



Lifestyle & Opportunity

Application for an Occupancy Permit - Form 15 (Place of Public Entertainment)

Building Act 1993 & Building Regulations 2018 (Reg: 1861)

TO: MUNICIPAL BUILDING SURVEYOR
HEREBY APPOINTED UNDER SECTION 78 OF BUILDING ACT 1993

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

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 an Occupancy Permit (POPE)? If you answer yes to any of the following you need to complete this form and submit it to the Building Department for an Occupancy Permit.

Public Assembly Building >500m ²	Yes	No	Place >500m ² used for entertainment that is enclosed	Yes	No
Place >500m ² substantially enclosed	Yes	No	Place >500m ² to which admission is charged	Yes	No

Period of Occupation:							
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Commencement Time							
Conclusion Time							
Display of Permit							
Nominate the location where the permit can be displayed for public viewing, ie usually at the main entrance, ticket booth or administrative / public address building / caravan							
Number of Persons							
Indicate the maximum number of persons that will be in attendance at the event at any one time, ie. Includes participants and spectators.							

Safety Officer Details (You must nominate a Safety Officer for the event) See Note.			
Name:			
Address:			
Contact number during event		Fax No:	
Background Experience/Qualifications:			

Note: A safety officer is usually required to be in attendance at the Place of Public Entertainment to provide for the safety of the public. The Safety Training Qualification is to be held by any person engaged as a Safety Officer to the satisfaction of the Chief Officer of the CFA or the Building Commission. The responsibilities of the Safety Officer include but are not limited to:

1. the operation of fire safety elements, equipment and systems;
2. the establishment and operation of evacuation procedures;
3. the safety of barriers and exits;
4. the exclusion of the public from unsafe areas;
5. the location and designation of passageways and exits;
6. the availability of public toilet facilities and the condition of those facilities;
7. the ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible manner, to the extent that this is not required by any other Act or Regulation;
8. the keeping, testing and storage of flammable material or explosive items and equipment in a safe manner, to the extent that this is not required by any other Act or Regulation;
9. ensuring compliance with all conditions of this permit.

Toilet Facilities Nominate the number and location of all existing permanent amenities and portable/temporary toilet facilities.							
Location (map included)	No. of Female		No. of Male			No of Disable	
	Closet fixture	Wash basins	Closet fixture	Urinals	Wash basins	Closet fixtures	Wash basins
TOTAL							

- One closet fixture for every 200 female persons or part thereof.
- One closet fixture or urinal for every 200 male persons or part thereof, at least 30% of which must be in the form of closet fixtures. Each 600mm continuous length of urinal is considered to be a urinal.
- One wash basin for every 200 persons.
- One unisex disable closet fixture and wash basin for every 20,000 persons or part thereof.

The location of all toilets must be indicated on the site plan for the event.

Drinking Water	
Nominate the number and location of all proposed drinking water fountains	

- One drinking water fountain/tap should be provided for every 200 persons.
- This ratio may be negotiated by consulting with the Municipal Building Surveyor.

- Alternatively, drinking water may be provided at all food and bar outlets free of charge. The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event.

Security Crowd Control Nominate provisions of crowd control and security. Details must include:	
Name of the security organisation:	
Contact phone number during the event	
Number of persons to be engaged for the duration of the event	

Unsafe Areas

Nominate any unsafe areas where public access should be restricted, ie. Portable generators, stages etc. on the site plan for the event.

Exits

Nominate location and width of all ext gates/doors on site plan for the vent.

Emergency Evacuation

Plan/procedure for the event to be provided with application.

First Aid – St Johns Ambulance

Nominate the proposed first aid facilities and officers to be provided for the duration of the event.

Number of First Aid Officers	Number of First Aid Facilities to be provided.

First Aid rooms to be provided as per the following table

Number of Persons	Number of First Aid Rooms

First Aid rooms must:

1. be readily accessible
2. have a floor area not less than 24m²
3. be provided with a suitable wash basin or sink.

The location of all first aid rooms must be indicated on the site plan for the event. Number of person is based on daily attendances of patrons and employees.

