

Form 15 - Application for Occupancy Permit

Place of Public Entertainment or Prescribed Temporary Structures/Temporary Siting

Building Act 1993, Building Regulations 2018 and Regulation 186(1)



Merri-bek
City Council

All sections of this application form must be completed, and payment attached.

Failure to do so may result in delays in processing your application.

*Delete if inapplicable

PART A – Application Details

To: Relevant Building Surveyor	
Name	
Class	
Registration No.	

From:			
This application is made by the *owner/*agent of the owner of the property.			
Name of Applicant			
*ACN/*ARBN			
Postal address of applicant		Postcode	
Telephone			
Email			
Contact person (if applicant not a natural person):			
Given name		Family name	
Telephone			

In accordance with section 54 of the Building Act 1993, I apply for an occupancy permit for the place of public entertainment situated at—
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Property Details							
Number	Street/road			City/suburb/town		Postcode	
Title Details							
Number		LP/PS		Volume		Folio	
Crown allotment				Section			
Parish				County			
Municipal district							

Nature of Application	
☐	Place of public entertainment
☐	Prescribed Temporary Structure

Dates and Times of Public Entertainment or duration of the Temporary Structure situated on the subject land:-							
Dates from:				To:			
Period of Occupation							
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Commencement time							
Conclusion time							
Maximum Numbers of Persons at the Place of Public Entertainment or Event To include Employees, Participants, Spectators and the public:							
Proposed location to display the Occupancy 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.							

*Building practitioners and architects who were engaged in the building work

Name		Category/class		Registration No.	
Name		Category/class		Registration No.	
Name		Category/class		Registration No.	
Name		Category/class		Registration No.	
Name		Category/class		Registration No.	
Name		Category/class		Registration No.	
Name		Category/class		Registration No.	

Use Applied For

Part of Building		Propose Use		BCA Class of Building	
Part of Building		Propose Use		BCA Class of Building	
Part of Building		Propose Use		BCA Class of Building	
To conduct public entertainment		☐			

Certificates of Compliance

 Copies of compliance certificates for plumbing work and electrical work are attached in accordance with regulation 186(2)(b).

PART B – INFORMATION FOR ALL APPLICATIONS

1 - 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 a urinal.
- One hand basin for every 200 persons.
- One unisex accessible 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 (toilets and washbasins) and required to be provided in accordance with the requirements of BCA Volume 1 Part F4).

Location 1:

	Male	Female	Accessible
No. Water closets			
No. Urinals			
No. Washbasins			

Location 2:

	Male	Female	Accessible
No. Water closets			
No. Urinals			
No. Washbasins			

Location 3:

	Male	Female	Accessible
No. Water closets			
No. Urinals			
No. Washbasins			

2 - DRINKING WATER

Nominate the number and location of all proposed drinking foundations.

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

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

Number of drinking foundation:	
Site plan attached:	☐

3 - FIRST AID

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

Name of first aid provided/company:	
Contact telephone number:	

Note: First aid rooms must:

1. Be distributed as uniformly as possible throughout the assembly building or pen spectator stand;
2. Have convenient access to a public road;
3. Be readily accessible from within and outside the arena or ground;
4. Have a floor area not less than 24 m²;
5. Be provided with a suitable washbasin or sink;
6. The location of all first aid rooms must be indicated on the site plan for the event; and
7. Number of persons' is based on the maximum number of patrons and employees at the event in any one time.

4 - EMERGENCY EVACUATION

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

☐ Yes (provide copies) ☐ No

5 - SECURITY CROWD CONTROL (To satisfaction of the Victoria Police)

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

The name of the security organisation:	
Contact telephone number:	
Number of persons to be provided/engaged for the duration of the event:	

6 - SAFETY OFFICERS/FIRE WARDEN

The name of the safety officers/warden:	
Contact telephone number:	
Email:	

Notes:

1. 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 attached "Checklist for when a Fire Warden may be appointed in lieu of Safety Officers").
2. 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 FRV or to the Building and Plumbing Commission.
3. The responsibilities of the Safety Officer/Fire Warden to include but are not limited to:
 - i. The operation of fire safety elements, equipment and systems.
 - ii. The establishment and operation of evacuation procedures.
 - iii. The safety of barriers and exits.
 - iv. The control of the use of naked flame in theatrical productions.

7 – Authority Referrals

Have the relevant authorities (Fire Rescue Victoria (FRV), Victoria Police and Ambulance Victoria) been notified of the event utilizing the template at the end of this form? (See Appendix B)

☐ Yes (provide copies) ☐ No

Note: The relevant authorities (i.e. FRV, Victoria Police and Ambulance Victoria) are required to be provided with a copy of the emergency management plan and site plan for the event.

