

Civic Centre

Postal

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45 Princes Highway, Werribee, Victoria 3030, Australia

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**www.wyndham.vic.gov.au** DX 30258 Werribee Vic

ABN: 38 393 903 860

**HOW TO MAKE AN APPLICATION FOR AN OCCUPANCY PERMIT FOR A PLACE OF PUBLIC ENTERTAINMENT**

1. **Why do I need to apply to Wyndham City Council for a permit to conduct the public entertainment?**

Section 53 of the Building Act 1993 requires the owner or agent of owner to apply for an occupancy permit for a place of public entertainment.

Section 217 of the Building Act 1993 binds the Crown in right of the State of Victoria including a lessee or licensee of the Crown.

An application for a Place of Public Entertainment must be made to the Municipal Building Surveyor of the Council.

A **place of public entertainment** is defined as:

1. A building in a prescribed class of buildings (i.e. Class 9b buildings having an area greater than 500m² and prescribed temporary structures) which is used or intended to be used for the purpose of providing public entertainment; or
2. A place in a prescribed class of places –

* which is enclosed or substantially enclosed; or
* to which admission can be gained by payment of money or the giving of other consideration –

that is used or intended to be used for the purpose of providing public entertainment;

***Public entertainment*** means an entertainment or meeting to which admission may ordinarily be gained by members of the public;

**Prescribed class of Places**

The prescribed class of places is prescribed by regulation 1102 of the Regulations which now provides that:

“ (b) places having an area greater than 500m² are a prescribed class of places unless-

1. the place is used for the purposes of conducting an event or activity which is organised and controlled by a community-based organization; and
2. the number of persons in the place at any one time during the even or activity does not exceed 5,000.”

Community-based organisation means a body whether incorporated or not that;

* is not established primarily for the purposes of profit or gain; and
* does not distribute any profit or gain made in the conduct of its activities to members; and
* operates in a community wholly for either:
* a philanthropic or benevolent purpose (eg. A school council); or
* any sporting or recreational purpose (eg. A football or netball club)

1. **How do I apply for an occupancy permit for a place of public entertainment?**

You will need to lodge an application for an occupancy permit for a place of public entertainment. The application must be submitted to Wyndham City Council at least 3 weeks prior the event being held. Failure to do so and not provide adequate information may adversely affect your application.

Your application for an occupancy permit must be accompanied by:

* 3 copies of site plan (drawn to scale) showing the location and boundaries of the place of public entertainment, location of any seating stands, stages, tents, marquees or prefabricated building, location of toilet facilities, location of water fountains/taps, location of first aid room (s), location and width of exits/entry points, location and number or carparking (including parking for disabled persons) for patrons and location of fire fighting equipment
* A copy of an occupancy permit issued by the Victorian Building Authority for any prescribed temporary structures
* A copy of an emergency evacuation plan/procedure
* A copy of the consent/requirements of the Chief Officer of the CFA
* A copy of a traffic management plan
* Notification letter of the event to nearby residents and a statutory declaration that the letter has been delivered.
* Payment of the relevant fee

1. Further information

Should you require further information or assistance with your application, contact the Building Services Unit on (03) 9742 0718.

If it is intended to sell or serve alcohol you will need to obtain consent from the Victorian Commission for ambling and Liquor Regulation. Telephone 1300 182 457.

If it is intended to sell or service any food products you will need to register with Wyndham City Council Environmental Health Surveyor Department. Telephone 9742 0738.



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**APPLICATION FOR A DIVISION 2**

**OCCUPANCY PERMIT**

(For a Place of Public Entertainment)

