

Checklist for an Application for a Occupancy Permit to Stage a Public Entertainment

Information to be provided to apply for a Building Permit:

1. Completed Application Form (form 1)
2. A proposal in writing containing numbers and details of;
 - 2.1. All animals on the proposed site and connected to the operation of the event.
 - 2.2. Number of performers, competitors, employees and support persons,
 - 2.3. Specific hours and days of proposed operation,
 - 2.4. Maximum number of patrons that can attend the event at one time,
 - 2.5. Details of safety officers in attendance including location, number and qualifications
 - 2.6. Details of security officers in attendance including location, number and qualifications.
 - 2.7. Confirmation of compliance to any relevant codes of practice.
3. Copy of consent to use land from owner of land.
4. Copy of event Certificate of Insurance for any amusement devices.
5. Copy of Certificate of Currency for public liability.
6. Copies of the Temporary Food Permits issued by Council's Health Services Unit.
7. Copy of the Emergency Management Plan.
8. Copy of Event Management Plan.
9. Copy of Environmental Management Plan for the site.
10. Details of any persons residing on site for the duration of the event.
11. Copy of proposed signage on the land and in the surrounding area publicizing the event.
12. Plan showing;
 - 12.1. Location of main exit points for persons attending event in the case of an emergency.
 - 12.2. Location and number of all facilities. e.g. toilets, food vans, event arena, stands, site medical area,
 - 12.3. Location of access roads for emergency vehicles.
 - 11.4. Location of site management office.
13. Copy of Building Commission approval for temporary structures, e.g. marquees, grand stands etc.
14. Copy of stamped approved Planning Approval and plans.
15. Location, type and number of fire fighting facilities, e.g. Fire extinguishers etc.

Other details may be requested for specific types of Public Entertainment