

APPLICATION FOR A DIVISION 2 OCCUPANCY PERMIT

(For a Place of Public Entertainment)

Building Act 1993

BUILDING REGULATIONS 2006

Part 11, Regulation 1002

Form 5

**TO: Municipal Building Surveyor
Latrobe City Council
P O Box 264, MORWELL VIC 3840
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AUSDOC DX 217733 Morwell

FROM:	Owner of Place of Public Entertainment	<input type="radio"/>	On Behalf of Owner of Place of Public Entertainment	<input type="radio"/>			
Name:							
Postal Address:				Postcode:			
Contact Person:		Phone:	E-mail:				
OWNERSHIP DETAILS: (Only if Agent of Owner listed above)							
Name:							
Postal Address:				Postcode:			
Contact Person:		Phone:	Fax:				
In accordance with Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at No.....Street/Road.....Suburb.....Melways Ref:..... (Address of property where the event is proposed to be held)							
NAME OF THE PROPERTY [WHERE APPLICABLE]							
PRESCRIBED TEMPORARY STRUCTURES							
Is it proposed to have any temporary:							
Seating stands for more than 20 persons?	Yes	<input type="radio"/>	No	<input type="radio"/>			
Stages exceeding 150 m2 in floor area?	Yes	<input type="radio"/>	No	<input type="radio"/>			
Tents or Marquees with a floor area more than 100 m ² ?	Yes	<input type="radio"/>	No	<input type="radio"/>			
Prefabricated buildings not placed directly on the ground exceeding 100m ² ?	Yes	<input type="radio"/>	No	<input type="radio"/>			
NOTE: If the answer to any of the above is Yes, please provide details below							
Type of Structure:							
Size/Capacity of Structure:							
Bld. Commission Permit No:							
Hire Company Details:							
Note: Location of all temporary structures to be indicated on the site plan for the event							
NAME OF EVENT							
PERIOD OF OCCUPATION							
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Commencement Time							
Conclusion Time							
LOCATION FOR THE DISPLAY OF OCCUPANCY PERMIT							
Note: Must be in a prominent position accessible to the Public.							
NUMBER OF PERSONS	Indicate the maximum number of persons to be in attendance at the event at any one time ie. includes participants and spectators:						
SAFETY OFFICER DETAILS							
Name:		Name:					
Address/Email:		Address/Email:					
Mobile:		Mobile:					
Qualifications:		Qualifications:					

TOILET FACILITIES												
Nominate the number and location of all existing and portable/temporary toilet facilities.												
Location	No of Female		No of Male			No of Disabled [Unisex]		No of Disabled				
	Closet Fixtures	Wash Basins	Closet Fixtures	Urinals	Wash Basins	Closet Fixtures	Wash Basins	Female Closet Fixtures	Female Wash Basins	Male Closet Fixtures	Male Wash Basins	
TOTAL												
DRINKING WATER												
Nominate the number of proposed drinking water fountains.												
Note: The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event.												
SECURITY CROWD CONTROL												
Nominate provisions for crowd control and security. Details must include:												
• The name of the security organisation.												
• Contact phone number during the event.												
• Number of crowd controllers/security officers to be provided/engaged for the duration of the event.												
UNSAFE AREAS												
Are there any unsafe areas where public access should be restricted ie. portable generators, stages etc.												
Yes	ρ	No	ρ	If yes provide details and indicate locations on site plan.								
EXITS												
Nominate location and width of all exit gates/doors on site plan for the event.												
EMERGENCY EVACUATION												
Plan/Procedure for the event to be provided with application.												
LIGHTING												
Will the event be conducted after daylight hours ?						Yes		No				
If yes, provide details of lighting and indicate on site plan.												
FIRST AID												
Nominate the proposed first aid facilities and officers to be provided for the duration of the event.												
Number of First Aid Officers:						Name of First Aid Provider:						
First Aid Facilities/Rooms to be Provided:												
FIRE SERVICES												
Is there any existing fire fighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue ? Yes ρ No ρ If yes indicate type and location on site plan.												
OTHER FEATURES												
Is it proposed to have any:												
▪ Fireworks/Explosives/Flammable Materials						YES	o	NO	o			
▪ Amusement Rides						YES	o	NO	o			
▪ Naked Flames ie. [Theatrical Productions]						YES	o	NO	o			
▪ Additional Fire Services (Fire Extinguishers)						YES	o	NO	o			
▪ Activities within Council's Parks, Gardens or Reserves *						YES	o	NO	o			
▪ Activities on roadways or footpaths *						YES	o	NO	o			
* Must be approved by Council.												
NOTE: Further information will be required should the event include any of the above listed features.												
SITE PLAN												
Provide a Site Plan that is drawn to scale showing the extent of the site boundary fencing, permanent features and all details as outlined above.												
FEES												
Prescribed fee [minimum \$160 {including GST}] must be paid when making application.												
Applicants Declaration: I, am authorised to apply for this Permit on behalf of												
Signature of Owner/Agent of Owner								Date				

