



CORANGAMITE  
SHIRE

### APPLICATION FOR A DIVISION 2

## OCCUPANCY PERMIT (For a Place of Public Entertainment)

Building Act 1993 Building Regulations 2018

Part 14, Regulation 206

<b>To: The Municipal Building Surveyor</b> <b>Telephone:55937100</b> <b>Corangamite Shire, PO Box 84, Camperdown 3260 Email: <a href="mailto:building@corangamite.vic.gov.au">building@corangamite.vic.gov.au</a></b>
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**FROM:**

Owner of place of Public Entertainment: <input type="checkbox"/>	On Behalf of Owner of Place of Public Entertainment: <input type="checkbox"/>
Name:	Telephone:
Address:	Facsimile:
Contact person:	Mobile:
Contact persons e-mail address:	

**OWNER DETAILS: (Only if Agent of Owner listed above)**

Name:	Telephone:
Address:	Facsimile:
Contact Person:	Mobile:
In accordance with Section 54 of the building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at No..... Street/Road..... Suburb..... (address of property where the event is proposed to be held)	

**NAME OF THE PROPERTY: (where applicable)**

Property name:	
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**PRESCRIBED TEMPORARY STRUCTURES:**

Is it proposed to have any of the below temporary structures?			
Seating stands for more than 20 persons:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Stages exceeding 150 m2 in floor area:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Tents, marquees with a floor area more than 100m2	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Prefabricated buildings not placed directly on the ground exceeding 100m2:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>

**NOTE: If the answer to any of the above is yes, please provide details below**

Type of structure				
Size/Capacity of structure				
Bld. Commission Permit no				
Hire company name				
Hire company contact ph no				

**Note: Location of all temporary structures to be indicated on the site plan for the event**

**NAME OF EVENT:**

Event name:	
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**PERIOD OF OCCUPATION:**

Day	MON	TUE	WED	THURS	FRI	SAT	SUN
Date							
Commencement time							
Conclusion time							

**LOCATION FOR THE DISPLAY OF OCCUPANCY PERMIT** Note: Must be in a prominent position accessible to the public

Permit location:	
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**NUMBER OF PERSONS:** Indicate the maximum number of persons to be at the event at any one time.

Maximum Number of persons:	
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**SAFETY OFFICER DETAILS:**

Name:		Name:	
Address:		Address:	
Mobile:		Mobile:	
Qualifications:		Qualifications:	
Email:		Email:	

**TOILET FACILITIES:**

Nominate the number and location of all existing and portable/temporary toilet facilities.											
Location	No of Female		No of Male			No of (unisex)		No of Disabled			
<b>TOTAL</b>											

**DRINKING WATER:** Note: The location of all drinking water fountains/taps must be nominated on the site plan.

Nominate the number of drinking water fountains/taps.	
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**SECURITY CROWD CONTROL:**

Nominate provisions for crowd control and security	
The name of security organisation	
Contact phone number during event	
Number of crowd control officers to be used	

**UNSAFE AREAS:**

Are there any unsafe areas where public access should be restricted i.e. portable generators, stages etc.				
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes provide details and indicate locations on the site plan

**EXITS:** Note: exit locations and widths must be nominated on the site plan.

Has the location and widths of all exits been nominated on the site plan.	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES			

**EMERGENCY EVACUATION:** Note: An emergency plan/procedure must be provided with this application.

Has an emergency plan for the event been provided	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES			

**FIRST AID:**

Nominate the proposed first aid facilities to be provided for the duration of the event	
Number of first aid officers	
Name of first aid provider	

**OTHER FEATURES:**

Is it proposed to have any of the following features?				
• Fireworks/Explosives/flammable Materials	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• Amusement Rides	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• Activities within Council's Parks, Gardens or reserves*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• Activities on roadways or footpaths*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

**\*Must be approved by Council**

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

**SITE PLAN:** A site plan drawn to scale must be provided showing the extent of site boundary and all details as outlined above.

Has a site plan been provided indicating all of the above required features?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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**APPLICANTS DECLARATION:**

I, _____ am authorised to apply for this permit on behalf of:			
<b>Signature of Owner/Agent of Owner</b>		Date	

**Notes:**

1. **Minimum fee of \$662.00 must be paid when making application. Fee subject to approval by Municipal Building Surveyor.**
2. **At least 20 working days are required for processing of a division 2 Occupancy Permit.**
3. **Any event held within Council's Parks, Gardens or Reserves must be approved by Council's Event Unit.**
4. **An event on Council controlled roadways or footpaths must be approved by Council's Assets Department.**