Ararat Rural City

APPLICATION FOR A DIVISION 2 OCCUPANCY PERMIT (For a Place of Public Entertainment)

Building Act 1993 Building Regulations 2018

Regulation 186 *Form 15*

TO:

The Municipal Building Surveyor	**Telephone: (03) 53550200**
Ararat Rural City Council	**Email: building@ararat.vic.gov.au**

FROM:

Owner of place of Public Entertainment: ☐	On Behalf of Owner of Place of Public Entertainment: ☐
Name:	Telephone:
Address:	Facsimile:
Contact person:	Mobile:
Contact persons e-mail address:	

OWNER DETAILS: (Only if Agent of Owner listed above)

Name:	Telephone:
Address:	Facsimile:
Contact Person:	Mobile:
In accordance with Section 54 of the building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at No..... Street/Road..... Suburb..... (address of property where the event is proposed to be held)	

NAME OF THE PROPERTY: (where applicable)

Property name:	

PRESCRIBED TEMPORARY STRUCTURES:

Is it proposed to have any of the below temporary structures?		
Seating stands for more than 20 persons:	YES ☐	NO ☐
Stages exceeding 150 m2 in floor area:	YES ☐	NO ☐
Tents, marquees with a floor area more than 100m2	YES ☐	NO ☐
Prefabricated buildings not placed directly on the ground exceeding 100m2:	YES ☐	NO ☐

NOTE: If the answer to any of the above is yes, please provide details below

Type of structure				
Size/Capacity of structure				
Bld. Commission Permit no				
Hire company name				
Hire company contact ph no				
Note: Location of all temporary structures to be indicated on the site plan for the event				

NAME OF EVENT:

Event name:	

PERIOD OF OCCUPATION:

Day	MON	TUE	WED	THURS	FRI	SAT	SUN
Date							
Commencement time							
Conclusion time							

LOCATION FOR THE DISPLAY OF OCCUPANCY PERMIT Note: Must be in a prominent position accessible to the public

Permit location:	

NUMBER OF PERSONS: Indicate the maximum number of persons to be at the event at any one time.

Maximum Number of persons:	

SAFETY OFFICER DETAILS:

Name:		Name:	
Address:		Address:	
Mobile:		Mobile:	
Qualifications:		Qualifications:	
Email:		Email:	

TOILET FACILITIES:

Nominate the number and location of all existing and portable/temporary toilet facilities.											
Location	**No of Female**		**No of Male**			**No of (unisex)**		**No of Disabled**			
TOTAL											

DRINKING WATER: Note: The location of all drinking water fountains/taps must be nominated on the site plan.

Nominate the number of drinking water fountains/taps.	

SECURITY CROWD CONTROL:

Nominate provisions for crowd control and security	
The name of security organisation	
Contact phone number during event	
Number of crowd control officers to be used	

UNSAFE AREAS:

Are there any unsafe areas where public access should be restricted i.e. portable generators, stages etc.				
YES	☐	NO	☐	If yes provide details and indicate locations on the site plan

EXITS: Note: exit locations and widths must be nominated on the site plan.

Has the location and widths of all exits been nominated on the site plan. YES	☐	NO	☐

EMERGENCY EVACUATION: Note: An emergency plan/procedure must be provided with this application.

Has an emergency plan for the event been provided YES	☐	NO	☐

FIRST AID:

Nominate the proposed first aid facilities to be provided for the duration of the event	
Number of first aid officers	
Name of first aid provider	

OTHER FEATURES:

Is it proposed to have any of the following features?				
• Fireworks/Explosives/flammable Materials	YES	☐	NO	☐
• Amusement Rides	YES	☐	NO	☐
• Activities within Council's Parks, Gardens or reserves*	YES	☐	NO	☐
• Activities on roadways or footpaths*	YES	☐	NO	☐
***Must be approved by Council**				
Note: Further information will be required should the event include any of the above listed features.				

SITE PLAN: A site plan drawn to scale must be provided showing the extent of site boundary and all details as outlined above.

Has a site plan been provided indicating all of the above required features?	YES	☐	NO	☐

APPLICANTS DECLARATION:

I, …….

am authorised to apply for this permit on behalf of

Signature of Owner/Agent of Owner		Date	

Notes: 1. **Fees: Low Risk (less than 5,000 people) $420.00**
Medium Risk (more than 5,000 but less than 15,000 people) $1,435.00
High Risk (more than 15,000 people) $4,510.00

2. At least 20 working days are required for processing of a division 2 Occupancy permit.
3. Any event held within Council's Parks, Gardens or Reserves must be approved by Council's Event Unit.
4. An event on Council controlled roadways or footpaths must be approved by Council's Engineering Department.