

CHECKLIST

APPLYING FOR OCCUPANCY PERMIT PLACE OF PUBLIC ENTERTAINMENT (POPE)



GREATER
SHEPPARTON

Building Act 1993, Part 13

Building Regulations 2018, Regulation 186

How to fill in and submit a POPE permit application form step by step.

The text that is in **bold** is the question that is asked on the application form. The text in *italics* is advice in relation to what information you should provide in answering that question or what further documentation needs to be included with the application. Text in *italics* and underlined must be included on the site plans.

APPLICANT DETAILS

Owner of the land Agent of owner of land Event organiser

Tick box to indicate who is applying for the Place Of Public Entertainment

Event applicant's name

*Write the name of person or organisation who is applying for the Occupancy Permit.
Write the business name as well if applicable.*

Event applicant's postal address

Write the address details of the applicant or the event businesses postal address.

Contact person / phone / email

Write name, phone numbers and email address of the person who can be contacted to provide further information in relation to the POPE application.

Written consent must be provided from the owner of the land / venue to allow the public entertainment to be conducted on their property. A letter from the owner of the venue /l and must be provided to council confirming consent for public entertainment to be conducted on their property.

LAND OWNERSHIP DETAILS: (only if agent of owner / event organiser is listed above)

Name

Write the land owners name / business name (only if the owner of the land is NOT the event applicant).

Address

Write the land owners address details (only if the owner of the land is NOT the event applicant).

Owners phone / email

Write name, phone number and email address of the owner of the land or the owner's representative.

EVENT PROPERTY DETAILS

Write the address details, building number / name/ description and name of venue or location.

EVENT DETAILS

Write the promotional name of the event (i.e. Wallington strawberry festival) and a brief description.

PERIOD OF OCCUPATION

Write the dates, commencement and conclusion times that the event will be open to the public.

NUMBER OF PERSONS

*Indicate the maximum number of persons to be in attendance at the event at any one time.
i.e. includes participants and spectators.*

The "number of persons" is considered to be the peak period when the maximum number of patrons will be in attendance at the event. The area that you have designated as a fenced area will only be able to accommodate a maximum amount of patrons within that confined area. The general rule is a minimum of one square metre per person. You will also have to take into consideration any infrastructure that is within the area and any areas that will not be accessible to the patrons attending the event. (i.e. service / back of house areas etc.).

These areas should not be counted as areas that patrons can occupy.

Toilet facilities and exits widths will also impact on the number of persons that can be accommodated.

TYPE OF PRESCRIBED TEMPORARY STRUCTURES

Tick the boxes of which temporary structures you are planning to have at your event site.

Tents, marques or booths with floor area >100m²

Seating stands for more than 20 persons

Stages or platforms > 150m² in floor area

Prefabricated building > 100m²

Type of temporary structure *Describe the structures i.e. marquee, seating stand, stage.*

Description of structures to be supported by a scale plan of layout of each structure.

Size (length x width = m²) *Outline the structure size i.e: 15m long X 10m wide X 3m wall height marquee.*

Occupant number to occupy the structure at any one time *i.e. 50 seat grandstand.*

VBA permit number *All existing structures that are listed in the Prescribed Temporary Structures section above must have a current Occupancy Permit issued by the Victorian Building Authority (VBA).*

Ask the company that you are hiring the equipment from to provide a current copy of the relevant VBA Occupancy Permit which must be lodged with the application.

Check expiry date and whether permit covers the type / size of structure to be used.

In the majority of cases VBA Occupancy Permits require the structures to be placed on and pegged into the ground.

Structures placed on platforms or hard / sealed surfaces may require a revised Occupancy Permit from the VBA.

Hire company details

Write the name of the organisation who is supplying the temporary structures including fire extinguishers, fire blankets, emergency lights, exit signs, and exit locations / widths.

Hire company contact person, mobile and email address

Write the name of the contact person and their details of who is supplying the temporary structures.

