

Supporting Information to Accompany POPE Occupancy Permit Application

Name of the Event

Building/Reserve Name

Land/Building Owner's Details

Name

Postal Address

Suburb Post Code.....

Obtained signed written consent from the owner of the building/land? Yes

Prescribed Temporary Structures *(location of all temporary structures to be indicated on the site plan)*

Is the event proposed to have any temporary:

Seating stands more than 20 persons? Yes No

Stages exceeding 150m² in floor area? Yes No

Tents or Marquees with a floor area more than 100m²? Yes No

Prefabricated buildings placed directly on the ground? Yes No

Description of Prescribed Temporary Structures *(refer Building and Plumbing Commission Occupancy Permit details)*

Size TypeBPC Permit Number

Hire Company Name Phone Email

Size TypeBPC Permit Number

Hire Company Name Phone Email

Size TypeBPC Permit Number

Hire Company Name Phone Email

Period of Occupation

Event Commencement Date and Time

Event Conclusion Date and Time

Bump In Date and Time Bump Out Date and Time

Erector or Supervisor of Temporary Structures Practitioner Details

(Note: only applicable if erecting a Prescribed Temporary Structure)

Name Category/Class Registration no.

Name Category/Class Registration no.

Certificates of Compliance

(Note: only applicable to Prescribed Temporary Structures)

Prior to the event:

- A certificate of compliance for proposed building work will be required to be submitted to the MBS as part of your application for siting of a prescribed temporary structure.

Post erection of the structure:

- A certificate of compliance for building work will be required to be submitted to the MBS upon completion of the prescribed temporary structure and prior to the event commencing.

Display of Occupancy Permit

Nominate the location where the Occupancy Permit will be displayed for public viewing at all times for the duration of the event. *(Usually at main entrance, ticket booth or administrative/public address building)*

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Number of Persons

Indicate the maximum number of persons to be in attendance at any one time including participants and spectators

Indicate the maximum overall number of persons to be in attendance throughout the duration of the event

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Toilet Facilities

Nominate the number and location of all existing and portable/temporary toilet facilities on the site plan/floorplan.

The following formula may be used to calculate the minimum required number of toilets and wash basins to be provided for the event:

- One toilet for every 100 female persons or part thereof;
- One toilet or urinal for every 200 male persons or part thereof, at least 30% of which must be in the form of toilet. Note: each 600mm continuous length of urinal is considered to be a urinal;
- One hand basin for every 100 female persons;
- One hand basin for every 200 male persons;
- One unisex accessible facility with stepless entry or accessible ramping for every 100 toilet or part thereof (as required above);
- The location of all toilets must be indicated on the site plan for the event;
- Additional facilities maybe required if the event is to be conducted within a building (facilities (toilets and washbasins) are required to be provided in accordance with the requirements of Part F4 Sanitary and other facilities NCC 2022 Volume 1.
- If the proposal differs from the above requirements, sufficient justification will be required.

Location	No. of Female		No. of Male			No. of Accessible	
	Toilet	Wash Basins	Toilet	Urinals	Wash Basins	Toilet	Wash Basins
TOTAL							

Drinking Water

Nominate the number and location of all proposed drinking water fountains on the site plan.

The following formula may be used to calculate the number of drinking water taps/fountain requirements:

- One drinking water fountain/tap should be provided for every 100 persons;

Number of Proposed Drinking Water Stations

Security Crowd Control

Nominate provisions for crowd control and security. Details to include:

Name of the security organisation

Contact telephone 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.) and how these areas are to be restricted on the site plan.

Exits

Nominate location and width of all exit gates/doors on site plan for the event.

Note: Council may request exits to be staffed to manage or control patrons entering and exiting the event.

Emergency Management Plan

Plan and procedures for any emergency management to be provided with the application.

First Aid

Nominate the proposed first aid facilities and officers to be provided for duration of the event.

Name of First Aid Provider/company

Contact telephone number

Number of First Aid trained staff covering the event

Note: First Aid rooms to be provided as per the following Table

- the location of all first aid rooms must be indicated on the site plan for the event.
- the number of persons is based on the maximum number of patrons and employees at the event in any one time.

Number of Persons at any one time during the event	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 distributed as uniform as possible throughout the assembly building or pen spectator stand; and
- 2) be convenient to a public road; and
- 3) be readily accessible from within and outside the arena or ground; and
- 4) have a floor area not less than 24 m²; and
- 5) be provided with a suitable washbasin or sink

Fire Services

Nominate on the site plan, any existing and proposed firefighting equipment such as fire extinguishers, hose reels and hydrants that are located within the venue.

