

# Place of Public Entertainment (POPE) FACT SHEET



City of  
KINGSTON

## **Are you considering having any enclosed event (Places of Public Entertainment) greater than 500m<sup>2</sup>?**

Pursuant to Section 49 of the Building Act 1993 a person must not conduct public entertainment (event) or occupy a Place of Public Entertainment (POPE) unless an Occupancy Permit (OP) has been issued by the Municipal Building Surveyor. This requirement binds both, the Crown, State and Federal Government and their agencies.

A Place of Public Entertainment is defined as an area greater than 500m<sup>2</sup>, which is enclosed or substantially enclosed by a fence, barrier, or other feature which is used for public entertainment.

## **Is the event to be held within the City of Kingston's parks, gardens or reserves?**

Any event held within the City of Kingston's parks, gardens or reserves must be approved by the Communication and Events team 1300 653 356.

## **Is the event to be held on any Council controlled roadways or footpaths?**

Any event held on Council controlled roadways or footpaths must be approved by the Communication and Events team 1300 653 356.

## **Are you erecting any Prescribed Temporary Structures\*, Temporary Structures, scaffold structures, access platforms, gantries, towers or the like?**

Additional Siting Approvals may be required for any Structures built or occupied prior to the issue of the POPE.

### **A Prescribed Temporary Structure is;**

- A stage or platform exceeding 150m<sup>2</sup>
- A tent, marquee or booth with a floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m<sup>2</sup>

which is used as an assembly building/place of public entertainment

### **A Non Prescribed Temporary Structure is**

- Any structure less than that noted above

**Application for an Occupancy Permit** must be made to the Municipal Building Surveyor at least 20 working days (1 month) prior to the commencement of the event. For events of a major nature advice and briefing sessions are available and additional time will be required to assess the entire application.

Applications are required to be presented in the format detailed on the attached page overleaf.

### **Please note:**

- All permits must be obtained prior to occupying the event. Failure to comply with these requirements may result in penalties and fines being issued and include the cancellation of the event.
- Applications for Events in Laneways or directly adjacent to private property will require consideration of all surrounding premises, exits etc
- For more information on any of the issues covered in this fact sheet, please contact City of Kingston Building Department on 9581 4130.

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kingston.vic.gov.au

Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road

1300 653 356 131 450 03 9581 4500 PO Box 1000, Mentone 3194 info@kingston.vic.gov.au cityofkingston kingstoncc

# Places of Public Entertainment (POPE) Application Format



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1. **Brief description of event and Index detailing application content**
2. **Completed Application Form and completed paperwork checklist**
3. **Schedule of all proposed Prescribed Temporary Structure(s)\*, Temporary structures and existing buildings to be used during the event. The schedule must detail:**

- Structure being used (name corresponding with site plan).
- Victorian Building Authority Occupancy Permit number for the Prescribed Temporary Structure.
- Use of structure (assembly/supporting structure/temporary seating, stage etc).
- Dimensions of the structure in metres.
- Proposed amount of people the structure will hold – maximum occupation.

4. **Three (3) copies of clearly labelled site plans to scale identifying the following:**

- Locality plan showing the boundary of the proposed POPE and boundary conditions.
- Location of all existing building(s), proposed Temporary Structures, Non Prescribed Temporary Structures which can include tents, caravans, trailers, scaffolds, marquee platforms, gantries, screens or the like.
- Location of emergency exits (widths in meters included) and emergency vehicle access.
- Location of accessible and non-accessible sanitary facilities, drinking taps and medical facilities (first aid).
- Location of all existing fire suppression equipment eg. hydrants, boosters, PFE's, FHR's etc.

5. **Prescribed Temporary or permanent structures** (These are to be sectioned separately eg 5.1, 5.2)

Each Prescribed Temporary or permanent structures in each section is to include:

- Copy of the Victorian Building Authority Occupancy Permit (OP).