If you have contracted different hire companies for different structures then write the name, contact details and structure details for each hire company in the separate columns provided.

Location of all temporary structures must be indicated on the site plan for the event.

SAFETY OFFICER DETAILS

Write the name, address, contact details including the qualification of the nominated Safety Officer/s.

You are required to engage a qualified Safety Officer for the period of the event. The role of the Safety Officer is to ensure that the conditions of the POPE Occupancy Permit includes the safe and efficient operation of firefighting equipment, evacuation procedures, safety barriers and maintaining the accessibility of all exits are achieved in order to protect the health, safety, and amenity of all persons attending the event. Depending on the duration of the event you may be required to engage two Safety Officers to ensure that they can work reasonable hours.

A Safety Officer must have qualifications / event experience.

Refer to separate "Fact Sheet - "Safety Officer's Responsibilities for Places of Public Entertainment" and "Safety Officer Qualifications" for further information. A copy of all relevant qualification certificates must be lodged with the application.

SECURITY CROWD CONTROLERS

How many crowd controllers / security staff do you propose to provide?

Write the number of security staff that will be in attendance for the duration of the event. Your security company should be able to advise you as to how many staff will be required depending on the amount of people at your event and the type of event that you are staging. The Municipal Building Surveyor may adjust this figure depending on their assessment of your application. For example events that have a major event liquor license generally require two (2) crowd control / security officers for the first 100 patrons and one (1) for every 100 or part thereafter.

Who will be providing crowd controllers / security staff?

Write the name of the security company that you are hiring.

Contact Person's name and phone numbers.

Provide the name of the key contact person and their contact phone numbers during the event.

UNSAFE AREAS

Are there any unsafe areas where public access should be restricted? *i.e. portable generators, stages etc.*

If yes, provide details of any unsafe areas (service areas / back of house areas and the like) where public access will be restricted / prohibited.

Show on the site plan where any unsafe areas are located and where public access will be restricted from.

EXITS

Where are the emergency exits located?

Show the width and location of the exit gates / doors on the site plan.

This information will be used by the Municipal Building Surveyor to confirm if adequate exit space is provided for the proposed number of patrons to use in case of an emergency.

EMERGENCY MANAGEMENT AND EVACUATION PLAN

Have you prepared an Emergency Management & Evaluation plan for the proposed event? YES / NO

You will be required to develop an Emergency Management and Evacuation Plan and it must be lodged with the application.

Emergency assembly areas and access for Emergency Services such as Ambulance and Fire Brigade must be marked on the site plan.

Councils Events unit and your Safety Officer may be able to provide information on how to develop these documents.

FIRE SERVICES

Is there any existing firefighting equipment such as fire extinguishers, hose reel and hydrants that are located within the building. YES / NO If yes, indicate type and location on site plan.

Existing fire extinguishers, hose reels and hydrants that are located within the building should be marked on the site plan. For example symbols such as (X = 40B(E) dry chemical extinguisher) can be added to the legend of the site plan and (X) can be marked on the site plan to indicate the type and location of the fire extinguisher.

The location of any temporary fire equipment must also be shown on the site plan. Mark what type of equipment it is.

Will additional firefighting equipment be provided within the building? YES / NO

Additional firefighting equipment which may include fire extinguishers / fire blankets, fire tankers and crews to also be marked on the site plan as outlined above.

For more information on Fire Fighting equipment go to the CFA website:

<https://www.cfa.vic.gov.au/plan-prepare/dangerous-goods>

LIGHTING

Will the event be conducted after daylight hours? YES / NO *If Yes provide details of lighting.*

Location of overhead lighting that is adequate to illuminate the occupied areas of the event site must be indicated on the site plan.

TOILET FACILITIES

Nominate the number and location of all existing and portable / temporary toilet facilities.

Write the number and location of all existing and portable / temporary toilet facilities that will be operational at the event in the table provided on the application form.

Depending on the number amount of patrons attending and whether or not the event is licensed will determine how many toilets will be required. The number of persons should include the general public, participants, contractors, vendors and the event employees. Facilities should be distributed as evenly as possible.