Safety Officer Details *(refer to Appendix 2 to identify whether a Safety Officer is required by the MBS)*

Name

Contact mobile telephone number (during the event)

Email

Safety Training Qualification e.g. 22591VIC (this will need to be provided as part of the application)

Note: A safety officer may be 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 to be to the satisfaction of the Chief Officer of the MFB or the Building and Plumbing 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;
- 3) the control of the use of naked flame in theatrical productions;
- 4) the exclusion of the public from unsafe areas;
- 5) 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;
- 6) 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 regulations;
- 7) the location and designation of passageways and exits;
- 8) the availability of public toilet facilities and the condition of those facilities

Cleanliness of Toilets *(complete where a Safety Officer is not required as per Appendix 2)*

Are toilets planned to be regularly maintained during the event? Yes No

Persons trained to use firefighting equipment *(complete where a Safety Officer is not required as per Appendix 2)*

Name

Qualification

Number of persons trained to use firefighting equipment

Minimum number of persons trained to use firefighting equipment at any one time for the duration of the event

Details of Public Liability Insurance (Minimum \$20,000,000)

Name Of Insurer

Name Of Insured

Policy Number Expiry Date

Other Features

Further information will also be required should the event include features such as:

- Fire works/explosives/flammable materials
- Naked Flames i.e. (Theatrical Productions)

Notification of Emergency Services

Have the relevant authorities been notified of the proposed event?

Fire Rescue Victoria	Yes	No
Victoria Police	Yes	No
Ambulance Victoria	Yes	No

Other

Note: It is the responsibility of the applicant/event organiser to ensure compliance with any conditions/requirements as recommended/imposed by the Emergency Services and any other Authority and to without delay provide a copy of the recommendations/conditions to the Municipal Building Surveyor for their consideration.

Council Inspection

Inspections will be undertaken prior to the event commencing and may occur during the event.

Required Documentation

Refer to Appendix 1 for required additional supporting documentation.

Fees

Note: an application fee will be required upon lodgement of the POPE and/or Siting Approval application.

Appendix 1: Documentation to be submitted with application form.

Please ensure the below documents are provided at the time of lodgement of your application.

- Site Plan
 - Total site area in m2.
 - Location of all structures.
 - Location of all crowd control barriers, fencing etc.
 - Location of toilets.
 - Location of water drinking fountains.
 - Location of first aid.
 - Location of fire equipment (fire extinguishers, hose reels, hydrants etc).
 - Location and widths of all exits.
 - Location of emergency vehicle access/egress.
 - Location of signage for toilets and free water.
- Event Management Plan
- Emergency Management Plan
- Traffic Management Plan
- Prescribed Temporary Structure Occupancy Permits and all associated referenced documentation
- Public Liability Insurance and Certificate of Currency
- Safety Officer qualifications confirming completion of 22591VIC – Course in Place of Public Entertainment Safety Officer
- Written consent from Owner of the land
- Copies of notifications sent to the relevant Emergency Services and Relevant Authorities (i.e. email evidence of notification)

Additional Documents for Events using Existing Buildings

- Existing Building Occupancy Permit
- Annual Essential Safety Measures Report (AESMR)
- Existing and Proposed Floor Plans
- Location and Number of Sanitary Facilities

Appendix 2: When a Safety Officer or Fire Warden is required.

The following table may be used as a guide to determine the requirements for attendance of a person appropriately qualified in Fire Warden in lieu of Safety Officer (subject to satisfaction of the Municipal Building Surveyor).

This checklist is to be used as a guide only and is not intended to override the ability of the Municipal Building Surveyor to use their discretion regarding the requirements of a safety officer (Regulation 210).

	Small Event No more than 500 persons at any one time	Medium Event Over 500 and up to 5000 persons at any one time	Major Event Over 5000 persons at any one time
High Risk	Safety Officer	Safety Officer	Safety Officer
Medium Risk	Fire Warden	Safety Officer	Safety Officer
Low Risk	Fire Warden	Fire Warden	Safety Officer

Definitions

High Risk Activities	Fully enclosed access to the event (completely fenced off)
Medium Risk Activities	Restricted access to the event (not completely fenced off)
Low Risk Activities	Unrestricted access (not fenced off)