

**Building Act 1993
Building Regulations 2018 | Regulation 186
FORM 15**

**APPLICATION FOR OCCUPANCY PERMIT
FOR A PLACE OF PUBLIC ENTERTAINMENT**

PROPERTY DETAILS

No	Street/Road	Suburb/Town		
Lot	LP/PS	Vol/Folio	CA/CP	Section

APPLICANT DETAILS (who is undertaking the works)

Name	Reference
Address	Postcode
Contact Person	Phone
Email	Mobile

EVENT DETAILS

Name of event _____

Size of event 500m² to 1,000m² 1,001m² to 5,000m² 5,001m² to 10,000m² 10,001m²+

Hire Company Details

TEMPORARY STRUCTURES (location of all temporary structures to be indicated on the site plan for the event)

Will there be any of the following temporary structures?

Seating stands for more than 20 persons? YES / NO Stages exceeding 150m² in floor area YES / NO

Prefabricated buildings **not** placed directly on the ground exceeding 100m² YES / NO

Tents or marquees with a floor area more than 100m² YES / NO

Description of temporary structures

Size				
Type				
VBA Occ. Permit No.				

DISPLAY OF PERMIT (Nominate location where permit can be displayed for public viewing, i.e. Usually at main entrance, ticket-booth or administrative/public address building/caravan)

NUMBER OF PERSONS (Indicate the maximum number of persons to be in attendance at the event at any one time, i.e. includes participants, volunteers and spectators)

PERIOD OF OCCUPATION

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Date							
Commencement time							
Conclusion time							

SAFETY OFFICER DETAILS

Name

Address

Contact number during event

Email

Background Experience/Qualifications

Note: A safety officer is usually required to be in attendance at the Place of Public Entertainment to provide for the safety of the public. The Safety Training Qualification is to be held by any person engaged as a Safety Officer to the satisfaction of the Chief Officer of the CFA or the Victorian Building Authority. The responsibilities of the Safety Officer include but are not limited to:

1. The operation of fire safety elements, equipment and systems;
2. The establishment and operation of evacuation procedures;
3. The safety of barriers and exits;
4. The exclusion of the public from unsafe areas;
5. The location and designation of passageways and exits;
6. The availability of public toilet facilities and the condition of those facilities;
7. The ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible manner, to the extent that the is not required by any other Act or Regulation;
8. The 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 Regulation;
9. Ensuring compliance with all conditions of this permit.

TOILET FACILITIES (Nominate the number and location of all existing permanent amenities and portable/temporary toilet facilities)

Location (map included)	No. of Female		No. of Male			No. of Accessible	
	Closet fixture	Wash basins	Closet fixture	Urinals	Wash basins	Closet fixture	Wash basins
Total							

Note:

- One closet fixture for every 200 female persons or part thereof.
- One closet fixture or urinal for every 200 male persons or part thereof, at least 30% of which must be in the form of closet fixtures. Each 600mm continuous length of urinal is considered to be a urinal.
- One washbasin for every 200 persons.
- One unisex accessible closet fixture and wash basin for every 20,000 persons or part thereof. The location of all toilets must be indicated on the site plan for the event.

DRINKING WATER

Nominate the number and location of all proposed drinking water fountains

Note: One drinking water fountain/tap should be provided for every 200 persons. The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event. This ratio may be negotiated by consulting with the Municipal Building Surveyor. Alternatively, drinking water may be provided at all food and bar outlets free of charge.

SECURITY/CROWD CONTROL (Nominate provisions for crowd control and security)

Name of the security organization _____

Contact phone number during the event _____

Number of persons to be engaged for the duration of the event _____

FIRST-AID (Nominate the proposed first aid facilities and officers to be provided for the duration of the event)

Number of First Aid Officers _____

Number of First Aid Facilities to be provided _____

First Aid rooms to be provided as per the following table.

Number of Persons	Number of Persons
5,000 – 10,000	1
10,001 - 15,000	2
15,000 -30,000	3
Each extra 15,000 (or part thereof)	1

Note: First Aid rooms must:

1. Be readily accessible
2. Have a floor area no less than 24m²
3. Be provided with a suitable wash basin or sink.

The location of all first aid rooms must be indicated on the site plan for the event. Number of persons is based on daily attendances of patrons, volunteers and employees.

UNSAFE AREAS

Nominate any unsafe areas where public access should be restricted, i.e. portable generators, stages etc. on the site plan for the event.

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.

FIRE SERVICES

Nominate on the site plan any existing fire-fighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue. Note: In some cases, a fire tanker may be required.

OTHER FEATURES

Further information will also be required should the event include features such as:

- Fireworks/explosives/flammable materials (a copy of any license from Worksafe Victoria shall be supplied.)
- Amusement rides (all amusement rides are to be registered with Worksafe Victoria)
- Naked flames, i.e. theatrical productions.

Signature of owner/ agent of owner Date:

Application fees (including GST) are determined upon application

Office Use Only	PP/PROPEN	
Receipt Number: _____	Total Amount Paid: \$ _____	Date: _____

NOTES:

An Application for an Occupancy Permit must be made to the Municipal Building Surveyor at least 15 working days prior to the commencement of the event. For events of a major nature, advice and briefing sessions are available and additional time will be required to assess the application.

Pursuant to Section 49 of the Building Act 1993, a person must not conduct public entertainment (event) or occupy a Place of Public Entertainment (POPE) unless an Occupancy Permit (OP) has been issued by the Municipal Building Surveyor. This requirement binds both, the Crown, State and Federal Government and their agencies.

A Place of Public Entertainment is defined as an area greater than 500m², which is used for public entertainment. Additional Siting Permits may be required for any structures built or occupied prior to the issue of the POPE.

A prescribed temporary structure is:

- A stage or platform exceeding 150m²
- A tent, marquee or booth with a floor area greater than 100m²
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m² which is used as an assembly building/place of public entertainment

A non-prescribed temporary structure is:

- Any structure less than that noted above

Please note:

All permits must be obtained prior to occupying the event. Failure to comply with these requirements may result in penalties and fines being issued and include the cancellation of the event. Applications for Events in Laneways will require consideration of all surrounding premises, exits etc.

For more information on any of the issues covered in this fact sheet, please contact City of Greater Bendigo Building Services Team on 03 5434 6347 or buildingadmin@bendigo.vic.gov.au.

- Fee allows for a maximum 4-hour assessment and must be paid when making application.
- Assessment time exceeding 4 hours will incur additional fees at \$80.00 per hour or part thereof