Event Guide

How to get an Occupancy Permit

## Occupancy Permit for a Place of Public Entertainment (POPE)

Due to the type of event you are organising, you are required to get an **Occupancy Permit for a Place Of Public Entertainment (POPE**). In order to do this, please follow these steps:

## Step 1

Choose a Private Building Surveyor - This Occupancy Permit can be issued by any Private Building Surveyor, therefore we suggest shopping around to get the best price and if possible using a local to the region as they may need to be onsite during your event bump in (set up).

**Some Local Registered Building Surveyors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Carl | Barton | Permits Plus | PO Box 819, Mansfield | 03 5775 1548 |
| Rob | Frame | City of Greater Shepparton | Locked Bag 1000, Shepparton | 03 5832 9700 |
| Neville | McCormick | Nev McCormick Consulting | 7 Laura Court Wangaratta | 03 5721 2547 |
| Michael | McLinden | MBA Building Services | 228-232 High Street Shepparton | 03 5822 4980 |
| Lloyd | Payne | LP Building Consultants | PO Box 1029 Shepparton | 03 5825 2029 |
| Garry | Spencer | Adrian Hansen Pty Ltd | 53 Haverfield Street, Echuca | 03 5480 2300 |
| Sam | Verrocchi | Verrocchi Building Services | PO Box 65, Nagambie | 03 5794 1420 |
| Mark | Webster | MG Webster & Assoc. | 250 Sharps Road Tallarook | 0412 879 196 |

**NB: This list is a guide only** - there are Registered Building Surveyors throughout Victoria that can assist you with your building permit. You can obtain further information via the Building Commission website at [www.buildingcommission.com.au](http://www.buildingcommission.com.au)

## Step 2

Once you’ve engaged a Private Building Surveyor, you will need to provide them with all the event details including Site plans, Risk and Emergency Management plans etc.

## Step 3

Once you’ve received your Occupancy Permit for a Place Of Public Entertainment (POPE), please forward a copy to us.

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| **Email** | **Mail** | **Deliver** |
| Claire Hahnel | Claire Hahnel | Claire Hahnel |
| Economic Development Officer | Economic Development Officer | Economic Development Officer |
| [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) | Strathbogie Shire Council | Strathbogie Shire Council |
| 1800 065 993 | PO Box 177 | 109A Binney Street, Euroa |
|  | Euroa VIC 3666 | Mon – Fri 9:00 - 5:00pm |