



Application for Place of Public Entertainment (POPE)

Ku-ring-gai Council

Section 68, Local Government Act 1993

No:.....

About this form

Use this form to apply for consent to:

- Use premises as a place of public entertainment.
- Conduct entertainment for the public on community land.
- Construct a temporary enclosure for entertainment on community land.
- Deliver public address or religious meeting on community land.

Documentation

Our guide explains which plans and other documents you must provide with this application.

Other approvals

Your proposal may also require other approvals. Question 7 of this form will help you determine whether you need other approvals.

Lodgement & fees

Please follow the instructions on Page 5

Any questions?

Phone Customer Services on (02)9424 0770, or call in to Council (see Page 5)

1. Applicant name, address and contact details

Title: Mr Mrs Miss Ms Other

Name:
Surname Given Names

Company name:

ABN:

Postal address:
..... Post code:.....

Phone (B) (....)..... Fax (....).....

Phone (H) (....)..... Mobile phone

E-mail

2. Location & title description of the property

This will help us to correctly identify the land.

Unit, shop or suite:..... Street No:..... Street:.....

Suburb:

Lot(s):..... Section:

Deposited plan(s):..... Strata plan:

Other:

Obtain these details from rate notices, property deed or our property maps.

3. Type of 'Entertainment Conducted

- | | |
|---|---|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Public Meeting |
| <input type="checkbox"/> Film | <input type="checkbox"/> Religious Gathering |
| <input type="checkbox"/> Solo Artists / Bands | <input type="checkbox"/> Educational Activities |
| <input type="checkbox"/> Dancing | |

4. Plans of the entertainment area

You need to provide four (4) copies of the plan showing the entertainment area(s) in relation to the entire building or temporary structure. Council only requires a floor plan view (ie elevations and sections are not required). The plans need to be drawn to a 1 in 100 scale with all rooms and permanent fixtures clearly labelled. Seating layouts will also need to be included where relevant.

In particular, Council needs to highlight the area and ensure there is sufficient exit width and toilet facilities for the expected population. (See Lodgement Checklist for further detail.)

5. Population proposed for the entertainment area(s)

Entertainment area (room name, if applicable)	Proposed population	
	Public	Staff
	Public	Staff
	Public	Staff
	Public	Staff

6. Public Liability

A copy of your Public Indemnity Insurance policy must accompany this application (minimum cover \$10 million for any individual claim). Council shall be named on the policy indemnifying it against claims.

7. Other Approvals

This application seeks approval to conduct a specific activity that requires the consent of the Council under the provisions of Section 68 of the Local Government Act 1993. The use of land for a specific purpose may require development approval beforehand. You are advised to consult the duty planner for more information.

8. DA Consent (if already received)

DA No:Date of Approval:

9. Frequency of use

Frequency of Use:

If single event, Date:

10. Hours of Operation

Day Only	From _____ am to _____pm
Day & Evening	From _____ am to _____pm
Weekdays Only	From _____ am to _____pm
Weekends Only	From _____ am to _____pm
7 days	From _____ am to _____pm

***Hours of operation
to be in line with
Development Consent***

11. Fire Safety

You will need to submit a copy of the current Annual Fire Safety Statement (Form 15A) detailing all Essential Fire Safety Measures installed in the building. Details of the Fire Safety Measures for temporary structures or activities on community land shall be submitted with the application.

12. Ventilation

You will need to submit details of the types of mechanical ventilation systems installed in the building and describe the purpose and operation in the event of a fire.

13. Sanitary Facilities

You will need to submit details of the location of Male, Female and Disabled sanitary facilities used in relation to the area for use as a Place of Public Entertainment.

14. Statement of environmental effects

Council will require a statement of environmental effects detailing the following information:

- The expected hours of operation in line with Development Consent
- The expected frequency of use
- The arrival and departure of vehicles
- The number of carparking spaces provided for the use of patrons
- The expected noise levels and noise control measures to be employed.

15. Signatures

The owner(s) of the land where works are to be undertaken.

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Further, we waive the requirements of Section 193 of the Local Government Act 1993 regarding notice of entry by Council and instead consent to Ku-ring-gai Council's authorised person entering the premises, without first giving notice, for the purpose of carrying out all or any inspections which it may deem necessary and appropriate in connection with the assessment, processing and determination of this Application for the property and in connection with any inspections required.

