



**APPLICATION FOR OCCUPANCY PERMIT  
FOR A PLACE OF PUBLIC ENTERTAINMENT**

FORM 15 | BUILDING ACT 1993 | BUILDING REGULATIONS 2018 | REGULATION 186(1)

**TO: MUNICIPAL BUILDING SURVEYOR – MOUNT ALEXANDER SHIRE COUNCIL**

**FROM APPLICANT:**

Owner or Agent (*circle applicable*): .....

Postal Address: .....

Postcode: .....

Phone: ..... Email: .....

**OWNERSHIP DETAILS (*Only if agent of owner is listed above*):**

Owners Name: .....

Postal Address: .....

Postcode: .....

Phone: ..... Email: .....

**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:**

Number: ..... Street/Road: .....

Suburb: ..... Postcode: .....

Lot/s: ..... LP/PS: .....

State details of any existing building proposed to be used for the event:

.....  
.....  
.....

You are required to attach a copy/s of the most current Annual Essential Safety Measures  
Report for the building/s: Copies attached Yes  No

**PRESCRIBED TEMPORATY STRUCTURES:**

Will the event include temporary structures (*if yes, provide location on site plan*)? Yes  No

Seating stands for more than 20 persons Yes  No

Stages exceeding 150m<sup>2</sup> in floor area Yes  No

Tents of Marquees exceeding 100m<sup>2</sup> in floor area Yes  No

Prefabricated buildings exceeding 100m<sup>2</sup> not placed directly on the ground Yes  No

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

Temporary Structure Type: .....

Size (length x width+m2/Capacity: .....

Victorian Building Authority (VBA) Occupancy Permit Number:.....  
(Submit a copy of the Occupancy Permit and associated documents from the VBA)

Hire Company Details: .....

Hire Company Contact Person:.....

Temporary Structure Erectors Registration Number: .....

Phone: .....

Email: .....

**Structural details/certification may also be required for temporary structures that do not require a Victorian Building Authority Occupancy Permit.**

**EVENT DETAILS:**

Event Name: .....

Period of Occupation:

From (start date): ..... To (end date): .....

Start time: ..... End time: .....

**State where the Occupancy Permit will be displayed that is in a prominent position accessible to the public:**.....

Number of Persons: .....

Number of maximum persons to attend the event at any one time: .....

**SAFETY OFFICER DETAILS:**

**State all safety officers or wardens that will be supervising the event.**

*(Attach additional information if required)*

Name:.....

Qualifications *(provide documents)*: .....

Postal Address: .....

Postcode: .....

Phone: ..... Email: .....

**TOILET FACILITIES:**

	<u>Closet Fixtures</u>	<u>Wash Basins</u>	<u>Urinals</u>
Number of Disabled (Unisex) Facilities:	.....	.....	.....
Number of Female Facilities:	.....	.....	.....
Number of Male Facilities:	.....	.....	.....

**DRINKING WATER:**

The prominent drinking water must be made free of charge with prominent location signage provided.

Number of drinking water fountains to be provided:.....

**UNSAFE AREAS:**

Are there any unsafe areas where public access should be restricted? Yes  No   
(i.e.: portable generators, stages etc.)

**EXITS:**

Nominate location and width of all exit gates/doors proposed to be provided on site plan? Yes  No

**EMERGENCY MANAGEMENT & EVACUATION PLAN:**

Have you prepared an emergency management and evacuation plan? Yes  No   
(An emergency management and evacuation plan for the event must be provided with this application)

**LIGHTING:**

Will the event be conducted after daylight hours? Yes  No

**FIRST AID:**

Will First Aid facilities/rooms be provided? Yes  No

Name of First Aid Provider/s: .....

Number of First Aid officers available at any one time: .....

**FIRE SERVICES:**

Is there any existing firefighting equipment such as fire extinguishers, hose reel and hydrants that are located within the venue? (Notate on the site plan) Yes  No

**OTHER FEATURES:**

**Is it proposed to have any of the following?**

- Fireworks, explosives, flammable materials Yes  No
- Amusement rides Yes  No
- Naked flames i.e. Theatrical productions Yes  No
- Alcohol sold or provided for benefit Yes  No
- Activities within Council’s parks, gardens or reserves\* Yes  No
- Activities on roadways or footpaths\* Yes  No
- Does the event require changed traffic conditions? Yes  No
- Is there a Traffic Management Plan? Yes  No   
(Provide a Traffic Management Plan if traffic conditions are to be changed)

**\*Must be approved by Council**

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

Locations of fireworks, amusement rides, naked flames and the like must be marked on the site plan for the event.

**SITE PLAN:**

**Provide a full scaled site plan showing the extent of the site boundary fencing, permanent features and all details as outlined:**

- Location of all structures
- Amenity locations
- Width of exists and the locations and passageways
- Drinking water locations
- Fire extinguisher, hydrant, hose reel locations
- First Aid Stations

- Vehicle entry points
- Public exclusion areas of unsafe areas
- Site boundary fencing
- Lighting locations (if conducted after daylight hours)

**FEE:** Please refer to [Building Fees](#)

**APPLICANTS DECLARATION:**

I ..... am authorized to apply for this permit on behalf of .....

**SIGNATURE:**

Signature of Owner/Agent (*circle applicable*):.....

Date:

**NOTES:**

1. At least 20 working days are required for processing of a Division 2 Occupancy Permit.
2. Any event held within the Mount Alexander Shire Council Gardens or Reserves must be approved by Council’s Events Unit.
3. Any event on Council controlled roadways or footpaths must be approved by Council’s Infrastructure Unit.
4. Council is collecting this information in accordance with Regulation 186(1) of the Building Regulations 2018. The personal information will be used solely by Council for the purpose of processing the Occupancy Permit Application. You may access this information by contacting Council on 5471 1700. If you fail to provide this information your application may not be processed.