

Temporary infrastructure such as marquees, stages, generators, scaffolding, bins, and portable toilets should be included in site plans. When using public open space, marquees are to be weighted according to the size and location and not pegged unless approval has been obtained from the Shire. All infrastructure must meet the relevant Australian standards and be used for its designated purpose.

Place of Public Entertainment (POPE)

May be required in relation to conducting an outdoor public entertainment event if the following applies:

- **An outdoor event with an area greater of 500m² to which admission may or may not be gained by payment of money or the giving of other consideration;**

UNLESS

- i. The place is used for the purposes of conducting an event or activity which is organised and controlled by a *community-based organisation*; AND
- ii. the number of persons in the place at any one time during the event or activity does not exceed 5000.

OR

- **An outdoor event that has any of the following prescribed temporary structures:**
- i. A stage or platforms exceeding 150m²
 - ii. A tent, marquee or booth with a floor area greater than 100m²
 - iii. A seating stand that accommodates more than 20 persons
 - iv. A prefabricated building with a floor area exceeding 100m²

An application for a POPE will need to be supported by documents such as: detailed site plan, risk and emergency management plans, copy of public liability insurance and details of any temporary structures (such as engineering drawings may be requested).

Temporary Sitting Approval (TSA)

Required for approval of a *prescribed temporary structure* (see above examples)

Temporary Occupancy Permit (TOP)

Required when a building is to be used for a different classification than originally approved i.e. a class 10 shed for the use of a Place of Public Entertainment in accordance with S64 of the Building Act

Temporary Structures / POPE

Still not sure if your event requires a POPE/Temporary Sitting Approval or Temporary Occupancy Permit?
Take the questionnaire below.

Question Number	Question	Response If Yes	Response If No
1	Is the Building or Place/Venue used or intended to be used for the purpose of Public Entertainment?	Go to Q2	Occupancy permit/siting approval not required
2	Does the Building or Place/Venue have an area greater than 500 square metres?	Go to Q3	Occupancy Permit not required. Go to Q7
3	Is the Building or Place/Venue enclosed or substantially enclosed?	Go to Q5	Go to Q4
4	Is admission to the Building or Place/Venue gained by payment of money or giving of other consideration?	Go to Q5	Go to Q7
5	Is the event organised and controlled by a Community Based Organisation?	Go to Q6	Application for Occupancy Permit for a Place of Public Entertainment to be obtained from the Shire Building Team
6	Does the number of persons attending the community-based organisation event exceed 5000 at any one time?	Application for Occupancy Permit for a Place of Public Entertainment to be obtained from the Shire Building Team	Go to Q7
7	Does the proposal include any Prescribed Temporary Structures?	Occupancy Permits for Prescribed Temporary Structures must be obtained from the Shire Building Team	Siting Approval not required

Temporary Structures / POPE

Notes:

- Public Entertainment is defined as an Entertainment or meeting to which admission may ordinarily be gained by members of the Public.
- Enclosed or substantially enclosed is considered to be a controlled space (*an area for exclusive use of event, does not have to be physical temp fencing around area and can include an open oval.*)
- 'Community Based Organisation' means a body, whether or not a corporate body that: is not established primarily for the purpose of profit or gain; and does not distribute any part of any profit or gain made in the conduct of its activities to any members of the organisation; and operates in a community wholly for: a philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education or charity; or any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association
- Private Building Surveyors from the Shire Building Team may only issue a Permit for a Place of Public Entertainment for Shire-managed land or facilities.
- Siting of any prescribed temporary structures must be approved by the Shire Municipal Building Surveyor. Erection of Prescribed Temporary Structures must be carried out by the Relevant Registered Building Practitioners. Certificate of Compliance-Inspection must be issued by Relevant Building Practitioners when structures erected. Certificate of Compliance-Inspection and Occupancy Certificate to be displayed on the structure.

Need Help?

If you have any questions, get in touch event.permits@mornpen.vic.gov.au or call 1300 850 600.