Signature	Signature
Name	Name
Date	Date
Address of owner if not the same as applicant	

The applicant or the applicant's agent must sign the application.

Signature	In what capacity are you signing if you are not the applicant
Name, if you are not the applicant	Date

16. Privacy policy

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application is incorrect or changes.

17. Applicant's Declaration

If the applicant is a company or owner's association, this section must be signed in accordance with s127 of the Corporations Act 2001.

I,apply for consent to carry out the works described in this application. I declare that all the information supplied is true and correct. I also understand that:

- if incomplete, the application will not be accepted, and that
- more information may be requested to enable the proper consideration of the application.

Applicant Signature: Date:

18. How to lodge this application

Lodge the application by either of the following methods:

Post

General Manager
Ku-ring-gai Council
Locked Bag 1066
Gordon NSW 2072

Courier or personal delivery

Council Chambers
818 Pacific Highway
Gordon NSW 2072

Contacting Council:

Phone: (02) 9424 0000

Fax: (02) 9424 0001

Email: kmc@kmc.nsw.gov.au

Web: www.kmc.nsw.gov.au

Hours:

Lodging an application

Monday to Friday, 8:30am – 5:00pm

Fees:

Fees are based on Council's adopted schedule of fees.

Payment methods

You may pay by cash, eftpos or cheque. Make cheques payable to 'Ku-ring-gai Council'. Please do not send cash in the mail.

Transport and Parking:

Bus or Rail

The Council is located within five minutes walking distance from Gordon train station. From the station, head west up via St Johns Ave to the Pacific Highway. Turn right and walk to the end of the block along the Pacific Highway. Cross the Pacific Highway at the lights and walk right to Council Chambers.

Parking

Some short-term Visitor Parking spaces are available on site behind the Council Chambers in Radford Place. A lift is accessible from within the building on level one. This lift is accessible to people using wheelchairs via a ramp.

Limited on-street parking is also available in nearby streets.

Accessible Parking

Radford Place, behind Council Chambers, provides parking spaces for people with disabilities. These spaces are adjacent to the accessible ramp to Level 1 and lift which may be taken to the Customer Service Counter on Level 4 and the Pacific Highway main entrance.

Use of Premises as a Place of Public Entertainment

This guide provides you with information to enable you to identify the plans and supporting documentation you will need to provide.

Council will not accept your application if you fail to provide all relevant documentation

General requirements

Application form

The application form requires you to answer specific questions and provides you with prompts to provide other information that is required for the assessment of the application. All questions must be answered and other information requested must be submitted.

Standards of Documents

The plans must include a title block accurately identifying the premises/site, the applicant and the activity for which an approval is being applied for.

All measurements are to be in metric.

All plans to be to a scale of 1:100 or other readily legible scale.

Where necessary other supporting documentation shall be provided by accredited persons in their respective field of professionalism

The Plans shall:

- be dimensioned to assist in determining the permissible number of occupants in accordance with Table D1.13 of the Building Code of Australia.
- show the location and size of designated exits to each area and the building.
- show the type and location of all fire safety measures installed in the proposed area of use.
- where seating (fixed or moveable) is proposed the layout of the seating (the configuration of seating and provision of aisle widths and crossovers shall comply with the provisions of the Building Code of Australia.

Supporting material and documentation

Fire Safety

Submit a current copy of the Annual Fire Safety Statement (Form 15A) that lists the certified Essential Fire Safety Measures installed in the building. This is to determine whether the measures installed will satisfy the requirements of the Building Code of Australia for use as a Place of Public Entertainment.

Ventilation

Provide details of the type of ventilation systems installed in the building and a statement from the Company who undertakes maintenance on the systems of how the systems are required to perform when any early warning device is activated.

Sanitary Facilities

The location and number of sanitary facilities for male, female and disabled persons for the occupants for the area being applied for shall be indicated on the floor plans. The facilities shall comply with the provisions of Tables F2.3 and F2.4 of the Building Code of Australia.

Statement of Environmental Effects

Use/Attendances/Noise

Specify the method of controlling the number of persons being admitted to the venue so the maximum occupancy cannot be exceeded.

Specify the proposed method of noise control during the activity for public address system and music, for persons leaving the venue and loading/unloading of equipment.

Is the whole of the building being used for the specified activity?

If only parts of the building are being used specify remaining use of the building.