

DIVISION 2 OCCUPANCY PERMIT APPLICATION FORM

Place of Public Entertainment

Building Act 1993, Part 13

Building Regulations 2018, Regulation 186 (Form 15)



GREATER
SHEPPARTON

Applications (addressed to the Municipal Building Surveyor) may be lodged by:

Email: council@shepparton.vic.gov.au

Post: Locked Bag 1000 Shepparton VIC 3632

Or In Person: At Greater Shepparton City Council Customer Service Centre.

Phone: 03 5832 9700

Office Use Only			
Class	Type	Year	Number

APPLICANT DETAILS¹

You are the: Owner of the Land¹ Agent of Owner of Land Event Organiser (tick applicable box)

Event applicant's name

Event applicant's postal address Postcode

Contact person's name Mobile

Contact person's landline Email

Are you a registered charity and/or community based organisation?

LAND OWNERSHIP DETAILS² (if not listed above)

Name Mobile

Address Suburb

Postcode Email

EVENT PROPERTY DETAILS (address of property where the event is proposed to be held)

In accordance with Sec 53(2) of the *Building Act 1993*, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at:

Number Lot Street / Road Suburb Postcode

Building number / name /

Name of venue or location If part of a building - description

EVENT DETAILS

Event name Brief description of the event

Public Liability Date Obtained Proof of public liability to be attached with this application (e-document)

COVID event approval Date Obtained Proof of approval to be included with this application

Is there an entry fee applicable for the event?

PERIOD OF OCCUPATION

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date							
Commencement time							
Conclusion time							

NUMBER OF PERSONS

Indicate the maximum number of persons to occupy the place at any one time.

TYPE OF PRESCRIBED TEMPORARY STRUCTURES³ (tick applicable boxes)

Tent, marques or booths with floor area >100m²

Seating stands for more than 20 persons

<input type="checkbox"/> Stages or platforms > 150m² in floor area (including sky borders and stage wings)	<input type="checkbox"/> Prefabricated building > 100m² (other than the ones placed directly on the ground surface)			
	Structure 1	Structure 2	Structure 3	Structure 4
Type of temporary structure				
Size (length x width = m ²)				
Occupant number to occupy the structure at any one time				
VBA permit number				
<i>Council will also have to issue a siting consent. Fee included</i>				

Hire company details				
Hire company contact person				
Hire company contact mobile				
Hire company email address				
If more than four temporary structures are on the site, please provide on a separate attachment to this application.				

SAFETY OFFICER DETAILS

Name			Qualifications	(provide documents)
Address				
Home postal address				
Mobile		Email		

Name			Qualifications	(provide documents)
Address				
Home postal address				
Mobile		Email		

SECURITY CROWD CONTROLLERS

How many crowd controllers / security staff do you proposed to provide?			
Who will be providing crowd controllers / security staff?			
Contact person's name		Business hours phone no.	
Contact person's mobile number during the event			

UNSAFE AREAS

Are there any unsafe areas where public access should be restricted? eg: portable generators, stages, refuelling stations, explosives etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(tick applicable box)
Location of unsafe areas?			

EXITS

Where are the emergency exits located?	
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EMERGENCY MANAGEMENT AND EVACUATION PLAN⁵

Has an emergency management and evacuation plan been developed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(tick applicable box)
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FIRE SERVICES

Is there any existing firefighting equipment such as fire extinguishers, hose reel and hydrants that are located within the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional firefighting equipment be provided within the venue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

LIGHTING

Will the event be conducted after daylight hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, provide details of lighting on the site plan for the event.
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TOILET FACILITIES

Nominate the number and location of all existing and portable / temporary toilet facilities. Note: Facilities should be distributed as evenly as possible across the event site.
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Location	No. of female		No. of male			No. of disabled [unisex]		No. of disabled			
	closet fixtures	wash basins	closet fixtures	urinals	wash basins	closet fixtures	wash basins	female closet fixtures	female wash basins	male closet fixtures	male wash basins
Total											

DRINKING WATER

How many drinking water fountains do you propose to provide?

Where will the drinking water fountains be located?
 Drinking water fountains should be distributed as evenly as possible across the event site.

FIRST AID

Who will be providing first aid for the event?

How many qualified first aid officers will be provided?