The general rule is one toilet / washbasin for every 200 female / male patrons or part thereof in a non-licensed event and one toilet / washbasin for every 75 female / male patrons thereof in a licensed event. Urinals can be provided for males however at least 30% of the total required facilities for males must be closet pans.

One wheelchair accessible toilet is required for every 100 closet pans which means that most events will only require either one unisex disabled pan / washbasin or one male and one female pan / washbasin where facilities for males and females are provided separately.

Show all toilet facilities on the site plan and mark the temporary and permanent facilities provided for the event.

DRINKING WATER

How many drinking water fountains do you propose to provide?

Write the number of all proposed drinking fountains on the application form.

Use the guide of one water fountain for every 200 patrons to calculate the number of free water fountains or taps that you will be required to provide for the number of patrons attending your event. In situations where drinking water fountains are not available provide details of equivalent alternative sources of free drinking water for patrons.

Where will the drinking water fountains be located?

Drinking water fountains should be distributed as evenly as possible across the event site.

Write the location of all proposed drinking fountains on the application form and show the water fountains locations on the site plan.

FIRST AID

Who will be providing first aid for the event? Provide details of the service provider.

How many qualified first aid officers will be provided?

Indicate the number of qualified first aid officers that will be in attendance for the duration of the event.

Will a first aid room be provided? YES / NO

The following table indicates the number of first aid rooms that are required for a POPE.

Number of persons	5,001-10,001	10,001-15,000	15,001-30,000	For every 15,000 or part thereof greater than 3,0001
Number of First Aid rooms required	1	2	3	1

The number of persons should include the general public, participants, contractors, vendors, and the event employees.

Details of first aid room. Write the location of the first aid room that will be operational at the event.

The location of all first aid rooms must be indicated on the site plan for the event.

First Aid rooms must:

- be located so as to be convenient to a public road and readily accessible from within and outside the arena or ground;
- have a floor area not less than 24m²;
- be provided with a suitable washbasin or sink.

Will an ambulance be provided? YES / NO

If yes, indicate name of the ambulance provider and the number of ambulances and crews that will be provided.

LOCATION FOR THE DISPLAY OF OCCUPANCY PERMIT

Write on the form where the POPE permit will be displayed.

It must be in a prominent position which is accessible to the public.

OTHER FEATURES PROPOSED

Is the event proposed to have any of the following?

Fireworks / explosives / flammable materials. If you plan to have fireworks at the event write the time and duration of the fireworks, including the name and contact details of the fireworks company.

Show on the site plan where it is proposed that the fireworks will be launched from, and the location of the explosives / flammable liquids. There are steps you and the fireworks company need to take to gain approval from Work Safe and the CFA in regards to using fireworks. In most cases you will be required to provide a fire appliance and crew to be in attendance during fireworks displays.

If you plan to have **explosives** at your event then a written description of what the explosives are and when they are to be used is required.. Include in your risk assessment and risk management plan as to how the use of explosives and storage of flammable liquids is to be managed.

Amusement rides. Write the name and contact details of the mechanical rides hire company. Include in your risk assessment and risk management plan as to how the rides are to be managed and maintained.

All mechanical rides at your event are required to be shown on the site map where it is proposed that the amusement rides are to be located.

Naked flames i.e. (theatrical productions). Write a full description of what the naked flames are to be used for and when they are to be used. If you plan to have **naked flames** at your event show on the site plan where the equipment will be stored and where the performance will be performed.

Include in your risk assessment and risk management plan as to how the use of naked flames is to be managed.

Naked Flames including BBQs, open fires, etc may require an exemption from the CFA if it is a day of Total Fire Ban.

Alcohol sold or provided for benefit. Provide a copy of the Liquor Licence for the event.

Activities within Councils parks, gardens or reserves. Any part of an event proposed to be conducted on land managed by Council must be approved by Councils events unit.

