



South Gippsland  
Shire Council

# Occupancy Permit Application Form for a Place of Public Entertainment/ Temporary Structures (POPE) **Application fee: \$736.50**

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:

.....  
.....  
.....

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:

.....  
.....





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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	<b>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)</b>
> 100 m <sup>2</sup> in area	
> 100 m <sup>2</sup> in area	
> 150 m <sup>2</sup> in total area	

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

**Signature of owner or agent:**

Signature: ..... Dated: .....



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### 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 (\$736.50) 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.