

**DIVISION 2
OCCUPANCY PERMIT FOR PLACE OF PUBLIC
ENTERTAINMENT**

Form 16
Building Act 1993
Regulation 192
Building Regulations 2018



Occupancy Permit No: TOP-2024-16

To: Jane Jones
XTRAORDINARY EVENTS
PO BOX 431
SANDRINGHAM VIC 3191

Event and property details (the 'Place'):

Skyline Ferris Wheel - 25/04/2024 to 30/09/2024
Melbourne Convention Exhibition Centre, 2-26 Clarendon Street, SOUTH WHARF
VIC 3006

Municipal District: City of Melbourne

Display of Occupancy Permit:

This Occupancy Permit must be displayed in the following approved location: Event Office

Place of public entertainment: Place with an area greater than 500m²

Public entertainment to be conducted: Ferris Wheel & Associated Entertainment

Period of operation of use for this permit: 25/04/2024 to 30/09/2024

Drawings and Computations:

Site Plan	Refer to APPENDIX A
Structure Schedule	Refer to APPENDIX B

Description of Non-Prescribed Temporary Structures:

The non-prescribed temporary structures included in this Occupancy Permit for Place of Public Entertainment are detailed in Appendix B of this permit.

Conditions to which this permit is subject to:

This Occupancy Permit is for the above place of public entertainment, inclusive of temporary and prescribed temporary structures.

Occupation is subject to the following conditions--.

1. The Municipal Building Surveyor (MBS) of the City of Melbourne reserves the right to revoke or alter this Occupancy Permit and Siting Approval (inclusive of temporary and prescribed temporary structures if required) at any time.
2. A maximum number of **300** persons are permitted to be accommodated within the event boundaries at any one time during the event.
3. This Occupancy Permit is only valid for the time period referred to above.

4. A copy of this Occupancy Permit is to be displayed in an approved location as identified above.
5. The owner and/or the event organiser is responsible to ensure that all structures inclusive of temporary or prescribed temporary structures that form part of this event must not be occupied until inspected and approved by the MBS or authorised person by the MBS from the City of Melbourne.
6. The owner and/or the event organiser is responsible for ensuring that any temporary and/or prescribed temporary structures that have not been granted approval and not forming part of this permit are not permitted to be used or occupied in any way during the event.
7. The approved design and layout as detailed on the approved drawings cannot be altered unless the MBS gives approval in writing.
8. Copies of all relevant 'Certificates of Compliance – Building Work and Certificates of Compliance – Proposed Building Work forms, together with supporting documentation are to be kept on site and produced immediately on request of the MBS and any relevant authority.
9. The conditions forming part of this permit must be adhered to at all times during the event.
10. Access to the entire event must be provided at all times to the MBS, authorised persons of the MBS and the Chief Officer of Fire Rescue Victoria (FRV) or their Authorised Officers for the duration of the event.
11. All structures are to be monitored by the event management staff on a daily basis and any defects detected are to be attended to and rectified.

Certification of Non-Prescribed Structures

12. For lighting rigs, sound towers and/or truss assemblies – Obtain and provide a Regulation 126 'Certificate of Compliance for Proposed Building Work' for the structure by a BLA Registered and Endorsed Building Engineer in the category of Civil (Structural).

Upon erection of the structures, obtain and submit a Regulation 126 'Certificate of Compliance for Building Work' or 'Engineers Report' by a BLA Registered and Endorsed Building Engineer in the category of Civil (Structural) OR registered building practitioner in the category of Erector or Supervisor of Temporary Structures (Class V1).
13. For other structures, being the Shipping Containers (Pizza Bar / Ticket Box / Office) and Screen upon erection of the structure, obtain and submit a Regulation 126 'Certificate of Compliance for Building Work or Engineers Report' by a BLA Registered and Endorsed Building Engineer in the category of Civil (Structural).
14. Note that where we have not received the relevant structural design and associated Regulation 126 'Certificate of Compliance' from a BLA Registered and Endorsed Building Engineer in the category of Civil (Structural), we are not in a position to consider sign-off / certification of as built structures from an Erector or Supervisor of Temporary Structures.

In these instances we require an inspection report from a BLA Registered and Endorsed Building Engineer in the category of Civil (Structural) as a minimum. This applies in most circumstances for non-prescribed structures where there is no VBAOP.

