

# Application for a Public Place of Entertainment (POPE) Occupancy Permit



**Applications must be submitted a minimum of 3 weeks prior to the planned event.**

## SECTION 1 - EVENT INFORMATION

EVENT NAME \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

START DATE \_\_\_\_\_ TIME \_\_\_\_\_

FINISH DATE \_\_\_\_\_ TIME \_\_\_\_\_

PROPOSED LOCATION \_\_\_\_\_

LAND OWNER \_\_\_\_\_

## SECTION 2 – EVENT APPLICANT

NAME OF APPLICANT \_\_\_\_\_

ABN / ACN \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ POSTCODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## SECTION 3 - EVENT COORDINATOR DETAILS

COORDINATOR NAME \_\_\_\_\_

POSITION \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ POSTCODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## SECTION 4 – EVENT OVERVIEW

Describe your event \_\_\_\_\_

Bump In Date \_\_\_\_\_ Time \_\_\_\_\_

Event start Date \_\_\_\_\_ Time \_\_\_\_\_

Event close Date \_\_\_\_\_ Time \_\_\_\_\_

Bump Out complete Date \_\_\_\_\_ Time \_\_\_\_\_

Will your event be conducted fully or partially on a roadway? YES  NO

Event attendance - number of people expected to attend

Is entry to your event by fee or payment or other consideration? YES  NO

## SECTION 5 – EVENT INFRASTRUCTURE

A scaled site plan of your event must be provided. It must include the description, size and location of each item below that you are planning to include.

Are you installing fencing or temporary barriers? YES  NO

Are you installing tents or marquees? YES  NO

Are you installing prefabricated buildings not directly placed on the ground? YES  NO

Are you installing stages? YES  NO

Are you installing seating stands for more and 20 persons? YES  NO

What other infrastructure are you using?

If you have answered 'Yes' to any of the above, you need to provide a schedule of all prescribed temporary structures referenced to the site plan together with a copy of the relevant Victorian Building Authority Occupancy Permit/s. Use the table below or provide schedule as a separate attachment.

Structure No.	Description	Size	VBA Occupancy Permit No.
Example 1	4 king pole circus tent	Diameter 31m Height 15 m	TSC 2011-00XX

## SECTION 6 – ADDITIONAL INSPECTION

---

---

---

## SECTION 7 – DECLARATION

I declare and understand that:

- the information provided in this application is true and complete to the best of my knowledge
- it is an offence under section 246 of the *Building Act 1993* to knowingly give false or misleading information.

Name (please print)

Signature

Date