



South Gippsland
Shire Council

Occupancy Permit Application Form for a Place of Public Entertainment/ Temporary Structures (POPE) Application fee: \$645.00

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:

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Telephone: E-mail:

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 (P.O.P.E.):

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Date and Times of Public Entertainment: (Staff access time)

Date & Time
Commencing:

Date & Time
Completing:

Date and Times of Public Entertainment: (Public access time)

Date & Time
Commencing:

Date & Time
Completing:

Maximum Number of Persons at Place of Public Entertainment:

Participants:

Spectators:

Proposed location for the Display of the Occupancy Permit:

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Temporary Structures in association with a Place of Public Entertainment:

Are there any temporary:

Seating stands	Y / N
Marquees	Y / N
Tents	Y / N
Stage	Y / N

> 20 persons	Any Temporary Structures over the limits prescribed at the left will also require an Occupancy Permit issued by the Building Commission (Ph: 1300 360 320)
> 100 m ² in area	
> 100 m ² in area	
> 150 m ² in total area	

Lighting Rigging	Y/ N	Please describe
Stage Rigging	Y/ N	
Guard Rails	Y/ N	
Other Temporary Structures	Y/ N	



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Signature of owner or agent:

Signature: Dated:

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 (\$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.