Emergency Management

15. All procedures documented in the 'Skyline Ferris Wheel Precinct 'Principal Hazard & Risk Assessment' dated 25 February 2024 and Skyline Melbourne Event Management Plan (V1) must be adhered to at all times during the event.
16. The event must not impact or restrict access to any existing permanent fire safety and other safety measures or provisions within the 'Place'. This includes, however not limited to: *street fire hydrants (both above and below ground), building fire sprinkler and hydrant booster assemblies, fire hose reels, portable fire extinguishers and fire exits from buildings.*

Essential Safety Measures

17. All Essential Safety Measures (**ESM**) installed in these premises must be operable and maintained in accordance with AS 1851-2012.
18. All designated exits, exit doors [including those of existing buildings], illuminated exit signs, emergency lighting, fire hose reels, fire hydrants and any other ESMs must remain unobstructed throughout the entire event. Clear open space must be maintained directly outside the exit points from all structures for the duration of the event to allow unobstructed egress.
19. No flammable liquids, events using a naked flame, flammable explosive items, theatrical pyrotechnics and equipment are allowed to be stored or used on the 'Place'.

Fire Hazard Properties for Roof Wall and Floor Coverings

20. Roof and wall coverings of a temporary structure (including any additional lining attached to the structure) as well as all roof wall and floor coverings and linings of any permanent structure used for the event are required to achieve the fire hazard properties in accordance with table 4.1.2 of the ABCB Temporary Structures Standard produced by Australian Building Codes Board in 2015, which are listed below.
 - 20.1. All fire test reports must be from an Accredited Testing Laboratory (ATL) as defined in Schedule 3 of the National Construction Code (NCC), Building Code of Australia (Volume One).
 - 20.2. Expanded polystyrene (EPS) is not to be used.
 - 20.3. Fire test reports for fabric roof and wall coverings must be in accordance with AS 1530.2-1993 (incorporating amendment 1) and AS/NZS 1530.3-1999.

Table 4.1.2 FIRE HAZARD PROPERTIES

Location	Flammability Index	Spread of-Flame Index	Smoke-Developed Index
For roof and/or wall coverings:			
(a) Within 4 m of the base of the temporary structure and for air supported temporary structures(without other supporting framework)	6	9	8
(b) In every other case	25	9	8

21. The following requirements below apply to specific external wall coverings used on any temporary structures;
- 21.1. If a structure proposes hard board wall cladding, fire test reports that demonstrate compliance with Clause 4 of Specification C1.10 of the NCC 2019 Volume One for 'Specific Areas' in a Class 9b building not fitted with a sprinkler system must be provided.
 - 21.2. If a single-storey structure proposes Aluminium Composite Panels (ACP), the panels must be either fire retardant (FR) Class B, A2+ or A2 grade. Fire test reports that demonstrate compliance with Clause S7C4 of Specification 7 of the NCC 2022 Volume One for 'Specific Areas' in a Class 9b building not fitted with a sprinkler system must also be provided.
 - 21.3. If ACP is proposed to be used on two-storey and above structures, Minister's Guideline MG-14 must be complied with.
 - 21.4. Where any wall cladding is proposed on two-storey and above structures, the cladding must comply with Clause C2D10 of the NCC 2022 Volume One.
 - 21.5. If fire hazard properties do not comply with the above requirements, the applicant may provide a Fire Engineering Risk Assessment / Report for MBS review and approval.
 - 21.6. Any conditions on a VBAOP relating to roof, wall and floor coverings must be complied with.

22. Floor linings and floor coverings.

A floor lining or floor coverings of temporary structures must comply with clause S7C3, Specification 7 of the NCC 2022 Volume One and have:

- 22.1. a *critical radiant flux* not less than that listed in Table S7C3; and
- 22.2. in a building not protected by a sprinkler system (other than a FPAA101D or FPAA101H system) complying with Specification 17, a maximum smoke development rate of 750 percent-minutes; and
- 22.3. a group number complying with Clause S7C6, for any portion of the floor covering that is continued more than 150 mm up a wall.
- 22.4. Table S7C3 Critical radiant flux (CHF in kW/m²) of floor linings and floor coverings

Building not fitted with a sprinkler system (other than a FPAA101D or FPAA101H system) complying with Specification E1.5	Building fitted with a sprinkler system (other than a FPAA101D or FPAA101H system) complying with Specification E1.5	Fire-isolated exits and fire control
2.2 kW/m ²	1.2 kW/m ²	2.2 kW/m ²

