

Place of Public Entertainment Application/Temporary Siting Approvals



Section 49 of the *Building Act 1993* states. Public entertainment must not be conducted in a place of public entertainment unless an occupancy permit has been issued for the use of the entertainment.

A Place of Public Entertainment is:

1. a building in which is used or intended to be used for the purpose of providing public entertainment;
or
2. a place which is enclosed or substantially enclosed; or
3. to which admission can be gained by payment of money or the giving of other consideration.

An Occupancy Permit is required for:

1. An assembly or public buildings (Class 9b) having an area greater than 500m² and any prescribed temporary structures; and
2. A place having an area greater than 500m².

Prescribed temporary structure is:

1. tents, marquees or booths with a floor area greater than 100m²;
2. seating stands for more than 20 persons;
3. stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area;
4. prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface.

Prescribed Temporary Structures have additional requirements under the *Building Act*. Any Prescribed temporary Structure must have a separate **Occupancy Permit** issued by the **Victorian Building Authority** and must be designed in accordance with engineering principles to provide for their structural safety and the safety of the public and other persons using them.

What are the Requirements for obtaining an Occupancy Permit for a Place of Public Entertainment?

Without limiting the conditions that are specified on an occupancy permit issued by the Victorian Building Authority for temporary structures or other requirements under the building regulations, an occupancy permit for a place of public entertainment may be issued subject to conditions relating to;

1. the engagement of safety officers to be in attendance at the place of public entertainment to provide for the safety of the public;
2. the safety training qualifications to be held by any person engaged as a safety officer as required by the chief officer or the Commission;
3. the responsibilities of the safety officer which include;
 - a. the operation of fire safety elements, equipment and systems;
 - b. the establishment and operation of evacuation procedures;
 - c. the safety of barriers and exits;
 - d. the control of the use of naked flame in theatrical productions;

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.
When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

Place of Public Entertainment Application/Temporary Siting Approvals



4. the exclusion of the public from unsafe areas;
5. the keeping, testing and storage of flammable material or explosive items and equipment in safe manner, to the extent that this is not required by any other Act or regulations;
6. the ignition of fireworks and the discharge of pistols or other shooting devices in a safe and responsible, to the extent that this is not required by any other Act or regulations;
7. the location and designation of passageways and exits;
8. the availability of public toilet facilities and the condition of those facilities.

How to Apply for an Occupancy Permit

The following checklist of information is required to accompany an application for an Occupancy Permit to conduct public entertainment;

- ☐ Complete and return the attached Occupancy Permit application form for the public entertainment, Landowners Authorisation form (if you are not the owner of the land) and Siting Approval application form for all prescribed temporary structures.
- ☐ Site plan showing locations and descriptions of all buildings, temporary structures and individual displays. Including details of any flammable material or explosive items proposed.
- ☐ Occupancy Permit Certificates, including conditions, issued by the Victorian Building Authority for all temporary structures greater than 100m².
Please note that Certificates of Compliance must be provided by the relevant registered temporary structure erector prior to use or occupation of a temporary structure.
- ☐ Land owner's approval is required for the event to be carried out on the nominated days.
- ☐ Details of the number and qualification of safety officers that we be in attendance during the event.
- ☐ Copy of Risk Assessment and Emergency Management Plan to be provided.
- ☐ Description and locations of any unsafe areas and details of safety barriers to ensure the public are excluded from unsafe areas.
- ☐ Locations of designated public exits.
- ☐ Details of public toilets and associated facilities and condition of facilities.
- ☐ Occupancy Permit Application Fee
- ☐ Access passes to be provided to Council Building Staff so on-site inspections can be carried out.

For further advice on the requirements of conducting public entertainment in a place of public entertainment, please contact Council's Building Services Team on (03) 515 39500.

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.
When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

Place of Public Entertainment Application/Temporary Siting Approvals



This application has a fee of \$462.40. Fees are non-refundable.

Applicant Details: *(If applicant not the landowner, written consent is needed from the landowner for the event)*

Organisation:				
Contact person:		Position:		
Postal address:			Postcode	
Phone number: Work:		Mobile:		
Email address:				

Property Details:

Street number:	Street name:			
Town:	Postcode			
Lot number:	LP/PS number:			
Volume	Folio			
Landowners name (if not applicant):				
Postal address:			Postcode	
Phone number: Work:		Mobile:		
Email address:				

Event Details:

Name of Event:	
Entry fee applicable: ☐ Yes ☐ No	
How many people are planned to be onsite at the event per day? <i>(Include organisers, staff and helpers)</i>	
Have you applied for an event permit: ☐ Yes ☐ No	
Event Start Date: ____/____/____	Event Finish Date: ____/____/____
Event Start Time: ____ ☐ am ☐ pm	Event Finish Time: ____ ☐ am ☐ pm

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

JULY 2026

Place of Public Entertainment Application/Temporary Siting Approvals



Brief description of event:	
Number of toilets for this event (show on site plan):	
Number of All Access toilets for this event (show on site plan):	
Will there be accessible potable drinkable water onsite (show on site plan):	
Will there be any tents or marquees over 100m2: ☐ Yes ☐ No (If yes, please attach occupancy permit for each tent over 100m2)	
If yes, name of erector:	VBA Registration Number
Company name:	Mobile phone number:

Signature: _____	Date: ____/____/____
------------------	----------------------

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

JULY 2026