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- Plan of the structure to scale detailing floor layout and any current or proposed fire safety system (fire safety systems include fire extinguishers, fire blankets, emergency lights, exit signs and exit widths)

6. **Supporting structures for Prescribed Temporary Structures, Temporary Structures or gantries, towers, access platforms or the like greater than 1 meter above ground level** (These are to be sectioned separately eg 6.1, 6.2)

Temporary structures not required to be issued with a Victorian Building Authority Occupancy Permit require documentation to be supplied to council to the satisfaction of the Municipal Building Surveyor including;

- An approved Certificate of Compliance-Design (Regulation 1507) and drawings from a registered structural engineer.
- Documentation detailing potential fire hazards, amenities and fire safety available.

Each supporting structure / scaffold / gantry/ tower, or like structure in each section is to include:

- An approved Certificate of Compliance-Design (Regulation 1507) and Drawings from a registered structural engineer
- Locality/site plan.

7. **Sanitary and drinking facilities detailing the following**

- Site plan detailing location of facilities (facilities distributed as evenly as possible).
- Schedule detailing the number of facilities provided.
- Male/female/unisex and accessible toilets.
- Hand wash basins and soap.
- Fountains/taps provided at that location (A guide is provided on the following page)

8. **Details of first aid facilities to be in accordance with Table F2.101 of the BCA.** (A guide is provided on the following page)

9. **Emergency management and evacuation plans and manual, including the number of fire safety officers their role, their areas of cover and the number of first aid/ambulance officers attending.**

# Siting Approval for Temporary Structures

If you are planning to erect a prescribed temporary structure for a function within the City of Kingston then you need to be aware of your responsibilities under the *Building Act 1993*, the *Building Interim Regulations 2017* and relevant City of Kingston polices.

If the temporary structure includes any combination of the following structures, then you will need to apply to the **Municipal Building Surveyor** for a Siting Approval.

A temporary structure includes but is not limited to:

- A Stage or platform exceeding 150 m<sup>2</sup>;
- A Tent, marquee or booth with a floor area greater than 100 m<sup>2</sup>;
- A Seating stand that accommodates more than 20 persons; or
- A Prefabricated building exceeding 100 m<sup>2</sup>.

The purpose of the approval is to ensure that the proposed structure is suitably located, sound in construction and meets the minimum fire safety standards.

Where smaller temporary structures are proposed, a siting permit is not required however compliance with Building Legislation, the City of Kingston and Metropolitan Fire & Emergency Services Board/Country Fire Authority, Fire Safety Guidelines is mandatory. Copies of the guidelines can be obtained by phoning 1300 653 356, or in person from Council offices at 1230 Nepean Highway Cheltenham.

If the proposed temporary structures will form part of an area used as a Place of Public Entertainment (POPE), checks must be made to ensure that the siting of these structures is covered in the POPE (refer to the City of Kingston's POPE Fact Sheet).

## Other Approvals

Any structures located in the City of Kingston's parks, gardens or reserves must firstly be approved by the City of Kingston. Please contact 1300 653 356 or visit their website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au) for application forms, terms, conditions and information regarding the use of parklands. (Note: Fees will apply)

If any structures are to be placed on Council controlled roadways or footpaths, further approval from the City of Kingston will be required. Please contact 1300 653 356 for further information.

## Your Legal Obligations:

All approvals must be obtained prior to the erection of any Temporary Structure or occupation of the site. Failure to comply with this requirement is a breach of the Building Act and Local Laws and may result in penalties and fines being issued and removal of the structure.

For more information on any of the issues covered in this Fact Sheet please contact: The Building Team on 9581 4130

# Structure Certification Supplementary Information Guide

The following requirements are applicable for all structures forming part of a Place of Public Entertainment (POPE).

There are two types of structures to be considered:

## Prescribed Structures:

A Prescribed Temporary Structure is defined in the Building Interim Regulations 2017 as:

- A stage or platform exceeding 150m<sup>2</sup>
- A tent, marquee or booth with a floor area greater than 100m<sup>2</sup>
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m<sup>2</sup>

Design Certification:

- A valid Victorian Building Commission Occupancy Permit (**OP**) for each structure.