Building Act 1993 Section 53

BUILDING REGULATIONS 2006

Part 11, *Regulation 1002*

Form 5

**To: Municipal Building Surveyor**

**Wyndham City Council**

**PO Box 197**

**WERRIBEE VIC 3030**

**To be lodged at least 3 weeks PRIOR to the event. Late applications will incur additional fees or may be refused.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FROM: Owner of Place of Public Entertainment | | |  | | Agent of Owner of Place of Public Entertainment | | | | | |  |
| Name: |  | | | | | | | | | | |
| Postal Address: Postcode:  Contact Person: Phone: Email:  **Note: Where the applicant is not the owner, a copy of the owner’s consent is to be provided.** | | | | | | | | | | | |
| **OWNERSHIP DETAILS:** (*Only if Agent of Owner listed above)*  Name:  Postal Address: Postcode:  Contact Person: Phone: Email: | | | | | | | | | | | |
| **PROPERTY ADDRESS:**   * In accordance with Section 53 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at | | | | | | | | | | | |
| **NAME OF THE PROPERTY** *(Where applicable)*  **NAME OF EVENT** | | | | | | | | | | | |
| **PERIOD OF OCCUPATION** | | | | | | | | | | | |
| Day | | Mon | | Tues | | Wed | Thurs | Fri | Sat | Sun | |
| Date | |  | |  | |  |  |  |  |  | |
| Commencement Time | |  | |  | |  |  |  |  |  | |
| Conclusion Time | |  | |  | |  |  |  |  |  | |

