



**Temporary Structures: Use applied for the conduct of Public Entertainment**

Seating stands for more than 20 persons

Tents of Marquees with a floor area of more than 100m<sup>2</sup>

Stages exceeding 150m<sup>2</sup> in floor area

Prefabricated buildings no placed directly on the ground exceeding 100m<sup>2</sup>

**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.**

**Description of Temporary Structures**

Type of Structure:

Size/Capacity of Structure:

VBA Occupancy Permit No:

Hire Company Details:

**Number of Persons** - Indicate the maximum number of persons to be in attendance at the event at **any one time** *i.e. includes participants, staff and spectators*

**Safety officer details:**

**Name:**

**Contact No:**

*(Mobile Ph During event)*

**Address:**

**Email:**

**Toilet Facilities:**

*M = Male F = Female U/S - Unisex Acc - Accessible*

Nominate the number and location of all existing and proposed portable / temporary toilet facilities.

**Location:**

<b>Closet Fixtures</b>	M	F	U/S	AccM	Acc F	Acc U/S
<b>Wash Basins</b>	M	F	U/S	AccM	Acc F	Acc U/S
<b>Urinals</b>	M					

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.

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

Location/s:

Total Number:

Note:

One drinking water fountain/tap should be provided for every 200 persons

Alternatively drinking water may be provided at all food and bar outlets free of charge

## Security Crowd Control

Name of Security Organisation

Contact Phone No during event

No of persons to be provided/  
engaged for the during of event

## First Aid

First Aid Facilities to be provided: (where more than 5,000 persons are to be accommodated).

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:

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

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 24m<sup>2</sup>
5. be provided with a suitable wash basin or sink

## Other Features

Are any of the following proposed:

Fireworks / Explosives / Flammable Materials

Amusement Rides

Naked Flames i.e. (Theatrical Productions)

Note: Further information will be required should the event include any of the above listed features

## **Fees**

The prescribed fee of \$930.00 as adopted by Wyndham City Council must be paid when making the application for the event. (refer to the additional fee schedule in the checklist which may be applicable)

By signing this application, I declare that the information provided is true and correct. I acknowledge the fee schedule and that all fees are non-refundable.

**Signature of Owner/  
Agent of Owner**

**Date**

## **Privacy Policy**

Wyndham City Council is committed to protecting your privacy. The personal information requested on this form is being collected by the Wyndham City Council for the purpose of assessing your application as set out in the Building Act 1993 and Building Regulations 2018, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the building process, and to persons accessing information in accordance with the Public Records Act 1973, Building Act 1993 or the Freedom of Information Act 1982. It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the Wyndham City Council, please contact Building services by phone 1300 023 411 or email [BuildingEnquiries@wyndham.vic.gov.au](mailto:BuildingEnquiries@wyndham.vic.gov.au)

**This form is valid for only the 2025/26 Financial year**

**APPLICATION DOCUMENTATION CHECKLIST - PLACE OF PUBLIC ENTERTAINMENT  
(POPE) OCCUPANCY PERMIT**

Provide the below documentation (as applicable) in order for Wyndham City Council to conduct a assessment of your application for a Place of Public Entertainment Occupancy Permit under Division 2 of the Building Act 1993.

	<b><u>DOCUMENT DESCRIPTION</u></b>	<b><u>Yes</u></b>	<b><u>N/A</u></b>
<b>1.</b>	<p><b><u>APPLICATION FORM</u></b></p> <p>Provide a completed application form as above.</p>		
<b>2.</b>	<p><b><u>SITE PLAN</u></b></p> <p>Provide a <b>scalable</b> and dimensioned site plan, indicating the following details:</p> <ul style="list-style-type: none"> <li>a) Total site area in m<sup>2</sup>.</li> <li>b) Adjacent streets.</li> <li>c) Location of all structures (prescribed and non-prescribed).</li> <li>d) Location of all crowd control barriers, fencing etc. (any unsafe areas</li> <li>e) Location of toilets.</li> <li>f) Location of free water drinking fountains.</li> <li>g) Location of first aid.</li> <li>h) Location of fire extinguishers.</li> <li>i) Marked up of main entry and exit point</li> <li>j) Marked up exit widths from the site.</li> <li>k) Location of nearby fire hydrants and booster assemblies (must not be obstructed by proposed structures).</li> <li>l) Points for emergency vehicular access/egress.</li> <li>m) Anemometer location.</li> <li>n) Wayfinding signage for toilets and free water.</li> <li>o) Location of an emergency evacuation areas</li> <li>p) Location of the generators</li> <li>q) Location of amusement rides</li> <li>r) Fireworks discharge point</li> </ul>		

