> <li>(3) Professionally designed unless it is a proprietary unit</li> <li>(3) Erected in a safe manner and properly maintained</li> <li>(4) Of such strength to withstand expected weather conditions</li> <li>(5) Of non-flammable materials if reasonably practicable</li> <li>(6) Of minimal flammability if (6) not possible</li> <li>(7) Sheeting/coverings shall be to Loss Protection Control Board fire retardant standard</li> <li>(8) If a tent/marquee, made of fire retardant material</li> </ul>