

Temporary Structures at events in Islington's parks and green spaces

Through agreement with Building Control the council has concluded that the following structures will not require an application for a Temporary Structure Licence (TSL).

- Inflatables with a floor area **less than** 4m X 4m and no higher than 4m in height
- Marquees / Gazebos with a floor area **less than** 6m X 6m and no higher than 5m in height

If any structure you are planning to use at your event is larger than these measurements, please go to page 2 for further information about applying for a TSL from Building Control.

Even though the structures described above have been deemed safe enough to not warrant a TSL, this does not mean that the risk they pose to event staff, volunteers or the general public, is insignificant.

For the council to be satisfied that they are erected, monitored and dismantled safely, you will be required to agree to a number of conditions before permission will be granted to erect them at your event.

If you are using a marquee or gazebo at your event you will need to read through this document and also Documents 2 and 4 which have sections to complete. They are all downloadable from [EventApp](#).

If you are using an inflatable structure at your event you will need to read through this document, Documents 3, 4 and 5 which have sections to complete, and you will need to review the [National Association of Inflatable Hirers statement](#) (NAIH). The documents are all downloadable from [EventApp](#).

Summary of documents you need to read/complete/upload and when;

Document number	Gazebos or marquees being erected	Inflatables being erected	When
1 (this document)	Yes	Yes	Asap
2	Yes	No	Asap
3	No	Yes	Asap
4	Yes	Yes	Once structure is up
5	No	Yes	Once structure is up
NAIH Statement	No	Yes	Asap

Structures Requiring Temporary Structure Licenses at the Discretion of Building Control (020 7527 5999 or building.control@islington.gov.uk)

- Essentially TSLs are for structures more than 1.8m in height unless excluded in the previous guidelines for marquees and inflatables (see summary table below)
- The following criteria should exclude the majority of domestic sized structures and are discretionary
- One application will cover up to six structures requiring TSLs per site AND also any number of structures that DO NOT require a TSL (this is to ensure event organisers only have to go through one process for their structures)

A TSL application form can be downloaded [here](#). The completed form should be sent to building.control@islington.gov.uk at least two weeks before the event date.

This process is entirely separate from the event application process and is dealt with by the Building Control Team. Please keep in contact with them to progress your application.

Summary of when a TSL is required;

Structure	TSL Required If:	Fees
Inflatable	Area exceeds 4m x 4m	Small / locally run event (£115) Commercial event/Other structure (£300) plus £115 per hour for additional officer time/site visits
Marquee	Area exceeds 6m x 6m	Small / locally run event (£115) Commercial event/other structure (£357) plus £115 per hour for additional officer time/site visits
Other Temporary Structure	Applies to any other structures which exceed 1.8m in height and that would otherwise not be regulated by the Building Regulations.	Small / locally run event (£115) Commercial event/other structure (£357) plus £115 per hour for additional officer time/site visits