

Event Public Buildings Information Sheet

1. In an endeavour to protect the safety and wellbeing of the public any venue where an event or function will be held, including temporary public buildings such as marquees, is inspected to ensure it meets the required standards and has adequate exits, lighting, ventilation and sanitary facilities.
2. The [Health \(Public Buildings\) Regulations 1992](#) are the main regulation used to assess the public safety of public buildings. Other regulations such as the Building Code of Australia (BCA) Local Governments are required to administer public building legislation. Routine inspections are carried out to ensure compliance with these regulations.

Notwithstanding the following:

3. All tents and marquees used as a Public Building are to comply with the provisions of the Health Act – Public Building Regulations.
4. The following points are required to be complied with prior to use of the structure:
 - Application to be made on the required Form 1 of Schedule 2 of the Public Building Regulations (note detailed plans required).
 - Tents or marquees to be certified by a practising Structural Engineer.
 - Use of tents is to cease upon wind velocity exceeding 40 knots unless otherwise stated by an Engineer.
 - Approval from the [Department of Fire & Emergency Services](#) (DFES) regarding evacuation in emergency and fire prevention measures. [Contact: Albany Office Telephone: 9841 2122](#).
 - Sanitary conveniences required in accordance with Building Code of Australia.
 - All seats, when in rows, to be fastened together in not less than 2.7m length.
 - Every aisle to have direct access to an exit.
 - Emergency lighting to comply with Australian Standards - AS2293. Emergency lighting in public buildings Parts 1 & 2.
 - Self-illuminating exit sign required above each exit.
 - Electrical supply to be installed and maintained in accordance with AS3002 – Electrical installation – shows and carnivals. In this regard, a certificate from the electrician is require [\(Contact: Mr Sid Brodie, Department of Health, 9222 4962 for further assistance\)](#).

Inspection and approval by a City Environmental Health Officer required prior to use.

5. Without limiting the requirements of the Health (Public Buildings) Regulations 1992 the following applies at all times:
- Ensure that all exit ways are kept clear of obstruction
 - Ensure that exit signs are illuminated whenever the venue is open to the public
 - Ensure that approved door locking devices can be easily operated.
 - Ensure that the number of patrons never exceeds that indicated on the certificate of approval
 - Ensure that the emergency lights and exit signs are maintained every six months in accordance with Australian Standard AS 2293 Part 2
 - Display the Certificate of Approval in a prominent place.

PLEASE NOTE: *Operators must obtain approval prior to altering premises and apply for a new certificate once works are completed.*