



South Gippsland  
Shire Council

# Occupancy Permit for a Place of Public Entertainment/Temporary Structures - Application Form

Building Act 1993 - Part Five and Building Regulations 2018 - Part 14.  
Applies only to prescribed class of place and building (see attached definitions).

## Applicant Details

Name:

Company/Authority:

Postal Address:

Contact Number:

Fax Number:

Email:

## Ownership Details

Please provide ownership details if the owner is not the applicant

Name:

Company/Authority:

Postal Address:

Contact Number:

Fax Number:

Email:

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

## Property/Building Details

Address:

Lot/s:

LP/PS:

Volume:

Folio:



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Description of Place of Public Entertainment:

Date and Times of Public Entertainment (staff access time, please include start and end times):

Date and Times of Public Entertainment (public access time, please include start and end times):

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** Please indicate if there will be an temporary:

Seating Stands:

> 20 persons

Any temporary structures over the limits prescribed will also require an occupancy permit issued by the Building Commission (Call 1300 360 320).

Marquees:

> 100m<sup>2</sup> in area

Tents:

> 100m<sup>2</sup> in area

Stage:

> 150m<sup>2</sup> in total area

Lighting:

Please Describe:

Rigging:

Stage Rigging:

Guard Rails:

Other Temporary

Structures:

Signature of Owner/Agent:

Date:



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### **Information Required To Accompany 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 (\$645.00) 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