

# P.O.P.E. siting form



## P.O.P.E. Siting approval form for temporary structures

*Building Act 1993 - Section 57(1)(a) and Building Regulations 2006 - Reg 1104*

**To:** Municipal Building Surveyor, Bass Coast Shire Council, PO Box 118, Wonthaggi 3995

**From:**  Owner of Land  On Behalf Of Owner of Land (Agent/hirer/event organiser)

### Applicants Details:

**Name:** \_\_\_\_\_

**Company/Authority:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Ownership Details (If agent of owner listed above):

**Owner (Name):** \_\_\_\_\_

**Company/Authority:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Property / Building details:

**No:** \_\_\_\_\_

**Lot No:** \_\_\_\_\_

**PS/LP:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Street/Road:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

### Description / Event details:

**Nature of event:** \_\_\_\_\_

**Name of event:** \_\_\_\_\_

**Date & times of event:** \_\_\_\_\_

**Duration for approval (erection to dismantling):** \_\_\_\_\_

**Registered Practitioner Details:**

(persons responsible for the erection of structures must be registered in the category of "Temporary Structures" by the Building Practitioner's Board)

**Company:**  
\_\_\_\_\_  
**Postal Address:**  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Practitioners Name:** \_\_\_\_\_ **Registration:** \_\_\_\_\_

**Company:**  
\_\_\_\_\_  
**Postal Address:**  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Practitioners Name:** \_\_\_\_\_ **Registration:** \_\_\_\_\_

**Details of Temporary Structures:**

Description	Size (m <sup>2</sup> )	No. Occupants	Victorian Building Authority Permit No.

## Information required to accompany all applications:

- A completed application form.
- Two sets of a full site plan detailing:
  - All existing buildings
  - The proposed temporary structures
  - The required toilet facilities
  - Car parking and traffic management for the event
- Structural details for the proposed temporary structures.
- A current copy of the Occupancy Permit for all proposed temporary structures as issued by the Victorian Building Authority.
- A current copy of title including the plan of subdivision and any covenants or 173 Agreements listed.
- Payment of fees (includes up to 2 site inspections).

Please note this application will be forwarded to Councils **Planning, Parks, Engineering, Health & Local Laws** departments where required. Allow a minimum of 15 working days for the processing of all applications.

### Privacy Statement

Personal information collected by Bass Coast Shire Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely by Bass Coast Shire Council for these purposes or directly related purposes. Bass Coast Shire Council may disclose this information to other organisations if required to do so by law/legislation or if consent is given. The applicant may apply to Council for access and/or amendment of the information by contacting Council's Privacy Officer.

**Signature**

**Date:**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_

FEE SCHEDULE - ITEM	AMOUNT \$	LEDGER No.
Siting approval	\$500 + GST per event \$75 per structure	60090-A6
Siting amendment / variation	\$150 + GST	60090-A6
Additional inspection	\$100 + GST per inspection	60090-A6

## **Legislative Responsibilities (Sections of Building Act 1993)**

### **52. Use of prescribed temporary structure must be in accordance with permit**

The owner, occupier, lessee or a hirer of a prescribed temporary structure must not permit the structure to be used for the purpose of providing public entertainment in contravention of the occupancy permit permitting its use for the entertainment.

Penalty: 100 penalty units, in the case of a natural person.

500 penalty units, in the case of a body corporate.

### **57. Prescribed temporary structures—special provisions**

- (1) An occupancy permit for a prescribed temporary structure may be issued on condition that:
  - (a) the siting of the temporary structure in any municipal district is subject to the approval of the municipal building surveyor of that district
  - (b) the erection of the temporary structure is carried out by registered building practitioners
- (2) More than one occupancy permit can be issued for a prescribed temporary structure but each occupancy permit must not be issued for a period longer than five years.

### **61. Owner to notify others of occupancy permit**

- (1) The owner of a building (other than a prescribed temporary structure) must notify an occupier of the building, within seven days after the occupier first enters into occupation of the building or within seven days after an occupancy permit is issued in respect of the building (whichever is the later), of any occupancy permit in force under this Division in respect of the building.

Penalty: 10 penalty units.

- (2) The owner of a prescribed temporary structure must notify the occupier, lessee or hirer of the structure within seven days after the occupier, lessee or hirer enters into occupation of, or leases or hires the temporary structure or within seven days after an occupancy permit is issued in respect of the structure (whichever is the later), of any occupancy permit in force under this Division in respect of the structure.

Penalty: 10 penalty units.