

PLACE OF PUBLIC ENTERTAINMENT (POPE)

Guidelines

Pursuant to Section 49 of the Building Act 1993 a person must not conduct public entertainment (event) or occupy a Place of Public Entertainment (POPE) unless an Occupancy Permit (OP) has been issued by the Municipal Building Surveyor.



This requirement binds both, the Crown, State and Federal Government and their agencies.

A Place of Public Entertainment is defined as an area greater than 500m², which is enclosed or substantially enclosed by a fence, barrier, or other feature which is used for public entertainment.

When do you need a POPE Permit

Is the Building or Place used or intended to be used for a purpose of Public Entertainment?

(Public Entertainment is defined as an Entertainment or meeting to which admission may ordinarily be gained by members of the Public).

Yes No

Is the Building or Place enclosed or substantially enclosed?

Enclosed or substantially enclosed is considered to be a controlled space – by fencing, structures, or natural features that a reasonable person would see as being an exclusive area.

Yes No

Will admission to the event be gained by payment of money or the giving of other consideration, and which is used for the purpose of public entertainment?

Yes No

Does the Building or Place have a greater area than 500m²?

Yes No

Is the admission to the Building or Place gained by payment of money or giving of other consideration?

Yes No

If YES has been answered to the above questions an Application for Occupancy Permit for a Place of Public Entertainment (POPE) must be submitted to the Municipal Building Surveyor.

Does the proposal include any Prescribed Temporary Structures, such as

Yes No

- Tents, Marquees or Booths with a floor area greater than 100m²
- Seating stand for more than 20 persons
- Stages or Platforms (including sky borders and stage wings) exceeding 150m²?
- Prefabricated buildings exceeding 100m² other than ones placed on the ground surface?

How to apply for a POPE Permit

To apply for a Places of Public Entertainment permit, you will need to:

1. Complete an Application for an Occupancy Permit – for Place of Public Entertainment
2. All sections of the application must be completed
3. Payment must be received for your application to be considered

Applications can be made attention to - **Municipal Building Surveyor**

| Email | In Person | Post |
|-----------------------|-----------------------------------|----------------------------|
| info@moira.vic.gov.au | 44 Station Street Cobram Vic 3644 | PO Box 578 Cobram Vic 3643 |

