

Application for an Occupancy Permit for a Place of Public Entertainment (POPE)

Please submit this form to buildplan@whittlesea.vic.gov.au or by mail to: 25 Ferres Blvd, South Morang 3752.

Application fee applies. See website for details. **Refer checklists pages 5&6 for additional information.**

Applicant Details

Organisation Name			
Contact Person			
ABN/ACN (if applicable)			
Are you a charity or NFP?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Provide Name:		
Email			
Mobile		Phone	
Postal Address			
Town		Postcode	

Event Information

Name of Event			
Event Type			
Proposed Location of Event			
Proposed Dates		Proposed Times	
Land Owner			
Land Owner Contact Name/Phone/Email			
Written consent from the Land Owner (if not the Land Owner)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Event Coordinator Details

Coordinator Name			
Position			
Email			
Mobile		Phone	
Postal Address			
Town		Postcode	

Council Offices

25 Ferres Boulevard, South Morang VIC 3752
Mail to: Locked Bag 1, Bundoora MDC VIC 3083

Phone: 9217 2170

National Relay Service: 133 677 (ask for 9217 2170)

Email: info@whittlesea.vic.gov.au

Free telephone interpreter service

 **131 450**

ABN 72 431 091 058

whittlesea.vic.gov.au

Event Overview

Briefly describe event including event duration or if multiple event sessions per day, how long each session runs for.					
Event Dates/ Times:					
When will you commence setting up?	Date:		Time:		
When does your event start?	Date:		Time:		
When does your event finish?	Date:		Time:		
When will you complete packing up?	Date:		Time:		
Event Venue/ On Road Activity:					
Is there sufficient parking on site?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Will your event be conducted fully within the property boundaries ie. NOT on a roadway or public land?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If you answered 'No' to any of the above, a Traffic Management Plan may need to be submitted					
Event History:					
Has this event been held before?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, when, and where? (Year, Town)					
Who will attend your event?					
Estimated number of spectators/patrons					
Estimated number of participants/staff					
Estimated (combined) peak attendance number at any given time					
Who is your target audience (eg families)?					
Security Crowd Control (where required and to the satisfaction of the Victorian Police) Provide Security Organisation name, contact details and security numbers provided for the event:			Organisation: Number of security engaged: Contact name and number:		
Entry to your event:			Free	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ticketed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Gold Coin/Donation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Temporary Structures

Please provide a scaled **Site Plan** of your event venue with the **location of each item below** that you are planning to include. Include additional pages for details if required.

Are you installing fencing or temporary barriers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list type (star pickets, free standing, etc.) and size:		
Are you installing tents, booths and/or marquees greater than 100m2 in floor area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, list each tent/booth/marquee and size(s):		
Are you installing prefabricated buildings not placed directly on the ground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list the building type(s) and size(s):		
Are you installing stages greater than 150m2 in floor area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe each stage size and height:		
Are you installing seating stands for more than 20 persons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, type and size:		
What other infrastructure are you using? List type, size and number of additional infrastructure and include on site plan:		

If you have answered 'Yes' to any of the above questions you may need to provide **Victorian Building Authority Occupancy Permit/s** for any **'Prescribed Temporary Structures'**.

Risk Management

As part of your Risk Management obligation, evidence of the following **MUST** be attached to this Event Application:

- Evidence of an assessment of the risks associated with staging your event and the controls to mitigate those risks (eg. Inclusion of a risk matrix)
- An Emergency Plan/Procedure for the event

Public Liability Details

A Public liability insurance Certificate of Currency (coverage to \$20M minimum) **must** be supplied with your application. A certificate of Currency can be obtained from your insurance provider.

Public liability insurance certificate of currency is attached to this application (tick to confirm)

Current public liability insurance valid until: _____ / _____ / _____ Coverage level (i.e. \$20M) _____

Safety & Amenities

Safety Officer Details MUST be provided. For multiple officers, use additional pages if required. (refer to the Checklist for when a Fire Warden may be appointed in lieu of a Safety Officer)	
Number of Safety Officers	
Name/s	
Qualifications (Safety Training Qualification to the satisfaction of the Chief Officer of the CFA or to the VBA)	
Email	
Contact mobile number/s during the event	

