

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.

See page 5 checklist 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			
Proposed Dates		Proposed Times	
Land Owner			

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.					
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					
Proposed Event Location:					
Have you booked your venue?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is there sufficient parking on site?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will your event be conducted fully or partially on a roadway?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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					
Estimated number of participants					
Estimated (combined) peak attendance number at any given time					
Who is your target audience?					
Is 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

Event Infrastructure

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 and/or marquees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, list each 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?	<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:		

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
- 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 (Please provide for all officers, use additional pages if required.)			
Number of Safety Officers			
Name			
Qualifications			
Email			
Mobile		Phone	
Postal Address			
Town		Postcode	

First Aid						
Nominate the location, size and contents of the proposed first aid facilities to be provided for the duration of the event:						
Number of First Aid Officers:						
Name of First Aid Supplier:						
Drinking Water (include the location of drinking water on the site plan).						
Nominate the number of drinking water fountains/taps						
Toilet Facilities (include the location of the toilets, including gender, on the site plan)						
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						

Additional Information

Is there any additional information you'd like to tell us about your event?

<p>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.)</p> <p>I have completed the Checklist on Page 5 of this Application <input type="checkbox"/> Yes</p>					
Date		Name		Signature	

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 checklist on next page 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.	Three (3) copies of detailed site plans	A	
4.	Prescribed Temporary Structures / permanent structure plan	B	
	Building Authority Occupancy Permit Plan of structure and details	C	
5.	Support structure / scaffold / gantry / tower / platform structure or the like		
	VBA Occupancy Permit Copy of Approved Form-Certificate of Compliance-Design with drawings Scaffold structure Concourse / platform Gantry / tower Temporary Seating (Building Commission Occupancy Permit may be required)	D	
6.	Risk management		
	Risk identification and management plan Event management and emergency management procedures and plan Emergency management and evacuation manual		
7.	Public Liability Insurance		
	Public liability insurance policy (\$20,000,000)		
8.	Sanitary / Amenity Facilities (refer to BCA Vic 102.4)	E	
	Male 1 WC per 200 persons, 30% of which must be water closets Female 1 WC per 100 persons Disabled 1 unisex disabled WC per 100 water closets or part thereof Wash hand basins 1 wash basin per 150 persons Drinking Fountains 1 per 150 persons		
9.	First aid facilities	F	
	1 room 5001 – 10,000 persons 2 rooms 10,001 – 15,000 persons 3 rooms 15,001 – 30,000 persons <i>1 room for each extra 15,000 persons or part thereof</i>		

Notes:

A. Plans must show extent of grounds, building(s) to be used, (for small single structure events emergency lighting, emergency exit signs and exit widths, location and type of fire extinguisher/fire blanket and sanitary facilities can be shown on the site plan.

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.