

OCCUPANCY PERMIT APPLICATION FOR A PLACE OF PUBLIC ENTERTAINMENT (POPE) & SITING OF PRESCRIBED TEMPORARY STRUCTURES – Form 15

(BUILDING ACT 1993, Part 5 Division 2 Section 53 & Section 57, Building Regulations 2018, Reg 186)

Step 1. Event Name

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Step 2. Applicant Details

Company			
Name			
Postal Address			
Phone		Email	

Step 3. Are you the owner of the property?

- Yes
 No (Please complete details below.)

Step 4. Owner Details

Company			
Name			
Postal Address			
Phone		Email	

Step 5. Property Details (where the event is proposed to be held)

Name of Property (if applicable)			
Street no.		Street name	

Suburb		Post code	
Lot no.		LP/PS	

Step 6. Existing Building Details (list existing buildings proposed to be used for the event)

Building Number/Name/Description		AESMR	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Building Number/Name/Description		AESMR	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Building Number/Name/Description		AESMR	No <input type="checkbox"/>	Yes <input type="checkbox"/>

You are also required to attach a copy/s of the most current Annual Essential Safety Measures Report (AESMR) for the building/s

Step 7. Prescribed Temporary Structures

Will there be seating stands for more than 20 People?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will there be stages exceeding 150m ² in floor area?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will there be tents or marquees with a floor area more than 100m ² ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will there be prefabricated buildings exceeding 100m ² ?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

If the answer to any of the above is Yes, please provide details below

	Structure 1	Structure 2	Structure 3
Type of structure			
Size/capacity of structure			
VBA occupancy permit number			
Hire company details			
Temporary structure erectors contact name			
Temporary structure erectors registration number			
Temporary structure erectors contact phone number			
Hire company email address			

NB. Structural details/certification may also be required for temporary structures that do not require a Victorian Building Authority Occupancy Permit.

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

Step 8. Period of Occupation when Public Entertainment is Being Carried out

Start Date				End Date			
Days of Occupation	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Start Time							
End Time							

Step 9. Number of Persons

Indicate the maximum number of persons to attend the event at any one time

NB. Includes staff, participants, and spectators

Step 10. Location for the Display of the Occupancy Permit

Must be in a prominent position accessible to the public

Step 11. Safety Officer Details

Name	
Address	
Postal Address	
Mobile Phone Number	
Qualifications (provide documents)	
Name	
Address	

Postal Address	
Mobile Phone Number	
Qualifications (provide documents)	

Step 12. Toilet Facilities

Location	Female		Male			Disabled (unisex)		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											

NB. Facilities should be distributed as evenly as possible across the event site.

Insert additional rows as required

Step 13. Drinking Water

How many drinking water fountains do you propose to provide?	
Location of drinking fountains:	
NB. The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event. Drinking water fountains should be distributed as evenly as possible	

Step 14. Unsafe Areas

Are there any unsafe areas where public access should be restricted?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Location of unsafe areas (details also to be marked on site plan)		

Step 15. Emergency Management & Evacuation Plan

Have you prepared an emergency management and evacuation plan for the proposed event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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NB. An emergency management and evacuation plan must be provided with this application.

Step 16. Lighting

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

Step 17. First Aid

Will a First Aid room be provided?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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If yes, provide location and detail on site plan

Dimensions of First Aid room

Step 18. Fire Safety

Are there any existing fire-fighting equipment located within the venue?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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Will additional fire-fighting equipment be provided within the venue?

No

Yes

List all existing firefighting equipment (type & location i.e. fire extinguishers, hose reel and hydrants)

List any additional firefighting equipment to be provided (type & location i.e. fire extinguishers, hose reel and hydrants)

NB. All firefighting equipment also to be listed on the site plan

Step 19. Other Event Features

Fireworks/Explosives/Flammable Materials	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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Amusement Rides

No

Yes

Naked Flames i.e. for theatrical productions

No

Yes

Alcohol sold or provided for benefit	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Activities within Councils parks, gardens, or reserves*	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Activities on roadways or footpaths*	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Changed traffic conditions/Traffic Management Plan	No <input type="checkbox"/>	Yes <input type="checkbox"/>
NB. Further information will be required should the event include any of the above listed features		
Locations of fireworks, amusement rides, naked flames and the like must be marked on the site plan for the event.		

