

# PLACE OF PUBLIC ENTERTAINMENT (POPE)

## Site Plan Checklist

Use this checklist when applying for a POPE Permit.  
The following information must be included on your site plan.



Existing Elements	Temporary Elements	POPE
Direction of North		Y
Existing sensitive areas (such as fauna or flora sites)		Y
Existing drinking water fountains	Temporary drinking water sources & fountains	Y
Existing toilet facilities	Temporary toilet facilities	Y
Emergency access/egress routes	Temporary emergency services access	Y
Emergency Assembly Area	Emergency Assembly Area	Y
Existing power sources	Temporary generators, power boxes, and light towers	Y
Existing fire extinguishers, hoses or water points (taps)	Temporary firefighting equipment	Y
Existing First Aid Facilities	Temporary First Aid Facilities	Y
Existing steps and ramps	Pedestrian routes including access within, to and from the venue (including disabled routes)	Y
Existing entry and exit points	Temporary entry and exit points	Y
Existing fences and gates	<ul style="list-style-type: none"> <li>Fencing (mesh and picket)</li> <li>Pedestrian barriers</li> <li>Entry &amp; Exit Points</li> </ul>	Y
Existing picnic areas Existing seating areas	<ul style="list-style-type: none"> <li>Temporary picnic or quiet areas</li> <li>Temporary viewing and seating areas</li> <li>Seating areas for wheelchairs</li> </ul>	Y
Existing car parking including access car parks Existing bus stops/train stations Existing traffic lights and pedestrian crossings	<ul style="list-style-type: none"> <li>Temporary car parks including access car parks</li> <li>Delivery/collection areas</li> <li>Taxi access and bus drop off / pick up access points</li> </ul>	Y
Existing buildings and structures	Temporary structures - <ul style="list-style-type: none"> <li>Tents &amp; marquees (show size of each)</li> <li>Prefabricated buildings (show size of each)</li> <li>Stage (show size of each)</li> <li>Seated stands (show size of each)</li> <li>Food vendors</li> <li>Aerial rigs</li> <li>Air castles and mechanical rides</li> </ul>	Y
Existing administration facilities	<ul style="list-style-type: none"> <li>Ticket office / Registration areas</li> <li>Site office</li> <li>Operation or communications centres</li> <li>Media areas</li> <li>Security station</li> <li>Lost children / Lost Property area</li> </ul>	Y
Existing unsafe areas	Restricted areas (fireworks discharge areas, fuel store, generators areas, back of house for performers, etc)	Y
	Location of POPE approval permits and certificates	Y