Inspection Certification:

- Certificate of Compliance – Inspection by a Registered Building Practitioner (RBP) in category as stipulated in OP (however usually category of Erector or Supervisor of temporary structures)

## Non-Prescribed Structures:

### Marquees 30m<sup>2</sup> - 100m<sup>2</sup>

Applicable Standards:

- AS1170 (loading), AS4100 (Steel), AS/NZ4600 Cold formed Steel, AS/NZ1664.1 (Aluminium), Terrain category 2.5, Design wind speed = 41m/s

Design Certification:

- Structural Certification of Structure and 'Hold-Down' Certificate of Compliance – Design with a full set of drawings and computations; or,
- Where a Victorian Building Commission Occupancy Permit exists for a larger marquee and this the same marquee with fewer bays/modules

Inspection Certification:

- Certificate of Compliance – Inspection by Registered Building Practitioner in the category of Erector or Supervisor of Temporary Structures.

**Note one certificate may cover multiple non-prescribed structures**

### Marquees less than 30m<sup>2</sup>

Applicable Standards:

- AS1170 (loading), AS4100 (Steel), AS/NZ4600 Cold formed Steel, AS/NZ1664.1 (Aluminium), Terrain category 2.5, Design wind speed<sup>2</sup> = 41m/s
- Certificate of Compliance-Design by a RBP in the category of Civil Engineer with a full set of drawings and computations.

Inspection Certification:

- Certificate of Compliance – Inspection by a RBP in the category of Erector or Supervisor of Temporary Structures.

Note one certificate may cover multiple non-prescribed structures



## Stages less than 150m<sup>2</sup> in area and greater than 380mm in height.

### Standards

- To comply with AS1170 loading code for 5Kpa live load and comply with AS1170 and appropriate material design standards e.g. Timber AS 1720, or Steel AS4100 etc.
- Hold down/weighting as per AS1170 for Wind Design wind speed = 41m/s, Terrain category 2.5

### Design Certification:

- Building Commission OP where Building Commission OP Exists for the stage or platform for larger stage or platform and the stage is a lesser number of modular units, **Or**
- Certificate of Compliance-Design by a RBP in the category of Civil Engineer with a full set of drawings and computations.

### Inspection Certification:

- Certificate of Compliance - Inspection by a RBP in the category of Erector /Supervisor or Civil Engineer.

## Inflatable Structures

### Applicable Standards:

- AS1170.0-2002, AS1170.1-2002, AS1170.2-2002, AS3533.4.1-2005, AS3600-2009 plus relevant material standards

### Design Certification:

- Certificate of Compliance - Design (Inflatable Temporary Structure) by a RBP in the category of Civil Engineer

### Inspection Certification:

- Certificate of Compliance – Inspection (Non Prescribed Temporary Structures) by a RBP in the category of Erector /Supervisor or Civil Engineer.

**Note: AS3533.4.1 requires maintenance and daily check of the inflatable structure, its equipment, its hold down and wind conditions to ensure that its design capacity will not be exceeded.**

## Other Structures, Rigging and Truss Assemblies – refer to MBS

### Applicable Standards:

- AS1170 (loading) plus all relevant standards design and material standards.

### Design Certification:

- Certificate of Compliance - Design by a RBP in the category of Civil Engineer

### Inspection Certification:

- Certificate of Compliance - Inspection by a RBP in the category of Erector /Supervisor or Civil Engineer.

## Notes:

1. Other design wind speeds - hold down requirements for Design wind speed of 30 m/s and 20 m/s have been sought from HRIA.
2. Design Certification documents are required to be provided with the *Application for Occupancy Permit for Place of Public Entertainment*.
3. Inspection Certification documents are required to be provided prior to the issue of the Occupancy Permit for Place of Public Entertainment.
4. Structures manufactured and/or certified interstate or overseas will require Victorian Design Certification.

