**ASSESSMENT FOR POPE OCCUPANCY PERMIT**

**This section is to be completed by ALL event organisers, for all events.**

**Name of the Event: -----------------------------------------------------------------------------------------------------**

**Date of the Event: -------------------------------------------------------------------------------------------------------**

**Applicant Contact: -----------------------------------------------------------------------------------------------------**

**Event Location:----------------------------------------------------------------------------------------------------------**

In some cases an Occupancy Permit and/or Siting Consent is required to use land or buildings for ‘public entertainment’. There are many exemptions from these requirements in the Building Regulations so we need additional information about your organisation and your event so that we can decide whether or not an Occupancy Permit is required. Please work through the following questionnaire.

|  |  |  |
| --- | --- | --- |
| **A** | **BUILDINGS AND STRUCTURES** | |
|  | *Will you be using any of the following:* | |
|  | Building more than 500 square metres floor area | YES NO |
|  | Tent or marquee more than 100 square metres | YES NO |
|  | Seating stand for more than 20 people | YES NO |
|  | Stage or platform more than 150 square metres | YES NO |
|  | Prefabricated building more than 100 square metres which is not placed directly on the ground | YES NO |
|  | **If you answered ‘Yes’ to any of the above, you will need an Occupancy Permit and a Siting Consent for the Building or Structure.**  If you are hiring the building or structure, it is likely that the hire company already has an Occupancy Permit. You should ask for a copy of the permit and carefully read the conditions on the permit. You should check that the hire company has any necessary equipment (such as fire extinguishers etc) that the Occupancy Permit requires. You will also need to provide a site plan of any temporary building or structure showing where it will be located, for the approval of Council’s Building Surveyor. If you are using an existing permanent building, there should already be an Occupancy Permit in place. | |
| **B** | **OPEN SPACES** | |
|  | *Are you using an area of open space (such as a park or reserve) of 500 square metres or more?* | YES NO |
|  | **If you answered ‘No’ then an Occupancy Permit is not required for Open Spaces. You’ve finished this questionnaire. If you answered ‘Yes’:** | |
|  | *Are you a community based organisation? This means:* | |
|  | Not for profit organisation AND | YES NO |
|  | Does not give or pay funds to any members AND | YES NO |
|  | Is a philanthropic or benevolent or sporting or recreational group | YES NO |
|  | Will there be less than 5000 people present at all times? | YES NO |
|  | **If you answered ‘Yes’ to all of the above, then an Occupancy Permit is not required for Open Spaces. You’ve finished. If you answered ‘No’ to any of the above:** | |
|  | *Is the event area enclosed or substantially enclosed?* | YES NO |
|  | *Is there a charge for admission?* | YES NO |
|  | **If you answered ‘Yes’ to either of the above, you will need an Occupancy Permit for the event. If you answered ‘No’ to both questions, you will not need an Occupancy Permit.** | |
|  | If the questionnaire shows that you will need an Occupancy Permit for the open space, you will need to complete an application form and provide some additional information about the event. | |