



Application for Occupancy Permit for Places of Public Entertainment (POPE) – FORM 15

Building Regulations 2018, Regulation 186(1)

To: The Municipal Building Surveyor	Telephone	5734 6231
Mitchell Shire Council 113 High Street BROADFORD VIC, 3658	Facsimile	5734 6222

From: Owner of Land <input type="checkbox"/>	Event Organiser <input type="checkbox"/>	
Company	Telephone	
Billing address	Facsimile	
Emergency contact person	Mobile	
Email		

Event Address Details: Name of event		
Number	Street/Road	Suburb
Reserve or oval Name:		Melways/Vic Roads ref

Duration of Event

Commencing:	To	Anticipated Attendance per day*
Day event <input type="checkbox"/>	Night event <input type="checkbox"/>	Both <input type="checkbox"/>

*Attending population is to include public, staff and volunteers etc...

Place of Public Entertainment

Part of Building	Intended Use	BCA Class

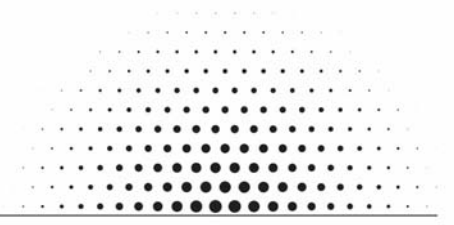
Applicant's declaration

I am authorised to apply for this permit on behalf of the client _____ and I hereby undertake to comply with requirements of the Building Act 1993, Building Regulations 2018 the Building Code of Australia and any special conditions as required by an Authorised Officer of the Council.
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Signature of owner/event organiser/hirer	
Date	
Print name	On site contact number

Privacy Statement

The collection and handling of personal information is conducted in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s. Please refer to the Privacy Policy for further information about your rights and Council's obligations.



Lodgement and Payment

Payment is required prior to the issue of a permit. Lodgement and payment may be made using one of the following options:

- In person** Payment can be made in person from 8.30am to 5pm Monday to Friday at Mitchell Shire Offices
113 High Street Broadford
- Mail** Only cheque or money orders are acceptable for applications received by mail. Please make cheques or money order payable to Mitchell Shire Council.
- Fax and Email** As a result of changes to bank requirements we are no longer able to accept credit card payments by fax, post or email.

For applications lodged by email, an officer will contact you via email with a reference number and instructions to make payment online.

Please note that failure to make payments will result in the application being delayed or refused.



Places of Public Entertainment (POPE) – Application Check List

Format Ref	Paperwork Check list	Note	Complete
1.	Description of event and index		
2.	Written consent from land/property owner		
3.	Application Form (FORM 5)		
4.	Schedule of proposed buildings and structures to be used during the event		
5.	Three (3) copies of detailed site plans	A	
6.	Prescribed Temporary Structures/permanent structure plan	B	
	Building Commission Occupancy Permit	C	
	Plan of structure and Engineer Certification and Certificate from Erectors		
7.	Support structure/scaffold/gantry/tower/platform structure or the like		
	Building Commission Occupancy Permit	D	
	Copy of Approved Form-Certificate of Compliance-Design with drawings		
	Scaffold structure		
	Concourse/platform		
	Gantry/tower		
	Temporary Seating (Building Commission Occupancy Permit may be required)		
8.	Sanitary Facilities (refer to BCA Vic 102.4)	E	
	Male 1 WC per 200 persons, 30% of which must be water closets		
	Female 1 WC per 100 persons		
	Disabled 1 unisex disabled WC per 100 water closets or part thereof		
	Wash hand basins 1 wash basin per 150 persons		
	Drinking Fountains 1 per 150 persons		
9.	First aid facilities	F	
	1 room 5001 – 10,000 persons		
	2 rooms 10,001 – 15,000 persons		
	3 rooms 15,001 – 30,000 persons		
	1 room for each extra 15,000 persons or part thereof		
10.	Emergency management and evacuation manual		
	Additional Siting Permit required	G	
	Is event in Mitchell Shire Council's park, garden or reserve	H	
	Is event held on Council controlled roadways or footpath	I	

Notes:

- A. Plans must show extent of grounds, building(s) to be used, (for small single structure events emergency lighting, emergency exit signs and exit widths, location and type of fire extinguisher/fire blanket and sanitary facilities can be shown on the site plan.
- B. For large venues or multi structure site, individual detailed plans showing emergency exits and exit widths, exit signs and emergency lighting, location and type of fire extinguisher/blanket.
- C. Check expiry date and whether permit covers type of structure to be used.
- D. Check expiry date, drawing and computation (if provided) ref numbers against Approved Form.
- E. This minimum number of toilet facilities is provided as a guide only and may vary upon review of the application.
- F. First aid facilities station minimum room size of 24m². Rooms must contain a sink or wash hand basin. First aid facilities must be located so as to be convenient to a public road and accessible from within and outside the arena or ground. Smaller events are still required to have first aid facilities.
- G. Additional Siting Permits may be required for any Prescribed Temporary Structures (marquee greater than 100m², stage greater than 150m² or seating stand with more than 20 persons, prefabricated buildings with a floor area exceeding 100m²) that form part of an event.
- H. Any event held within the Mitchell Shire's parks, gardens or reserves must be approved by Council.
- I. Any event held on Council controlled roadways or footpaths must be approved by Council.