

## 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 500m<sup>2</sup> or
- A place of more than 500m<sup>2</sup>, 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 100m<sup>2</sup>
  - a tent of more than 100m<sup>2</sup>
  - a stage of more than 150m<sup>2</sup>

### 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

Circus	\$324.50
Building	\$592.00
Public Event on Land	\$324.50

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	<input type="checkbox"/>	Amendment to existing occupancy permit	<input type="checkbox"/>
Alteration to an existing building	<input type="checkbox"/>	Change of use of an existing building	<input type="checkbox"/>
Place of public entertainment	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Building permit details:** Permit no. ....

**Building practitioners and architects who were engaged in the building work<sup>1</sup>**

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** .....

 Note<sup>1</sup>: 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

