

Application for Occupancy Permit (Place of Public Entertainment)



Building Act 1993 Building Regulation 2018 Regulation 186

To: Municipal Building Surveyor
City of Casey
Email: buildingss@casey.vic.gov.au

This Application is made by the Owner or Authorised Agent of Owner

PLEASE SELECT ONE: <input type="checkbox"/> OWNER OF PLACE OF PUBLIC ENTERTAINMENT	
<input type="checkbox"/> AGENT OF OWNER OF THE PROPERTY	
NAME OF APPLICANT:	COMPANY:
EMAIL:	ABN/ACN:
POSTAL ADDRESS:	
SUBURB:	POSTCODE:
CONTACT PERSON:	PHONE NUMBER:

Owner's Details SAME AS ABOVE (TICK IF APPROPRIATE)

NAME/S:	
POSTAL ADDRESS:	
SUBURB:	POSTCODE:

Property Details

In accordance with Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment situated at-			
BUILDING/RESERVE NAME:			
NUMBER:	STREET/ROAD:		
SUBURB:			
LOT/S:	LP/PS:	VOLUME:	FOLIO:
MUNICIPAL DISTRICT: CITY OF CASEY			

Use Applied for

PART OF BUILDING:	BCA CLASS OF BUILDING:
PROPOSED USE: TO CONDUCT PUBLIC ENTERTAINMENT	

TEMPORARY STRUCTURES

Is it proposed to have any temporary:

- Seating stands more than 20 persons? Yes No
- Stages exceeding 150m² in floor area? Yes No
- Tents or Marquees with a floor area more than 100m²? Yes No
- Prefabricated buildings not placed directly on the ground - Yes No

Note: Location of all temporary structures to be indicated on the site plan for the event.

DESCRIPTION OF TEMPORARY STRUCTURES			
Size:			
Type:			
VBA Permit Number:			
Hire Company Details:			

NAME OF THE EVENT: _____

PERIOD OF OCCUPATION							
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Commencement Time							
Conclusion Time							

DISPLAY OF PERMIT -

Nominate location where Permit will be displayed for public viewing at all times for the duration of the event. Usually at main entrance, the ticket booth or administrative/public address building/caravan:

NUMBER OF PERSONS

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

TOILET FACILITIES

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

The following formula may be used to calculate the minimum required number of toilets and wash basins to be provided for the event:

- One toilet for every 200 female persons or part thereof;
- One toilet or urinal for every 200 male persons or part thereof, at least 30 of which must be in the form of toilet. Note: each 600mm continuous length of urinal is considered to be a urinal;
- One hand basin for every 200 persons;
- One unisex disabled facility for every 100 toilet or part thereof (as required above);
- The location of all toilets must be indicated on the site plan for the event;
- Additional facilities maybe required if the event is to be conducted within a building (facilities (toilets and washbasins) are required to be provided in accordance with the requirements of Part F2 BCA Volume 1).

Location	No of Female		No of Male			No of Disabled [Unisex]	
	Toilet	Wash Basins	Toilet	Urinals	Wash Basins	Toilet	Wash Basins
TOTAL							

DRINKING WATER

Nominate the number _____ and location (site plan) of all proposed drinking water fountains:

The following formula may be used to calculate the number of drinking water taps/fountain requirements:

- One drinking water fountain/tap should be provided for every 200 persons;
- The location of all proposed drinking water fountain/taps must be nominated on the site plan

SECURITY CROWD CONTROL (to satisfaction of the Victoria Police)

Nominate provisions for crowd control and security. Details to include:

The name of the security organisation: _____

Contact telephone number during the event: _____

Number of persons to be provided/engaged for the duration of the event: _____

UNSAFE AREAS

Nominate any unsafe areas where public access should be restricted (i.e. portable generators, stages Etc....) on the site plan for the event.

EXITS

Nominate location and width of all exit gates/doors on site plan for the event.

EMERGENCY EVACUATION

Plan/procedures for the event to be provided with the application.

FIRST AID

Nominate the proposed first aid facilities and officers to be provided for duration of the event.

Name of First Aid Provider/company: _____

Contact telephone Number: _____

Note: First Aid rooms to be provided as per the following Table

Number of Persons at any one time during the event	Number of rooms
5,000 – 10,000	1
10,000 – 15,000	2
15,000 – 30,000	3
Each extra 15,000 or part thereof	1

Note: First Aid Rooms must:

- 1) be distributed as uniform as possible throughout the assembly building or pen spectator stand; and
- 2) be convenient to a public road; and
- 3) be readily accessible from within and outside the arena or ground; and
- 4) have a floor area not less than 24 m²; and
- 5) be provided with a suitable washbasin or sink

Notes:

- The location of all first aid rooms must be indicated on the site plan for the event.
- Number of persons is based on the maximum number of patrons and employees at the event in any one time.

FIRE SERVICES

Nominate on the site plan, any existing firefighting equipment such as fire extinguishers, hose reels and hydrants that are located within the venue.

Note: In some cases a fire tanker may be required.

SAFETY OFFICERS/FIRE WARDEN (if known)

Name: _____

Contact mobile telephone number (during the event): _____

Email: _____

Note: A safety officer (applies to larger events or where the event includes high/significant risk activities) or a person with Fire Warden training (for all other smaller-medium size events) is required to be in attendance at the Place of Public Entertainment to provide for the safety of the public to satisfaction of the Municipal Building Surveyor (for further information please refer to “Checklist for when a Fire Warden may be appointed in lieu of Safety Officers”).

