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 2018 – Reg 207

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

From: ☐ Owner of Land ☐ On Behalf Of Owner of Land (Agent)

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: _____

Phone: _____ **Email:** _____

Property / Building details:

No: _____ **Lot No:** _____

PS/LP: _____ **Municipality:** _____

Street/Road: _____

Suburb: _____ **Post Code:** _____

Description / Event details:

Nature of event:

Name of event:

Date & times of event

Duration for approval (erection to dismantling):

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BASS COAST

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:	**Email:**
Practitioners Name	**Registration:**

Company:	
Postal Address:	
Phone:	**Email:**
Practitioners Name	**Registration:**

Details of Temporary Structures

Description	Size (m^2)	No. Occupants	VBA Permit No.

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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 the 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 the Bass Coast Shire Council for these purposes or directly related purposes. The 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	See link below	**10-1010-1001-4066**
Siting amendment / variation	See link below	**10-1010-1001-4066**
All fees are inclusive of GST.		

Fee Payable

Current fees are listed on our website. Please follow this link to verify the fee and to download a copy of the Credit Card Deduction Authority form: basscoast.vic.gov.au/building-applications