First Aid <i>(include the location of First Aid Rooms/facilities on the site plan)</i>						
Nominate the proposed first aid facilities and officers to be provided for the duration of the event (refer checklist):						
Number of First Aid Officers:						
Name of First Aid Provider/Company:						
Contact telephone number:						
Drinking Water <i>(include the location of drinking water on the site plan).</i>						
Number of drinking water fountains/taps (ie. 1 per 200 persons):						
Toilet Facilities <i>(include the location of all toilets, including gender, on the site plan)</i>						
Nominate the number and location of all existing and portable/temporary toilet facilities:						
Location	Public/Portable	No. Female	No. Male	No. Unisex	No. Basins	No. Disabled
Totals						

Display of Permit

Nominate the location where your Permit will be displayed for public viewing at all times for the duration of the event. (usually Main Entrance, Ticket Booth etc) :

Relevant Authorities

Have the relevant authorities (Country Fire Authority (CFA), Victoria Police and Ambulance Victoria) been notified of the event?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Note: the relevant authorities (CFA, VicPol and Ambulance Vic) are required to be provided with a copy of the Emergency Management Plan and site plan for the event together with the completed City of Whittlesea event notification template (refer attached). It is the responsibility of the applicant/event organiser to ensure compliance with any conditions/requirements as recommended/imposed by CFA, VicPol & Ambulance Vic and to without delay provide a copy of these to the Municipal Building Surveyor for consideration.

DECLARATION: I hereby declare that the information provided above is true, correct and there are no false or misleading statements contained within this application. I understand that under Section 246 of the Building Act 1993 it is an offence to knowingly make false or misleading statements, or provide any false or misleading information to a person or body carrying out a function of the Act or the Building Regulations 2018 (penalty applies.)

I have completed the Checklist on Page 5 of this Application

Yes

Date		Name		Signature	
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Privacy Notice: The City of Whittlesea (Council) is collecting your personal information to assist you in making a permit application to Council. This information will not be disclosed to anyone other than the Officers managing your application and as may be required by law. If you do not provide all the required information, Council may not be able to process your application. If you wish to gain access to your personal information collected by Council, contact us at buildplan@whittlesea.vic.gov.au

Please see checklists on following pages to assist you in completing this application.

Places of Public Entertainment Paperwork Check List

Ref	Item	Note	Complete?
1.	Application Form		
2.	Schedule of proposed buildings and structures to be used during the event		
3.	Detailed site plan – refer to notes below	A	
4.	Prescribed Temporary Structures / Permanent Structure/s plans	B	
	<ul style="list-style-type: none"> Victorian Building Authority (VBA) Occupancy Permit Plans of structure and details/Engineering Certificate/s of Compliance (Reg 126 Form) 	C	
5.	Support structure / scaffold / gantry / tower / platform structure or the like		
	<ul style="list-style-type: none"> VBA Occupancy Permit Copy of Approved Form-Certificate of Compliance-Design with drawings Scaffold structure Concourse/platform Gantry/tower Temporary Seating (VBA Occupancy Permit may be required) VBA Registration details of Erector/Supervisor of temporary structures 	D	
6.	Risk / Emergency / Traffic Management Plans		
	<ul style="list-style-type: none"> Risk identification/matrix and Management Plan/s Event Management and Emergency Management procedures and plan Emergency Management and Evacuation manual Safety Officer qualifications (copy of relevant certificate/s, refer checklist) Traffic Management Plan (TMP) if local traffic/transport will be affected 		
7.	Public Liability Insurance/s		
	<ul style="list-style-type: none"> Public liability insurance policy min. \$20,000,000 (Ride operators/stallholders may require their own separate policies) 		
8.	Sanitary/Amenity Facilities (refer to BCA Vic 102.4)-TO BE SHOWN ON SITE PLAN	E	
	<ul style="list-style-type: none"> Male 1 toilet or urinal per 200 persons, 30% of which must be in the form of a toilet (each 600mm continuous length of urinal is 1 urinal) Female 1 toilet per 200 persons 1 unisex disabled facility per 100 toilets or part thereof Wash hand basins 1 wash basin per 150 persons Drinking Fountains 1 per 200 persons 		
9.	First aid facilities – TO BE SHOWN ON SITE PLAN	F	
	<ul style="list-style-type: none"> 1 room 5001 – 10,000 persons 2 rooms 10,001 – 15,000 persons 3 rooms 15,001 – 30,000 persons 1 room for each extra 15,000 persons or part thereof 		
10.	Written Consent from the Land Owner (only if the Owner of the land is not the event applicant)		

Notes:

A. Plans must show extent of grounds, building(s) to be used, and including but not limited to the location of: emergency lighting, emergency exit signs & widths, location & type of fire extinguisher/fire blanket, sanitary facilities, water, first aid, power/generators.