Solid Fuel, Gas and Electrical Cooking Appliances

23. The use of pizza ovens and barbeques (the fixture) that use solid fuels are not allowed within 3 metres of the marquees having 3 or more enclosed sides or a flammable material, and must be attended by a person who is able to control the fire and is present at all times when in operation and have a suitable portable fire extinguisher located within 4 metres of the fixture.
24. Solid fuel cooking within marquees:
 - 24.1. Where 2 walls are removed, fully cover the remaining 2 walls with 6mm cement sheet (sheet to extend from the ground to the top of the marquee wall for the full extent of the wall). In addition, provide a minimum of 1 m clearance between the sheeting / marquee wall and the solid fuel cooking appliance.
 - 24.2. If all 4 marquee walls are removed, no need for cement sheet (assuming a minimum of 3m clearance to any adjacent marquee is maintained at all times).
25. Gas, Electric Cooking Appliances and Exhaust Canopies
 - 25.1. Gas and electric cooking appliances must be a minimum of 500mm from all marquee / tent walls. The minimum clearance from cooking appliances may be reduced to 250mm from any non-combustible materials.
 - 25.2. Fire blankets must be provided in a conspicuous and readily accessible position next to each cooking appliance (ie catering structures and mobile food vans) and must comply with AS 2444-2001. The location signage must be provided at not less than 2 meters above the floor level or at a height that makes them most apparent, in accordance with AS 2444-2001.
26. Cooking appliances must be attended by a person who is able to control the fire and is present at all times when in operation and have fire extinguishers located within 2 to 4 metres of the fixture of the Cooking appliances.

Selection of portable fire extinguishers;

 - 26.1. Single cooking appliance – 2A:40B:E.
 - 26.2. Multiple cooking appliances – 40B:E Dry Chem (NOT ABE) OR 2A:4F Wet Chem.

Electrical and Gas Safety

27. All electrical equipment is to be tested and tagged in accordance with AS/NZS 3760-2010.
28. Any electrical wiring installations must be installed in accordance with AS/NZS 3000-2018 and certified by a Registered Electrical Contractor in the form of a '*Certificate of Electrical Safety*'.

Sanitary and Amenity Facilities

29. A minimum of 2 operational drinking fountains / drinking taps must be provided and distributed throughout the 'Place'. Each tap manifold must have two supply pipes to maintain pressure.

Alternative solutions may be provided in the form of water bubblers, bulk water bottles and water jugs distributed throughout the 'Place' on the provision they are replenished during the event and cups are provided.

30. Signage and directional signage must be installed throughout the 'Place', stating "Free Drinking Water" to direct occupants to the fountains/taps marked in lettering not less than 250mm in height and in lettering in a colour contrasting with that of the background.
31. Access to the following number of sanitary and amenity facilities (based on 50% male and 50% female) must be provided during the entire event and distributed evenly.

At least 30% of Male facilities must be in the form closet fixtures where Urinals are provided.

The following amenities must be distributed through the 'Place':

	W/C	Urinal
Male	1	
Female	1	---
Accessible	1	
Washbasins	3	

32. Unisex accessible toilet facilities must comply with AS 1428.1-2009 (incorporating amendments 1 and 2) and be provided as shown on the event layout plan or Disability Access Consultant Report approved by the MBS.

General Access and Egress - Public Areas (NCC 2019, Volume One, Part D)

33. An aggregate evenly spaced exit width of 3 metres must be maintained through the perimeter of the 'Place' for the duration of the event. Exits must be evenly distributed around the perimeter as detailed in approved drawings.
34. Electrically Illuminated or photo luminescent exit signs and directional signs must be provided for an enclosed temporary structure where each room has an exit that is not readily identified and must be clearly visible at all times when the structure is occupied and be either:
 - a) one photo luminescent or self-contained battery operated exit signs must be installed in accordance with Specification E4.8 of NCC 2019 Volume One and AS 2293.1-2018 (including amendments 1 and 2) respectively, above every point of egress (i.e. over any door, flap or opening leading to a point of egress from the structure; and
 - b) be illuminated whenever the public are present within the structure, including when the main lighting in the structure is dimmed or extinguished; and
 - c) directional and/or oversized exit signs may also be required; and
35. Where structures are fully open on at least 3 sides, the point of egress and exit sign requirements need not be complied with.
36. All photo luminance exit signs are to be illuminated by spotlights with separate power supply connections to the main grid.
37. All emergency lights and exit signs must be maintained in accordance with AS/NZS 2293.2-1995.

