

**Place of Public Entertainment  
Occupancy Permit Application**  
*Building Regulations 2018  
Regulation 192 - Form 16*



Municipal Building Surveyor  
Cardinia Shire Council  
[mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au)

|  |                              |  |   |  |     |     |     |
|--|------------------------------|--|---|--|-----|-----|-----|
| <b>FROM:</b>   | <input type="checkbox"/>     | Owner of Place of Public Entertainment | <input type="checkbox"/>  | On Behalf of Owner of Place of Public Entertainment      |     |     |     |
| Name:  |                              |  |   |  |     |     |     |
| Postal Address   |                              |  | Postcode:   |  |     |     |     |
| Contact Person   |                              | Phone:                                 |   | Fax:   |     |     |     |
| Applicant Email  |                              |  |   |  |     |     |     |
| <b>OWNERSHIP DETAILS:</b><br><i>(Only if Agent of Owner listed above)</i>  |                              |  |   |  |     |     |     |
| Postal Address   |                              |  | Postcode:   |  |     |     |     |
| Contact Person   |                              | Phone:                                 |   | Fax:   |     |     |     |
| ♦ In accordance with Section 54 of the Building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at -  |                              |  |   |  |     |     |     |
| <b>PROPERTY DETAILS</b>  |                              |  |   |  |     |     |     |
| <b>TEMPORARY STRUCTURES</b>  |                              |  |   |  |     |     |     |
| <b>Is it proposed to have any temporary:</b>   |                              |  |   |  |     |     |     |
| Seating stands for more than 20 persons?   | Yes <input type="checkbox"/> | No <input type="checkbox"/>            | Tents or Marquees with a floor area more than 100 m <sup>2</sup> ?                      | Yes <input type="checkbox"/> No <input type="checkbox"/> |     |     |     |
| Stages exceeding 150 m <sup>2</sup> in floor area ?  | Yes <input type="checkbox"/> | No <input type="checkbox"/>            | Prefabricated buildings not placed directly on the ground exceeding 100m <sup>2</sup> ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |     |     |     |
| <b>Note: Location of all temporary structures to be indicated on the site plan for the event</b>   |                              |  |   |  |     |     |     |
| <b>DESCRIPTION OF TEMPORARY STRUCTURES</b>   |                              |  |   |  |     |     |     |
| Size:  |                              |  |   |  |     |     |     |
| Type:  |                              |  |   |  |     |     |     |
| BC Permit Number:  |                              |  |   |  |     |     |     |
| Hire Company Details:  |                              |  |   |  |     |     |     |
| <b>NAME OF EVENT</b>   |                              |  |   |  |     |     |     |
| <b>PERIOD OF OCCUPATION</b>  |                              |  |   |  |     |     |     |
| Day  | Mon                          | Tues                                   | Wed   | Thurs  | Fri | Sat | Sun |
| Date   |                              |  |   |  |     |     |     |
| Commencement Time  |                              |  |   |  |     |     |     |
| Conclusion Time  |                              |  |   |  |     |     |     |
| <b>DISPLAY OF PERMIT - Nominate location where Permit can be displayed for public viewing.</b><br><b>Note: Usually at main entrance ticket booth or administrative/public address building/caravan</b> |                              |  |   |  |     |     |     |
| <b>NUMBER OF PERSONS - Indicate the maximum number of persons to be in attendance at the event at any one time ie. includes participants and spectators.</b>   |                              |  |   |  |     |     |     |
|  |                              |  |   |  |     |     |     |

**SAFETY OFFICER DETAILS**

|                                   |  |                                |  |
|-----------------------------------|--|--------------------------------|--|
| Name                              |  |                                |  |
| Contact mobile phone during event |  | Fax No <i>where applicable</i> |  |

Note: A safety officer is usually required to be in attendance at the Place of Public Entertainment to provide for the safety of the public.

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 CFA or the Building Commission.

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;
- 4) the exclusion of the public from unsafe areas;
- 5) the location and designation of passage ways and exits;
- 6) the availability of public toilet facilities and the condition of those facilities;
- 7) the ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible manner; to the extent that this is not required by any other Act or Regulation.
- 8) the keeping, testing and storage of flammable material or explosive items and equipment in a safe manner, 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**

Nominate the number and location of all existing and portable/temporary 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 Basins | Male Fixtures Basins |
|              |                 |             |                 |         |             |                         |             |                        |                      |
|              |                 |             |                 |         |             |                         |             |                        |                      |
|              |                 |             |                 |         |             |                         |             |                        |                      |
|              |                 |             |                 |         |             |                         |             |                        |                      |
|              |                 |             |                 |         |             |                         |             |                        |                      |
|              |                 |             |                 |         |             |                         |             |                        |                      |
|              |                 |             |                 |         |             |                         |             |                        |                      |
| <b>TOTAL</b> |                 |             |                 |         |             |                         |             |                        |                      |

Note: 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 closet fixture and washbasin for every 20,000 persons or part thereof.  
**The location of all toilets must be indicated on the site plan for the event.**

**DRINKING WATER**

Nominate the number and location of all proposed drinking water fountains.

- Note:
- 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.
- The location of all proposed drinking water fountains/taps must be nominated on the site plan for the event.**

**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 ie. 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.

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               |

- Note: First Aid Rooms must:
- 1) be readily accessible
  - 2) have a floor area not less than 24 m<sup>2</sup>
  - 3) be provided with a suitable washbasin or sink

- Notes:
- 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 fire fighting 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 ie. [Theatrical Productions]

**FEES**

- \*NOTE
- Minimum fee of \$1175.75 (no GST) as at 1 July 2024 (allows for a maximum 2 hour assessment) must be paid when making application.
  - Assessment time exceeding 2 hours will incur additional fees at \$80.00 per hour or part thereof.

Signature of Owner/Agent  
of Owner

Date