# Place of Public Entertainment (POPE) & Temporary Siting Approval – Checklist



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Ref	Paperwork Check list	Notes / Complete
1.	<b>Description of event and index</b>	
2.	<b>Completed Application Form (FORM 5)</b>	
3.	<b>Schedule of proposed buildings and structures to be used during the event</b>	
4.	<b>Three (3) hard copies of detailed / scaled site plans</b> <i>Plans must show extent of grounds, building(s) to be used, emergency lighting, emergency exit signs and exit widths, location and type of fire extinguisher/fire blanket and sanitary facilities can be shown on the site plan.</i>	
5.	<b>Prescribed Temporary Structures plan</b> <i>For large venues or multi structure site, individual detailed plans showing emergency exits and exit widths, exit signs and emergency lighting, location and type of fire extinguisher/blanket.</i> <b>Victorian Building Authority Occupancy Permit</b> <i>Check expiry date and whether permit covers type of structure to be used. Plan of structure and details.</i>	
6.	<b>Support structure / scaffold / gantry / tower / platform structure or the like</b> <b>Victorian Building Authority Occupancy Permit</b> <b>Copy of Approved Form-Certificate of Compliance-Design with drawings.</b> <i>Check expiry date, drawing and computation (if provided) reference numbers against Approved Form.</i>	
	<input type="checkbox"/> Scaffold structure.	
	<input type="checkbox"/> Concourse / platform.	
	<input type="checkbox"/> Gantry / tower.	
	<input type="checkbox"/> Temporary Seating (Victorian Building Authority Occupancy Permit may be required).	
7.	<b>Sanitary Facilities (refer to NCC Vic 102.4)</b> <i>This minimum number of toilet facilities is provided as a guide only and may vary upon review of the application.</i>	
	<input type="checkbox"/> Male <i>1 WC per 200 persons, 30% of which must be water closets</i>	
	<input type="checkbox"/> Female <i>1 WC per 100 persons</i>	
	<input type="checkbox"/> Accessible <i>1 unisex accessible WC per 100 water closets or part thereof</i>	
	<input type="checkbox"/> Wash hand basins <i>1 wash basin per 150 persons</i>	
	<input type="checkbox"/> Drinking fountains <i>1 per 150 persons</i>	
8.	<b>First aid facilities</b> <i>First aid facilities station minimum room size of 24m<sup>2</sup>. Rooms must contain a sink or handwash basin. First aid facilities must be located so as to be convenient to a public road and accessible from within and outside the arena or ground. Smaller events are still required to have first aid facilities.</i>	
	<input type="checkbox"/> 1 room <i>5001 – 10,000 persons</i>	
	<input type="checkbox"/> 2 rooms <i>10,001 – 15,000 persons</i>	
	<input type="checkbox"/> 3 rooms <i>15,001 – 30,000 persons</i>	
	<input type="checkbox"/> 1 room for each extra 15,000 persons or part thereof	
9.	<b>Emergency management and evacuation manual</b>	
	<b>Additional Siting Permit required</b> <i>Additional Siting Permits may be required for any Prescribed Temporary Structures (marquee greater than 100m<sup>2</sup>, stage greater than 150m<sup>2</sup> or seating stand with more than 20 persons, prefabricated buildings with a floor area exceeding 100m<sup>2</sup>) that form part of an event.</i>	
	<b>Is event in City of Kingston's parks, gardens or reserves?</b> <i>Any event held within the City of Kingston's parks, gardens or reserves must be approved by the <b>Communication and Events Team</b>, please contact 1300 653 356.</i>	
	<b>Is event held on Council controlled roadways or footpath?</b> <i>Any event held within the City of Kingston's parks, gardens or reserves must be approved by the <b>Communication and Events Team</b>, please contact 1300 653 356.</i>	