

Places of Public Entertainment & Prescribed Temporary Structures (POPE)

Site Plan Checklist

Use this checklist when applying for a POPE permit or a Siting Approval. The following information must be included on your site plan:

| Existing Elements | Temporary Elements | POPE | Siting |
|--|---|------|--------|
| Direction of North | | Y | Y |
| Existing sensitive areas (such as fauna or flora sites) | | Y | Y |
| Existing drinking water fountains | Temporary drinking water sources and fountains | Y | |
| Existing toilet facilities | Temporary Toilet Facilities | Y | Y |
| Emergency access/egress routes | Temporary Emergency Services Access | Y | Y |
| Emergency Assembly Area | Emergency Assembly Area | Y | |
| Existing power sources | Temporary generators, power boxes, and light towers | Y | |
| Existing lighting towers | | | |
| Existing sewerage, gas and electricity connection points for temporary connections | Temporary power sources, generators and distribution boxes | Y | Y |
| Existing fire extinguishers, hoses or water points (taps) | Temporary fire fighting equipment | Y | |
| Existing First Aid Facilities | Temporary First Aid Facilities | Y | Y |
| Existing steps and ramps | Pedestrian routes including access within, to and from the venue (including disabled routes) | Y | Y |
| Existing entry and exit points | Temporary entry and exit points | Y | Y |
| Existing fences and gates | Fencing (mesh and picket) | Y | Y |
| | Pedestrian barriers | | |
| | Entry & Exit Points | | |
| Existing picnic areas Existing seating areas | Temporary viewing and seating areas | Y | Y |
| | Seating areas for wheelchairs | | |
| | Temporary picnic or quiet areas | | |
| Existing car parking including access car parks Existing bus stops/train stations Existing traffic lights and pedestrian crossings | Temporary car parks including access car parks | Y | |
| | Delivery/collection areas | | |
| | Taxi and access and bus drop off pick up points | | |
| Existing buildings and structures | Temporary structures: <ul style="list-style-type: none"> • Tents & marquees (show size of each) • Prefabricated buildings (show size of each) • Stage (show size of each) • Seating stands (show size of each) • Food vendors • Aerial rigs • Air castles and mechanical rides | Y | Y |

| | | | |
|------------------------------------|--|---|---|
| Existing administration facilities | Ticket office/registration areas | Y | |
| | Site office | | |
| | Operation or communication centres | | |
| | Media areas | | |
| | Security station | | |
| | Lost children/property area | | |
| Existing unsafe areas | Restricted areas (fireworks discharge areas, fuel storage, generator areas, back of house for performers, etc) | Y | Y |
| Existing liquor license area | Liquor service area (show locations and barriers) | Y | Y |
| | Location of POPE / Siting Approval Permits and Certificates | Y | Y |