- NOTES:**
1. Minimum fee of \$160 (allows for a maximum 3 hour assessment) must be paid when making application.
 2. Assessment time exceeding 3 hours will incur additional fees at \$100.00 per hour or part thereof.
 3. At least 20 working days are required for processing of a Division 2 Occupancy Permit.
 4. Any event held within the Latrobe City Park Gardens or Reserves must be approved by Council's Events Unit.
 5. Any event on Council controlled roadways or footpaths must be approved by Council's engineering Department.
 6. Council is collecting this information in accordance with Regulation 1002 of the Building Regulations 2006. The personal information will be used solely by Council for the purpose of processing the Occupancy Permit Application. You may access this information by contacting Council on 1300 367 700. If you fail to provide this information your application may not be processed.

Place of Public Entertainment (POPE)

CHECK LIST

How to fill in and submit a POPE permit application form step by step.

The text that is in **bold** is the question that is asked on the application form. The text in *italics* is advice in relation to what information you should provide in answering that question or what further documentation needs to be included with the application or shown on the site plan.

FROM	Owner of Place of Public Entertainment	<i>Tick if you are the owner of the land.</i>	On Behalf of Owner of Place of Public Entertainment	<i>Tick if you are not the owner of the land.</i>
Name <i>Write the name of event organiser. Write the business name as well if applicable</i>				
Postal Address: <i>Write the address and postcode of the event organiser or the event businesses postal address</i>				
Postcode:				
Contact Person/Phone/Email: <i>Write name, phone number & email address of the person who can be contacted to provide further information in relation to the POPE application.</i>				
OWNERSHIP DETAILS: (Only if Agent of Owner listed above)				
Name: <i>Write the owners name/ business name (only if the owner of the land is NOT the event organiser).</i>				
Postal Address: <i>Write the owners address (only if the owner of the land is NOT the event organiser).</i> Postcode:				
Contact Person/Phone/Email <i>Write name, phone number & email address of the owner of the land or the owner's representative.</i>				
In accordance with the Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at <i>(write the property address of the event site)</i>				
NAME of the PROPERTY (Where Applicable) <i>Write the name of the property i.e. Elcho Park</i>				
PRESCRIBED CLASSES OF TEMPORARY STRUCTURES				
Is it proposed to have any temporary <i>Tick on the application form which of these structures you are planning to have at your event site</i>				
Seating Stands form more than 20 persons	YES/No	Tents of Marquees with a floor area more than 100m2	YES/No	
Stages exceeding 1560 m2 in floor area	YES/No	Prefabricated building not placed directly on the ground exceeding 100m2	YES/No	
DETAIL OF TEMPORARY STRUCTURES				
Type of Structure <i>Describe the structures i.e. marquee with roof, walls and floor</i>				
Size/Capacity of Structure <i>Describe the structures. Examples could include - 15m long X 10m wide X 6 m wall height marquee and 50 seat grandstand. Description of structures to be supported by a scale plan of layout of each structures including fire extinguishers, fire blankets, emergency lights, exit signs, and exit locations/widths.</i>				
Building Commission Permit No <i>All existing structures that are listed in the Prescribed Classes of Temporary Structures section above must have a current Occupancy Permit issued by the Building Commission. Ask the company that you are hiring the equipment from to provide a current copy of the relevant Building Commission Occupancy Permit which must be lodged with the application.</i>				
NOTE				
<ul style="list-style-type: none"> <i>In The majority of cases Building Commission Occupancy Permits require the structures to be placed on and pegged into the ground.</i> <i>Structures placed on platforms or hard/sealed surfaces may require a revised Occupancy Permit from the Building Commission.</i> <i>Check expiry date and wether permit covers the type/size of structure to be used.</i> 				

Hire Company Details

Provide the details of your hire company such as the name of company, contact details and the name of the person that you have been liaising with. If you have contracted different hire companies for different structures then write the name, contact details and structure details for each hire company.

OTHER TEMPORARY STRUCTURES

Temporary structures that are not required to be issued with an Occupancy Permit by the Building Commission may require documents to be supplied to Council in order to confirm the suitability of the structures. Documents may include, Engineers design computations/drawings together with "Certificates of Compliance – Design", and details of fire safety including fire hazard properties of materials.

Note: Location of all temporary Structures to be indicated on the site plan for the event

As part of your application you will be required to provide a site plan which includes locations and dimensions of all proposed temporary structures and existing structures.

NAME OF EVENT

Write the promotional name of the event (ie August Apple Festival)

PERIOD OF OCCUPATION

Write the days dates & times that the event will be open to the public.

