

Occupancy permit for Places of Public Entertainment

Are you considering holding a public entertainment in:

- a building; or
- in an enclosed or substantially enclosed place/venue; or
- in a place/venue for which some type of admission fee (money or otherwise) is charged for entry?

Does the building or place have an area of greater than 500m²? (Place of Public Entertainment)? Public Entertainment is defined as an entertainment or meeting to which admission may ordinarily be gained by members of the public i.e. general community is eligible to attend in the entertainment or meeting.

Pursuant to sections 49 & 50 an Occupancy Permit is required to be issued for the venue if:

- a person is to conduct a public entertainment in a place of public entertainment. In this case an Occupancy Permit will be required if:
 - there is to be a public entertainment;
 - it is to take place in a place of public entertainment; and
 - the person "conducting" the event has a financial interest in the proceeds or profits generated by the event (defined meaning of "conduct")and/or
- in return for a fee or reward, the owner/occupier permits the venue to be used for the purpose of providing a public entertainment. In this case an occupancy permit will be required if:
 - there is to be a public entertainment;
 - it is to take place in a place of public entertainment; and
 - the owner/occupier is receiving a fee or reward in return for allowing the event to take place.

Please refer to fact sheet on how to determine if an Occupancy Permit or Siting Approval for Prescribed Temporary Structures is required for more information.

Application for an Occupancy Permit

Applications for an Occupancy Permit must be made to the Municipal Building Surveyor at least 15 working days prior to the commencement of the event and be accompanied by the following information:

1. Completed application form
2. Two copies of detailed site plans showing
 - extent of enclosed/substantially enclosed area
 - location of all existing buildings and Prescribed Temporary Structures
 - location of emergency exits, unsafe areas fire extinguishers and existing fire services
 - location of all toilets and drinking water facilities
3. Safety Officer/s details including name, address, qualification and contact details
4. A copy of the emergency procedure manual and plans
5. First Aid/Ambulance officer details. Location and details of First Aid Rooms (only applies where more than 5000 persons)
6. The maximum number of persons occupying the venue during any time of day
7. Location for display of the permit (prominent public position)
8. Details of any proposed fireworks, explosives/flammable materials, naked flames (theatrical productions) and amusement rides
9. The number and location of sanitary facilities to be provided on site: the minimum provisions are:
 - one water closet or urinal for every 200 male patrons or part thereof (at least 30% of which must be in the form of water closets);
 - one water closet for every 200 female patrons or part thereof;
 - one wash basin for every 200 patrons or part thereof;
 - one unisex disabled water closet and wash basin for every 100 water closets or part thereof.
10. The number and location of drinking fountains or drinking taps to be provided.
 - Minimum provisions are 1 for every 200 patrons or part thereof.
 - Ratio may be negotiated where alternative facilities are provided.
11. An event management plan approved by Council

Fees

The application fee for a Division 2 Occupancy Permit is in accordance with Council's fee schedule as printed on the applicable application form.

Other approvals

Siting Permits may be required for any Prescribed Temporary Structures (marquee greater than 100m², stage greater than 150m² or seating stand with more than 20 persons). Please refer to the Fact Sheet on Siting Permit for the Erection of Temporary Structures for more information. Any event held within the Bass Coast Shire, gardens, reserves, roadways or footpaths must be approved by Council's Events Team. Please contact 1300 BCOAST (226 278) for more details

Please note: All permits must be obtained prior to occupying the event. Failure to comply with these requirements may result in penalties and fines being issued including the cancellation of the event. For more information on any of these issues covered in this Fact Sheet, please contact council's Building Team on 1300 BCOAST (226 278)