

OCCUPANCY PERMIT APPLICATION FOR A PLACE OF PUBLIC ENTERTAINMENT (POPE) & SITING OF PRESCRIBED TEMPORARY STRUCTURES – Form 15

(BUILDING ACT 1993, Part 5 Division 2 Section 53 & Section 57, Building Regulations 2018 , Reg 186)

Event Name

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Applicant Details

Entity Name			
Name			
Postal Address			
Phone		Email	

Are you the owner of the property?

- Yes
 No (Please complete details below.)

Owner Details

Entity Name			
Name			
Postal Address			
Phone		Email	

Property Details (where the event is proposed to be held)

Name of Property (if applicable)			
Street no.		Street name	
Suburb		Post code	
Lot no.		LP/PS	

Number of Persons

Indicate the maximum number of persons to attend the event at any one time. Note: this includes everyone on the property including but not limited to all workers (volunteers, staff, suppliers, emergency management personnel), participants, spectators, and public.	
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Period of Occupation when Public Entertainment is Being Carried out

Start Date		End Date	
Start Time		End Time	

Prescribed Temporary Structures

1. Will there be tents or marquees with a floor area more than 100m ² ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
2. Will there be stages exceeding 150m ² in floor area?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
3. Will there be seating stands for more than 20 People?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
4. Will there be prefabricated buildings exceeding 100m ² ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

If the answer to any of the above is **Yes**, please provide details below

	Structure 1	Structure 2	Structure 3
Type of structure marquee, stage, seating, prefab			
Size/capacity of structure			
VBA occupancy permit number			
Copy of permit attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hire company details			
Temporary structure erectors contact name			
Temporary structure erectors registration number			
Temporary structure erectors contact phone number			
Hire company email address			

Note: Structural details/certification may also be required for temporary structures that do not require a Victorian Building Authority Occupancy Permit.

Note: Location of all temporary structures needs to be indicated on the site plan for the event

Existing Building Details *(list existing buildings proposed to be used for the event)*

You are also required to attach a copy/s of the most current Annual Essential Safety Measures Report (AESMR) for the building/s

Building Number/Name/Description		AESMR	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Building Number/Name/Description		AESMR	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Building Number/Name/Description		AESMR	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Location for the Display of the Occupancy Permit

Must be displayed in a prominent position accessible to the public.

Place of Public Entertainment Safety Officer/s details

Name	Officer 1	Officer 2
Mobile Phone Number		
Email		
Address		
Qualifications <i>(copy of documents required)</i>		

Toilet Facilities

Location	Female		Male			Unisex		Accessible			
	Closet fixtures	Wash basins	Closet fixtures	Urinals	Wash basins	Closet fixtures	Wash basins	Female Closet fixtures	Male Closet Fixtures	Unisex Closet fixtures	Wash basins
Total											

Note: Facilities should be distributed as evenly as possible across the event site.

Drinking Water

How many drinking water fountains do you propose to provide?	
Location of drinking fountains:	
Note: The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event. Drinking water fountains should be distributed as evenly as possible	

Unsafe Areas

Are there any unsafe areas where public access should be restricted?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Location of unsafe areas (details also to be marked on site plan)		

Emergency Management & Evacuation Plan

Have you prepared an emergency management and evacuation plan for the proposed event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Note: An emergency management and evacuation plan must be provided with this application.		

Lighting

Will the event be conducted after daylight hours?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, provide details of lighting and detail on site plan		

First Aid

Will a First Aid room be provided? (only required if event is over 5,000 people)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, provide location and details on site plan		
Dimensions of First Aid room (minimum size is 24m ²)		
First Aid service provider name		

Fire Safety

Are there any existing fire-fighting equipment located within the venue?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
List all existing firefighting equipment (type & location i.e. fire extinguishers, hose reel and hydrants)		
Will additional fire-fighting equipment be provided within the venue?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
List any additional firefighting equipment to be provided (type & location i.e. fire extinguishers, hose reel and hydrants)		

Note: All firefighting equipment also to be listed on the site plan

Requirements for extinguishers as per AS2444, General provisions – Class 2 to 9 buildings

Class AE or E	To cover fire risks associated with emergency services switchboards.
Class F	To cover fire risks involving cooking oils and fats in kitchens.
Class B	To cover fire risks in locations where flammable liquids in excess of 50 litres are stored or used (not including that held in fuel tanks of vehicles).
Class A	<p>To cover fire risks in normally occupied less than 500 m² not provided with fire hose reels (excluding open-deck carparks).</p> <p>To cover fire risks in classrooms and associated corridors in primary and secondary schools not provided with fire hose reels.</p> <p>To cover fire risks associated with a Class 2, 3 or 5 building or Class 4 part of a building.</p>

