

Notification of acceptance of use of temporary structures

(§ 69 State Building Regulations for Baden-Württemberg, LBO BW)

by e-mail to: **m.obst@hockenheim.de**
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Stadtverwaltung Hockenheim
Fachbereich Bauen und Wohnen
Baurechtsamt
68766 Hockenheim

IMPORTANT: This document is for guidance only. To apply for the use of temporary structures, it is mandatory to submit the form in German language.

The event

Installation site – Hockenheimring _____

Type of event _____

Time of installation _____

(date, day of installation)

Duration of the event _____

(date, from - to)

Type of system _____

(marquee, grandstand, stage, fairground rides)

Inspection logbook number _____

Execution approval _____

(valid until)

Owner of the temporary structure _____

(Lender)

Responsible applicant

Company/team _____

Last name, first name _____

Street and house number _____

Postcode and place of residence _____

Telephone/mobile phone _____

Fax/e-mail _____

I undertake to pay the costs (fees and expenses) incurred as a result of this notification. I have taken note of the information and legal regulations on the following pages.

Date, place

Signature of applicant

Please note the following points:

1. Arrange appointment

The date for the required acceptance of use must be agreed in addition to the written notification procedure. The contact persons at the Hockenheim building authority are Mr Obst and Mr Kübler, who can be reached by e-mail at m.obst@hockenheim.de and c.kuebler@hockenheim.de or by telephone on +496205/ 21 2644 and +496205/ 21 2647.

2. No acceptance on weekend

The installation of the system must be planned in such a way that an acceptance test can generally be carried out between Monday and Friday mornings. It is essential to make an appointment. No acceptance is possible at weekends.

3. Submission of the notification

This notification must be submitted to the Hockenheim building authority at least four weeks before the intended installation for fairground rides and at least 10 days before the intended installation for all other temporary structures (tents, stages, etc.).

4. Inspection logbook and execution approval

A proper inspection logbook with a valid execution licence is mandatory for formal acceptance. The inspection logbook must be presented during the acceptance procedure.

5. Evidence for extensions

If extensions to a temporary structure are planned, e.g. kitchen or bar to a marquee, these require an inspection logbook regardless of their dimensions.

6. Distances / Fire walls/ Roofs

When erecting temporary structures, in particular tents or similar, the provisions of Section 5 LBO BW and Sections 7 and 9 of the General Implementation Ordinance to the LBO (LBOAVO) must be observed and complied with.

7. Notification form

Please complete page 1 in full and send it by e-mail to the addresses given. Alternatively, the form can also be sent by fax to +496205/2605 for the attention of Mr Obst / Mr Kübler.

8. Offences

Failure to notify the erection/installation of a temporary structure constitutes an administrative offence pursuant to Section 75 (1) (12) LBO BW. This can be penalised with a fine of up to €100,000 (Section 75 (4) LBO BW). In addition, in the absence of notification or inadequate execution, e.g. due to missing or insufficient ballasting, immediate prohibition of use of the system may be imposed.

Information on the notification procedure for temporary structures (Section 69 LBO BW)

Definition

Temporary structures are structures that are suitable and intended to be erected and dismantled at different locations. This also includes fairground rides. The prerequisite for carrying out the notification procedure is the indication of the number of the associated inspection logbook in which a temporary work permit is contained.

Suitable location

The choice of location is a matter for the operator. However, the erection or operation of a temporary structure may be prohibited in the event of incompatibility with the surroundings or violation of public law regulations. These include, for example, noise emissions, parking space issues, distance to existing buildings, nature conservation.

Freedom from prior notification

Temporary structures are exempt from notification if this is specifically noted in the inspection logbook or if an execution licence is not required. These are:

- Temporary structures up to 5 metres high that are not intended to be entered by visitors
- Tents with a floor area of up to 75 m²
- Children's rides with a speed of less than 1 m/s and less than 5 m high
- Stages up to 100 m² floor area and less than 1.5 m floor height including roofs or superstructures under 5 m
- Toilet trailer

If temporary structures that are actually not subject to notification are arranged in a row or attached, the entire installation must be considered and an inspection logbook is required.

(In exceptional cases, static and technical fire protection certificates may be sufficient).

Notification procedure

The intended erection of temporary structures requiring authorisation must be notified in writing to the building supervisory authority **at least four weeks in advance for fairground rides and at least 10 days in advance** for all other temporary structures, e.g. tents, stages, etc. Please use our notification form.

Site plan:

The submission of a **site plan at a scale of 1:500 or 1:1000** is always required.

Please enter the following:

- The project (tent, ride, etc.) with the dimensions
- Distances to buildings and property boundaries
- Escape routing
- If necessary, use additional plans at a larger scale (1:200, 1:100)

Other permits

Permits, e.g. under the German Catering Act (Gaststättengesetz) or nature conservation law, may have to be applied for separately from the relevant authorities. An application must be submitted for events and for licences in accordance with the German Catering Act (Gaststättengesetz).

Cost debtor

Acceptance for use is subject to a charge.

The fees are calculated on a case-by-case basis. If there is no assumption of costs by a third party, the person who made the report is liable for the costs within the meaning of the State Fees Act (Landesgebührengesetz).

Material requirements according to building law

While the static calculation and the construction plans of the temporary structure, including the required material certificates and manufacturer's declarations of conformity, must be included in full in the inspection logbook, the local conditions must be taken into account each time the structure is erected. These include, among others:

- Clearance areas in accordance with § 5 LBO BW in relation to the property boundaries or neighbouring buildings.
- Development, escape routes and fire brigade access
- Subsoil conditions
- Arrangement of ballast instead of pegs (e.g. due to existing paving)

As a rule, temporary structures are not calculated for snow loads. When installing in winter, ensure that no snow remains on the roof by heating.

Assembly and acceptance of use

The authority decides whether to carry out an acceptance test. The inspections by experts (e.g. in accordance with special building regulations or TÜV) stipulated in the construction licence are a prerequisite for acceptance for use. Further experts, in particular, with regard to fire protection, can be consulted. Acceptance for use may be subject to conditions.

The date for acceptance of use must be agreed in good time with the Hockenheim Building Law Office. The construction must be completed by then. Please note that we do not accept usage at weekends.

Dismantling

At the end of the installation period, there is also an obligation to dismantle the temporary structure.

Longer-term setup

If temporary structures are erected for a longer period of time, the building supervisory authority can stipulate subsequent acceptance procedures and perform these.

Regulatory offences

Failure to notify the construction / erection of a temporary structure constitutes an administrative offence pursuant to Section 75 (1) (12) LBO BW. This can be penalised with a fine of up to €100,000 (Section 75 (4) LBO BW).

Contact person at the Hockenheim building authority

Mr Obst and Mr Kübler can be contacted by e-mail or telephone as follows:

m.obst@hockenheim.de and c.kuebler@hockenheim.de
+496205/ 21 2644 and +496205/ 21 2647