Activities on roadways or footpaths. Any part of an event that is proposed to be conducted on a roadway or footpath must have approval from Councils engineering department and or Vic Roads as applicable.

- a Traffic Management Plan is usually required when roadways and footpaths are occupied;
- additional fees may apply for use of the roadway or footpath.
-

Changed traffic conditions / traffic management plan. A traffic Management Plan approved by Council's Traffic Engineers and VicRoads as applicable, must be provided where the event activities create a change in traffic conditions.

OTHER TEMPORARY STRUCTURES

Temporary structures that are not required to be issued with an Occupancy Permit by the VBA may require documents to be supplied to Council in order to confirm the suitability of the structures. Documents may include, Engineers design computations / drawings together with "Certificates of Compliance - Design", and details of fire safety including fire hazard properties of materials.

As part of your application, you will be required to provide the location of all proposed Temporary Structures, including the dimensions, on the site plan for the event.

APPLICANTS DECLARATION

To be completed when the applicant is not the owner of the land where the event will be conducted.

SIGNATURE OF OWNER/AGENT OF OWNER

The application form must be signed by the person or representative of the event applicant who is applying for the POPE Permit.

FEES

There is cost for the processing of this application. The minimum amount payable is \$800.00. Payment must be included when you submit the application for the POPE permit. If the Municipal Building Surveyor's assessment time exceeds three hours then it is likely that there may be further fees (\$154.20 per hour or part thereof). To avoid incurring any extra fees, ensure that you fill in the POPE permit application and supply all of the requested information, and documentation as outlined above.

SITE PLAN CHECKLIST

PLACES OF PUBLIC ENTERTAINMENT (POPE) AND PRESCRIBED TEMPORARY STRUCTURES (PTS)



GREATER SHEPPARTON

If you are applying for a POPE permit or SITING approval the following information **MUST** be included on your site plan.

EXISTING ELEMENTS	TEMPORARY ELEMENTS	POPE	PTS
Direction of North		✓	✓
Existing sensitive areas (i.e: fauna or flora sites)		✓	✓
Existing drinking water fountains	Temporary drinking water sources and fountains	✓	
Existing toilet facilities	Temporary toilet facilities	✓	✓
Emergency access / egress routes	Temporary Emergency Services access	✓	✓
Emergency assembly areas	Emergency assembly areas	✓	
Existing power sources Existing lighting towers	Temporary generators, power boxes, and light towers	✓	
Existing sewerage, gas and electricity connection points for temporary connections	Temporary power sources, generators and distribution boxes	✓	
Existing fire extinguishers, hoses, water points (taps)	Temporary firefighting equipment	✓	✓
Existing First Aid facilities	Temporary First Aid facilities	✓	
Existing steps and ramps	Pedestrian routes including access within, to and from the venue including disabled routes	✓	✓
Existing entry and exit points	Temporary entry and exit points	✓	✓
Existing fences and gates	Fencing (mesh and picket) Pedestrian barriers Entry and exit points	✓	✓
Existing picnic areas Existing seating areas	Temporary viewing and seating areas Seating areas for wheelchairs Temporary picnic or quiet areas	✓	✓
Existing car parks including access car parks Existing bus stops / train stations Existing traffic lights and pedestrian crossings	Temporary car parks including access car parks Delivery / collection areas Taxi and access and bus drop off pick up points	✓	
Existing buildings and structures	Temporary Structures: Tents and marquees (show size of each) Prefabricated buildings (show size of each) Stages (show size of each) Seating stands (show size of each) Food vendors; Aerial rigs Air castles and mechanical rides	✓	✓
Existing administration facilities	Ticket offices / registration areas Site offices Operation or communication centres Media areas Security station Lost children / property area	✓	
Existing unsafe areas	Restricted areas (fireworks discharge areas, fuel storage, generator areas, back of house for performers etc)	✓	✓
Existing liquor licence areas	Liquor service areas - (show locations and barriers)	✓	✓
	Location of POPE / Siting Approval Permits and Certificates	✓	✓