

Places of Public Entertainment (POPE)

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 500m², which is enclosed or substantially enclosed by a fence, barrier, or other feature which is used for public entertainment.

When do you need POPE Permit:

1. Is the Building or Place used or intended to be used for the purpose of Public Entertainment? Yes No
Note: Public Entertainment is defined as an Entertainment or meeting to which admission may ordinarily be gained by members of the Public.
2. Is the Building or Place enclosed or substantially enclosed? Yes No
Note: Enclosed or substantially enclosed is considered to be a controlled space (by fencing, structures, or natural features) that a reasonable person would see as being an exclusive area.
3. Does the Building or Place have an area greater than 500 m²? Yes No
4. Is admission to the Building or Place gained by payment of money or giving of other consideration? Yes No

If Yes have been an answer to the above questions, an application for Occupancy Permit for a Place of Public Entertainment (POPE) must be made to the Municipal Building Surveyor.

Exemption Community-based organisations using outdoor recreational facilities greater than 500m² (not including temporary structures) are exempted from the requirement to obtain POPE permit, if the number of persons in the place at any one time does not exceed 5000 (Regulation 206, Building Regulations 2018)

5. Does the proposal include any Prescribed Temporary Structures, such as:
 - Tents, Marquees or Booths with a floor area greater than 100 m².
 - Seating stands for more than 20 persons.
 - Stages or platforms (including sky borders and sky wings) exceeding 150 m² floor area.
 - Pre-fabricated buildings exceeding 100 m² other than those placed directly on the ground surface.Yes No

If Yes have been an answer to the above questions, an application for Occupancy Permit for Prescribed Temporary Structures must be obtained from the Victorian Building Authority.

- Note**
- Siting of any prescribed temporary structures must be approved by the 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.

How to Apply for POPE Permit

To apply for a Places of Public Entertainment Permit, you will need to:

1. Complete the application form
2. Complete all sections
3. Make payment either:
 - In person at: **Customer Service Municipal Offices**
45 Splatt Street, Swan Hill
 - By mail to: **Municipal Building Surveyor**
Swan Hill Rural City Council
PO Box 488
Swan Hill VIC 3585