It is the responsibility of the applicant/event organiser to ensure compliance with any conditions/requirements as recommended/imposed by FRV, 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.

8 – Other Proposed Features

Indicate if the event includes any of the following features:

- ☐ Fireworks/explosives/flammable materials
- ☐ Inflatable jumping castles, inflatable buildings or other similar inflatable structures
- ☐ Amusement rides
- ☐ Naked flames (i.e. theatrical productions)

Note: Further information may be required should the event include features above.

PART C – ADDITIONAL INFORMATION FOR A PLACE OF PUBLIC ENTERTAINMENT

Indicate the type of public entertainment:

- ☐ A Building with a floor area greater than 500m² to be used or intended to be used for entertainment for which admission is charged or giving of other consideration; or
- ☐ A Place with an area greater than 500m² that is enclosed or substantially enclosed (e.g. fencing etc.) or charges an entrance fee or giving of other consideration; or
- ☐ A Community-based organization (i.e., established primarily for non-profit/gains, not distribute any profit/gain of its activities to members, operates in community wholly for either philanthropic/benevolent purpose (e.g., school council) or any sporting/recreational purpose (e.g., football/netball club) containing the following:
 - Exceeding 5,000 persons in the place at any one time during the event; and
 - Either a Building or Place as mentioned above.

PART D – ADDITIONAL INFORMATION FOR A TEMPORARY STRUCTURE

Type Of Temporary Structures

- ☐ Tent, Marque, or Booth greater than 100m²
- ☐ Prefabricated buildings exceeding 100m² other than ones placed directly on ground
- ☐ Seating Stands for more than 20 persons
- ☐ Stages or Platforms (including Sky Borders & Stage Wings) greater than 150m²

Note: If you have ticked any of the above Structures, you are required to obtain the following approval:

1. Occupancy Permit from the Building and Plumbing Commission. A current Occupancy Permit from the Building and Plumbing Commission and shall be submitted together with drawings and structural engineering;
2. Temporary Structure – Siting Consent from Council Building Department;
3. Location of all temporary structures to be indicated on the site plan for the event.

DESCRIPTION OF TEMPORARY STRUCTURES			
	Location 1	Location 2	Location 3
Size			
Type of structure			
BPC Occupancy Permit Number			
Hire Company Details			

DESCRIPTION OF TEMPORARY STRUCTURES			
	Location 4	Location 5	Location 6
Size			
Type of structure			
BPC Occupancy Permit Number			
Hire Company Details			

Submission checklist

Prior to lodgement, ensure you have:

- ☐ Filled in the form completely.
- ☐ Paid the application fee; see www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-projects/ for fees and online lodgement.
- ☐ Attached all necessary supporting information and documents (see notes below).

*Signature of owner

I am aware that it is my responsibility to notify the Owner & Event Manager to obtain all approvals from other applicable authorities that may be required including but not limited to the following:

- Council Departments: Events, Planning, Health, Infrastructure, Parks, Traffic, Compliance and Safety.
- Authorities: Fire Rescue Victoria, Police, WorkSafe, SES, Ambulance Victoria.
- I understand that this application and approval process does not cover any other Authority Consent
- And that a person must not conduct a public entertainment in a place of public entertainment unless an occupancy permit has been issued in accordance with the Building Act 1993 which permits its use for the entertainment.

Print Name	
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Date	
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*Signature of agent of owner

I am aware that it is my responsibility to notify the Owner & Event Manager to obtain all approvals from other applicable authorities that may be required including but not limited to the following:

- Council Departments: Events, Planning, Health, Infrastructure, Parks, Traffic, Compliance and Safety.
- Authorities: Fire Rescue Victoria, Police, WorkSafe, SES, Ambulance Victoria.
- I understand that this application and approval process does not cover any other Authority Consent.
- And that a person must not conduct a public entertainment in a place of public entertainment unless an occupancy permit has been issued in accordance with the Building Act 1993 which permits its use for the entertainment.

