

Application for occupancy permit

Place of Public Entertainment (PoPE)

Building Act 1993
Building Regulations 2018



What you need to do



1. Complete the form.

Make sure all sections are completed and all supporting documentation is supplied.



2. Submit the application

This form and supporting documents must be submitted via email or by mail.



3. Permit is processed

You will receive an invoice. Once paid, your application will be processed.

Before you begin

Below is a checklist of things that people often miss when submitting their application. Make sure you include this information to prevent delays and save time.

How to apply

Submit this application and the required documents to:

- building@yarriambiack.vic.gov.au
- Municipal Building Surveyor
Yarriambiack Shire
PO Box 243
Warracknabeal VIC 3393

Fees

- Please see the current fee schedule on Council's website: [Building application forms and fees - Yarriambiack Shire Council](#)

Document checklist:

The following documents are required to be submitted:

- Completed application form
- A site wide emergency evacuation plan
- Clearly labelled site plan, at a minimum scale of 1:400, identifying:
 - The event perimeter, access roads, entry and exit points, location of first aid, toilets, any food handling places, stalls, temporary and existing structures, etc;
 - A more detailed building layout, at 1:200 scale, showing the location of the pre-approved structures (labelled accordingly) relative to other structures;
 - A floorplan showing the location and type of the portable fire extinguishers

Applicant details

Who is the applicant?	Owner of the land	Agent of the Owner
Name:		
Postal Address:		
Contact person's name (if different from above):		
Contact person's phone:		
Contact person's email address:		

Owner details (if Agent of the Owner is listed above)

Name:	
Postal address:	
Phone:	
Email address:	

Event details

Event name:	
Maximum occupancy:	

Property/building details

In accordance with Section 42 and/or Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for the building or place of public entertainment situated at:

Lot and plan no:**Address:****Description of any existing buildings/structures (including parts of a building) that are proposed on being used in the event:****Temporary Structures****Is it proposed to have any temporary:**

Seating stands for more than 20 persons?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Stages exceeding 150m ² in floor area?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Tents or marquees with a floor area more than 100m ² ?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Prefabricated buildings not placed directly on the ground exceeding 100m ² ?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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

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

Description of temporary structures

	Structure 1	Structure 2	Structure 3
Type of structure:			
Size/Capacity of structure:			
VBA occupancy permit no:			
Hire company (if applicable):			
Hire company email address:			
Temporary structure erectors contact name:			
Temporary structure erectors registration number:			
Temporary structure erectors contact phone number:			

Period of occupation							
Start date:				End date:			
Days of occupation	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start time:							
End time:							
Nominate a location for the display of permit for public viewing. <i>Note: Usually at main entrance ticket booth or administrative/public address building/caravan</i>							

Safety officer details	
Name:	
Address:	
Contact mobile phone during event:	
Background experience/qualifications:	
<i>Note: A safety officer is usually required to attend the Place of Public Entertainment to provide for the safety of the public.</i>	
The Safety Training Qualifications to be held by any person engaged as a Safety Officer to be to the satisfaction of the Chief Officer of the CFA or the Building Control Commission.	
The responsibilities of the safety officer include but are not limited to: the operation of fire safety elements, equipment and systems the establishment and operation of evacuation procedures the safety of barriers and exits the exclusion of the public from unsafe areas the location and designation of passageways and exits the availability of public toilet facilities and the condition of those facilities	

the ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible manner; to the extent that this is not required by any other Act or Regulation
 the keeping testing and storage of flammable material or explosive items and equipment in a safe manner, to 'be extent that this is not required by any other Act or regulations
 Ensuring compliance with all conditions of this Permit

Toilet facilities											
Location	No. of female		No. of male			No. of disabled (unisex)		No. of 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

Unsafe areas		
Are there any unsafe areas where public access should be restricted? <i>If yes, please clearly identify on the site plan.</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Fire safety		
Is there any existing firefighting equipment such as fire extinguishers, hose reel and hydrants that are located within the building?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will additional firefighting equipment be provided within the venue?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
<i>Please show the location of all firefighting equipment on a site plan.</i>		

Applicant's Declaration		
<i>I, am authorised to apply for this Permit on behalf of</i>		
Signature of Owner/Agent of Owner		Date