



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

Building Act 1993 Building Interim Regulations 2017
Part11, Regulation 1002 Form 5

To: **Moyne Shire Council**

From

Owner Agent of Owner of place of Public Entertainment

Name: _____

Postal address: _____

Email address: _____

Contact phone: _____

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

Name: _____

Postal address: _____

Email address: _____

Contact phone: _____

In accordance with Section 54 of the building Act 1993, I hereby apply for an Occupancy Permit for a Place of Public Entertainment at

Address of Property where event is to be held: _____

Property Name (where applicable): _____

Event 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

Building Authority Permit no

Hire Company

Hire Company Contact name

Hire Company Phone no.

(if more than one, please provide details as an attachment)

Note: Location of all temporary structures to be indicated on the site plan for the event

PERIOD OF OCCUPATION OF THE SITE (include time for establishment and removal):

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:

Address:

Mobile:

Qualifications:

Email:

(if more than one, please provide details as an attachment)

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 <input type="checkbox"/>	NO <input type="checkbox"/>
Amusement Rides	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Activities within Council’s Parks, Gardens or reserves*	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Activities on roadways or footpaths*	YES <input type="checkbox"/>	NO <input type="checkbox"/>

***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. Minimum fee of \$1000# must be paid when making the application.
 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.

Return completed form to:

Moyne Shire Council
Po Box 51
Port Fairy VIC 3284

2017/2018 fees and charges, subject to change with new financial year.

The information requested on this form will be used solely by the Moyne Shire Council. We will not use your personal information for any other purpose without first seeking your consent, unless authorized or required by law. The Council may not be able to process your request unless sufficient information is given. You may apply to the Moyne Shire Council for access to and/or amendment of the information on 5568 0555