

FOR A PUBLIC EVENT APPLICATION PROCEDURE

The Building Act 1993 (Part 5, Division 2) requires that an **Occupancy Permit** for a **Place of Public Entertainment** (POPE's) must be in existence on land:

- ❖ Which is enclosed or substantially enclosed; or
- ❖ To which admission can be gained by payment of money or the giving of other consideration

and which is used or intended to be used for the purposes of providing *public entertainment*.

What is a place of public entertainment?

A Building or Place used or intended to be used for conducting *public entertainment* or a public meeting - being either of the following:

- A public assembly building of more than 500m² or
- A place of more than 500m², which may include the erection of a prescribed temporary structure being one of the following -
 - a seating stand for more than 20 persons
 - a marquee of more than 100m²
 - a tent of more than 100m²
 - a stage of more than 150m²

What is public entertainment?

Means *an entertainment or meeting to which admission may ordinarily be gained by members of the public*

What you will need to submit to obtain an Occupancy Permit

1. Completion of the attached Form 5
2. **Application Fee (Please call our office on Ph: 9217-2259 for current fee structure)**
3. Full description of the event
4. A plan of the Place to a suitable scale showing –
 - a. All marquees, stages and seating stands
 - b. A copy of the current Occupancy permit issued by the Building Commission for the stage, marquee or temporary structure

- c. Existing and proposed toilet facilities for use by patrons including those for use by disabled people
- d. Number of drinking fountains/outlets
- e. Fire extinguishers and placement of sundry items such as equipment
- f. Access points to the site and position of First Aid facilities if required

The following may form part of the Occupancy permit conditions -

1. Engagement of safety officers to be in attendance at the Place of Public Entertainment to provide for the safety of the public
2. Responsibilities of the safety officer will include the —
 - 2.1. operation of fire safety elements, equipment and systems
 - 2.2. establishment and operation of evacuation procedures
 - 2.3. safety of barriers and exits
 - 2.4. control of the use of naked flame in theatrical productions
3. Exclusion of the public from unsafe areas
4. 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 regulations
5. 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 regulations
6. Location and designation of passageways and exits
7. Availability of public toilet facilities and the condition of those facilities
8. Provision of any proposed additional fire fighting equipment to surrounding areas

Form 15

**BUILDING ACT 1993
BUILDING REGULATIONS 2018
Regulation 186(1)**

**APPLICATION FOR OCCUPANCY PERMIT
Place of Public Entertainment**

To

Leo Parente, BS 19064, Municipal Building Surveyor, City of Whittlesea

From:

Owner or Agent: Telephone:

ACN/ARBN

Email Address

 In accordance with section 42/section 54 of the **Building Act 1993**, I hereby apply for an
Occupancy Permit for the building/Place of Public Entertainment situated at:

Property details:

Number Street/Road City/Suburb/Town

Lot/s LP/PS Volume Folio

Crown allotment Section Parish Country

Municipal District

Nature of Application

 New building [†] Amendment to existing occupancy permit [†]

 Alteration to an existing building [†] Change of use of an existing building

 Place of public entertainment [†] Other [†]
Building permit details: Permit no.

Building practitioners and architects who were engaged in the building work[†]

Name Category/Class Registration No.

Name Category/Class Registration No.

Use applied for:

Part of building Intended Use BCA Class

Part of building Intended Use BCA Class

Certificates of compliance

 Copies of compliance certificates for plumbing work and electrical work are attached in
accordance with regulation 186(2)(b).

Signature of owner or agent **Date**

Note¹: Include building practitioners who were involved in the building work and who were not known or not listed at time of completion of application for building permit