



3m high and under – 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 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.

Full dimensional stand plans		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"/>	Glazing , if applicable Confirmation that any glazing conforms to the regulations
<input type="checkbox"/>	Length of any long runs of walling along open sides	<input type="checkbox"/>	Ceiling , if applicable Confirmation of area covered and measurement of any support
<input type="checkbox"/>	Any enclosed rooms		

<input type="checkbox"/>	Safety Questionnaire & Fire Certificates
	Complete Safety Questionnaire – Space Only
	Submit Fire Certificates for materials, where necessary.

<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		• Equipment needed
	• Manual handling		• Staffing Levels
	• Laying of platforms		• Stability
	• Use of tools		• Waste management
	• Staff welfare		• Erection and timetable of build
	• Long working hours		

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