



APPLICATION FOR
 PLACE OF PUBLIC ENTERTAINMENT and/or
 TEMPORARY STRUCTURE

Office Use Only RT: 911
 Application Fee: _____
 Fee: _____
 App No: _____
 Rcpt No _____

APPLICANT DETAILS

Applicant: _____
 Postal Address: _____
 Phone: _____ Fax: _____ Mobile: _____
 Contact Person: _____ Email: _____

OWNERSHIP DETAILS As Above

Owner: _____
 Postal Address: _____
 Phone: _____ Fax: _____ Mobile: _____
 Contact Person: _____ Email: _____

EVENT DETAILS

Name of Event: _____
 People Attending: _____ Type of Event: _____ (e.g. Music Festival, Marathon)
 On-Site Contact Person: _____ Phone: _____

DATE/S OF EVENT

Single Date/s: _____ to _____
 Multi-Year Event: 2 year 3 year 4 year 5 year
 Multi-Year Event Held: _____ (e.g. second weekend of March)

PROPERTY DETAILS

Number: _____ Street/Road: _____
 Suburb/Town: _____ Postcode: _____

PLANNING PERMIT (If Applicable)

A Planning Permit has been issued / applied for: Yes / No
 Planning Permit No: _____ Date of Issue: _____

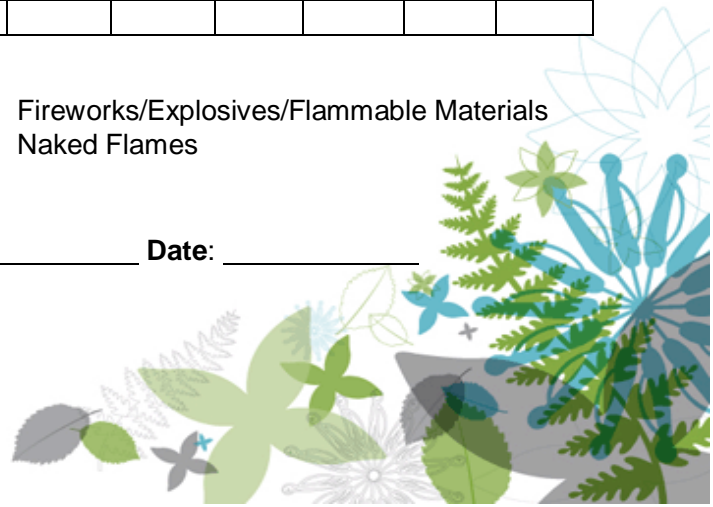
TOILET FACILITIES

Location of Facilities	Facilities					Disabled					
	Female		Male			Female		Male		Unisex	
	Toilets	Sinks	Toilets	Urinals	Sinks	Toilets	Sinks	Toilets	Sinks	Toilets	Sinks
TOTAL											

OTHER FEATURES

- Activities on Council Land Amusement Rides Fireworks/Explosives/Flammable Materials
 Activities on Road/Footpaths Market Stalls Naked Flames

Signature of Applicant: _____ Date: _____



APPROVALS REQUIRED

- Event staging/location area over 500m²
- Tent/Marquee/Booth exceeding 100m² in floor area
- Stage/platform (including sky borders and wings) exceeding 150m² in floor area
- Seating stand for more than 20 people
- Prefabricated building exceeding 100m² not placed directly on the ground

TYPE REQUIRED

PoPE
 Temporary Structure
 Temporary Structure
 Temporary Structure
 Temporary Structure

Please complete the details below relevant to the Permit you require for your event

PLACE OF PUBLIC ENTERTAINMENT (PoPE)

AREA OF OCCUPATION

Area of Event: _____m² **OR** Starting Area: _____m² Finishing Area: _____m²

CAR PARKING

Area for Car Parking: _____m² Number of Cars Expected: _____

SAFETY OFFICER DETAILS

Name: _____ Phone: _____

Email: _____ Mobile: _____

Qualifications: _____

SECURITY/CROWD CONTROL

Company: _____ Phone: _____

Email: _____ Mobile: _____

Number of crowd controllers/security officers to be provided: _____

FIRST AID

Company: _____ Phone: _____

Email: _____ Mobile: _____

Number of First Aid Officers to be provided: _____

DRINKING WATER

Number of Proposed Drinking Fountains: _____

TEMPORARY STRUCTURE

(For additional temporary structures, please provide the below information on a separate sheet)

