

Suspended loads/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 required for ground support stands, if you are suspending items above your stand then please ensure that you have provided these additional documents.

IMPORTANT – please tick each item below to confirm that you have submitted all these documents to be checked and share this checklist with your stand plan submission to Ops Squad via the online stand plan submission platform.

<u>Customised/bespoke/non modular suspended loads structures</u> e.g wood, foamex, floral		<u>Non complex suspended structures, fit for purpose</u> e.g. truss and fabric banners only	
☐	<u>Full dimensional stand plans</u>	☐	<u>Full dimensional stand plans</u>
☐	Including height of suspended load/structure from floor to top of structure	☐	Including height of suspended structure from floor to top of structure
☐	All dimensions of suspended load/structure	☐	All dimensions of suspended structure
☐	Showing exact location on stand, specifically location away from any dividing back wall	☐	Showing exact location on stand, specifically location away from any dividing back wall
☐	<u>Stand Visuals</u>	☐	<u>Stand Visuals</u>
☐	Clear visual showing suspended load/structure showing overall layout and design	☐	Clear visual showing suspended structure Showing overall layout and design of stand
☐	Detail of all materials e.g. wood, aluminium, PVC, Fabric, lights, floral	☐	Detail of all materials e.g. aluminium, PVC, Fabric, lights

BELOW MUST BE SUBMITTED FOR ALL CUSTOMISED/BESPOKE/NON MODULAR SUSPENDED LOAD/STRUCTURES:

☐	<u>Technical Drawings</u> Dimensioned construction drawings showing exactly how the proposed complex suspended load/structure is constructed, this should include the following:	☐	<u>Structural Calculations</u> Structural design calculation report justifying the proposed Complex Stand, prepared by a suitably qualified structural engineer, this should include the following:
☐	Details of the primary framing members including the frame section sizes, materials and grades	☐	Description of the stand name and number, the event name, location and time period of installation.

☐	Plan and elevation drawings of the suspended load's primary structure.	☐	The structural design engineering company's name, contact and qualifications.
☐	Plan and elevations drawings of the supporting truss if required.	☐	Description and values of the proposed vertical loads, including allowance for auxiliary equipment and fixings
☐	Section detail drawing showing the suspended load's hanging point fixings and how the primary frame is supported with structurally rated fixings including fixings size grade and load capacity.	☐	Analysis and design calculation justification of the primary framing members spanning between hanging points.
☐	Description and details of any secondary structure, cladding and signage that could affect the structural behaviour.	☐	Analysis and design calculation justification of the key hanging point fixings details, including size and grade of fixings.
☐	Structural details of any fixings required to tie the internal frame together.	☐	Analysis and design calculation justification of the design and characteristic hanging point reaction loads.
☐	Structural details must be reflective and consistent with the structural design report.	☐	Description of type of hanging point lifting equipment e.g. manual lifting chains, motorised lifting chains, rigging truss spreaders.

You must ensure that you cover the activities and risks of all complex and non-complex suspended loads/structures in the following documents:

☐	Risk Assessment	☐	Method Statement
☐	Construction & Dismantle Phase Plan	☐	Public Liability Insurance
☐	Waste Management Plan		

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