



Place of public entertainment and temporary structures



Section 1: applicant details

Prior to completing this form it is **strongly recommended you discuss your proposed application with Council by calling (03) 5755 0555**

A full list of fees can be found here: www.alpineshire.vic.gov.au/residents/building-and-planning/building-faq

Applicant details

Title	Name(s)	Surname
Organisation / business name		Preferred contact number
Secondary contact number		
Postal address	Town	Postcode
Email address		
Event name (if applicable)		



Section 2: place of public entertainment and temporary structures

Form 15: Building Act 1993 Building Regulations 2018 (Regulation 186)

To: Municipal building surveyor - Christopher Biviano BS-U 72394 hereby appointed under section 78 of Building Act 1993

Temporary structures

Is it proposed to have any of the following temporary structures?

Terraced seating (seating stands) for more than 20 persons	Yes	No
Stages exceeding 150 m ²	Yes	No
Tents, marquees with a floor area bigger than 100m ²	Yes	No
Prefabricated buildings bigger than 100m (i.e. portable toilets) not placed directly on the ground	Yes	No

If you answered YES to any of the above, please provide details below.

Temporary structures details (to be obtained from the hire company)

Structure 1

Type of structure	Size/capacity
VBA* permit number	Hire company name

Structure 2

Type of structure	Size/capacity
VBA* permit number	Hire company name

Structure 3

Type of structure	Size/capacity
VBA* permit number	Hire company name
	Hire company phone number

Structure 4

Type of structure	Size/capacity
VBA* permit number	Hire company name

Please Note: location of all temporary structures to be indicated on the site plan for the event

*VBA: Victorian Building Association



Section 2: place of public entertainment and temporary structures

Building practitioner details (to be obtained from the hire practitioner / company)

Practitioner erecting the structure

Name _____ Surname _____

Phone number _____ Registration number _____

Practitioner providing certificate of compliance

Name _____ Surname _____

Phone number _____ Registration number _____

Period of occupation

	Date	Start time	End time
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Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Toilet facilities

Please detail the number and location of all existing and portable / temporary toilet facilities

Location (also indicate location on the plan of the site)	Number of female		Number of male			Number of disabled	
	Closet fixture	Wash basins	Closet fixture	Urinals	Wash basins	Closet fixture	Wash basins
Total:							

Sanitary facilities to be provided in accordance with Parts 5.2 & 5.3 of the ABCB Temporary Structures Standard 2015 www.abcb.gov.au/resource/standard/temporary-structures



Section 2: place of public entertainment and temporary structures

Attendance

Maximum number of persons attending the event at one time

Security crowd control

Please detail provisions for crowd control and security

Name of the security company

Number of crowd control officers to be used

Contact phone number during event

Email address

Safety officer details

Safety officer (1)

Title Name(s)

Surname

Mobile number

Qualifications

Email address

Safety Officer (2)

Title Name(s)

Surname

Mobile number

Qualifications

Email address

First aid

Name of first aid provider

Number of first aid officers

Emergency evacuation

Has an emergency evacuation plan for the event been provided?

Yes No

First aid rooms must:

1. be readily accessible
2. have a floor area not less than 24m²
3. be provided with suitable wash basin or sink
4. Location to be indicated on the site plan for the event



Section 2: place of public entertainment and temporary structures

Unsafe areas

Are there any unsafe areas where public access should be restricted i.e. portable generators, stages, etc?

Yes No

If yes, please provide details

I have nominated the location of any unsafe areas on the site plan

Exits

I have nominated the location and widths of all exits on the site plan

Drinking water (potable)

Number of drinking water fountains / taps

I have nominated the location of all drinking water facilities on the site plan

1 drinking water fountain / tap should be provided 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

Other features

Is it proposed to have any of the following features:

- Fireworks / explosives / flammable materials Amusement rides? Yes No
- Activities within Council's parks, gardens or reserves? 2 Yes No
- Activities on roadways or footpaths? 3 Yes No

Please Note:

1. At least 20 working days are required for processing of a division 2 Occupancy Permit
2. Any event held within Council's Parks, Gardens or Reserves must be approved by Council's Events Team
3. Any event on Council controlled roadways or footpaths must be approved by Council's Assets Maintenance Team
4. A full list of fees for Place of Public Entertainment and Temporary Occupancy Permit applications can be found here: www.alpineshire.vic.gov.au/residents/building-and-planning/building-faq

Applicant Declaration

I am authorised to apply for this permit on behalf of the client. And I hereby undertake to comply with the requirements of the Building Act 1993, Building Regulations 2018, the Building Code of Australia and any special conditions as requested by an Authorised Officer of the Council. I understand by making this application I will be invoiced for an application fee.

Name

Signature

Date