**Checklist for POPE Applications**

Event………………………………………Date of Event………………………

**POPE is required:-**

* 500m2 in area, enclosed, charge admission
* Over 5000 people
* For community groups and private citizens or groups
* As above – Less than 5000 people – private citizens or groups
* Application Form
* Type of Event
* Fees
* Number of People Attending

1. **Site Plan to indicate;**
2. Toilets
3. First Aid
4. Drinking Water
5. Entry Points
6. Emergency Exits
7. Location & Size of Facilities
8. Location & Size of Tiered Seating
9. **Other Information**
10. Number of Toilets
11. Number of Water Points
12. Detailed Signage

Site Inspection – Prior to Event

* Certificates from Erector: Stage over 150m2

Marquee over 100m2

Temporary seating more than 20 people

* First Aid Area
* Toilets
* Water Point
* Exit Signage
* Fire Extinguishers – Stage & Food Premises
* Signage – Fire Extinguishers, Toilets, Water Points, Exits

Please contact the Moira Shire Building Department on 03 5871 9222 for more information