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 Pla	ce of Public E	ntertainr	nent	On Behalf	of Owner of Place of F	Public Ent	tertainment
Name:								
Postal Address:								
Postcode:								
Contact								
Person:	Facsimile:							
	IIP DETAILS:							
	ent of Owner lis	ted						
above)								
Postal Add	ess:							
				Po	stcode:			
Contact Pe	rson:			P	hone:			
				Fa	acsimile:			
<ul> <li>In accordance with Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at –</li> </ul>								
PROPERT	Y DETAILS:							
SECTION	54 - TEMPORARY	STRUCTUR	ES					
	sed to have any							
	Seating stands for more than <b>Yes No</b> Tents or Marquees with a floor area more than 100 m <sup>2</sup> ?				Yes	Νο		
Stages exc	eeding 150 m2 in	Yes	No	Prefabricated buildings not placed directly Yes No				
floor area? on the ground exceeding 100m <sup>2</sup> ?								
Note: Location of all temporary structures to be indicated on the site plan for the event								
DESCRIPT	ION OF TEMPOR	RARY STRUC	TURES					
Size:								
Type:								
VBA Permi	Number:							
Hire Compa	any Details:							
NAME OF	EVENT:							









#### PERIOD OF OCCUPATION: Mon Tues Wed Thurs Fri Sun Day Sat Date **Commencement Time Conclusion Time** DISPLAY OF PERMIT - Nominate location where Permit can be displayed for public viewing. Note: Usually at main entrance ticket booth or administrative/public address building/caravan NUMBER OF PERSONS - Indicate the maximum number of persons to be in attendance at the event at any one time i.e. includes participants and spectators. **REGULATION 210 – ENGAGEMENT OF SAFETY OFFICER DETAILS Contact name:** Contact mobile no: Note The Safety Training Qualification to be held by any person engaged as a Safety Officer to be to the satisfaction of the Chief Officer of the MFB or the Victorian Building Authority. The responsibilities of the safety officer include but are not limited to -1) the operation of fire safety elements, equipment and systems; 2) the establishment and operation of evacuation procedures; 3) the safety of barriers and exits; the exclusion of the public from unsafe areas; 4) the location and designation of passage ways and exits; 5) the availability of public toilet facilities and the condition of those facilities; 6) The ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible 7) manner; to the extent that this is not required by any other Act or Regulation. the keeping, testing and storage of flammable material or explosive items and equipment in a safe manner, 8) to the extent that this is not required by any other Act or regulations; 9) Ensuring compliance with all conditions of this Permit.

### **TOILET FACILITIES**

Location	No of Female		No of Male			No of Disabled [Unisex]		No of Disabled			
	Closet Fixtures	Wash Basins	Closet Fixtures	Urinals	Wash Basins	Closet Fixtures	Wash Basins	Female Fixtures	Female Wash Basins	Male Fixtures	Male Wash Basins



TOTAL														
Note:	• One	closet f	ixture for ev	ery 200	female pe	rsons or p	art thereof			•				
	One	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												
			of closet fix	tures. N	lote: each	n 600mm	continuous	s length of	urinal is c	considered	to be a			
		urinal.												
	<ul> <li>The location of all toilets must be indicated on the site plan for the event.</li> <li>Additional facilities maybe required if the event is to be conducted within a building - Facilities</li> </ul>													
			d to be prov											
	ale	equiled			accoruan		erequirei				1-2013.			
DRINKING W			- (° (° - 11			- 1 1	(							
	Nominate the number and location of all proposed drinking water fountains.         Note:       • One drinking water fountain/tap should be provided for every 200 persons.													
Note:						•	•	•						
			ay be negoti drinking wa							no.				
		•	0	•	•						lon for			
			all propos	ea arink	ing water	rountains	sitaps mu	St de nomi	nated on	the site p	nan tor			
the event.														
SECURITY CROWD CONTROL														
	Nominate provisions for crowd control and security. Details must include:													
			organisatior		,									
			iring the eve											
			provided/er		or									
the durati			provided/el	igagoa	01									
UNSAFE AR														
Nominate any		aroas w	hore public	200055	should be	restricted	i o portak	olo gonorat	ore stage	s oto on t	the site			
plan for the ev		aleas w		access		resilicieu	i.e. portai	Je generat	uis, staye		ine site			
EXITS														
Nominate loca	ation and	d width c	of all exit gat	tes/doors	s on site p	lan for the	event.							
EMERGENC														
Plan/Procedu	re for the	e event t	to be provid	ed with a	application	•								
FIRST AID							<u> </u>							
Nominate the				nd office	rs to be pro	ovided for t	the duratio	n of the eve	ent. First R	esponse I	Medical			
Services, loca	ation of t	irst aid o	n site map											
Note: F	irst aid r	ooms to	be provide	d as ner	the follow	ng Table								
	not ala i					ing rubio								
Numbe	er of Per	sons				Numb	Number of rooms							
	- 10,000						1							
,	- 15,000					2								
	- 30,000					3								
Each ex	Each extra 15,000 or part thereof 1										_			
First Aid Rooms 1 be distributed as uniform as possible throughout the assembly building or pen spectator										tor				
must:			d; and											
			onvenient to	•										
			eady access				the arena	or ground;	and					
			e a floor are											
			rovided with											
		•	The locatior	n of all fir	st aid roor	ns must b	e indicated	d on the site	e plan for t	the event.				
		•	Number of p	persons	is based o	n daily atte	endances	of patrons a	and emplo	oyees.				

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## 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:

- 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

Date