



Lifestyle & Opportunity

Application for Siting Approval Prescribed Temporary Structure (TOP)

Building Act 1993 & Building Regulations 2018 (Regulation 57(1)(a))

TO: MUNICIPAL BUILDING SURVEYOR- BOB BARRASS BS-U 23150 IS HEREBY APPOINTED UNDER SECTION 78 OF BUILDING ACT 1993

From: (Company)	_____	Telephone:
Contact Person:	_____	
Signature:	_____	
Postal Address:	_____	
Email:	_____	

In accordance with Section 54 of the Building Act 1993, I hereby apply for an occupancy permit for a place of public entertainment at:

Property Details	Street No: _____	Street/Road: _____	Town _____
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Commonly known as:	_____
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Do I require a Temporary Occupancy Permit (TOP)? If you answer yes to any of the following you need to complete this form and submit it to the Building Department for a Temporary Occupancy Permit.

Seating stands for more than 20 persons?	Yes	No	Tents or marquees with a floor area more than 100m ² ?	Yes	No
Stage exceeding 150m ² in floor area?	Yes	No	Prefabricated buildings not placed directly on the ground exceeding 100m ²	Yes	No
Orchestra Pit Covers	Yes	No			

If you have answered yes to any of the questions above, you need to complete the next section and submit the form to the Building Department.

Description of any Temporary Structures

	Structure 1	Structure 2	Structure 3	Structure 4
Size:				
Type:				
BCC Permit No:				
Hire Company Details:	_____			
Name of Event:	_____			

Email Contact

Building Practitioner Details:

Registration Number:

PO Box 35
Echuca VIC 3564

Tel (03) 5481 2200
Fax (03) 5481 2290

Free call 1300 666 535

E-mail: shire@campaspe.vic.gov.au

Website: www.campaspe.vic.gov.au

Fees

Fees including GST must be paid on invoice sent to applicant and are payable PRIOR to issue.
Invoices will be emailed

Prescribed temporary structure must be in accordance with permit

The owner, occupier, lessee or a hirer of a prescribed temporary structure must not permit the structure to be used for the purpose of providing public entertainment in contravention of the occupancy permit permitting its use for the entertainment.

Penalty: 100 penalty units, in the case of a natural person

500 penalty units, in the case of a body corporate

61. Owner to notify others of occupancy permit

(1) The owner of a building (Other than a prescribed temporary structure) must notify an occupier of the building, within 7 days after the occupier first enters into occupation of the building or within 7 days after an occupancy permit is issued in respect of the building (whichever is the later), of any occupancy permit in force under this Division in respect of the building.

Penalty: 10 penalty units

(2) The owner of a prescribed temporary structure must notify the occupier, lessee or hirer of the structure within 7 days after the occupier, lessee or hirer enters into occupation of, or leases or hires the temporary structure or within 7 days after an occupancy permit is issued in respect of the structure (whichever is the later), of any occupancy permit in force under this Division in respect of the structure.

Penalty: 10 penalty units.