



# Occupancy permit for place of public entertainment

## What you need to do



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email or by mail.



### Receive your invoice

Once your application has been lodged, you will receive an invoice and a Request for Further Information (if required) within 10 working days.

## Read before starting

Below are some things people often miss when submitting their application. Making sure you include this information will prevent delays and save you time.

### How to apply

Submit this form and required supporting documentation:

- ✉ helpbuilding@portphillip.vic.gov.au
- ✉ Municipal Building Surveyor  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Fee Schedule

<b>Small event</b> (Up to 2,000 attendees) <b>\$1,100</b>
<b>Medium event</b> (2,001 to 5,000 attendees) <b>\$1,800</b>
<b>Large event</b> (Over 5,001 attendees) <b>\$2,800</b>

If the application is not received 10 working days prior to the event date, a late fee surcharge will apply.

### Supporting document checklist

The following is required to be submitted with your application:

- Completed application form.
- List of all proposed structures.
- Occupancy Permit issued by the Building and Plumbing Commission for all prescribed temporary structures.
- Relevant drawings are to be provided for all non-prescribed temporary structures.
- Wind management plan.
- Evacuation management plan.
- Clearly labelled site plan identifying:
  - The event boundary, external fencing, location and size of emergency exits and emergency vehicle access.
  - Location of all existing buildings, and proposed temporary structures including vehicles, screens, marquees, generators.
  - Location and type of toilets, drinking taps and medical facilities.
  - Location of all existing and proposed fire suppression equipment.

### Further information

- ☎ 03 9209 6253
- 🌐 portphillip.vic.gov.au/planning-and-building

### Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he / she may apply to Council for access to and / or amendment of the information. Request for access and / or correction should be made to Council's Information Privacy Officer (phone Council Assist on 9209 6777).

**2 Declaration**

I am the:

Owner

Agent owner

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

**Declaration if applicant is not the owner of the land:**

I declare that the owner of the land is aware of the proposed event, and consents to this application being made.

Signature

**2 Applicant details – person who wants the report and consent**

Company name

First name

Last name

Unit number

Number

Street name

Suburb

State

Postcode

Best phone number to contact

Email

**3 Owners details – if same as applicant, go to question 4**

First name

Last name

Unit number

Number

Street name

Suburb

State

Postcode

Best phone number to contact

Email

#### 4 Property details

In accordance with Section 54 of the Building Act 1993, I hereby apply for an occupancy permit for a place of public entertainment at (land or building details).

Site name

Unit number    Number    Street name

Suburb

Postcode

#### 5 Event details

Description of the event

Maximum number of attendees

Date commencing

Time commencing

Date concluding

Time concluding

:            AM    PM

:            AM    PM

#### 6 Building practitioner details

**Name of temporary structure supervisor/erector**

First and last name

Building practitioner registration number

Organisation

Best phone number to contact

Email

## 7 Prescribed temporary structures

Tick if applicable:

Tents, marquees or booths with a floor area greater than 100m<sup>2</sup>.

Seating Stands for more than 20 persons.

Stages or platforms (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area.

Prefabricated buildings with an area exceeding 100m<sup>2</sup> and that are not placed directly on the ground surface.

Please note: that if any of the boxes above have been ticked, a separate application for siting approval will need to be submitted. Separate fees apply.

## 8 Emergency contact details

### Safety officer's details

First and last name

Best phone number to contact

### Fire warden's details

First and last name

Best phone number to contact

For further information or a large print version

☎ 03 9209 6253    🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)    ✉ [helpbuilding@portphillip.vic.gov.au](mailto:helpbuilding@portphillip.vic.gov.au)