LOCATION FOR THE DISPLAY OF OCCUPANCY PERMIT

Write on the form where the POPE permit will be displayed. Must be in a prominent position which is accessible to the public.

NUMBER OF PERSONS

Indicate the maximum number of persons to be in attendance at the events at any one time. I.e. includes participants and spectators.

The "number of persons" is considered to be the peak period when the maximum number of patrons will be in attendance at the event. The area that you have designated as a fenced area will only be able to accommodate a maximum amount of patrons within that confined area. The general rule is a minimum of one square metre per person. You will also have to take into consideration any infrastructure that is within the area and any areas that will not be accessible to the patrons attending the event. (i.e service/back of house areas etc). These areas should not be counted as areas that patrons can occupy

SAFETY OFFICER DETAILS

Write the name and contact details of your nominated Safety Officer/s.

Note: You are required to engage a qualified Safety Officer for the period of the event. The role of the Safety Officer is to ensure that the conditions of the POPE Occupancy Permit which include the safe and efficient operation of fire fighting equipment, evacuation procedures, safety barriers and maintaining the accessibility of all exits are achieved in order to protect the health, safety, & amenity of all persons attending the event. Depending on the duration of the event you may be required to engage two Safety Officers to ensure that they can work reasonable hours. **A Safety Officer must have qualifications/event experience.** Refer to separate "Fact Sheets – "Safety Officer's Responsibilities for Places of Public Entertainment" and "Safety Officer Qualifications" for further information.

TOILET FACILITIES

Nominate the number and location of all existing and portable/temporary toilet facilities.

Write the number and location of all existing and portable/temporary toilet facilities that will be operational at the event in the table provided on the application form.

Depending on the number amount of patrons attending and whether or not the event is licensed will determine how many toilets will be required. The number of persons should include the general public, participants, contractors, vendors, and the event employees

The general rule is one toilet/washbasin for every 200 female/male patrons or part thereof in a non licensed event and 1 toilet/washbasin for every 75 female/male patrons thereof in a licensed event. Urinals can be provided for males however at least 30% of the total required facilities must be closet pans.

One wheelchair accessible toilet is required for every 100 closet pans which means that most events will only require either one unisex disabled pan/washbasin or one male and one female pan/washbasin where facilities for males and females are provided separately.

Show all toilet facilities on the site plan and mark the temporary and permanent facilities .

DRINKING WATER
<p>Nominate the number and location of all proposed drinking water fountains:</p> <p><i>Write the number and location of all proposed drinking fountains on the application form</i></p> <p><i>Use the guide of 1 water fountain for every 200 patrons to calculate the number of free water fountains or taps that you will be required to provide for the number of patrons attending your event. Write the number of fountains on the form and <i>show the water fountains locations on the site map</i>. In situations where drinking water fountains are not available provide details of equivalent alternative sources of free drinking water for patrons.</i></p>
SECURITY CROWD CONTROL
<p>Nominate provisions for crowd control and security. Details must include:</p>
<p>The name of the security organisation</p> <p><i>Write the name of the security company that you are hiring</i></p>
<p>Contact phone number during the event</p> <p><i>Provide the name of the key contact person and their on site telephone number/s.</i></p>
<p>Number of persons to be provided for the duration of the event?</p> <p><i>Write the number of security staff that will be in attendance for the duration the event. Your security company should be able to advise you as to how many staff will be required depending on the amount of people at your event and the type of event that you are staging. The Municipal Building Surveyor may adjust this figure depending on their assessment of your application. For example events that have a liquor license generally require two (2) crowd control/security officers for the first 100 patrons and one (1) for every 100 or part thereafter.</i></p>
UNSAFE AREAS
<p>Nominate any unsafe areas where public access should be restricted ie portable generators, stage etc, on the site plan for the event.</p> <p><i>Provide details of any unsafe areas (service areas/back of house areas & the like) where public access will be restricted/prohibited. <i>Show on the site plan where any unsafe areas are located and where public access will be restricted from.</i></i></p>
EXITS
<p>Nominate location and width of all exit gates/doors on site plan for the event.</p> <p><i>Show the width and location of the exit gates/doors on the site plan. This information will be used by the Municipal Building Surveyor to confirm if adequate exit space is provided for the proposed number of patrons to use in case of an emergency.</i></p>
EMERGENCY EVACUATION
<p>Plan/Procedure for the event to be provided with the application</p> <p><i>You will be required to develop an Emergency Management and Evacuation Plan. The plan should be lodged with the application. <i>Emergency assembly areas and access for Emergency Services such as Ambulance and Fire Brigade must be marked on the site plan.</i> Councils Events unit may be able to provide information on how to develop these documents. The Safety Officer should be very familiar with your proposed Emergency Management and Evacuation Plan.</i></p>
LIGHTING
<p>Will the event be conducted after daylight hours? If Yes provide details of lighting.</p> <p><i>Location of overhead lighting that is adequate to illuminate the occupied areas of the event site must be indicated on the site plan</i></p>
FIRST AID
<p>Nominate the proposed first aid facilities and officers to be provided for the duration of the event.</p> <p>Number of First Aid Officers. <i>Indicate the number of qualified first aid officers that will be in attendance for the duration of the event.</i></p>

First Aid Facilities/rooms to be provided. The following table indicates the number of first aid rooms that are required for POPE.

