

Maribyrnong City Council
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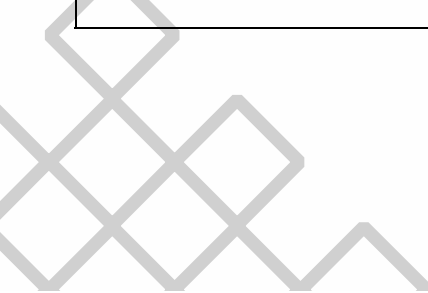


**APPLICATION FOR OCCUPANCY PERMIT
 Places of Public Entertainment
 Building Act 1993- Section 53
 R.206- Building Regulations 2018**

**TO: Municipal Building Surveyor
 Maribyrnong City Council
 P.O. Box 58
 WEST FOOTSCRAY VIC 3012
 Ph.: 9688 0200**

Office Use Only	
Receipt Type:	736
Receipt No:	
Date of payment:	

FROM:	Owner of Place of Public Entertainment	On Behalf of Owner of Place of Public Entertainment
Name:		
Postal Address:		
Postcode:		
Contact Person:	Phone:	Facsimile:
OWNERSHIP DETAILS: (Only if Agent of Owner listed above)		
Postal Address:		
Postcode:		
Contact Person:	Phone:	Facsimile:
♦ In accordance with Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at –		
PROPERTY DETAILS:		
SECTION 54 - TEMPORARY STRUCTURES		
Is it proposed to have any temporary:		
Seating stands for more than 20 persons?	Yes No	Tents or Marquees with a floor area more than 100 m ² ? Yes No
Stages exceeding 150 m ² in floor area?	Yes No	Prefabricated buildings not placed directly on the ground exceeding 100m ² ? Yes No
Note: Location of all temporary structures to be indicated on the site plan for the event		
DESCRIPTION OF TEMPORARY STRUCTURES		
Size:		
Type:		
VBA Permit Number:		
Hire Company Details:		
NAME OF EVENT:		



TOTAL											
Note:	<ul style="list-style-type: none"> • One closet fixture for every 200 female persons or part thereof. • One closet fixture or urinal for every 200 male persons or part thereof, at least 30% of which must be in the form of closet fixtures. Note: each 600mm continuous length of urinal is considered to be a urinal. • One washbasin for every 200 persons. • One unisex disabled facility for every 100 closet fixtures 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 are required to be provided in accordance with the requirements of Part F2 NNC Volume 1-2019. 										

DRINKING WATER	
Nominate the number and location of all proposed drinking water fountains.	
Note:	<ul style="list-style-type: none"> • One drinking water fountain/tap should be provided for every 200 persons. • This ratio may be negotiated by consulting with the Municipal Building Surveyor. • Alternatively drinking water may be provided at all food and bar outlets free of charge. <p>The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event.</p>

SECURITY CROWD CONTROL	
Nominate provisions for crowd control and security. Details must include:	
• The name of the security organisation.	
• Contact phone 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. on the site plan for the event.	

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

EMERGENCY EVACUATION	
Plan/Procedure for the event to be provided with application.	

FIRST AID	
Nominate the proposed first aid facilities and officers to be provided for the duration of the event. First Response Medical Services, location of first aid on site map	

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

Number of Persons	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

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 ready 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
 - The location of all first aid rooms must be indicated on the site plan for the event.
 - Number of persons is based on daily attendances of patrons and employees.

FIRE SERVICES			
Nominate on the site plan, any existing firefighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue. Note: In some cases a fire tanker may be required.			
OTHER FEATURES			
Further information will also be required should the event include features such as:			
			<ul style="list-style-type: none"> ▪ Fireworks/Explosives/Flammable Materials ▪ Amusement Rides ▪ Naked Flames i.e. [Theatrical Productions]
FEES			
City of Maribyrnong current Building Services Fee Schedule indicates relevant fees (GST inclusive) for Places of Public Entertainment (POPE)			
Building Services Online Forms - Maribyrnong			
Signature of Owner/Agent of Owner		Date	