

Application for a Place of Public Entertainment and Temporary Structures



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

opportunity » growth » lifestyle

To:
The Municipal Building Surveyor
Frankston City Council
PO Box 490
FRANKSTON VIC 3199

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

Building Permit Details

Building Permit Number

Practitioners, Architects, Erectors or other Practitioners engaged in the building work

Name

Category/class

Registration No.

Name

Category/class

Registration No.

Use applied for - see Schedule 4 Form 15

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)

	<p>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</p>
	<p>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</p>
	<p>A Community-based organisation (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:</p> <ul style="list-style-type: none"> • Exceeding 5,000 persons in the place at any one time during the event; and • Either a Building or Place as mentioned above
	<p>A combination of the above</p>
<p>If you have ticked any of the above, an Occupancy Permit is required from the Victorian Building Authority</p>	

Type of Temporary Structure (please tick applicable box)

	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
	<p>If you have ticked any of the above Structures, you are required to obtain the following approval:</p> <ul style="list-style-type: none"> • Occupancy Permit from the Victorian Building Authority (phone: 1300 815 127) and • Temporary Structure – Siting Consent from Council Building Department

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.

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: Frankston City Council Departments – Events, Planning, Health, Infrastructure, Parks, Compliance and Safety.

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 under this Division which permits its use for the entertainment.

A Penalty of \$50,000 in the case of a body corporate, or \$10,000 in the case of a person is applicable

Signature of Owner or Agent

Date

Fees

Final inspection and occupation permit	\$540.00
Temporary Structure Siting application (up to 2,500 people)	\$540.00
Temporary Structure Siting application (over 2,500 people)	\$900.00
Weekend inspection additional fee	\$270.00 per hour

Payment

Applications will not be processed without the payment of fees.

If an application is submitted by email, a “confirmation of lodgement” will be sent by return email with a reference number to quote when paying. If payment is not received within 10 business days from your receipt of the confirmation email your application will expire and a new application will be required if you wish to proceed.

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
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
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
 - 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
 - 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 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
You will be notified how to pay by return email.

OFFICE USE ONLY – Application for Property Information

Payee Name:

Address:

TOTAL \$

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