|  |  |
| --- | --- |
| TEMPORARY STRUCTURES | |
| **Is it proposed to have any temporary:**  Seating stands for more than 20 persons? Tents or Marquees with a floor area more than 100m²?  Yes No Yes No  Stages exceeding 150m² in floor area? Prefabricated buildings not placed directly on the ground exceeding 100m²?  Yes No Yes No  If yes, an occupancy permit is required from the Victorian Building Authority. Access for persons with disabilities is to be provided to each temporary structure as deemed necessary. | |
| **Note: Location of all temporary structures to be indicated on the site plan for the event** | |
| **DESCRIPTION OF TEMPORARY STRUCTURES** | |
| Type of Structure: |  |
| Size/Capacity of Structure: |  |
| Bld Commission Permit No: |  |
| Hire Company Details: |  |
| **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 | |
|  | |
| **NUMBER OF PERSONS –** Indicate the maximum number of persons to be in attendance at the event at any one time i.e. includes participants and spectators | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SAFETY OFFICER DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | |  | | | | | | | | | | | | | | | | | | | | |
| Address: | | | |  | | | | | | | | | | | | | | | | | | | | |
| Contact mobile phone during event: | | | | | | |  | | | | Fax No: *Where applicable* | | | | | | | | Email: | | | | | |
| Background Experience/Qualifications: | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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.  The Safety Training Qualification to be held by any person engaged as a Safety Officer is to be to the satisfaction of the Chief Officer of the CFA/MFB or the Victorian Building Authority.  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 passageways 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 Regulation; 9. ensuring compliance with all conditions of this permit. | | | | | | | | | | | | | | | | | | | | | |
| **TOILET FACILITIES** | | | | | | | | | | | | | | | | | | | | | | | | |
| Nominate the number and location of all existing and proposed 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 Closet Fixtures | | Female Wash Basins | Male Closet Fixtures | Male Wash Basins |
|  | | | | | |  | |  | |  | |  |  | |  | | |  | |  | |  |  |  |
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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 or part thereof.  One unisex disabled closet fixture and wash basin for every 20,000 persons or part thereof.  **The location of all toilets must be indicated on the site plan for the event.**  One unisex disabled toilet is required to at least 50% of each bank of sanitary compartment locations containing male and female toilet facilities.  Braille and tactile signage complying with BCA Specification D3.6 is required to each toilet cubicle where individual cubicles are provided or to each toilet block where multiple toilets are contained in each block/portable. | | | | | | | | | | | | | | | | | | | | | | |
| **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  This ratio may be negotiated by consulting with the Municipal Building Surveyor  Alternatively drinking water may be provided at all food and bar outlets free of charge  **The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event** | | | | | | | | | | | | | | | | | | | | | | |
| **SECURITY CROWD CONTROL** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of the security organisation | | | | | | | | | | | | | |  | | | | | | | | | | |
| Contact phone number during the event | | | | | | | | | | | | | |  | | | | | | | | | | |
| Number of persons to be provided/engaged for the duration of the event | | | | | | | | | | | | | |  | | | | | | | | | | |
| **UNSAFE AREAS** | | | | | | | | | | | | | | | | | | | | | | | | |
| Nominate any unsafe areas where public access should be restricted i.e. 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.  Number of First Aid Officers:  First Aid Facilities to be provided: (where more than 5000 persons are to be accommodated). | | | | | | | | | | | | | | | | | | | | | | | | |
| Note:  Note: | | | | | First aid rooms to be provided as per the following table | | | | | | | | | | | | | | | | | | | |
| **Number of Persons** | | | | | | | | | | | **Number of First Aid Rooms** | | | | | | | | |
| 5,001 – 10,000 | | | | | | | | | | | 1 | | | | | | | | |
| 10,001 – 15,000 | | | | | | | | | | | 2 | | | | | | | | |
| 15,001 – 30,000 | | | | | | | | | | | 3 | | | | | | | | |
| Each extra 15,000 or part thereof | | | | | | | | | | | 1 | | | | | | | | |
| Note: First Aid Rooms must:   1. be distributed as uniformly as possible 2. be convenient to a public road 3. be readily accessible from with and outside the arena or ground 4. have a floor area not less than 24m² 5. be provided with a suitable wash basin or sink   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 | | | | | | | | | | | | | | | | | | | |
| **FIRE SERVICES** | | | | | | | | | | | | | | | | | | | | | | | | |
| Number, type and location of fire services are to be to the satisfaction of the Chief Officer of the fire brigade.  Nominate on the site plan, any existing fire fighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue. Note: In some cases a fire tanker may be required.  You need to contact the CFA regional office on 8746 1400. | | | | | | | | | | | | | | | | | | | | | | | | |
| **TRAFFIC MANAGEMENT PLAN** | | | | | | | | | | | | | | | | | | | | | | | | |
| A plan showing the area set aside for the parking of vehicles together with vehicle and pedestrian access and egress is to be provided. Consent from Vic Roads and Wyndham City Council traffic engineer is also to be provided for any traffic management plan involving traffic movement to the event. | | | | | | | | | | | | | | | | | | | | | | | | |
| **OTHER FEATURES** | | | | | | | | | | | | | | | | | | | | | | | | |
| It is proposed to have any:  Fireworks/Explosives/Flammable Materials Yes No  Amusement Rides Yes No  Naked Flames i.e. (Theatrical Productions) Yes No  NOTE: Further information will be required should the event include any of the above listed features.  **NOTIFICATION OF AN EVENT** | | | | | | | | | | | | | | | | | | | | | | | | |
| To ensure that neighbours or nearby residents are informed of an event, any concerns of amenity are addressed and to foster a good neighbour image for the event before the site is occupied, written notice that an event will be held must be given to any resident whose properties are along or in the vicinity of roads affected by a traffic management plan as required by the Municipal Building Surveyor at least 14 days before the site is to be occupied.  The notice must contain the following information:   1. a description of the event 2. the expected duration of the event 3. the operating hours 4. the name and contact details of the event organizer to contact if the person to whom the notification is given believes that they may be adversely affected by the event.   To confirm the written notification has been delivered to the neighbours or nearby residents the event organiser is to make a statutory declaration to this effect and provide it to the Municipal Building Surveyor. | | | | | | | | | | | | | | | | | | | | | | | | |
| **FEES** | | | | | | | | | | | | | | | | | | | | | | | | |
| The prescribed fee as adopted by Wyndham City Council must be paid when making the application for the event.  Contact the Building Surveyors office on 9742 0712 for the current fee payable. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature of Owner/Agent of Owner:** | | | | | | | | |  | | | | | | | | **Date:** | | | |  | | | |
| **NOTES:** | 1. The prescribed fee (allows for maximum 3 hour assessment) must be paid when making application. 2. Assessment time exceeding 3 hours will incur additional fees at $125 per hour or part thereof.   Council is collecting this information in accordance with Regulation 1002 of the Building Regulation 2006.  The personal information will be used solely by Council for the purpose of processing the Occupancy Permit Application. You may access this information by contacting Council on 9742 0777. If you fail to provide this information your application may not be processed. | | | | | | | | | | | | | | | | | | | | | | | |