

# Application for a Place of Public Entertainment (POPE) and Temporary Structures



Form 5, Part 5 - Building Act 1993, Part 14 - Building Regulations 2018

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To:  
The Municipal Building Surveyor

## Applicant

Name

Association with Event

Address

Postcode

Telephone number

Email

## Event Manager

Name

Address

Suburb

Postcode

Telephone number

Email

## Land Owner

Name

Email

Address

Postcode

Telephone Number

In accordance with section 42/section 54 of the *Building Act 1993*, I apply for an occupancy permit for the place of public entertainment situated at -

## Property Details

Address

Suburb

Postcode

Lot No

LP/PS

Volume

Folio

## Design Practitioners, Engineers, or other Practitioners engaged in the building work

Name

Category/class

Registration No.

Name

Category/class

Registration No.

## Temporary Structure Inspection/Certification Details

**NOTE: All temporary structures exceeding 20sq.metres shall be inspected onsite and a 'certificate of compliance-inspection' provided to the Building Team prior to commencement of the event.**

**Details of the proposed practitioner (eg. category – erector/supervisor/engineer in the appropriate class):**

Name

Category/class

Registration No.

## Public Entertainment details

Event Name

Description

Commencement Date

Completion Date

Maximum number of people accommodated at any time

Times of Operation

## Type of Place of Public Entertainment proposed (please tick applicable box)

|  |   |
|--|---|
|  | A <b>Building</b> with a floor area greater than 500m <sup>2</sup> to be used or intended to be used for entertainment for which admission is charged or giving of other consideration; or  |
|  | A <b>Place</b> with an area greater than 500m <sup>2</sup> that is enclosed or substantially enclosed (e.g. fencing etc.) or charges an entrance fee or giving of other consideration; or   |
|  | A <b>Community-based organisation</b> (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: <ul style="list-style-type: none"><li>• <b>Exceeding 5,000 persons</b> in the place at any one time during the event; and</li><li>• Either a <b>Building</b> or <b>Place</b> as mentioned above</li></ul> |
|  | A combination of the above  |

## Type of Temporary Structure (please tick applicable box)

In accordance with Part 5 of the Building Act 1993, I hereby apply for the above Approval which is to be obtained prior to occupation and/or siting the structures. I am aware that this application may take up to two weeks to be processed & additional information may be required

|   |  |
|---|--|
|   | Tent, Marque or Booth greater than 100m2   |
|   | Pre-fabricated 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       |
| If you have ticked any of the above Structures, you are required to obtain the following approval: <ul style="list-style-type: none"><li>• Occupancy Permit from the Victorian Building Authority (phone: 1300 815 127) and</li><li>• Temporary Structure – Siting Consent from Council Building Department</li></ul> |  |
| If you have ticked any of the above, a current <b>Occupancy Permit</b> is required from the Victorian Building Authority and shall be submitted together with drawings and structural engineering   |  |

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

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.

A Penalty of \$277,000 in the case of a body corporate, or \$44,000 in the case of a person is applicable

Signature of Owner or Agent

Date

## Fees: See Fee Schedule

| FEES APPLICABLE TO THE EVENT   | TICK BELOW |
|--|------------|
| POPE/Temporary Structure Siting application (up to 2,500 people)   |            |
| POPE/Temporary Structure Siting application (over 2,500 people)  |            |
| General Final inspection normal working days 9am-4pm   |            |
| Final inspection outside normal working hours/days<br>(Additional fee Applicable)  |            |
| <b>NOTE: Late Submissions – Submissions less than 10 working days prior to the event will incur double application fees.</b> |            |

**Applications may not be processed without the payment of fees.**

## SANITARY & AMENITY FACILITIES

- 1) Toilet and amenities facilities must be provided as follows.
  - a) One (1) closet fixture for every 200 female patrons or part thereof.
  - b) One (1) closet fixture or urinal for every 200 male patrons or part thereof, at least 30% of which must be in the form of closet fixtures.
  - c) One washbasin for every 200 patrons or part thereof.
  - d) For use by disabled persons, one unisex facility within the meaning of Part F2 of the 'National Construction Code - Volume 1' for every 100 closet fixtures or part thereof required under (a)
- 2) Appropriate signage should indicate the locations of toilets and water fountains that are not apparent to visiting public.
- 3) Accessible/Disabled facilities shall be provided adjacent other facilities in a manner that avoids segregation, and be strictly in accordance with AS1428.1.
- 4) A minimum of 1 drinking fountain for every 200 patrons shall be provided throughout the event.
- 5) First aid facilities are to be supplied in accordance with Vic. Clause F2.101 National Construction Code.

## Required Documentation

1. **Owners written consent** for the proposed use of the land
2. Copy of **Title, Plan of Subdivision**, any covenants & section 173 agreements (see section 32) Vendors Statement, Bank if loan on property, Titles Office or download from [www.landata.vic.gov.au](http://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 per event
5. **Emergency Evacuation Plan** (depending on the size and nature of the event)
6. Ensure that you obtain Council Events Department and all other applicable Authorities including Town Planning, Health, Traffic, Parks and any Local Law consents. Authorities may include FRV/Police/WorkSafe.
7. 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 & disabled patrons & employees in accordance with AS1428
  - Any drinking fountains (1 for every 200 patrons)
  - Any fire extinguishers, fire hydrants, hose reels etc.
  - 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
  - Use of Safety Officers (for public safety)
  - Responsibilities for Safety Officers in relation to operation of fire safety elements, equipment and evacuation procedure safety of barriers and exits
  - The control and use of naked flame in theatrical productions
  - The exclusion of the public from unsafe areas
  - The keeping, testing or storage of flammable materials or explosive items
  - Public toilet facilities and the conditions of such – also including Accessible Toilets
  - Restrictions on smoking, alcohol consumption in specific areas
8. **Temporary Structures** require the additional information:
  - Copy of any valid Occupancy Permit & conditions issued by the Victorian Building Authority
  - 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 where the installed works do not comply with the approved engineering documentation. If this is not provided to the satisfaction of the Municipal Building Surveyor 24 hours prior to event commencing, the Consent will be revoked
9. **Place of Public Entertainment – Building(s)** require 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 & disabled, disabled access from street, into building & disabled parking etc
  - Electrical Floor Plans illustrating all exit signs, emergency lighting etc.
  - Original Structural Drawings, Computations & Compliance Certificate

## Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.

## How to submit and pay

Please submit your completed form with any required documentation and payment via one of the methods below.

### In Person

**via Eftpos, Visa, Mastercard, Amex, cash, cheque or money order.**

Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199


Langwarrin Customer Service Centre  
Shop 6, The Gateway  
230 Cranbourne-Frankston Road  
Langwarrin 3910

Seaford Community Centre  
1/6 Broughton Street  
Seaford 3198

### By Mail

**via cheque or money order**

Frankston City Council  
PO BOX 490  
Frankston VIC 3199

 Submit by **Email** Please email the completed application form with any required supporting documentation to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)  
**You will be notified how to pay by return email.**

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### OFFICE USE ONLY – Application for Property Information

Payee Name:

Address:

TOTAL \$

Prepayment Code: AP/BP – 2017 Onwards – Building Permits