Number of Persons	Number of First Aid Rooms
5001 – 10001 persons	1
10001 – 15000 persons	2
15001 – 30000 persons	3
For every 15000 or part thereof greater than 30001	1

Notes

- First Aid Rooms must;
 - be located so as to be convenient to a public road and readily accessible from within and outside the arena or ground
 - have a floor area not less than 24m²
 - be provided with a suitable washbasin or sink
- the number of persons should include the general public, participants, contractors, vendors, and the event employees
- the location of all first aid rooms must be indicated on the site plan for the event

FIRE SERVICES

Is there any existing fire fighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue. If yes indicate type and location on site plan.

Existing fire extinguishers, hose reels and hydrants that are located within the venue should be marked on the site plan. For example symbols such as (X = 40B(E) dry chemical extinguisher) can be added to the legend of the site plan and (X) can be marked on the site plan to indicate the type and location of the fire extinguisher. Also show on the site plan where any temporary fire equipment will be located. Mark what type of equipment it is. For more information on Fire Fighting equipment go to the CFA website <http://www.cfa.vic.gov.au/publications/index.htm>

OTHER FEATURES

Is it proposed to have any:

Fireworks/explosives/flammable materials. If you plan to have fireworks at the event write the time and duration of the fireworks and name/contact details of the fireworks company. Show on the site map where it is proposed that the fireworks will be launched from, and explosives/flammable liquids will be located. There are steps you and the fireworks company need to take to gain approval from Work Safe and the CFA in regards to using fireworks. In most cases you will be required to provide a fire appliance and crew to be in attendance during fireworks displays.

If you plan to have **Explosives** at your event then write a description of what the explosives are and when they are to be used. Include in your risk assessment and risk management plan as to how the use of explosives and storage of flammable liquids is to be managed.

Amusement Rides. If you plan to have Mechanical Rides at your event then show on the site map where it is proposed that the amusement rides are to be located. Write the name and contact details of the mechanical rides hire company. Include in your risk assessment and risk management plan as to how the rides are to be managed.

Naked flames ie (Theatrical Productions). If you plan to have **Naked Flames** at your event then write a description of what the naked flames are to be used for and when they are to be used. Show on the site plan where the equipment will be stored and where the performance will be performed. Include in your risk assessment and risk management plan as to how the use of naked flames is to be managed. Note - Naked Flames including BBQs open fires etc may require an Exemption from the CFA if it is a day of Total Fire Ban.

Additional Fire Services. Additional fire extinguishers, hose reels and hydrants that are located within the venue should be marked on the site plan. For example symbols such as (X = 40B(E) dry chemical extinguisher) can be added to the legend of the site plan and (X) can be marked on the site plan to indicate the type and location of the fire extinguisher. For more information on Fire Fighting equipment go to the CFA website <http://www.cfa.vic.gov.au/publications/index.htm>

<p>Activities within Councils Parks, Gardens, and Reserves. Any part of the event is proposed to be to be conducted on land managed by council must be approved by Councils Events Unit.</p>
<p>Activities on roadways and footpaths. Any part of an event that is proposed to be conducted on a roadway or footpath must have approval from Councils engineering Department and or Vic roads as applicable.</p> <p>Note:</p> <ul style="list-style-type: none"> • a Traffic Management Plan is usually required when roadways and footpaths are occupied • additional fees may apply for use of the roadway or footpath
<p>SITE PLAN</p>
<p>Provide a site plan that is drawn to scale showing the extent of the site boundary fencing, permanent features and all details as outlined above.</p>
<p>Site plan should be drawn to scale and must include details of the boundary fencing/barriers, existing features and all items listed <i>green</i> above as being "<i>marked on the site plan</i>". See "Site Plan for Places of Public Entertainment and Prescribed Temporary Structures Check List" document for further information.</p>
<p>FEES</p>
<p>There is cost for the processing of this application. The minimum amount payable is \$315. Payment must be included when you submit the application for the POPE permit. If the Municipal Building Surveyor's assessment time exceeds three hours then it is likely that there may be further fees (\$100.00 per hour or part thereof). To avoid incurring any extra fees, ensure that you fill in the POPE permit application and supply all of the requested information, and documentation as outlined above</p>
<p>APPLICANTS DECLARATION</p>
<p>To be completed when the applicant is not the owner of the land where the event will be conducted.</p>