Print Name	
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Date	
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Appendix A – INFORMATION SHEET REQUIRED DOCUMENTATION

The following information is a guide to what should be submitted as part of the application:

1. Owners written consent for the proposed use of the land or building.
2. Copy of Title, Plan of Subdivision, any covenants & Section 173 agreements downloaded within the last 3 months. See www.landata.vic.gov.au
3. Written full description of the event
4. Current copy of public indemnity insurance (Certificate of Currency) for at least \$20 million.
5. Emergency Evacuation Plan (the extent of documentation will depend on the size and nature of the event)
6. Ensure that you obtain Council Events approval where located on council owner land
7. Ensure all other applicable Authorities are consulted including Town Planning, Health, Traffic, Parks and any Local Law consent. Authorities may include FRV/Police/WorkSafe/SES/Ambulance Victoria.
8. Details addressing:
 - Responsibilities for Safety Officers in relation to operation of fire safety elements, equipment and evacuation procedure safety of barriers and exit.
 - Any intended fireworks or use of naked flame with details of controls for each. Including the keeping, testing or storage of flammable materials or explosive item
9. A Site plan drawn to a suitable scale (minimum of 1:500) clearly illustrating the following:-
 - Any temporary structures (including description, size & setbacks);
 - Existing and proposed toilet numbers for female, male & accessible patrons & employees in accordance with AS1428;
 - Drinking fountains (1 for every 200 patrons);
 - Fire services: Fire extinguishers - type size and locations, any existing fire hydrants, and fire hose reels;
 - Site perimeter including fencing, other buildings, hazardous areas fenced off from the public entry;
 - Location of access and egress gates including minimum dimensions of openings, any gates specifically used for emergency vehicle access, method of operation of gate (i.e., if gate is locked, what emergency evacuation process exists to unlock the gate for egress or emergency vehicle intervention)
 - Location of any designed passageways and exit routes;
 - Nominate location and width of all exit gates/doors on site plan for the event;
 - The exclusion of the public from unsafe areas;
 - Public toilet facilities;
 - Restrictions on smoking, alcohol consumption in specific areas;
 - Nominate any unsafe areas where public access should be restricted (i.e. Portable generators & stages);
 - The location of all first aid rooms must be indicated on the site plan for the event.
10. Temporary Structures require the additional information:
 - Copy of any valid Occupancy Permit & conditions issued by the Building and Plumbing Commission.
 - Copy of all approved structural plans, computations & certification from a registered Structural Engineer mentioned on the Occupancy Permit.

Note: Upon receipt of a Section 57 Siting Consent, Council may require an additional Compliance Certificate – Inspection from a registered Structural Engineer. If this is not provided to the satisfaction of the Municipal Building Surveyor 24 hours prior to event commencing, the Consent will be revoked.

11. Place of Public Entertainment – Building(s) requires the additional information:
 - Current Building Permit & Occupancy Permit and all conditions for the building;
 - Existing Building Permit approved Floor Plans;
 - Proposed Floor Plan illustrating proposed number of people per room, room floor areas, proposed room use, exit locations, security areas, restricted areas, any pyrotechnics (size, type etc.), location of any temporary structures, existing and proposed toilet facilities for female, male & accessible, accessible access from street, into building & accessible parking etc;
 - Electrical Floor Plans illustrating all exit signs, emergency lighting etc; and
 - Original Structural Drawings, Computations & Compliance Certificate.

Note: Additional information may be required to be submitted in order for a complete assessment to be undertaken depending on the nature, size and / or complexity of the event. i.e.: Planning permit, Other Authorities consent, Protection of public and adjoining properties etc.

APPENDIX B – EXAMPLE NOTIFICATION TEMPLATE TO RELEVANT AUTHORITIES

Date:

Notification of Event: Place of Public Entertainment

Dear Sir/Madam,

I refer to application for Occupancy Permit – Place of Public Entertainment/Temporary Structure/Event that has been lodged with Merri-bek Council and respectfully request consideration of the event and any conditions/requirements that you would like to be considered prior to commencement of the event.

- (a) Event Name and Type:
- (b) Event Date/s:
- (c) Event Address:
- (d) Event Organiser Name & Contact number:
- (e) Number of attendees expected at the event:
- (f) First Aid Providers:
- (g) Safety Officer:

Please find attached a copy of the site plan and emergency management plan that were included as part of the application for Temporary Structure/Event/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: (Insert email)
And copy to buildingpermits@merri-bek.vic.gov.au

Yours Faithfully,

(Insert name)
Event Organiser

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service: 13 36 77 or relayservice.com.au		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751			

For more information & lodgement



Online visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-projects/ for more information and to lodge your application online.



Phone Merri-bek City Council on 9240 1111 for assistance and information.



Mail your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.



Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014* (Vic). The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the *Building Act 1993* and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may also be used by Council for related purposes. The information may be shared with the Victorian Building Authority for the purposes of managing building permit data and/or collection of levies. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, your application may not be accepted or may be refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

PLEASE NOTE: Information associated with this building permit application might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further, Council may use your electronic details for other Council communication.