Other Event Features

Fireworks/Explosives/Flammable Materials	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Amusement Rides	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Naked Flames i.e. for theatrical productions	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Alcohol sold	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Activities within Great Ocean Road Coast & parks Authority	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Activities within Councils parks, gardens, or reserves*	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Activities on roadways or footpaths*	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Changed traffic conditions/Traffic Management Plan	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Note: Further information will be required should the event include any of the above listed features		
Locations of fireworks, amusement rides, naked flames and the like must be marked on the site plan for the event.		

*must be approved by Council

Declaration

I,	am authorised to apply for this permit on behalf of
I do so to the best of my knowledge and understand that it is an offence under section 246 of the Building Act 1993 (Vic) to knowingly make any false or misleading statements or provide any false or misleading information under that Act.	

Signature of Applicant		Date	/ /

2024/25 Payable fees

Description	Price
Place of Public Entertainment – per event (includes 2 temporary siting of structures)	\$2,000
Place of Public Entertainment – resubmission review of permit within 10 business days	\$500 each
Additional Temporary Structures – Siting approval per structure	\$340 each

Ensure you have attached a Site Plan including the following:

- Attach an up-to-date copy of your public liability insurance for 20 million.
- Extent of site boundary fencing and permanent features
- Location and size of all structures
- Amenity Locations
- Widths of exits and the locations and pathways
- Drinking water locations (include free water locations on site plan)
- Fire extinguisher, hydrant, and hose reel locations
- First Aid stations
- Vehicle entry points
- Public exclusion areas or unsafe areas
- Lighting Locations (if conducted after daylight hours)
- Locations of fireworks, amusement rides, naked flames (if applicable)
- Complete checklist of possible additional information required below

Note:

1. At least 20 working days are required for Council to process an Occupancy Permit, **if all requirements are submitted with application.**
2. VBA Occupancy Permits are not including in this process.

Site Plan Checklist

Information on what is required to be included on your site plan when applying for a POPE permit or a Siting Approval.

Existing Elements	Temporary Elements	POPE	Siting
Direction of North		Yes	Yes
Existing drinking water fountains	Temporary drinking water fountains and sources	Yes	
Existing toilet facilities	Temporary toilet facilities	Yes	Yes
Emergency access/egress routes	Temporary Emergency Services access	Yes	Yes
Emergency assembly areas	Temporary Emergency Assembly areas	Yes	
Existing power sources	Temporary generators, power boxes and light towers	Yes	
Existing lighting towers			
Existing fire extinguisher, hoses, or water points (taps)	Temporary fire fighting equipment	Yes	
Existing First Aid facilities	Temporary First Aid facilities	Yes	Yes
Existing steps & ramps	Pedestrian routes including access within, to and from the venue (including disabled routes)	Yes	Yes
Existing entry & exit points	Temporary entry & exit points	Yes	Yes
Existing fences & gates	Fencing (mesh & picket	Yes	Yes
	Pedestrian barriers		
	Entry & exit points		
Existing picnic & seating areas	Temporary viewing and seating areas	Yes	Yes
	Seating areas for wheelchairs		
	Temporary picnic or quiet areas		
Existing car parks including accessible car parks Existing bus stops & train stations Existing traffic lights & pedestrian crossings	Temporary car parks including accessible car parks	Yes	
	Delivery & collection areas		
	Taxi, Accessible & bus drop off & pick up points		

Existing Elements	Temporary Elements	POPE	Siting
Existing buildings & structures	Temporary Structures: <ul style="list-style-type: none"> - Tents and marquees (show size of each) - Prefabricated Buildings (show size of each) - Stages (show size of each) - Seating stands (show size of each) - Food vendors - Aerial rigs - Air castles and mechanical rides 	Yes	Yes
Existing administration facilities	Ticket offices/registration areas	Yes	
	Site offices		
	Operation or communication centres		
	Media areas		
	Security station		
Lost children/property area			
Existing unsafe areas	Restricted areas – fireworks discharge areas, fuel storage, generator areas, back of house for performers etc	Yes	Yes
Existing Liquor Licence areas	Liquor service areas – show locations and barriers	Yes	Yes
	Location of POPE/Siting approval permits & certificates	Yes	Yes