

# Application for Temporary Structures for Public Entertainment



Building Services

The definition “Public Entertainment” means an entertainment or meeting to which admission may ordinarily be gained by members of the public. A broad definition of entertainment includes  
A person who intends to hold a “Public Entertainment” or erect a “Prescribed Temporary Structure” must apply in writing in the form prescribed in the Building Regulations and/or by Council.  
For further clarification please see the attached information sheet.

## Need Help?

Please contact Building Services if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) or call us on 1300 88 22 33 or (03) 9298 4598. **You can also apply online.**

## Application Type

Please select application type:

- Application for Siting Approval - Division 2 Section 57(1)(a) Building Act 1993
- Application for Place Of Public Entertainment (POPE) - Division 2 Section 53 (2) Building Act 1993

## Property Details

|                                |  |         |  |           |  |
|--------------------------------|--|---------|--|-----------|--|
| Lot/s No                       |  | Unit No |  | Street No |  |
| Street/Road                    |  | Suburb  |  | Postcode  |  |
| Property, Reserve or Oval Name |  |         |  |           |  |

## Agent of Owner

|                |        |         |           |  |
|----------------|--------|---------|-----------|--|
| Name           |        | Company |           |  |
| Postal Address |        |         | Postcode  |  |
| Phone Numbers  | (B/H): |         | (Mobile): |  |
| Email*         |        |         |           |  |

### Owner of Land

|                |        |            |           |          |  |
|----------------|--------|------------|-----------|----------|--|
| Title          |        | First Name |           | Surname  |  |
| Postal Address |        |            |           | Postcode |  |
| Phone Numbers  | (B/H): |            | (Mobile): |          |  |
| Email*         |        |            |           |          |  |

### Duration of Event

|                     |       |  |                 |  |
|---------------------|-------|--|-----------------|--|
| Details of Event    |       |  |                 |  |
| Commencement Date   |       |  | Completion Date |  |
| Hours of Occupation | Start |  | Completion      |  |

### Maximum Number of Participants at Place of Public Entertainment

|              |  |            |  |                             |  |
|--------------|--|------------|--|-----------------------------|--|
| Participants |  | Spectators |  | Max. Attendance at any time |  |
|--------------|--|------------|--|-----------------------------|--|

### Temporary Structures in Association with Place of Public Entertainment (information only)

Are there any temporary:

|                  |            |    |   |
|------------------|------------|----|---|
| Seating Stands   | <u>Yes</u> | No | if yes, and holds more than 20 people, please see below*                      |
| Marquees         | <u>Yes</u> | No | if yes, and is larger than 100m <sup>2</sup> in area, please see below*       |
| Tents            | <u>Yes</u> | No | if yes, and is larger than 100m <sup>2</sup> in area, please see below*       |
| Stages           | <u>Yes</u> | No | if yes, and is larger than 150m <sup>2</sup> in total area, please see below' |
| Lighting rigging | Yes        | No | if yes, please describe':   |
| Stage rigging    | Yes        | No | if yes, please describe':   |
| Guard rails      | Yes        | No | if yes, please describe':   |
| Other structures | Yes        | No | if yes, please describe':   |

\*Any temporary structure over the limits prescribed above will require an Occupancy permit issued by the Victorian Building Authority (phone [1300 815 127](tel:1300815127)) <http://www.vba.vic.gov.au>. This form does not apply for permits for such structures, use additional sheets as necessary to provide sufficient information.

### Details of Temporary Structures included in Place of Public Entertainment

|                             |  |             |  |
|-----------------------------|--|-------------|--|
| Type                        |  | Size (m2)   |  |
| VBA Occupancy Permit Number |  | Expiry Date |  |
| Type                        |  | Size (m2)   |  |
| VBA Occupancy Permit Number |  | Expiry Date |  |

### Building Practitioner Details

|   |  |          |  |
|---|--|----------|--|
| Name                                      |  | Company  |  |
| Postal Address                            |  | Postcode |  |
| Building Practitioner Registration Number |  |          |  |
| Email                                     |  | Mobile   |  |

### Applicant's Signature

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

### Fees & Additional Information

Siting consent Application fee: \$311.80

POPE Application Fee: Full hourly rate \$175.00/hour (Incl GST) (Minimum \$785.00) + any statutory fees and charges.

Applications are to be lodged at least fourteen (14) days prior to the erection date and accompanied by the below information detailed within the application checklist. Please note these documents are mandatory and your application will not be processed until payment is made and all relevant documentation has been submitted to Council.

