

4m high and under single storey 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.

<input type="checkbox"/> Full dimensional stand plans		<input type="checkbox"/> Stand Visuals
<input type="checkbox"/> height of stand from venue floor to top of dividing back wall	<input type="checkbox"/>	Showing overall layout and design of stand
<input type="checkbox"/> height of stand from venue floor to top of all structures	<input type="checkbox"/>	Visual of the material for any long runs of walling along open sides
<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"/> Length and width of stand		
<input type="checkbox"/> Length of any long runs of walling along open sides	<input type="checkbox"/>	Glazing , if applicable
<input type="checkbox"/> Any enclosed rooms		Confirmation that any glazing conforms to the regulations

<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Method Statement
Templates & guidance available here	Templates & guidance available here
Suitable & sufficient document showing all risks with building and dismantling the stand. Consider:	Suitable & sufficient document detailing your method on how this stand will be constructed safely and on time. Consider:
• Working at height	• Exhibition Timetable
• Electrical Installations	• Staffing Levels
• Manual handling	• Equipment needed
• Laying of platforms	• Stability
• Use of tools	• Waste management
• Staff welfare	• Erection and timetable of build
• Long working hours	

<input type="checkbox"/> Construction & Dismantle Phase Plan	<input type="checkbox"/> Public Liability Insurance
Templates & guidance available here	Send a copy of your Public Liability Insurance
Document to demonstrate that you have thought about health & safety involved with the construction and dismantling of your stand	

Are you suspending any items above the stand? If so then please ensure you have also checked the [Stand Plan Submission Checklist](#) for these structures.