

## Application for Occupancy Permit (Place of Public Entertainment)

**Form 15**  
*Regulation 186 (1)*  
**Building Act 1993**  
*Building Regulations 2018*

### TO:

**Municipal Building Surveyor**  
Matt Harvey  
Registration no: BS-U 47809  
Phone: 8571 1515

City of Greater Dandenong  
PO Box 200 DANDENONG VIC 3175  
Email: [buildingservices@cgd.vic.gov.au](mailto:buildingservices@cgd.vic.gov.au)

### FROM:

This application is made by the: *(tick applicable box below)*

Owner of the property       Agent of the property

Name of Applicant: \_\_\_\_\_ ACN/ARBN: \_\_\_\_\_

Contact person: \_\_\_\_\_ *(If applicant not a natural person)*

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

In accordance with section 54 of the **Building Act 1993**, I apply for an occupancy permit for the place of public entertainment situated at -

### PROPERTY DETAILS

Number: \_\_\_\_\_ Street/Road: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Lot/s: \_\_\_\_\_ LP/PS: \_\_\_\_\_ Volume: \_\_\_\_\_ Folio \_\_\_\_\_

### NATURE OF APPLICATION

Place of Public Entertainment

### USE APPLIED FOR

To conduct public entertainment

### BUILDING PRACTITIONERS AND ARCHITECTS ENGAGED IN THE BUILDING WORK

Name: \_\_\_\_\_ Category/Class: \_\_\_\_\_ Reg no.: \_\_\_\_\_

### DURATION OF ENTERTAINMENT

Start Date: \_\_\_\_\_ Finish date: \_\_\_\_\_

Hours of occupancy from: \_\_\_\_\_ Hours of occupancy to: \_\_\_\_\_

### MAXIMUM NUMBER OF PERSONS AT PLACE

Maximum people *(at any one time)* \_\_\_\_\_

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

**SIGNATURE:**  OWNER       AGENT OF OWNER

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Fact Sheet

## Occupancy Permit (Places of Public Entertainment POPE)

### Are you considering having any enclosed event (Places of Public Entertainment) greater than 500m<sup>2</sup>?

Pursuant to Section 49 of the Building Act a person must not occupy a Place of Public Entertainment (POPE) unless an Occupancy Permit has been issued for the venue by the Municipal Building Surveyor. This requirement binds the Crown, State and Federal Government and their agencies.

A POPE is defined as an area greater than 500m<sup>2</sup>, which is enclosed or substantially enclosed unless

- (i) the place is used for the purposes of conducting an event or activity which is organised and controlled by a *community-based organisation*; and
- (ii) the number of persons in the place at any one time during the event or activity does not exceed 5000.

Building Regulation 206 defines a *community-based organisation* as:

A body, whether or not a corporate body, that—

- (a) is not established primarily for the purposes of profit or gain; and
- (b) does not distribute any part of any profit or gain made in the conduct of its activities to any member of the organisation; and
- (c) operates in a community wholly for—
  - (i) a philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education or charity; or
  - (ii) any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association.

### Application for an Occupancy Permit (POPE)

Application for an Occupancy Permit (POPE) must be made to the Municipal Building Surveyor at least 15 working days prior to the commencement of the event and be accompanied by the following information as per the checklist:

1. Completed application form
2. Clear detailed site plans and fully dimensioned floor plans showing extent of grounds, buildings to be used, emergency exits, width and location and type of fire extinguishers
3. A copy of the emergency procedure manual and plans, including the number of Safety Officers and First Aid/Ambulance officers attending
4. Location of a first aid facility stations with the number of beds and a minimum room size of 24m<sup>2</sup>, including a hand basin
5. Occupancy Permits issued by the Victorian Building Authority (VBA) for any Temporary Structures to be used
6. Minimum number of sanitary and amenity facilities required:
  - 1 water closet or urinal for every 200 male patrons or part thereof (at least 30% of which must be in the form of water closets);
  - 1 water closet for every 200 female patrons or part thereof;
  - 1 wash basin for every 200 patrons or part thereof;
  - 1 unisex disabled water closet and wash basin for every 100 water closets or part thereof.
  - Number of drinking fountains or drinking taps required is 1 for every 200 patrons or part thereof.

### Fees

The application fee for an Occupancy Permit (POPE) is as follow:

**Application Fee for Occupancy Permit                      \$1,182.00**

## **Other Approvals**

Additional Siting Permits may be required for any Prescribed Temporary Structures (marquee greater than 100m<sup>2</sup>, stage greater than 150m<sup>2</sup> or seating stand with more than 20 persons) that form part of an event.

Please refer to the Fact Sheet on Temporary Structures-Siting Permit for more information.

Any event held within the City of Greater Dandenong's parks, gardens or reserves must be approved by Council's Park and Waste Unit. Please contact 8571 1000 for application forms, terms, conditions, and information pertaining to the appropriate use of parklands. (Additional fees may apply)

Any event held on Council controlled roadways or footpaths must be approved by Council's Traffic Engineering Department. Please contact 8571 1000 for further information.

Any event or function conducted on Council's facilities where the public is in attendance must be approved by Council's Event Team. Please contact 8571 1000 for further information.

### **Please Note:**

All permits must be obtained prior to occupying the event. Failure to comply with these requirements may result in being issued including the cancellation of the event.

For more information on any of the issues covered in this Fact Sheet, please contact:




**City of Greater Dandenong**

**Building Department on 8571 1515**

[www.greaterdandenong.vic.gov.au](http://www.greaterdandenong.vic.gov.au)


## Application for Occupancy Permit (Place of Public Entertainment)

### Register Application







-  **Email:** [buildingservices@cgd.vic.gov.au](mailto:buildingservices@cgd.vic.gov.au)
-  **Mail**  
Post completed form with **cheque** to:  
City of Greater Dandenong  
PO BOX 200, Dandenong VIC 3175
-  **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.  
**Dandenong:** 225 Lonsdale Street, Dandenong  
**Springvale:** 397-405 Springvale Road, Springvale  
**Parkmore:** Shop A7, Parkmore Shopping Centre  
Cheltenham Road Keysborough

### Payment

**Tax Invoice emailed after application has been registered**

-  **Online Credit Card Payment** – (MasterCard or Visa)
  - ▼ Go to: [www.greaterdandenong.vic.gov.au](http://www.greaterdandenong.vic.gov.au)
  - [Building Services](#)
  - **Pay online**
  - Enter your **invoice number** and follow the prompts to make payment.

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

 Phone <b>8571 1000</b>	 TTY: 133 677 Speak and listen: 1300 555 727 Internet: <a href="http://www.iprelay.com.au">www.iprelay.com.au</a>	Find us online 
 Fax <b>8571 5196</b>	 TIS: 13 14 50	<a href="http://greaterdandenong.com">greaterdandenong.com</a>
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