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| **Place of Public Entertainment****Occupancy Permit Application***Building Regulations 2018**Regulation 192 - Form 16* |  |

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| **Municipal Building Surveyor****Cardinia Shire Council****mail@cardinia.vic.gov.au** |
| **FROM:** |  | Owner of Place of Public Entertainment |  | On Behalf of Owner of Place of Public Entertainment |
| Name: |  |
| Postal Address |  | Postcode: |
| Contact Person |  | Phone: | Fax: |
| Applicant Email |  |  |  |
| **Ownership Details:*****(Only if Agent of Owner listed above)*** |  |
| Postal Address |  | Postcode: |
| Contact Person |  | Phone: | Fax: |
| * **In accordance with Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at -**
 |
|  |
| PROPERTY DETAILS |
|  |
| **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 100 m2? | Yes |  | No |  |
| Stages exceeding 150 m2 in floor area ? | Yes |  | No |  | Prefabricated buildings not placed directly on the ground exceeding 100m2? | Yes |  | No |  |
| **Note: Location of all temporary structures to be indicated on the site plan for the event** |
| **DESCRIPTION OF TEMPORARY STRUCTURES** |
| Size: |  |  |  |  |
| Type:  |  |  |  |  |
| BC Permit Number: |  |  |  |  |
| Hire Company Details: |  |  |  |  |
| **NAME OF EVENT** |
|  |
| PERIOD OF OCCUPATION |
| Day | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| Date |  |  |  |  |  |  |  |
| Commencement Time |  |  |  |  |  |  |  |
| Conclusion Time |  |  |  |  |  |  |  |
| **DISPLAY OF PERMIT - Nominate location where Permit can be displayed for public viewing*.*****Note: Usually at main entrance ticket booth or administrative/public address building/caravan** |
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| **NUMBER OF PERSONS - Indicate the maximum number of persons to be in attendance at the event at any one time ie. includes participants and spectators.** |
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| **SAFETY OFFICER DETAILS** |
| Name |  |
| Contact mobile phone during event |  | Fax No *where applicable* |  |
| Note: | A safety officer is usually required to be in attendance at the Place of Public Entertainment to provide for the safety of the public.  |
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|  | The Safety Training Qualification to be held by any person engaged as a Safety Officer to be to the satisfaction of the Chief Officer of the CFA or the Building Commission. |
|  | The responsibilities of the safety officer include but are not limited to –1. the operation of fire safety elements, equipment and systems;
2. the establishment and operation of evacuation procedures;
3. the safety of barriers and exits;
4. the exclusion of the public from unsafe areas;
5. the location and designation of passage ways and exits;
6. the availability of public toilet facilities and the condition of those facilities;
7. the ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible manner; to the extent that this is not required by any other Act or Regulation.
8. the keeping, testing and storage of flammable material or explosive items and equipment in a safe manner, to the extent that this is not required by any other Act or regulations;
9. **Ensuring compliance with all conditions of this Permit.**
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| **TOILET FACILITIES** |
| Nominate the number and location of all existing and portable/temporary toilet facilities. |
| **Location** | **No of Female** | **No of Male** | **No of Disabled [Unisex]** | No of Disabled |
|  | Closet Fixtures | Wash Basins | Closet Fixtures | Urinals | Wash Basins | Closet Fixtures | Wash Basins | Female FixturesBasins | Male FixturesBasins |
|  |  |  |  |  |  |  |  |  |  |
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| **TOTAL** |  |  |  |  |  |  |  |  |  |
| Note: | One closet fixture for every 200 female persons or part thereof.One closet fixture or urinal for every 200 male persons or part thereof, at least 30% of which must be in the form of closet fixtures. Note: each 600mm continuous length of urinal is considered to be a urinal.One washbasin for every 200 persons.One unisex disabled closet fixture and washbasin for every 20,000 persons or part thereof.**The location of all toilets must be indicated on the site plan for the event.** |
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| **DRINKING WATER** |
| Nominate the number and location of all proposed drinking water fountains. |  |
| Note: | * One drinking water fountain/tap should be provided for every 200 persons.
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|  | * This ratio may be negotiated by consulting with the Municipal Building Surveyor.
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|  | * Alternatively drinking water may be provided at all food and bar outlets free of charge.
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|  | **The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event.** |
| **SECURITY CROWD CONTROL**  |
| Nominate provisions for crowd control and security. Details must include: |
| * The name of the security organisation.
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| * Contact phone number during the event.
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| * Number of persons to be provided/engaged for the duration of the event.
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| **UNSAFE AREAS** |
| Nominate any unsafe areas where public access should be restricted ie. portable generators, stages etc. on the site plan for the event. |
| **EXITS**  |
| Nominate location and width of all exit gates/doors on site plan for the event. |
| **EMERGENCY EVACUATION**  |
| Plan/Procedure for the event to be provided with application. |
| **FIRST AID** |
| Nominate the proposed first aid facilities and officers to be provided for the duration of the event. |
| Note: | First aid rooms to be provided as per the following Table |
|  | **Number of Persons** | **Number of rooms** |  |
|  | 5,000 – 10,000 | 1 |  |
|  | 10,000 – 15,000 | 2 |  |
|  | 15,000 – 30,000 | 3 |  |
|  | Each extra 15,000 or part thereof | 1 |  |
|  | Note: | First Aid Rooms must: |  |
|  | 1) | be readily accessible |
|  | 2) | have a floor area not less than 24 m2  |
|  | 3) | be provided with a suitable washbasin or sink |
| Notes: | * The location of all first aid rooms must be indicated on the site plan for the event.
* Number of persons is based on daily attendances of patrons and employees.
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| **FIRE SERVICES** |
| Nominate on the site plan, any existing fire fighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue.**No**te: In some cases a fire tanker may be required. |
| **OTHER FEATURES** |
| Further information will also be required should the event include features such as: |
|  | Fireworks/Explosives/Flammable MaterialsAmusement RidesNaked Flames ie. [Theatrical Productions] |
| **FEES** |
| **\*NOTE** | * **Minimum fee of $1136.00 (no GST) as at 1 July 2023 (allows for a maximum 2 hour assessment) must be paid when making application.**
* **Assessment time exceeding 2 hours will incur additional fees at $80.00 per hour or part thereof.**
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| **Signature of Owner/Agent of Owner** |  | **Date** |  |