TEMPORARY STRUCTURE DETAILS

Type of Structure: _____ Size of Structure (m x m): _____

Building Commission Occupancy Permit No: _____ Area of Structure: _____m²

Date/Time Structures will be erected: _____

Note: An inspection of the structures must be carried out prior to the event commencing; if further inspections are required additional fees will be applicable.

LOCATION OF OCCUPANCY PERMIT

Location: _____

(Must be in a prominent position accessible to the public)

BUILDER PRACTITIONER DETAILS *(Erector of Structure)*

Name: _____ Registration No: _____

Postal Address: _____ Postcode: _____

Phone: _____ Email: _____

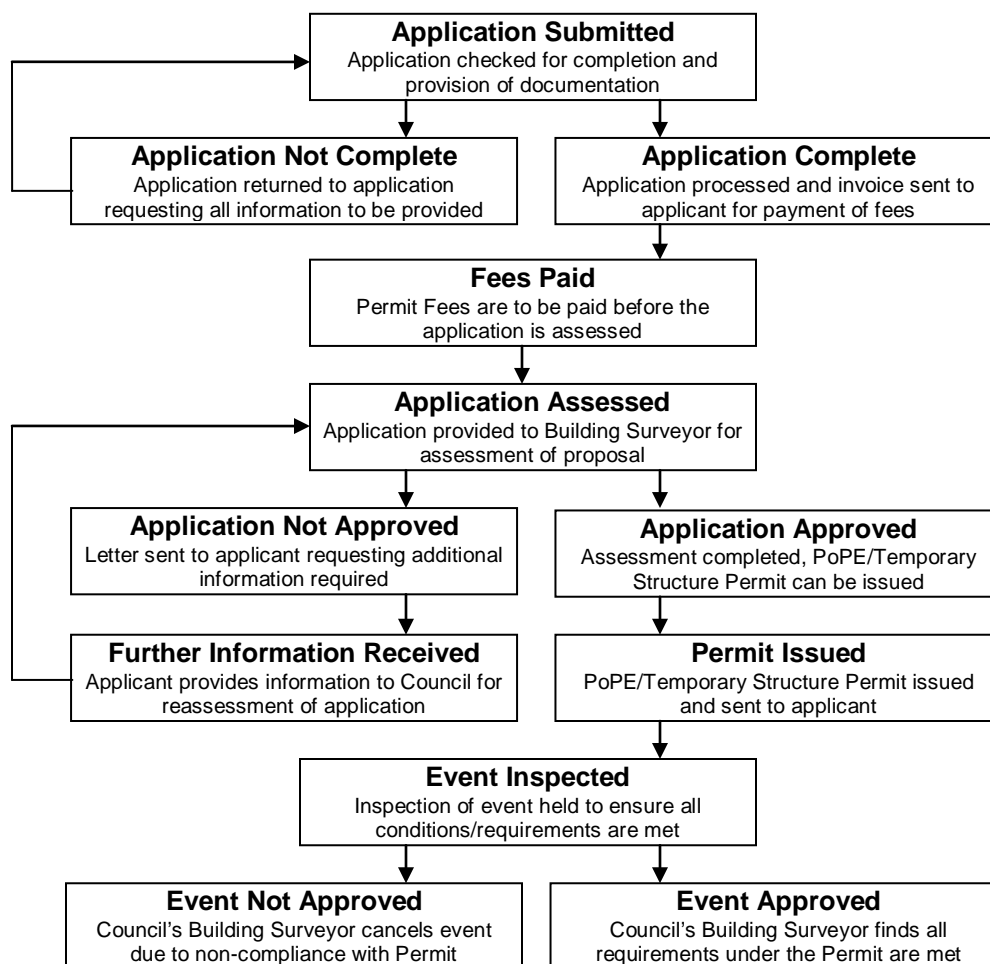
DECLARATION: *The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*

