

# Suspended structures stand submission checklist

To help ensure that your stand plans are checked and processed in a timely manner, it is really important that you have submitted all the requested information below. Failure to not submit all the necessary documents may result in delays in issuing permission to build, incurring additional costs for having to make amends to your stand designs and further delays on site.

In addition to the documents need for ground support stand, if you are suspending items above your stand then please ensure that you have provided these additional documents

<u>Customised/bespoke/non modular structures</u>		<u>Non complex structures, fit for purpose</u>	
<input type="checkbox"/>	<b>Full dimensional stand plans</b>	<input type="checkbox"/>	<b>Full dimensional stand plans</b>
<input type="checkbox"/>	height of suspended structure from floor to top of structure	<input type="checkbox"/>	height of suspended structure from floor to top of structure
<input type="checkbox"/>	All dimensions of structure	<input type="checkbox"/>	All dimensions of structure
<input type="checkbox"/>	Height of any platform and details of ramp	<input type="checkbox"/>	Confirming any doors on stands have a vision panel
<input type="checkbox"/>	Showing exact location on stand, specifically location away from any dividing back wall	<input type="checkbox"/>	Showing exact location on stand, specifically location away from any dividing back wall

<input type="checkbox"/>	<b>Stand Visuals</b>	<input type="checkbox"/>	<b>Stand Visuals</b>
<input type="checkbox"/>	Clear visual showing suspended structure Showing overall layout and design of stand	<input type="checkbox"/>	Clear visual showing suspended structure Showing overall layout and design of stand
<input type="checkbox"/>	Detail of all materials e.g. wood, aluminium, PVC, Fabric	<input type="checkbox"/>	Detail of all materials e.g. wood, aluminium, PVC, Fabric

<input type="checkbox"/>	<b>Technical Drawings</b>		
<input type="checkbox"/>	Detailed structural/Technical drawings		
<input type="checkbox"/>	Hanging point connection drawing details (Section) showing how the suspended load is supported. This should including the fixing sizes, spacing and strengths. Please note all fixings should be structurally rated.		

<input type="checkbox"/>	<b>Structural Calculations</b>		
	Created by a qualified structural engineer		
	Structural calculation for the suspended rigged elements, including details of material sizes, strengths and spacing of framing elements.		

The below documents apply to all types of suspended structures

<input type="checkbox"/>	<b>Risk Assessment</b>	<input type="checkbox"/>	<b>Method Statement</b>
	Templates & guidance available <a href="#">here</a>		Templates & guidance available <a href="#">here</a>
	Ensure your Risk Assessment covers the suspended structure stand. Consider:		<ul style="list-style-type: none"> <li>Ensure your Method Statement covers the suspended structure. Consider:</li> </ul>
	<ul style="list-style-type: none"> <li>Working at height</li> </ul>		<ul style="list-style-type: none"> <li>Exhibition Timetable</li> </ul>
	<ul style="list-style-type: none"> <li>Items falling from height</li> </ul>		<ul style="list-style-type: none"> <li>Equipment needed, including complex lifts</li> </ul>
	<ul style="list-style-type: none"> <li>Complex structures and use of lifting equipment/need for complex lifts</li> </ul>		<ul style="list-style-type: none"> <li>Stability</li> </ul>
	<ul style="list-style-type: none"> <li>Experienced staff</li> </ul>		<ul style="list-style-type: none"> <li>Erection and timetable of build</li> </ul>
	<ul style="list-style-type: none"> <li>Venue official riggers</li> </ul>		
	<ul style="list-style-type: none"> <li>Structural engineer</li> </ul>		

<input type="checkbox"/>	<b>Construction &amp; Dismantle Phase Plan</b>		<b>Public Liability Insurance</b>
	Templates & guidance available <a href="#">here</a>		
	Ensure you have included the suspended structure in this document		

Don't forget to check the [Stand Plan Submission Checklist](#) for your floor supported structures.