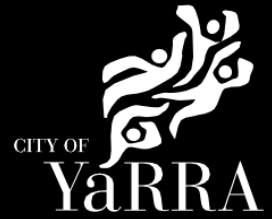


Submit a POPE (Place of Public Entertainment)



Click on the following Link

[Yarra City Council - eProperty - Home Page](https://www.yarracity.vic.gov.au/services/building-in-yarra/place-of-public-entertainment-pope)

Or enter following details into your web browser

<https://www.yarracity.vic.gov.au/services/building-in-yarra/place-of-public-entertainment-pope>

Scroll down and click on **APPLY ONLINE**

The screenshot shows the Yarra City Council website. The main navigation menu includes 'HOME', 'ABOUT US', 'SERVICES', 'THE AREA', and 'WHAT'S ON'. The 'SERVICES' menu is active. Below the navigation, there is a breadcrumb trail: 'Home > Services > Building in Yarra > Place of Public Entertainment (POPE)'. The main heading is 'PLACE OF PUBLIC ENTERTAINMENT (POPE)'. The text explains that a POPE is often required for events that need to temporarily occupy a building or public space. It also mentions that these permits have a checklist of requirements that event organisers must meet. At the bottom of the page, there is a section titled 'How do I apply for a POPE?' with a red box around the 'APPLY ONLINE' button.

Agree to the *Terms and Conditions* and click **Continue**

Terms and Conditions

Yarra eServices Terms and Conditions of Use:

Access to Yarra City Council's 'Yarra eServices' (Service) is restricted to owners of property within the City of Yarra (and their nominated agents) and organisations or individuals who conduct business with Yarra City Council.



By using the Service, you acknowledge that you have read and understood these terms and conditions and agree to be bound by them.

[Read our Terms and Conditions](#)

[Read our privacy statement](#)

[Read our disclaimer](#)

I Agree to the Terms and Conditions

CONTINUE

Complete **Application Information (Step 1)** questions and click **Next**

The screenshot shows the 'Application Information' form. The form is titled 'Application Summary' and 'Building - Place of Public Entertainment - Place of Public Entertainment'. It contains several sections with green boxes and warning icons, indicating required information or errors. The form includes fields for 'Event Details', 'Event Description', and 'Event Dates'. The 'Event Details' section includes fields for 'Event Name', 'Event Description', 'Event Dates', 'Event Location', 'Event Type', 'Event Category', 'Event Sub-category', 'Event Status', 'Event Priority', 'Event Urgency', 'Event Importance', 'Event Complexity', 'Event Risk', 'Event Impact', 'Event Reach', 'Event Audience', 'Event Budget', 'Event Funding', 'Event Sponsor', 'Event Partner', 'Event Stakeholder', 'Event Contact', 'Event Email', 'Event Phone', 'Event Address', 'Event Postcode', 'Event City', 'Event State', 'Event Country', 'Event Continent', 'Event Region', 'Event Sub-region', 'Event District', 'Event Ward', 'Event Precinct', 'Event Block', 'Event Lot', 'Event Unit', 'Event Suite', 'Event Room', 'Event Area', 'Event Space', 'Event Volume', 'Event Weight', 'Event Height', 'Event Length', 'Event Width', 'Event Depth', 'Event Area', 'Event Volume', 'Event Weight', 'Event Height', 'Event Length', 'Event Width', 'Event Depth'. The 'Event Description' section includes a text area for 'Event Description' and a dropdown for 'Event Description Type'. The 'Event Dates' section includes a dropdown for 'Event Dates' and a dropdown for 'Event Dates Type'. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

Property Address (Step 2) using the Fast Search enter the address you wish to apply for a Temporary Occupancy Permit for.

The address will appear under formatted address.

Click **Next**

Step 2 of 8

- Application Information
- Property Address
- Event Organiser
- Builder (if required)
- Building Practitioner
- Delivery Email Address
- File Attachments
- Summary Information

Cancel Application

Shopping Cart

Property Address

Application Summary

Building - Place of Public Entertainment - Place of Public Entertainment

Property Search

In accordance with the current Regulation of the Building Act, I hereby apply for a Temporary Occupancy Permit for the site.

Address Land

Fast Search 325 Bridge SEARCH

Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

CLEAR SEARCH

Formatted Address	Legal Description
325-333 Bridge Rd Richmond VIC 3121	NO legal fields are recorded on this land parcel

PREVIOUS NEXT

Step 3 – Event Organiser enter the *details of the event organiser / company* and click **Next**

Step 3 of 8

- Application Information
- Property Address
- Event Organiser
- Builder (if required)
- Building Practitioner
- Delivery Email Address
- File Attachments
- Summary Information

Cancel Application

Shopping Cart

Event Organiser

Application Summary

Building - Place of Public Entertainment - Place of Public Entertainment

Please provide all required fields to add a new name association to your application. Business must be selected to add your ABN/ACN.

