



PLACE OF PUBLIC ENTERTAINMENT CHECKLIST

Ref No	Description	Guidance Notes	Check
1	Description of Event & Application Index		
2	Completed Application Form	Contact your local council or refer to their web site.	
3	Schedule of proposed buildings & temporary structures to be used during the event		
4	Three copies of the detailed site plans to scale	Plans must identify boundaries of the POPE, location of existing buildings, temporary structures, emergency lighting, emergency exit signs and exit widths, location and type of fire extinguishers/ fire blankets and sanitary facilities, vehicular access, location of toilets, drink taps and medical facilities	
5	Prescribed Temporary Structures / Permanent Structure - Building Commission Occupancy Permit (NB - Must be within expiry date) - Plan of Structure and Details	Individual detailed plans showing emergency exits and exit widths, exit signs and emergency lighting, location and type of fire extinguisher / blanket. Note - Occupancy Permits must be within expiry date and must cover the type of structure to be used.	
6	Support Structure / Scaffold / Gantry / Tower / Platform Structure - Building Commission Occupancy Permit Copy of Approved Form-Certificate of Compliance-Design with drawings - Scaffold Structure - Concourse / Platform - Gantry / Tower - Temporary Seating (Building Commission Occupancy Permit)	NB - Building Commission Occupancy Permits must be within expiry date Must contain drawings and computations	
7	Sanitary Facilities - Male 1 Urinal per 200 persons, 30% of which must be water closets - Female 1 water closet per 100 persons - Disabled 1 Unisex disabled water closet per 100 water closets or part thereof - Wash Hand Basins 1 wash basin per 150 persons - Drinking Fountains 1 per 150 persons	Note - These are the minimum requirements and may vary on the application	
8	First Aid Facilities - 1 Room 5,001 -10,000 persons - 2 Rooms 10,001 - 15,000 persons - 3 Rooms 15,001 - 30,000 persons - 1 Room for each extra 15,00 persons or part thereof	First Aid Facilities must be a minimum of 24m ² , must contain a sink or wash basin, and be located so that its convenient to a public road and accessible within and outside the POPE area. NB - Smaller events are still required to have first aid facilities	
9	Emergency Procedures Manual	The manual must have plans attached and include the number of fire safety officers and first aid/ ambulance officers attending.	
10	Siting Permit for Prescribed Temporary Structures	If your event has prescribed Temporary Structures then a <u>Siting Permit</u> may also be required for structures built and or occupied prior to the issue of the POPE.	
11	Events held within Parks, Gardens and Reserves or Council Controlled Roadways and Footpaths.	Any event held within Parks, Gardens and Reserves or Council Controlled Roadways and Footpaths must be approved by your local council.	