	<p><b><u>NOTIFICATION OF AN EVENT</u></b></p> <p>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.</p> <p>The notice must contain the following information:</p> <ul style="list-style-type: none"> <li>a) a description of the event</li> <li>b) the expected duration of the event</li> <li>c) the operating hours</li> <li>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.</li> </ul> <p>To confirm the written notification has been delivered to the neighbours or nearby residents the event organiser is to make a <b>statutory declaration</b> to this effect and provide it to the Municipal Building Surveyor.</p>		
4.	<p><b><u>OWNER CONSENT</u></b></p> <p>Consent to occupy the land where the event is to be held</p>		
5.	<p><b><u>INSURANCE</u></b></p> <p>Public liability insurance of \$20 million for the event</p>		
6.	<p><b><u>TRAFFIC MANAGEMENT PLAN</u></b></p> <p>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 <b>Vic Roads (MOA)</b> and <b>Wyndham City Council traffic engineer</b> is also to be provided for any traffic management plan involving traffic movement to the event.</p>		
7.	<p><b><u>EMERGENCY SERVICES NOTIFICATION</u></b></p> <p>Confirmation that emergency services have been notified. (local police/FRV/Ambulance Victoria)</p>		
8.	<p><b><u>EMERGENCY MANAGEMENT PLAN</u></b></p> <p>Provide an event specific Emergency Management Plan and evacuation plans</p>		

	<u>DOCUMENT DESCRIPTION</u>	<u>Yes</u>	<u>N/A</u>
9.	<p><b><u>PRESCRIBED TEMPORARY STRUCTURE OCCUPANCY PERMITS</u></b></p> <p>Provide a VBA Occupancy Permit for all <i>prescribed temporary structures</i>, which are defined as follows:</p> <ol style="list-style-type: none"> <li>i. Marquee, Tents or booths with floor areas greater than 100m<sup>2</sup>.</li> <li>ii. Seating Stands that seat more than 20 persons.</li> <li>iii. Stages, and platforms exceeding 150m<sup>2</sup> in total area.</li> <li>iv. Prefabricated buildings greater than 100m<sup>2</sup> that have not been built on the ground surface</li> </ol>		
10.	<p><b><u>PRESCRIBED TEMPORARY STRUCTURE DOCUMENTATION</u></b></p> <p>Provide all documentation referred to on the VBA Occupancy Permit for the <i>prescribed temporary structures</i>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Structural Drawings, Computations, and Regulation 126 Certificates.</li> <li>• Architectural Drawings.</li> <li>• Fire Engineering Reports.</li> <li>• Materials Schedule &amp; Fire Test Reports.</li> </ul>		
11.	<p><b><u>NON-PRESCRIBED STRUCTURES</u></b></p> <p>Provide Regulation 126 for the erection of the temporary structure signed by the relevant registered erector. (registered engineer or VBA registered erector)</p>		

	<u>DOCUMENT DESCRIPTION</u>	<u>Yes</u>	<u>N/A</u>
12.	<p><b><u>SAFETY OFFICER DETAILS</u></b></p> <p>Provide details of the Safety Officer engaged for the event, including a copy of the Safety Officer qualifications and confirming they have completed the following course:</p> <ul style="list-style-type: none"> <li>• <b>22310VIC – Course in Place of Public Entertainment Safety</b></li> </ul> <p>The responsibilities of the safety officer include but are not limited to-</p> <ul style="list-style-type: none"> <li>• the operation of fire safety elements, equipment and systems;</li> <li>• the establishment and operation of evacuation procedures;</li> <li>• the safety of barriers and exits;</li> <li>• the exclusion of the public from unsafe areas;</li> <li>• the location and designation of passageways and exits;</li> <li>• the availability of public toilet facilities and the condition of those facilities;</li> <li>• 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.</li> <li>• 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;</li> <li>• ensuring compliance with all conditions of this permit.</li> </ul>		
13.	<p><b><u>AMUSEMENT RIDES AND DEVICES</u></b></p> <p>Provide certificate of currency for public liability insurance each amusement rides</p>		
14.	<p><b><u>FIREWORKS AND PYROTECHICS</u></b></p> <p>Pyrotechnician registration details, worksafe license, operational management plan, Notification of intention to discharge fireworks and relevant insurance for any fireworks/pyrotechnics.</p>		

**EVENTS USING EXISTING BUILDINGS**

**In addition to the above, for events utilising existing buildings, additional documentation may be required.**

**Fee schedule – valid for 2025/26 financial year only**

The prescribed fee of \$930 allows for maximum 2 assessments and 1 inspection during business hours.

- Additional fees of \$125 per assessment will occur the following after the 2<sup>nd</sup> assessment.
- If reinspection required during business hour, additional fee of \$220 will be apply.
- If out of hour inspection (Saturday/Sunday/public holidays) is required, an additional fee of \$520 will apply.