Please select applicable Person Business

Given Names*

Surname*

Address Detail*

Suburb*

Postcode*

Please enter at least one daytime contact number*

Home Phone

Work Phone

Mobile Phone

Email Address

PREVIOUS CLEAR SKIP NEXT

Complete **Building (if required)** details (**step 4**) once completed click **NEXT**

If this step isn't relevant click **SKIP**

Step 4 of 8

- Application Information
- Property Address
- Event Organiser
- Builder (if required)**
- Building Practitioner
- Delivery Email Address
- File Attachments
- Summary Information

Builder (if required)

Application Summary
Building - Place of Public Entertainment - Place of Public Entertainment

Please provide all required fields to add a new name association to your application. Business must be selected to add your ABN/ACN.

Please select applicable Person Business

Given Names*

Surname*

Address Detail*

Suburb*

Postcode*

Please enter at least one daytime contact number*

Home Phone

Work Phone

Mobile Phone

Email Address

PREVIOUS **CLEAR** **SKIP** **NEXT**

Complete **Building Practitioner** details (**step 5**) once completed click **NEXT**

If this step isn't relevant click **SKIP**

Step 5 of 8

- Application Information
- Property Address
- Event Organiser
- Builder (if required)
- Building Practitioner**
- Delivery Email Address
- File Attachments
- Summary Information

Building Practitioner

Application Summary
Building - Place of Public Entertainment - Place of Public Entertainment

Please provide all required fields to add a new name association to your application. Business must be selected to add your ABN/ACN.

Please select applicable Person Business

Given Names*

Surname*

Address Detail*

Suburb*

Postcode*

Please enter at least one daytime contact number*

Home Phone

Work Phone

Mobile Phone

Email Address

PREVIOUS **CLEAR** **SKIP** **NEXT**

Complete **Delivery Email Address** details (**step 6**) once completed names will appear under Added Names.

The email addresses will be used to communicate with you about your report and consent. This includes general communication, invoices etc.

Correspondence can be sent to more than one email address. Please enter your first email address and click **Add**.

Then continue to enter as many email addresses as needed. Please add all relevant email addresses, even if you have added them in previous steps.

Once all delivery emails are added click **NEXT**.

Complete **File Attachment (step 7)**

The attachment types marked with Asterix are mandatory.

You must ensure that the documents you attached are saved in the accepted file type before uploading.

How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

Click **Next**

Step 8 – Summary Information and click Continue

Step 8 of 8

- [Application Information](#)
- [Property Address](#)
- [Event Organiser](#)
- [Builder \(if required\)](#)
- [Building Practitioner](#)
- [Delivery Email Address](#)
- [File Attachments](#)
- Summary Information
- [Cancel Application](#)
- [Shopping Cart](#)

Summary Information

! It is your responsibility to check that all of the details are correct. Check the details below. You can adjust any of the information by clicking on the heading link above the heading on the section or click on the steps on the left-hand side of the screen.
You can return to this Summary by clicking on the Summary link on the left-hand side of the screen.
Note: You will be required to enter Applicant information in the next step.

Application Information

Places and Buildings of Public Significance*	test
Name of Event*	
Event Commence Date*	23/08/2022
Event Completion Date*	30/08/2022
Event Type*	Day Event
Number Attending (on time)*	10
Number of Passes / Spectators*	0
Number of Employees / Participants*	75
VBA Occupancy Permit*	No
I agree to the Declaration*	I agree to the Declaration

Property Address

Address: 325-333 Bridge Rd Richmond VIC 3121

Event Organiser

No Information Supplied

Builder (if required)

No Information Supplied

Building Practitioner

No Information Supplied

Delivery Email Address

Email Address: test@test.com

File Attachments

File Name	Agenda template - SIS meeting 07.02.23.docx
Attachment Type	Covering Letter - A covering letter detailing what is being proposed.
File Size	57.82 KB
File Name	Agenda template - SIS meeting 07.02.23(1).docx
Attachment Type	Type of Temporary Structure - For each Prescribed Temporary Structure, or permanent structure, you must provide in-A scaled plan of the structure detailing floor layout and any current or proposed fire safety system (the safety systems including fire extinguishers, fire blankets, emergency lights, exit signs and exit window) location of sanitary facilities inclusive of accessible facilities and access complying with the current regulation. Photos can also be helpful.
File Size	57.82 KB

! After clicking Continue below, you will be prompted to complete the details of the Applicant (person or entity applying for this permit or request).
By continuing below, I declare that I am the applicant, and that the information in this application is true and correct. Remember it is against the law to provide false or misleading information, and if I do it could result in cancellation of the application, permit or request.

[CONTINUE](#)

Complete Applicant step and click Complete

Application Tracking

- [Application Search](#)
- [All Building Applications](#)
- [All Planning Applications](#)
- [Advertised Applications](#)
- [Heritage Victoria Referrals](#)
- [Online Applications](#)
- [Shopping Cart](#)
- [Submit an Application](#)
- [Online Payments](#)
- [Animal Payment](#)
- [Application Payment](#)
- [Debtor Payment](#)
- [Infringement Payment](#)
- [User Information](#)
- [Forgotten Password](#)

Applicant

Name Details

Please select applicable: Person Business

Given Names:

Surname*:

Address*:

Suburb*:

Postcode*:

Contact Details

Email Address*:

Please enter at least one daytime contact number*

Home Phone:

Work Phone:

Mobile Phone:

[PREVIOUS](#)

[COMPLETE](#)

If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.