## Application Checklist

Your application will not progress until the minimum required documentation is provided and the application fee is paid.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Completed Application Form with the application fee  |
| <input type="checkbox"/> | Copy of Certificate of Currency for public liability   |
| <input type="checkbox"/> | Copy of consent to use land from owner of land   |
| <input type="checkbox"/> | <p>Copy of a confirmation email from Vic pole, and MFB advising they have been notified about this event.</p> <ul style="list-style-type: none"> <li>• All animals on the proposed site and connected to the operation of the event.</li> <li>• Number of performers, competitors, employees and support persons,</li> <li>• Specific hours and days of proposed operation,</li> <li>• Maximum number of patrons that can attend the event at one time,</li> <li>• Details of safety officers in attendance including location, number and qualifications</li> <li>• Details of security officers in attendance including location, number and qualifications. g. Number of male and female toilets</li> <li>• Number of accessibility toilets</li> <li>• Free drinking water</li> <li>• First Aid officer details</li> <li>• Confirmation of compliance to any relevant codes of practice.</li> <li>• Details of any persons residing on site for the duration of the event.</li> </ul> |
| <input type="checkbox"/> | Copy of the Emergency Evacuation Management Plan   |
| <input type="checkbox"/> | Copy of Environmental Management Plan  |
| <input type="checkbox"/> | Copy of proposed signage on the land and Local law permit for signage located on public land.  |

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p>Site Plan showing;</p> <ul style="list-style-type: none"> <li>• Location of main exit points for persons attending event in the case of an emergency. b. Location of patron evacuation points</li> <li>• Location and number of all facilities. e.g. toilets, food vans, event arena, stands, site medical area.</li> <li>• Location of access roads for emergency vehicles.</li> <li>• Location of fire extinguishers</li> <li>• Location of site management office</li> <li>• Location of lost children</li> <li>• Location of Free drinking water</li> </ul> |
| <input type="checkbox"/> | <p>Copy of Victorian Building Authority (VBA) Occupancy Permit for the following temporary structures,</p> <ul style="list-style-type: none"> <li>• Seating Stands holding more than 20 people,</li> <li>• Marquee larger than 100m<sup>2</sup> in area,</li> <li>• Tents larger than 100m<sup>2</sup> in area</li> <li>• Stages larger than 150m<sup>2</sup> in total area,</li> </ul>  |
| <input type="checkbox"/> | <p>Copy of event Certificate of Insurance for any amusement devices. (If applicable)</p>   |
| <input type="checkbox"/> | <p>Copy of stamped approved Planning Approval and plans. (If applicable)</p>   |

## Lodgment and Payment Options

Application with Cheque or Money Order can be posted to *PO Box 156 Ringwood 3134*. Applications can be made and paid in person at our Customer Service Centres:

**Realm**, Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)  
Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

**Croydon Library**, Civic Square, Croydon  
Hours: 8.30am-5pm Monday - Friday

## Privacy Collection Notice

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

# Buildings or Places of Public Entertainment

## Building Services

The definition “Public Entertainment” means an entertainment or meeting to which admission may ordinarily be gained by members of the public. A broad definition of entertainment includes A person who intends to hold a “Public Entertainment” or erect a “Prescribed Temporary Structure” must apply in writing in the form prescribed in the Building Regulations and/or by Council.

### Place of Public Entertainment

A place of public entertainment (POPE) is:

- A prescribed building or building in a prescribed class of building which is used for the purpose of providing public entertainment or;
- A prescribed place or a place within a prescribed place which is enclosed or substantially enclosed, or
- To which admission can be gained by payment of money or the giving of other consideration –
- Which is used or intended to be used for the purpose of providing public entertainment.

Public entertainment can include:

- Theatre, cinema
- Sports venues
- Concerts
- Nightclubs, discos
- Fun parlours
- Markets and festivals includes a single event

### Prescribed Places of Public Entertainment, as defined by the Regulations

- Class 9b buildings having an area greater than 500m<sup>2</sup> and prescribed temporary structures are prescribed classes of buildings; and
- Places having an area greater than 500m<sup>2</sup> are a prescribed class of places.
- Unless the place is used for the purposes of conducting an event or activity (without temporary structures) is:
  - organised and controlled by a community-based organisation; and
  - the number of persons in the place at any one time during the event 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: o a philanthropic or benevolent purpose (eg. A school council); or any sporting or recreational purpose (eg. A football or netball club).

Does a Community based organisation need a POPE to host an event on council owned land?

If your event is run by a community group that are self-funded (e.g. Local Football club) a POPE is not required if it meets the following criteria:

The building and land is owned by council

The number of persons on the land at does not exceed 5000 at one

## Major events and attractions that require an occupancy permit

Community based organisation hosting an event on council land

These are larger scale events (i.e. the number of persons in the place at any one time during the event or activity exceeds 5,000 in a place larger than 500m<sup>2</sup> without temporary structures), where the event is conducted in an enclosed or semi enclosed place and entry to (and exit from) the event is controlled, or to which admission can be gained by payment of an admission fee or other consideration.

Examples of such events include football finals and grand finals run by the competition's association, open air concerts, and agricultural shows. A POPE occupancy permit is required for these events irrespective of whether they are conducted by a community- based organisation or a commercial business.

## Buildings and Temporary Structures

Buildings

Where an organisation holds an event in a buildings / recreational facilities, (eg. change rooms, grandstands, clubrooms, etc) that is greater than the scope of the existing occupancy permit, then a POPE occupancy permit will be required from the Municipal Building Surveyor of the relevant council.

Prescribed Temporary Structures

The exemption to obtain a POPE occupancy permit does not exempt the requirement to obtain an occupancy permit for a prescribed temporary structure or siting approval from the relevant council when the use of a recreational facility for public entertainment will involve the erection of a prescribed temporary structure.

Prescribed temporary structure including:

- tents, marquees or booths with a floor area greater than 100m<sup>2</sup>
- seating stands for more than 20 persons
- stages or platforms (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area
- prefabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on the ground.