*must be approved by Council

Step 20. Declaration

I, _____, am authorised to apply for this permit on behalf of _____.
 I do so to the best of my knowledge and understand that it is an offence under section 246 of the Building Act 1993 (Vic) to knowingly make any false or misleading statements or provide any false or misleading information under that Act.

Step 21.

Signature of Applicant		Date	/ /
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Step 22. Return this form and the required documents via one of the methods below

- Save and email this Word document to building@ballarat.vic.gov.au
We will e-mail you out a schedule of fees to pay online, or
- Print this form and bring it in to The Phoenix Building 25 Armstrong St Sth, Ballarat. You will be able to pay over the counter from 8.30am – 5pm Monday to Friday

Step 23. 2023/24 Payable fees

Description	Price
Place of Public Entertainment – up to 5000 occupants, up to 3 structures	\$896.90
Place of Public Entertainment – Over 5000 occupants, up to 3 structures	\$1173.60
Place of Public Entertainment – additional structures	\$250.10 ea
Temporary Structures – Up to two structures	\$479.20
Temporary Structures – per additional structure	\$250.10

Office use only (PP/BGN) 2024/25

Receipt number	
Date received	

Ensure you have attached a Site Plan including the following:

- Extent of site boundary fencing and permanent features
- Location of all Structures
- Any existing underground services (call Dial Before You Dig)
- Amenity Locations
- Widths of exits and the locations and pathways
- Drinking water locations
- Fire extinguisher, hydrant, and hose reel locations
- First Aid stations
- Vehicle entry points
- Public exclusion areas or unsafe areas
- Lighting Locations (if conducted after daylight hours)
- Locations of fireworks, amusement rides, naked flames (if applicable)
- Complete checklist of possible additional information required below

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- NB:**
1. At least 20 working days are required for processing of a Division 2 Occupancy Permit.
 2. Any event held within the City of Ballarat Gardens or Reserves must be approved by Council's Events Unit.
 3. Any event on Council controlled roadways or footpaths must be approved by Council's engineering Department.

Note: Your personal information is being collected by City of Ballarat for the purpose of your processing your Division 2 Occupancy Permit application in accordance with the *Building Act 1993*. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at www.ballarat.vic.gov.au

Site Plan Checklist

Information on what is required to be included on your site plan when applying for a POPE permit or a Siting Approval.

Existing Elements	Temporary Elements	POPE	Siting
Direction of North		Yes	Yes
Existing sensitive areas (such as flora or fauna sites)		Yes	Yes
Existing drinking water fountains	Temporary drinking water fountains and sources	Yes	
Existing toilet facilities	Temporary toilet facilities	Yes	Yes
Emergency access/egress routes	Temporary Emergency Services access	Yes	Yes
Emergency assembly areas	Temporary Emergency Assembly areas	Yes	
Existing power sources	Temporary generators, power boxes and light towers	Yes	
Existing lighting towers			
Existing sewerage, gas, and electricity connection points for temporary connections	Temporary power sources, generators, and distribution boxes	Yes	Yes
Existing fire extinguisher, hoses, or water points (taps)	Temporary firefighting equipment	Yes	
Existing First Aid facilities	Temporary First Aid facilities	Yes	Yes
Existing steps & ramps	Pedestrian routes including access within, to and from the venue (including disabled routes)	Yes	Yes
Existing entry & exit points	Temporary entry & exit points	Yes	Yes
Existing fences & gates	Fencing (mesh & picket	Yes	Yes
	Pedestrian barriers		
	Entry & exit points		
Existing picnic & seating areas	Temporary viewing and seating areas	Yes	Yes
	Seating areas for wheelchairs		
	Temporary picnic or quiet areas		
Existing car parks including accessible car parks Existing bus stops & train stations Existing traffic lights & pedestrian crossings	Temporary car parks including accessible car parks	Yes	
	Delivery & collection areas		
	Taxi, Accessible & bus drop off & pick up points		

Existing Elements	Temporary Elements	POPE	Siting
Existing buildings & structures	Temporary Structures: <ul style="list-style-type: none"> - 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 	Yes	Yes
Existing administration facilities	Ticket offices/registration areas	Yes	
	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	Yes	Yes
Existing Liquor Licence areas	Liquor service areas – show locations and barriers	Yes	Yes
	Location of POPE/Siting approval permits & certificates	Yes	Yes