

SOUTH GIPPSLAND SHIRE COUNCIL

Occupancy Permit Application Form for a Place of Public Entertainment/ Temporary Structures (POPE)



Application fee: **\$795.80**

Building Act 1993 Part 5 and Building Regulations 2018 Part 14. Applies to prescribed class of place and building.

Applicant Details: Owner Agent Draftsperson Building Surveyor

Name: _____

Company/Authority: _____

Postal Address: _____

Phone Number: _____ Email: _____

In accordance with section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at:

Property Details:

Lot: _____ Plan Number: _____ Volume: _____ Folio: _____

Registered Owner: _____

Address: _____

Town: _____ Post Code: _____

Description of works: _____

Description / type of Place of Public Entertainment (POPE):

Date and Times of Public Entertainment (staff access time)

Date and Time Commencing: _____

Date and Time Completing: _____

Date and Time of Public Entertainment (public access time)

Date and Time Commencing: _____

Date and Time Completing: _____

Maximum number of persons at Place of Public Entertainment

Participants: _____ Spectators: _____

Proposed location for the Display of the Occupancy Permit

Temporary Structures in association with a Place of Public Entertainment:

Are there any temporary

Seating stands, capacity >20 persons:	Yes	No
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Marquees/tents, floor area >100 square metres:	Yes	No
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Stage, floor area >150 square metres:	Yes	No
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Any temporary structures over the limits prescribed above will also require an Occupancy Permit issued by the Building Commission.
Ph: 1300 360 320

Signature of owner or agent:

Signature: _____

Date: _____

Information required accompanying all applications (Event and Emergency Management Plans):

A completed application form

Two sets of a full site plan detailing:

- All existing buildings
- The proposed temporary structures
- The required toilet facilities
- Car parking and traffic management for the event

Structural details for the proposed temporary structures

A current copy of the Occupancy Permit for all proposed temporary structures as issued by the Building Commission

A current copy of title including the plan of subdivision and any covenants or section 173 Agreements listed

Payment of fee (\$795.80) includes GST

Responsibilities of safety officers in relation to the operation of fire safety elements, equipment and systems

Evacuation procedures

Safety barrier and exit location and types

The control and use of the naked flame in theatrical productions

The exclusion of the public from unsafe areas

The keeping, testing or storage of flammable materials or explosive items

Public toilet facilities male/female/people with disabilities number, type and location

Restrictions on smoking and alcohol consumption in specific parts of the place of public entertainment for the safety of the public

The site layout plan is to note all details with respect to structure locations, emergency service, facilities and evacuation points

South Gippsland Shire Council

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