



Civic Centre
Postal

Telephone
Facsimile
Email

45 Princes Highway, Werribee, Victoria 3030, Australia
PO Box 197, Werribee, Victoria 3030, Australia

(03) 1300 023 411
(03) 9741 6237
mail@wyndham.vic.gov.au
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 54 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:

- a) 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
- b) 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 206 of the Regulations which now provides that:

- “(b) places having an area greater than 500m² are a prescribed class of places unless-
- (i) the place is used for the purposes of conducting an event or activity which is organised and controlled by a community-based organization; and
 - (ii) 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)

2. 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 of 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

3. Further information

Should you require further information or assistance with your application, contact the Building Services Unit on (03) 9742 0716.

If it is intended to sell or serve alcohol you will need to obtain consent from the Victorian Commission for Gambling 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 54
BUILDING REGULATIONS 2018
Part 13, Regulation 186 (1)
Form 15

**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	<input type="checkbox"/>	Agent of Owner of Place of Public Entertainment	<input type="checkbox"/>				
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 54 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 – USE APPLIED FOR THE CONDUCT OF PUBLIC ENTERTAINMENT	
Is it proposed to have any temporary:	
Seating stands for more than 20 persons? Yes <input type="radio"/> No <input type="radio"/>	Tents or Marquees with a floor area more than 100m ² ? Yes <input type="radio"/> No <input type="radio"/>
Stages exceeding 150m ² in floor area? Yes <input type="radio"/> No <input type="radio"/>	Prefabricated buildings not placed directly on the ground exceeding 100m ² ? Yes <input type="radio"/> No <input type="radio"/>
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	

SAFETY OFFICER DETAILS			
Name:			
Address:			
Contact mobile phone during event:		Fax No: <i>Where applicable</i>	Email:
Background Experience/Qualifications:			
Note:			
<p>A safety officer is usually required to be in attendance at the Place of Public Entertainment to provide for the safety of the public.</p> <p>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. A copy of the Safety Officer’s certificate of attainment is to be provided.</p> <p>The responsibilities of the safety officer include but are not limited to-</p> <ol style="list-style-type: none"> 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
TOTAL											
Note:	<p>One closet fixture for every 200 female persons or part thereof.</p> <p>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.</p> <p>One washbasin for every 200 persons or part thereof.</p> <p>One unisex disabled closet fixture and wash basin for every 20,000 persons or part thereof.</p> <p>The location of all toilets must be indicated on the site plan for the event.</p>										

	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											
Emergency Plan/Procedure for the event to be provided with application											
FIRST AID											
First Aid Facilities to be provided: (where more than 5000 persons are to be accommodated). Nominate the location of the proposed first aid facilities on the site plan. Name of first aid provider: Number of First Aid Officers to be provided for the duration of the event:											
Note:	First aid rooms to be provided as per the following table										
	<table border="1"> <thead> <tr> <th>Number of Persons</th> <th>Number of First Aid Rooms</th> </tr> </thead> <tbody> <tr> <td>5,001 – 10,000</td> <td>1</td> </tr> <tr> <td>10,001 – 15,000</td> <td>2</td> </tr> <tr> <td>15,001 – 30,000</td> <td>3</td> </tr> <tr> <td>Each extra 15,000 or part thereof</td> <td>1</td> </tr> </tbody> </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
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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: <ol style="list-style-type: none"> be distributed as uniformly as possible be convenient to a public road be readily accessible from with and outside the arena or ground have a floor area not less than 24m² be provided with a suitable wash basin or sink 										
Note:	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.											
SALE OF FOOD											
If food of any description is to be sold or provided for benefit at an event, it will be necessary to contact the Wyndham City Council Environmental Health Services Department to obtain a Temporary Food Premises Permit.											

OTHER FEATURES			
It is proposed to have any:			
Fireworks/Explosives/Flammable Materials	Yes	<input type="radio"/>	No <input type="radio"/>
Amusement Rides	Yes	<input type="radio"/>	No <input type="radio"/>
Naked Flames i.e. (Theatrical Productions)	Yes	<input type="radio"/>	No <input type="radio"/>
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:			
<ul style="list-style-type: none"> a) a description of the event b) the expected duration of the event c) the operating hours d) 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 0716 for the current fee payable.			
Signature of Owner/Agent of Owner:		Date:	
NOTES:	<ol style="list-style-type: none"> 1. The prescribed fee of \$780 (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. <p>Council is collecting this information in accordance with Regulation 206 of the Building Regulations 2018. 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.</p>		



Credit Card Payment Form

TO: Wyndham City Council – Building Services

FROM: _____

PAYMENT FOR: _____

BANKCARD

MASTERCARD

VISA

CARD NO

EXPIRY DATE: ____/____

CARD HOLDER'S NAME: _____

AMOUNT: _____

SIGNATURE: _____

I declare that the information supplied is true and correct

DATE: _____

YOUR PHONE NO: _____

ADDRESS FOR CORRESPONDENCE:

The Municipal Building Surveyor,
Wyndham City, PO Box 197,
WERRIBEE 3030

mail@wyndham.vic.gov.au

Phone: (03) 1300 023 411