To: Municipal Building Surveyor

Strathbogie Shire Council

109A Binney Street

(PO Box 177)

Euroa VIC 3666

Phone: 5795 0000 Fax: 5795 3550 Email: info@strathbogie.vic.gov.au

In accordance with Section 53 of the Building Act 1993, I hereby apply for an occupancy permit for the place of public entertainment and/or siting approval for a prescribed temporary structure.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant information** | | | |
| **Name:** |  | **Phone:** |  |
| **Company/Group:** |  | **Fax:** |  |
| **Email:** |  | | |
| **Postal address:** |  | | |

Is your group a charity or registered not for profit organisation? Yes ⬜ No ⬜

|  |  |
| --- | --- |
| **Event information** | |
| **Name of event:** |  |
| **Type of event:** |  |
| **Proposed location:** |  |
| **Proposed date/s:** |  |
| **Proposed time/s:** |  |

Briefly describe your event: *(ie. Outdoor concert, 1 stage, seating area and general admission area. Facilities include food vendors, bars, toilet and first aid facilities)*

Has the event been held before? Yes ⬜ No ⬜

If yes, when and where was it held? (year, city/town):

*Continued*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | | | | | | | | |
| **No:** |  | | | **Street:** | |  | **Town:** |  |
| **Title details:** | | |  | | | | | |
| **Municipal district:** | | | | |  | | | |
| **Owner:** | |  | | | | | | |

Have you booked the venue? Yes ⬜ No ⬜

Is there sufficient parking on site? Yes ⬜ No ⬜

Will the event be conducted fully or partially on a roadway? Yes ⬜ No ⬜

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| --- | --- | --- |
|  | **Date** | **Time** |
| **When will you commence setting up?** |  |  |
| **When does the event start?** |  |  |
| **When does the event finish?** |  |  |
| **When will you complete packing up?** |  |  |

|  |  |
| --- | --- |
| **Estimated number of spectators:** |  |
| **Estimated number of participants:** |  |
| **Estimated (combined) peak attendance numbers at any given time:** |  |
| **Who is your target audience?:** |  |

Is entry to the event: Free? Yes ⬜ No ⬜

Ticketed? Yes ⬜ No ⬜

Gold coin donation? Yes ⬜ No ⬜

|  |  |  |  |
| --- | --- | --- | --- |
| **Event coordinator** | | | |
| **Name:** |  | **Phone:** |  |
| **Position:** |  | **Fax:** |  |
| **Email:** |  | | |
| **Postal address:** |  | | |

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| **Risk Management** |
| As part of your risk management obligation, the following must be attached to this application:   * Evidence of an assessment of the risks associated with staging the event and the controls to mitigate those risks * An emergency management plan/procedure for the event |

|  |  |  |  |
| --- | --- | --- | --- |
| **Safety officer** | | | |
| **Name:** |  | **Phone:** |  |
| **Company:** |  | **Fax:** |  |
| **Email:** |  | | |
| **Qualifications:** |  | | |

Detail the location, size and contents of the proposed first aid facilities to be provided for the duration of the event:

|  |  |
| --- | --- |
| **Number of first aid officers:** |  |
| **Name of first aid supplier:** |  |

|  |
| --- |
| **Event infrastructure** |

Are you installing fencing or temporary barriers? Yes ⬜ No ⬜

If yes, describe type (ie. star pickets, free standing) and size (include fence location on proposed site plan):

Are you installing tents and/or marquees? Yes ⬜ No ⬜

If yes, describe each structure and size (include location on proposed site plan):

Are you installing prefabricated buildings not placed directly on the ground? Yes ⬜ No ⬜

If yes, describe each building type and size (include location on proposed site plan):

Are you installing stage(s)? Yes ⬜ No ⬜

If yes, describe each stage size and height (include location on proposed site plan):

Are you installing seating stands for more than 20 persons? Yes ⬜ No ⬜

If yes, describe each stand type and size (include location on proposed site plan):

*If you have answered yes to any of the above, you may need to provide Victorian Building Authority Occupancy Permit(s) for any Prescribed Temporary Structures*

What other infrastructure are you using? Describe type, size and number of additional infrastructure (include location on proposed site plan):

Number of drinking water fountains/taps (include location on proposed site plan):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Toilet Facilities** | | | | | | |
| Location | Public/  portable | No. of female | No. of male | No. of unisex | No. of disabled | No. of hand basins |
|  |  |  |  |  |  |  |
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Additional information (if required):

**Fee to be paid upon application - $1688**

*Additional fees will be charged for inspections*

I hereby declare that the information provided is true, correct and there are no false or misleading statements contained within this application. I understand that under Section 246 of the Building Act 1993 it is an offence to knowingly make false or misleading statements, or provide any false or misleading information to a person or body carrying out a function of the Act or the Building Regulations 2018 (penalty exceeds $16,000).

Signature: Date:

*The personal information requested in this application is being collected by the Strathbogie Shire Council (Council) for the management of building works or works on roads in order to comply with the Building Regulations 2018. The Council will use this information only for that purpose or for directly related purposes. You may apply to Council for access to your personal information or to amend the same. If you do not provide this information your permit application cannot be processed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist** | | | |
|  | **Item** | **Note** | **Completed** |
| 1. | **Application form** |  |  |
| 2. | **Schedule of proposed buildings and structures to be used during the event** |  |  |
| 3. | **Three (3) copies of detailed site plans** | A |  |
| 4. | **Prescribed temporary structures/permanent structure plan**  Victorian Building Authority (VBA) Occupancy permit  Plan of structure and details | B & C |  |
| 5. | **Support structure/scaffold/gantry/tower/platform structure, or the like**  VBA Occupancy permit  Copy of approved form – Certificate of Compliance – design with drawings  Scaffold structure  Concourse/platform  Gantry/tower  Temporary seating (VBA Occupancy permit may be required) | D |  |
| 6. | **Sanitary/amenity facilities (refer to NCC F2.3)**  Male: 1 WC per 200 persons, 30% of which must be toilets  Female: 1 WC per 100 persons  Disabled: 1 accessible unisex WC per 100 WC or part thereof  Hand wash basins: 1 per 150 persons  Drinking fountains: 1 per 150 persons | E |  |
| 7. | **First aid facilities**  **5001 – 10000 persons: 1 room**  **10,001 – 15,000 persons: 2 rooms**  **15,001 – 30,000 persons: 3 rooms**  **1 room for each 15,000 person or part thereof** | F |  |
| 8. | **Emergency management and evacuation manual** |  |  |

Notes:

1. Plans must show extent of grounds, building(s) to be used, (for small single-structure events emergency lighting, emergency exit signs and exit widths, location and type of fire extinguisher/blanket and sanitary facilities can be shown on the site plan).
2. For large venues or multi-structure sites, individual detailed plans showing emergency exits and exit widths, exit signs and emergency lighting, location and type of fire extinguisher/blanket.
3. Check expiry date and whether permit covers type of structure to be used.
4. Check expiry date, drawing and computation (if provided) ref. numbers against approved form.
5. This minimum number of toilet facilities is provided as a guide only and may vary upon review of the application.
6. First aid facilities station minimum room size 24m2. Rooms must contain a sink or hand basin. First aid facilities must be located so as to be convenient to a public road and accessible from within and outside the arena or ground. Smaller events are still required to have first aid facilities.