

Marquees & Temporary Demountable Structures (TDS) Checklist


This check list provides assurances that you are meeting the safety requirements for the erection, use and dismantling of your marquee or temporary demountable structure [TDS] under the Construction & Design Management Regulations 2015. TDS do not include tables, chairs or shelving except where the latter forms part of the structure of the marquee or exceeds 1.8m in height.

If you need further guidance please contact Tony Lane, the Safety Officer for the event, as follows: tony@amlane.co.uk, or AA Senior Technical Officer, Simon Richmond simon@trees.org.uk or **01242 522152**.

Exhibitor Name	Stand Number
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Section 1: Marquee / Tentage

Complete only if you are erecting a tent, gazebo or marquee on your plot otherwise proceed to section 2.
(See Risk Assessment Guidance Notes paragraph 3c)

PLEASE ANSWER THE FOLLOWING QUESTIONS	Y / N / NA
1. Are YOU erecting your own marquee, tent or gazebo on your plot? If NO go to Q3	
2. If YES indicate the type of structure being erected and the approximate size in metres (L x W x H)?	
3. Please provide the name, contact details and web address of the business supplying and erecting your marquee / tent? Name / Contact Number / Web address:	
4. Is the contractor providing the marquee a MUTA registered hire business? If YES goto Q8.	
5. If NO provide a copy of their Public Liability Insurance (minimum £1 million indemnity)	
6. If NO provide a 'Risk Assessment' for the erection, use and break down of the marquee.	
7. If NO Please verify that the marquee fabric materials (roof, sides, drapes, floors) comply with the fire retardant standards as set out in the <i>MUTA Best Practice Guide (April 2016)</i>	
8. Provide details of marquee construction (e.g Frame, Traditional, Inflatable, Nordic, Stretch, Saddlespan).	
Declaration: I verify that to the best of my knowledge that the above information is true and correct.	Date and PRINT Name below:

Section 2: Temporary Demountable Structure

Temporary Demountable Structures are defined as anything that is built onsite from component parts and then dismantled when the show is completed. These may include prefabricated parts as well as parts made to measure onsite. The section relates to TDS that may fall on visitors and all TDS in excess of 1.8m in height. Any TDS erected above 1.8m and any that support visitors / public e.g. staging or steps. (See Stand & Demonstration Risk Assessment Guidance paragraph 22).

Describe below the structure to be built and materials to be used.	
Please provide a sketch plan below or separately showing dimensions of the structure to be built and a floor plan to show the position of the structure within your allocated exhibitor space.	Y / N / NA
If the structure is exposed to wind please confirm that it has been designed to withstand the required wind loading by a competent person?*	
If the structure is required to carry a vertical load please confirm that the necessary load calculations have been undertaken by a competent person?*	

* A competent person is deemed to have sufficient theoretical and practical knowledge to make engineering load calculations such as a Structural Engineer.

Sketch Plan

If you have a prepared image, photo etc., please attach these separately.

Declaration:	Date and PRINT Name below:
I verify that to the best of my knowledge that the above information is true and correct.	

Please return this form to events@trees.org.uk