B. For large venues or multi structure site, individual detailed plans showing emergency exits and exit widths, exit signs and emergency lighting, location and type of fire extinguisher/blanket.

C. Check expiry date and whether permit covers type of structure to be used.

D. Check expiry date, drawing and computation (if provided) ref numbers against Approved Form.

E. This minimum number of toilet facilities is provided as a guide only and may vary upon review of the application.

F. First aid facilities station minimum room size of 24m². Rooms must contain a sink or wash hand basin. First aid facilities must be located so as to be convenient to a public road and accessible from within and outside the arena or ground. Smaller events are still required to have first aid facilities.

Checklist for when a Fire Warden may be appointed in lieu of Safety Officers:

The following table may be used as a guide to determine the requirements for attendance of a person appropriately qualified in Fire Warden in lieu of Safety Officer (subject to satisfaction of the Municipal Building Surveyor). **This checklist is to be used as a guide only and is not intended to override the ability of the Municipal Building Surveyor to use his/her discretion regarding the requirements of a safety officer (Regulation 1105).**

	Small Event Up to 500 persons at any one time during the event.	Medium Event Over 500 and up to 5000* persons at any one time during the event.	Major Event Over 5000* persons at any one time during the event.
High Risk Activities	Safety Officer	Safety Officer	Safety Officer
Significant Risk Activities	Fire Warden	Safety Officer	Safety Officer
Moderate Risk Activities	Fire Warden	Fire Warden	Safety Officer
Low Risk Activities	Fire Warden	Fire Warden	Safety Officer

Definitions

High Risk Activities:	The event includes high risk activities including but not limited to motor sports, multiple events running at the same time (eg. Events greater than 5 hours with alcohol being served and where there is a high number of security required. Events that are conducted in places that are covered by Bushfire Management Overlay during time of the year that are likely to be the subject of code red and extreme danger fire periods).
Significant Risk Activities:	The event includes significant risk activities including large mechanical amusement rides, high rise inflatable rides, fireworks and rodeos.
Moderate Risk Activities:	The event is substantially enclosed and does not include any activity described under significant or high risk above. Moderate risk includes events that allow consumption of alcohol.
Low Risk Activities:	The event is not substantially enclosed and does not include any activity described under moderate, significant or high risk above. Low risk activities can include low rise inflatable amusements (platform/finished floor level not more than 3m in height) that are under supervision when in use or animal farms.
Major Event:	Number of patrons is greater than 5000* persons at any one time during the event.
Medium Event:	Number of patrons is greater than 500 persons but no greater than 5000* persons at any one time during the event.
Small Event:	Number of patrons is equal or less than 500 persons at any one time during the event.
Fire Warden:	A person who holds appropriate qualifications to act as a Fire Warden (eg Certified courses conducted by registered institutions for Fire Warden or other suitably qualified persons to the satisfaction of CFA)
Safety Officer:	A person who holds the safety qualification training as a Safety Officer as required by the Chief Officer or Victorian Building Authority (eg FRV run course).
*5000 persons is the number of patrons permitted at any one time without the requirement for POPE in the event is conducted by community based organisations in an outdoor area.	

Event Notification – Place of Public Entertainment

Attn: CFA: firesafetyreferrals@cfa.vic.gov.au

Attn: FRV: guy.mccrorie@frv.vic.gov.au

Attn: Ambulance: events@ambulance.vic.gov.au

Attn: Whittlesea Police: WHITTLESEA-UNI-OIC@police.vic.gov.au

or Mill Park Police: MILLPARK-UNI-OIC@police.vic.gov.au

or Epping Police: EPPING-UNI-OIC@police.vic.gov.au

Dear Sir/Madam

I refer to application for Occupancy Permit – Place of Public Entertainment that has been lodged with the City of Whittlesea and respectfully request consideration of the event and any conditions/requirements that you would like to be considered prior to commencement of the event.

Event Name:

Event Dates:

Event Address:

Event Organiser Name & Contact number:

Number of attendees expected at this event:

First Aid Provider/s:

Safety Officer/s:

Please find attached a copy of the site plan and Emergency Management Plan that were included as part of the application for the Occupancy Permit – Place of Public Entertainment.

A response within 7 days of the receipt of this correspondence will assist with consideration of any conditions/requirements as part of the assessment process of the application for the Occupancy Permit – Place of Public Entertainment.

Please return responses via email to: buildplan@whittlesea.vic.gov.au and events@whittlesea.vic.gov.au .

Kind regards

(Insert Name)

Event Organiser/Applicant