

APPLICATION FOR OCCUPANCY PERMIT PLACE OF PUBLIC ENTERTAINMENT

Division 2 - Regulation 186(1)
 Building Act 1993 - Building Regulations 2018
 Application Fee - \$770.60
 (Office Use Only – Code 6309)



TO Municipal Building Surveyor, Moira Shire Council
 From

Owner of Land	<input type="checkbox"/>	Agent of Owner of Land	<input type="checkbox"/>
Event Applicant's Name			
Postal Address		Post Code	
Contact Name			
Email Address		Contact Number	

Name of Event	
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Ownership Details (If Agent of Owner is listed above)

Owner Name			
Postal Address		Post Code	
Email Address		Contact Number	

In accordance with Section 54 of the **Building Act 1993**, I apply for an Occupancy Permit for a Place of Public Entertainment at –

Property Details (address of property where the event is proposed to be held)

Address _____

Property Owner's Consent	Copy attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Existing Property Details (Information regarding existing buildings proposed to be used for the event)

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You are required to attached copies of the most current Annual Essential Safety measures reports for the buildings	Copies attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Period of Occupation							
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Commencement Time							
Conclusion Time							

Number of Persons	
Note	Specify the maximum number of spectators and participants to be in attendance at the event at any one time

Location for Occupancy Permit Display	
Note	Must be in a prominent position accessible to the public

Prescribed Temporary Structures

Is it proposed to have any temporary

Seating stands for more than 20 persons? **Yes** **No** Tents or Marquees with a floor area more than 100m²? **Yes** **No**

Stages exceeding 150m² in floor area? **Yes** **No** Prefabricated buildings exceeding 100m²? **Yes** **No**

Note – If you answered YES above, please provide further details in the table below

Type of Structure			
Size/Capacity of Structure			
VBA Occ Permit No (provide copy)			
Hire Company Name			
Hire Company Contact Person			
Hire Company Email		Hire Company Contact No	
Temporary Structure Erector's Name & Registration No			

NOTE

- **Structural details/certification may also be required for temporary structures that do not require a Victorian Building Authority (VBA) Occupancy Permit**
- **Location of all temporary structures to be indicated on the site plan for the event**



Safety Officer's Details			
Safety Officer's Name			
Address		Post Code	
Email Address		Contact Number	
Qualifications (Provide Documents)			

Safety Officer's Name			
Address		Post Code	
Email Address		Contact Number	
Qualifications (Provide Documents)			

Toilet Facilities					
Nominate the number and location of all existing and portable/temporary toilet facilities					
NOTE					
<ul style="list-style-type: none"> Facilities should be distributed as evenly as possible across the event site. 					
Location	No of Female		No of Male		
	Closet Fixtures	Wash Basins	Closet Fixtures	Urinals	Wash Basins
TOTAL					

Location	No of Disabled (unisex)		No of Disabled			
	Closet Fixtures	Wash Basins	Female Closet Fixtures	Female Wash Basins	Male Closet Fixtures	Male Wash Basins
TOTAL						

Drinking Water	
How many drinking water fountains do you propose to provide?	
Where will the drinking water fountains be located?	

NOTE

- The location of all proposed drinking water fountains / taps must be nominated on the site plan for the event
- Drinking water fountains should be distributed as evenly as possible

Unsafe Area				
Are there any unsafe areas where the public access should be restricted ie. Portable generators, stages etc	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, details and location must be included on site plan				

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Emergency Management & Evacuation Plan				
Have you prepared an emergency management and evacuation plan for the proposed event?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

NOTE

- An emergency management and evacuation plan must be included with this application

Lighting				
Will the event be conducted after daylight hours?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, details of location and lighting must be included on site plan				

First Aid				
Will a First Aid Room be provided?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Dimensions of First Aid Room				

NOTE

- You must indicate on site plan location of first aid room

Fire Services				
Is there any existing firefighting equipment such as fire extinguishers, hose reels and hydrants that are located within the venue?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, indicate the type and location on event site plan				
Will additional firefighting equipment be provided within the venue?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, indicate type and location on the event site plan				

Other Features				
Is it proposed to have any				
Fireworks / Explosives / Flammable Materials	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Amusement Rides	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Naked Flames ie. Theatrical Productions	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Alcohol sold or provided for benefit	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Activities within Council's Parks, Gardens or Reserves *	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Activities on roadways or footpaths *	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Traffic Management Plan / Changed traffic conditions	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

NOTE

* Must be approved by Council

- Further information will be required should the event include any of the above listed features
- Location of fireworks, amusement rides, naked flames and the like must be marked on the site plan for the event



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Site Plan	Provide a Full Scaled Site Plan showing the extent of the site boundary fencing, permanent features and all details as outlined. ** Refer to the checklist**
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- Location and use of all structures
- Any existing underground services (call dial before you dig)
- Amenity locations
- Width of exits and locations and passageways
- Drinking water locations
- Fire extinguishers, hydrants, hose reel locations
- First Aid Stations min 24m² with basin (if over 5000 Occupancy)
- Vehicle entry and exit points
- Public exclusion areas or unsafe areas
- Site boundary fencing – including the type of fence
- Lighting locations (if conducted after daylight hours)

Applicant's Declaration

I, _____ am authorized to apply for this Permit on behalf of
_____ (Organisation)

**Signature of Owner /
Agent of Owner**

Date

- Upon receipt of application and payment please allow at least 20 working days are required for processing of a Division 2 Occupancy Permit.
- Any event held on Council land must be approved by Council
- Any event on Council controlled roadways and footpaths must be approved by Council

Collection Statement: Moira Shire Council is collecting personal information for your Building Permit application as required under the Building Act 1993 and Building Regulations 2018, which Council has a responsibility to administer. The information collected will be used for the purpose of your Building Permit application and/or a directly related purpose. Information may be disclosed to the Victorian Building Authority (VBA) or if required or authorised by law. If you do not provide the information required, Council will not be able to process your application. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website www.moirá.vic.gov.au.

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