Will a first aid room be provided? Yes No
(tick applicable box)

Will an ambulance be provided? Yes No
(tick applicable box)

Details of first aid room. (if applicable)

LOCATION FOR THE DISPLAY OF THE OCCUPANCY PERMIT

Must nominate on this form and be in a prominent accessible to the public

OTHER FEATURES PROPOSED⁴

Is the event proposed to have any of the following: (tick applicable boxes)

Fireworks / explosives / flammable materials

Evidence of authorisation / letter of compliance is required before PoPE can be approved

Amusement rides

Naked flames (eg: theatrical productions)

Alcohol sold or provided for benefit

Liquor licence (temporary and permanent) approval is required before PoPE can be approved

Activities within Council's parks, gardens or reserves

Activities on roadways or footpaths

Changed traffic conditions / traffic management plan

Other (specify) _____

APPLICANTS DECLARATION

I, _____ am authorised to apply for this permit on behalf of _____

SIGNATURE OF APPLICANT¹ _____ **DATE** / /

Collection statement
 The personal information requested on this form is being collected by City of Greater Shepparton for the purpose of applying an Occupancy Permit (division 2) for a Place of Public Entertainment. If the personal information is not collected, we cannot process your application. We will not disclose your personal information without your consent, except where required to do so by law. Our [privacy policy](#) is available on our website. If you wish to alter any of the personal information you have supplied to City of Greater Shepparton, please contact us by sending an email to council@shepparton.vic.gov.au

Refer to notes and application checklist over page

NOTES	
Note 1	Pursuant to Section 248 of the <i>Building Act 1993</i> , a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this <i>Act</i> or the regulations unless the person is authorised in writing by the owner to do so. Penalty: \$18,655.
Note 2	Building owners written consent allowing temporary occupation of the building.
Note 3	A site plan that is drawn to scale must be submitted with this application and show the proposed location of the structure/s on the site and show the distance from the temporary structure/s to the nearest other features. eg: footpath, roadway, temporary marquees, permanent buildings etc. A site plan that is drawn to scale must be submitted with this application showing the extent of the site boundary fencing, unsafe areas and the details, location of emergency assembly areas, access for emergency services, details of lighting and proposed drinking water fountains / tap and toilet facilities.
Note 4	Location of fireworks, amusement rides, naked flames and the like must be marked on the site plan for the event. Further information will be required should the event include any of the proposed features.
Note 5	Copy of Council / Vic Roads approved Traffic Management Plans must be provided for changed traffic conditions. Traffic Management Plan (TMP) and Pedestrian Management Plan (PMP) including all relevant signage details with pictures to be prepared by a registered company or traffic engineer in compliance with the <i>Road Management Act 2004</i> . TMP and PMP must be obtained when diverting pedestrians onto or across a road.
Note 6	Other authority approvals maybe required: VicRoads - Memorandum of Authorisation (MOA), Country Fire Authority (CFA) when obstructing the access to fire services, Australia Post and Public Transport Victoria.
Note 7	Prescribed fee \$466.80 (to be invoiced upon application assessment).

APPLICATION CHECKLIST MANDATORY INFORMATION REQUIRED	
<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	A site plan that is drawn to scale in accordance with regulation 25 of the <i>Building Regulation 2018</i> , the matters to be shown on a site plan are: <ul style="list-style-type: none"> • the proposed location of the structure/s on the site; • the distance from the temporary structure/s to the nearest other features: eg: footpath, roadway, temporary marquees, permanent buildings, etc; • site boundary fencing; • unsafe areas and the details; • location of emergency assembly areas; • access for emergency services; • firefighting equipment eg: fire hydrants, fire extinguishers; • details of lighting; • proposed drinking water fountains / tap; • toilet facilities; • location of fireworks, naked flames; (Further information will be required); • amusement rides. (Further information will be required).
<input type="checkbox"/>	Location of fireworks, amusement rides, naked flames and the like must be marked on the site plan for the event. Further information will be required should the event include any of the proposed features.
<input type="checkbox"/>	Copy of Council / Vic Roads approved Traffic Management Plans must be provided for changed traffic conditions. Traffic Management Plan (TMP) and Pedestrian Management Plan (PMP) including all relevant signage details with pictures to be prepared by a registered company or traffic engineer in compliance with the <i>Road Management Act 2004</i> . TMP and PMP must be obtained when diverting pedestrians onto or across a road.
<input type="checkbox"/>	Other authority approvals maybe required: VicRoads - Memorandum of Authorisation (MOA), Country Fire Authority (CFA) when obstructing the access to fire services, Australia Post and Public Transport Victoria.