HOW TO APPLY FOR A PoPE / TEMPORARY STRUCTURE

COMPLETING THE APPLICATION FORM

- Application Details:* This is the person all correspondence will be sent to, including the Permit once issued
- Ownership Details:* The owner of the property. If same as application, tick box provided
- Event Details:* Details of event, including dates, type, description & contact details for person on-site
- Date of Event:* Date event held. Multi-year only applicable if held at same time every year (e.g. second weekend of March)
- Property Details:* Street address must be completed.
- Planning Permit:* Please contact the Planning Department on 03 5232 9400 to check if a Planning Permit is required
- Approvals Required:* Tick type/s of approval required (i.e. location or temporary structure over xxm²)
- Other Features:* Tick any other features that will be involved in the event
- Signature & Date:* Signature of applicant and date of application
- Safety Officer Details:* Details of qualified safety officer who will be present at the event
- Toilet Facilities:* Details of all toilet facilities, both temporary & permanent that will be used
- Security/Crowd Control:* Details of company providing security and/or crowd control
- First Aid:* Details of company providing first aid for the event
- Temporary Structure:* Details of any temporary structures being used (as per Approvals Required), including type, size, occupancy permit number, location and erector's details
- Place of Public Entertainment (PoPE):* Details of event location (where over 500m²) including area, carparking and water facilities. Note where an event is a marathon/race, the start & finish line areas apply.

PERMIT PROCEDURE



For any queries, please contact Council's Building Department on 03 5232 9400

PoPE / TEMPORARY STRUCTURE PERMIT DOCUMENT CHECKLIST

DOCUMENT	DETAILS
<input type="checkbox"/> Site Plan	<ul style="list-style-type: none"> - Boundary of site and location of north - All buildings - permanent & temporary, including use of building - Any amusements (rides, air castles, etc) - Distance between boundaries and buildings - Infrastructure (footpaths, light towers, bins, water fountains, toilets, etc) - Location and width of exit gates - Carparking areas - Restricted areas (firework discharge, generator, back of house) - Emergency access/egress routes and assembly areas - Fire services (hydrants, hose reels, etc) - Other services (catering, first aid, CFA, ambulance, etc)
<input type="checkbox"/> Floor Plan (if held within existing building)	<ul style="list-style-type: none"> - Fire services (fire extinguishers, hose reels, etc) - Exit signs and/or lighting - Location of entry and exit points, including width
<input type="checkbox"/> Details of Event	<ul style="list-style-type: none"> - Detailed description of event being held, including types of entertainment, catering, stalls, etc
<input type="checkbox"/> Safety Officer Qualifications	<ul style="list-style-type: none"> - A Safety Officer must hold a Safety Training Qualification in accordance with Regulation 210 of the Building Act. <i>(Safety Officer – In a Place of Public Entertainment Course's are available from the MFB http://www.mfb.vic.gov.au/Community-Safety/WEM/WEM-Competency-Based-Training/Safety-Officer-in-a-place-of-Public-Entertainment.html)</i> - If alternative Safety Officer nominated, provide details of qualifications <ul style="list-style-type: none"> o Curriculum Vitae (CV) o Occupational Health & Safety Qualifications o Emergency Volunteer History (SES, St Johns, Etc)
<input type="checkbox"/> Prescribed Fee	Please refer to Building Fee Schedule for appropriate fee, or contact Councils Building Department on 03 5232 9400
TEMPORARY STRUCTURES ONLY	
<input type="checkbox"/> Floor Plan/s	<ul style="list-style-type: none"> - Fire services (fire extinguishers, hose reels, etc) - Exit signs and/or lighting - Location of entry and exit points, including width
<input type="checkbox"/> Victorian Building Authority Occupancy Permit	<ul style="list-style-type: none"> - Occupancy Permit issued for the Temporary Structure

Notes:

1. Applications will not be accepted if incomplete or documentation is missing
2. Where an application is received within two weeks of an event, the priority fee is applicable due to the time required to assess an application
3. The Municipal Building Surveyor has the power to cancel an event where it is found to be unsafe or does not comply with the required conditions of the Permit.