38. All exit gates and paths of travel to exits must remain unobstructed throughout the event with electrically illuminated or photo luminescent "EMERGENCY EXIT" signage no less than 100mm high in colour contrast and with a reflective finish displayed on every exit gates / door. During the course of the event, either a security staff or a crowd controller are to be positioned at every exit gates / door and must unlock / open the gates / door in the case of an emergency and assist in evacuating the patrons or the gate / door is to be openable from the inside at all times from the side seeking egress without the use of a key by a single hand downward or pushing action on a single device which is located between 900mm - 1.1m from the floor.
39. All Emergency Services access routes into the 'Place' must be designated in the emergency management plan and must be kept clear and unobstructed for the duration of the entire event. Vehicles, storage or the like must not obstruct these routes at any time during the event. Additionally, where safe and possible, occupants must not be directed to evacuate in a manner which would obstruct or delay response from attending Emergency Services. All security staff must be well briefed on this requirement prior to the event.
40. Stairway construction must comply with Clause 5.1.3 of the ABCB Temporary Structures Standard 2015. Steps must have risers of between 115mm and 190mm and goings between 250mm and 355mm as required by the NCC 2022 Volume One. This also includes the distance from ground level to the first step. All goings and risers must be consistent throughout the stair's flight.
41. Non-slip treads and nosing must be provided on all steps and are to achieve a minimum luminance contrast of 30% from all background surfaces.
42. Handrails must be provided to all stairs with more than 2 risers in accordance with clauses D3D22 of Volume One of the NCC 2022.

Access for People with Disabilities

43. Access for people with disabilities must be provided to, from and within the structures and accessible amenities in accordance with Part D4, Volume One of the NCC 2022 and the Disability Access to Premises Standards. Accessible ramps and stairs must comply with AS1428.1-2009 (incorporating amendments 1 and 2) or as detailed in the report supplied by the accessible consultant and/or as required and approved by the MBS.

Access and Egress - Restricted Work Areas

44. A refrigerated or cooling chamber which is of sufficient size for a person to enter must have;
 - 44.1. a door which is capable of being opened by hand from the inside without a key and have a doorway with a clear width of not less than 600 mm and a clear height not less than 1.5 m; and
 - 44.2. internal lighting controllable only from within the room; and
 - 44.3. means of communicating with or alerting others in the case of an emergency
45. Toe-boards with a minimum height of 150mm must be provided along edges of all work platforms.
46. A fixed platform, walkway, stairway, ladder and any going and riser, landing, handrail or other barrier attached thereto may comply with AS 1657 if it only serves backstage areas, rigging lofts or other similar spaces, which will not be accessed by the patrons.

Amusement Rides and Devices

47. Whilst the following Amusement Rides will be located within the 'Place' boundaries, they are not defined as a prescribed class of building, prescribed structures nor non-prescribed structures and therefore require independent certification / approval.
48. All Amusement Rides and Devices to be inspected by an Engineers Australia 'Registered Engineer' with endorsement in the Area of Practice for Amusement Rides and Devices (<https://portal.engineersaustralia.org.au/ner/search>) confirming the following:
 - 48.1. The Amusement Rides or Device has "Plant Design Registration" within Victoria or Interstate design registration.
 - 48.2. The inspection report is completed as per the provisions of AS3533.3-2003 / R2013 – Formal Setup Inspection.
49. It is the responsibility of the Amusement Ride and Devices Proprietor and/or Operator to ensure the Ride or Device Log Book is maintained and kept onsite incorporating the following:
 - 49.1. Plant Registration Details;
 - 49.2. Maintenance and Inspections as required by AS3533.1-2009, AS3533.3-2003 / R2012 and Work Safe Victoria including but not limited to:
 - 49.2.1. Structural and Mechanical Annual Inspection conducted by an Engineers Australia 'Registered Engineer' with endorsement in the Area of Practice for Amusement Rides and Devices;
and
 - 49.2.2. Electrical Annual Inspection.

Suitability for occupation

At the date this occupancy permit is issued, the place of public entertainment to which this permit applies is suitable for occupation.

Relevant Building Surveyor

James Cox



Registration No.: BSU – 70171
Deputy Municipal Building Surveyor
Delegate of the Municipal Building Surveyor

Date of issue: 19/04/2024

Assessing Officer: Matt Hansen

Occupancy Permit No: TOP-2024-16

Telephone 9658 8484

CoM Reference: TOP-2024-16

Appendix A – Site Plan



Appendix B – Structure Schedule

A	B	C
Structure Schedule MCEC 2024		
Item	Structure	Size
Ferris Wheel	Amusement Device	17m x 21m
Pizza Bar	40 foot container	12m x 5m
	20 foot conatiner	6m x 2.5m
Ticket Box Ferris Wheel	20 foot container	6m x 2.5m
Office	20foot conatiner	6m x 2.5m
Secondary Ticket Box	Ticket Booth	2.5m x 2.5m
Screen		