

CHECKLIST IF OCCUPANCY PERMIT FOR PLACES OF PUBLIC ENTERTAINMENT IS REQUIRED
 CHECKLIST IF PRESCRIBED TEMPORARY STRUCTURES IS REQUIRED

Question		Answer	
		Yes	No
1	Is the Building or Place / Venue used or intended to be used for the purpose of Public Entertainment	Go to Q2	Occupancy Permit / Siting Approval not required.
	Note: Public Entertainment is defined as an Entertainment or meeting to which admission may ordinarily be gained by members of the Public		
2	Does the Building or Place / venue have an greater than 500 square metres ?	Go to Q3	Occupancy Permit not required Go to Q8
3	Is the Building or Place / venue enclosed or substantially enclosed	Go to Q5	Go to Q4
	Note: Enclosed or substantially enclosed is considered to be a controlled space (by fencing, structures, or natural features) that a reasonable person would see as being an exclusive area		
4	Is admission to the Building or Place / Venue gained by payment or money or giving of other consideration	Go to Q5	Go to Q8
5	Is the event organised and controlled by a Community Based Organisation. For the purpose of definition a “community based organisation” means a body, whether or not a corporate body that – <ul style="list-style-type: none"> • Is not established primarily for the purpose of profit or gain; and • Does not distribute any part of any profit or gain made on the conduct of its activities to any member s of the organisation; and 	Go to Q6	Go to Q7

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	<ul style="list-style-type: none"> • Operates in a community wholly for: <ul style="list-style-type: none"> ○ A philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education or charity; or ○ Any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association <p>Note: An event that is organised by a Community based Organisation and controlled by another organisation (e.g. events management company) for a fee is not exempt from the requirement to obtain an Occupancy Permit for Places of Public Entertainment</p>		
6	Does the number of persons attending the community based organisation event exceed 5000 at any one time?	Go to Q7	Go to Q8
7	Is the Building or Place / Venue contained within a Prescribed Place of Public of Entertainment? For example: Melbourne Showgrounds or Melbourne Cricket Ground (MCG)	Application for Occupancy Permit for a Place of Public Entertainment to be made to the Victorian Building Authority	Application for Occupancy Permit for a Place of Public Entertainment to be made to the Municipal Building Surveyor
8	Does the proposal include any Prescribed Temporary Structures such as: <ul style="list-style-type: none"> • Tents, marquees or Booths with a floor area greater than 100 square metres 	Occupancy Permit for Prescribed Temporary Structures must be obtained from the Victorian Building Authority <i>Fees payable</i> <i>Forms are on our website</i>	Siting Approval (additional fees and form to be submitted) is not required to be made to the Municipal Building Surveyor

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<ul style="list-style-type: none"> • Seating stands for more than 20 persons • Stages or platforms (including sky borders and sky wings) exceeding 150 square metres floor area • Pre-fabricated buildings exceeding 100 square metres 	<p>Note the following:</p>	
	<p>Siting of any prescribed temporary structures in conjunction to a Occupancy Permit for a Place of Public Entertainment must be approved by the Municipal Building Surveyor</p> <p><i>Separate application form and fees payable</i></p> <p><i>Form on our website</i></p>	
	<p>Erection of Prescribed Temporary Structures must be carried out by the relevant registered building practitioner</p>	
	<p>Certificate of Compliance (Form Reg 126) must be issued by the relevant registered building practitioner</p>	
	<p>Certificate of Compliance (Form Reg 126) plus Occupancy Permit for Prescribed Temporary Structures issued by the Victorian Building Authority to be displayed on structure/s</p>	