Fire Services

Nominate on the site plan any existing fire fighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue. Note: In some cases a fire tanker may be required.

Other Features

Further information will also be required should the event include features such as:

- Fireworks/explosives/flammable materials (a copy of any licence from Worksafe Victoria shall be supplied).
- Amusement rides (all amusement rides are to be registered with Worksafe Victoria).
- Naked flames, ie. Theatrical productions.

Fees

Fees including GST must be paid on invoice sent to applicant.

EXCEMPTION	
<p>Community-based organisations using outdoor recreational facilities greater than 500m2(not including temporary structures) are exempt from requirement to obtain a POPE permit.</p>	
<p>Definition</p> <p><i>Community-based organisations means a body, whether or not a corporate body that –</i></p> <p>Is not established primarily for the purpose of profit or gain; and</p> <p>Does not distribute any part of any profit or gain made in the conduct of its activities to any member or organisation; and</p> <p>Operates in a community wholly for—</p> <p>A philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education or charity</p> <p>Or</p> <p>Any sporting or recreational purpose, including the benefitting of any sporting or recreational club or association.</p>	

Places of Public Entertainment (POPE) Paperwork Checklist

1	Description of event and index	Applicant Use	Office Use Only
2	Application Form (FORM 5)	<input type="checkbox"/>	<input type="checkbox"/>
3	Schedule of proposed buildings and structures to be used during the event	<input type="checkbox"/>	<input type="checkbox"/>
4	Three (3) hard copies of detailed / scaled site plans	<input type="checkbox"/>	<input type="checkbox"/>
5	Prescribed Temporary Structures / permanent structure plan	<input type="checkbox"/>	<input type="checkbox"/>
	Building Commission Occupancy Permit	<input type="checkbox"/>	<input type="checkbox"/>
	Plan of Structure and details	<input type="checkbox"/>	<input type="checkbox"/>
6	Support structure / scaffold / gantry / tower / platform structure or the like	<input type="checkbox"/>	<input type="checkbox"/>
	Building Commission Occupancy Permit	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of approved Form-Certificate of Compliance – Design with drawings	<input type="checkbox"/>	<input type="checkbox"/>
	Scaffold Structure	<input type="checkbox"/>	<input type="checkbox"/>
	Concourse / platform	<input type="checkbox"/>	<input type="checkbox"/>
	Gantry / tower	<input type="checkbox"/>	<input type="checkbox"/>
	Temporary Seating (Building Commission Occupancy Permit may be required)	<input type="checkbox"/>	<input type="checkbox"/>
7	Sanitary Facilities (refer to BCA Vic 102.4)	<input type="checkbox"/>	<input type="checkbox"/>
	Male 1WC per 200 persons, 30% of which must be water closets	<input type="checkbox"/>	<input type="checkbox"/>
	Female 1WC per 100 persons	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled 1 unisex WC per 100 WC or part thereof	<input type="checkbox"/>	<input type="checkbox"/>
	Wash hand basins 1 wash basin per 150 persons	<input type="checkbox"/>	<input type="checkbox"/>
	Drinking Fountains 1 per 150 persons	<input type="checkbox"/>	<input type="checkbox"/>
8	First aid facilities	<input type="checkbox"/>	<input type="checkbox"/>
	1 room 5001 – 10,000 persons	<input type="checkbox"/>	<input type="checkbox"/>
	2 rooms 10,001 – 15,000 persons	<input type="checkbox"/>	<input type="checkbox"/>
	3 rooms 15,001 – 30,000 persons	<input type="checkbox"/>	<input type="checkbox"/>
	1 room for each extra 15,000 persons or part thereof	<input type="checkbox"/>	<input type="checkbox"/>
9	Emergency Management and evacuation manual	<input type="checkbox"/>	<input type="checkbox"/>
	Additional siting permit required	<input type="checkbox"/>	<input type="checkbox"/>
	Is event held on council controlled roadways or footpath	<input type="checkbox"/>	<input type="checkbox"/>