

# Double Deck 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"/>	<b>Full dimensional stand plans</b>		<b>Stand Visuals</b>
<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"/>	<b>Glazing</b> , if applicable
<input type="checkbox"/>	Square metre of upper deck area. The maximum sqm allowed is no more than 50% of the stand sqm.		Confirmation that any glazing conforms to the <a href="#">regulations</a>
<input type="checkbox"/>	Travel distance from the furthest point on the upper deck to a position off the stand		
<input type="checkbox"/>	<b>Staircase Dimensions</b>		
<input type="checkbox"/>	Number of staircase steps		
<input type="checkbox"/>	Height, width and depth of staircase steps		
<input type="checkbox"/>	Dimensions of staircase landings		
<input type="checkbox"/>	Confirmation that the step risers are not open		
<input type="checkbox"/>	Height of handrails and confirmation that they extend beyond the steps		
<input type="checkbox"/>	<b>Balustrades</b>		
<input type="checkbox"/>	Height and material infills of all handrails and balustrades		
<input type="checkbox"/>	<b>Other</b>		
<input type="checkbox"/>	Ceiling details		
<input type="checkbox"/>	Position and orientation of doors		
<input type="checkbox"/>	Any enclosed rooms		

<input type="checkbox"/>	<b>Technical Drawings</b>	<input type="checkbox"/>	<b>Structural Calculations</b>
	Detailed structural/Technical drawings		Created by a qualified structural engineer
	Detailed drawings of the staircase		Must be a structural study of stability and Resistance

<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>
	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:
	<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>Live Edge working</li> </ul>		<ul style="list-style-type: none"> <li>Live edge working</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>Equipment needed, including complex lifts</li> </ul>
	<ul style="list-style-type: none"> <li>Electrical Installations</li> </ul>		<ul style="list-style-type: none"> <li>Staffing Levels</li> </ul>
	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>		<ul style="list-style-type: none"> <li>Stability</li> </ul>
	<ul style="list-style-type: none"> <li>Laying of platforms</li> </ul>		<ul style="list-style-type: none"> <li>Waste management</li> </ul>
	<ul style="list-style-type: none"> <li>Use of tools</li> </ul>		<ul style="list-style-type: none"> <li>Erection and timetable of build</li> </ul>
	<ul style="list-style-type: none"> <li>Staff welfare</li> </ul>		
	<ul style="list-style-type: none"> <li>Long working hours</li> </ul>		

<input type="checkbox"/>	<b>Construction &amp; Dismantle Phase Plan</b>		<b>Live Edge Working Policy</b>
	Templates & guidance available <a href="#">here</a>		Template & guidance available <a href="#">here</a>
	Document to demonstrate that you have thought about health & safety involved with the construction and dismantling of your stand		Completed Live edge working policy detailing all control measures in place to reduce the risk of falling from a live edge.

<input type="checkbox"/>	<b>Public Liability Insurance</b>		
	Send a copy of your Public Liability Insurance		

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.