The Safety Training Qualification to be held by any person engaged as a Safety officer to be to the satisfaction of the Chief Officer of the CFA or to the Victorian Building Authority-

The responsibilities of the Safety Officer/Fire Warden to include but are not limited to:-

- 1) The operation of fire safety elements, equipment and systems;
- 2) The establishment and operation of evacuation procedures;
- 3) The safety of barriers and exits;
- 4) The control of the use of naked flame in theatrical productions.

Have the relevant authorities (Country Fire Authority (CFA), Victoria Police and Ambulance Victoria) been notified of the event using the City of Casey event notification template?

Yes No

Note;

The relevant authorities (i.e. CFA, Victoria Police and Ambulance Victoria) are required to be provided with a copy of the emergency management plan and site plan for the event accompanied by a completed City of Casey event notification template.

It is the responsibility of the applicant/event organiser to ensure compliance with any conditions/requirements as recommended/imposed by CFA, Victoria Police and Ambulance Victoria and to without delay provide a copy of the recommendations/conditions to the Municipal Building Surveyor for his/her consideration.

OTHER FEATURES

Further information will also be required should the event include features such as:

- Fire works/explosives/flammable materials
- Amusement Rides
- Naked Flames i.e. (Theatrical Productions)

FEES

Prescribed fee: \$1,498.00 GST Inclusive POPE application fee is applicable when making an application.

Inspections outside of business hours (9:00am-5:00pm) will incur an additional fee of \$331.00 GST Inclusive (2026/2027 fee) per inspection.

Note;

A person must not knowingly make any false or misleading statement or provide any false or misleading information to a person or body carrying out any function under the Building Act or the Building Regulations (S246, Penalty: 120 penalty units).

Signature of Owner or Agent of Owner:

Print Name: _____

Date: _____

Privacy Statement

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 9705 5200.

Notification of Event: Place of Public Entertainment

Att: CFA: firesafetyreferrals@cfa.vic.gov.au
Att: Ambulance: events@ambulance.vic.gov.au
Att: Police: CASEY-LAC-OIC@police.vic.gov.au

Dear Sir/Madam

I refer to application for Occupancy Permit – Place of Public Entertainment that has been lodged with City of Casey and respectfully request consideration of the event and any conditions/requirements that you would like to be considered prior to commencement of the event.

Event Name and Type:
Event Date/s:
Event Address:
Event Organiser Name & Contact number:
Number of attendees expected at the event:
First Aid Providers:
Safety Officer:

Please find attached a copy of the site plan and emergency management plan that were included as part of the application for Occupancy Permit – Place of Public Entertainment.

A response within 7 days of the receipt of this correspondence will assist with consideration of any conditions /requirements as part of the assessment process of the application for Occupancy permit – Place of Public Entertainment.

Please return responses via email to: buildingss@casey.vic.gov.au and events@casey.vic.gov.au

Yours Faithfully

(Insert name)
Event Organiser

☑ Checklist for when a Fire Warden may be appointed in lieu of Safety Officers:

The following table may be used as a guide to determine the requirements for attendance of a person appropriately qualified in Fire Warden in lieu of Safety Officer (subject to satisfaction of the Municipal Building Surveyor). **This checklist is to be used as a guide only and is not intended to override the ability of the Municipal Building Surveyor to use his/her discretion regarding the requirements of a safety officer (Regulation 1105).**

	Small Event Up to 500 persons at any one time during the event.	Medium Event Over 500 and up to 5000 ¹ persons at any one time during the event.	Major Event Over 5000 ¹ persons at any one time during the event.
High Risk Activities	Safety Officer	Safety Officer	Safety Officer
Significant Risk Activities	Fire Warden	Safety Officer	Safety Officer
Moderate Risk Activities	Fire Warden	Fire Warden	Safety Officer
Low Risk Activities	Fire Warden	Fire Warden	Safety Officer

Definitions

High Risk Activities:	The event includes high risk activities including but not limited to motor sports, multiple events running at the same time (e.g. events greater than 5 hours with alcohol being served and where there is a high number of security required. Events that are conducted in places that are covered by Bushfire Management Overlay during time of the year that are likely to be the subject of code red and extreme danger fire periods).
Significant Risk Activities:	The event includes significant risk activities including large mechanical amusement rides, high rise inflatable rides, fireworks and rodeos.
Moderate Risk Activities:	The event is substantially enclosed and does not include any activity described under significant or high risk above. Moderate risk includes events that allow consumption of alcohol.
Low Risk Activities:	The event is not substantially enclosed and does not include any activity described under significant, high or moderate risk above. Low risk activities can include low rise inflatable amusements (platform/finished floor level not more than 3m in height) that are under supervision when in use or animal farms.
Major Event:	Number of patrons is greater than 5000 ¹ persons at any one time during the event.
Medium Event:	Number of patrons is greater than 500 persons but no greater than 5000 ¹ persons at any one time during the event.
Small Event:	Number of patrons is equal or less than 500 persons at any one time during the event.
Fire Warden:	A person who holds appropriate qualification to act as a Fire Warden (e.g. Certified courses conducted by registered institutions for fire Warden or other suitably qualified persons to satisfaction of CFA).
Safety Officer:	A person who holds the safety qualification training as a Safety Officer as required by the Chief Officer or Victorian Building Authority (e.g. MFB run course).
¹ 5000 persons is the number of patrons permitted at any one time without the requirement for POPE if the event is conducted by community based organisations in an outdoor area.	