

The Chief Executive
Unitary, Metropolitan, District
and London Borough Councils
in England and Wales
The Town Clerk, City of London
The Clerk, Council of Isles of Scilly

27 April 2007

Dear Sir / Madam,

I am writing to draw your attention to the attached complementary copy of ***Temporary Demountable Structures: Guidance on procurement, design and use (third edition)***. This has been prepared by an expert group with representatives from this Department, industry and the Institutions of Structural and Civil Engineers.

This document provides guidance on the procurement, design, erection and use of temporary demountable structures such as grandstands, marquees, stage structures and barriers. Towers and masts to support media facilities are also included. It is intended for event organisers, venue owners, local authorities, contractors and suppliers of demountable structures and for competent persons who are responsible for their design.

Demountable structures are used for a variety of functions at public and private events and may accommodate substantial numbers of people. The safety of users is of paramount importance, and guidance is offered on hazards and risks associated with these structures, and on achieving safe structures.

Temporary demountable structures differ from conventional structures in several ways. The structural components are often lightweight, rapidly assembled, readily dismantled and reusable. The ratio of dead to imposed loading on a temporary structure will be quite different to that of a permanent structure yet the temporary structure may need to withstand substantial horizontal and vertical loads from crowds. The wind loading on the structure will be very different when it is erected in Oxford to when it is used in Newcastle and wherever it is erected the wind loading will differ depending on the time of year. Ground and site conditions will vary from one location to another.

However, temporary demountable structures are often required at short notice so clients, contractors and local authority officers may have to make decisions quickly so the approach to planning, design, erection and use needs to be one of flexibility and judgement.

The new edition features new approaches to the design of temporary structures to resist wind loads as well as extensive new information about statutory control, erection and inspection. It includes a new section on the provision of viewing facilities for wheelchair users.

There has been some concern within the event industry that some local authorities were unaware of the guidance contained in the earlier editions and so I would ask you to alert the relevant people in your authority to this new publication. The CLG recommends that you consider adopting the guidance when acting as the responsible authority for assessing these structures from a public safety viewpoint and additionally that you consider adopting the guidance when procuring these structures for events where the authority is the client.

Further copies of this guide may be obtained direct from the Institution of Structural Engineers of via the following link:-

<http://www.istructe.org/publications/pubdetails.asp?pid=138>

I hope you will find the document useful.

Yours faithfully,

Shona Dunn
Head of Sustainable Building Division