CITY OF VINCENT
Health Services
Administration and Civic Centre, 244 Vincent Street (Cnr Loftus) Leederville 6007
PO Box 82, Leederville WA 6902 Phone: 9273 6533 Fax: 9273 6099
www.vincent.wa.gov.au

GUIDELINES FOR PUBLIC BUILDINGS

These guidelines have been developed as a guide for owners, builders and architects of public buildings based on current legislation.

If your proposed public building is a temporary public building such as a concert, fete, whether indoor or outdoors, then please refer to the City's "Concerts and Events Policy".

This document is a guide only; reference should always be made to the relevant legislation to ensure that updated accurate information is submitted with your Building Licence Application.

Should you require clarification or more specific details regarding your application, please contact:

- City of Vincent Health Services; or
- City of Vincent Planning, Building and Heritage Services.

It is important that you read through the *'Steps for Public Building Approval'* on Page 3 of this document. A public building requires further application forms to be submitted on the completion of the building so that a final inspection and a Certificate of Approval can be issued before commencing operation as a Public Building.

Last amended: July 2011

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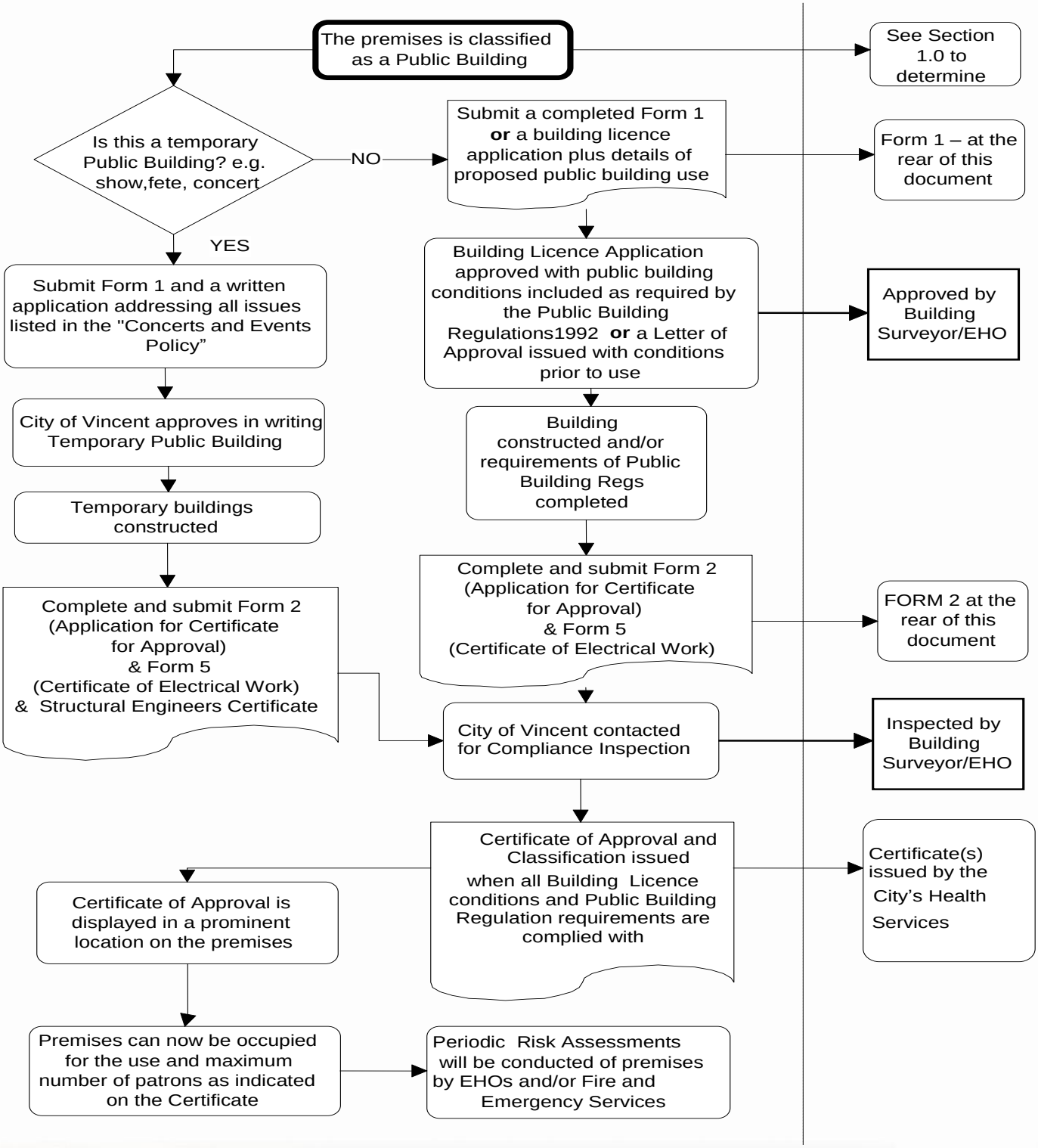
THE STEPS FOR PUBLIC BUILDING APPROVAL



If you require further information or assistance, you can contact the City's Health Services by telephone on 9273 6533 or facsimile on 9273 6099 or e-mail: mail@vincent.wa.gov.au

1.0 WHAT IS A PUBLIC BUILDING

1.1 Definition

A "**PUBLIC BUILDING**" is where members of the public usually or occasionally assemble. The assembly must be a more formal than fortuitous collection of people. The assembly must also be the result of all members acting in concert and by some pre-arrangement having the common intention of congregating at the same time or for the same period, more or less.

Buildings that are typically examined and inspected as public buildings under the *Health (Public Buildings) Regulations 1992* (**PBR**) include:

Amusement Centres	Lodge Rooms
Auditoriums	Multipurpose Recreation Centres
Bars	Museums
Billiards Centres	Nightclubs
Churches	Open Air Temporary Stand & Stages
Cinemas	Pre-schools (operated by community organisation)
Circuses	Public Swimming Pools
Community Centres, aged, youth etc	Race Courses
Concert Halls	Restaurant Function Rooms
Convention Areas	Schools, Private
Dance/Performance Centres	School Hostels, Dormitories
Dog Tracks	Show Grounds
Drive-in Cinemas	Skating Rinks
Enclosed Sports Grounds	Speedways (enclosed type)
Entertainment Centres	Sporting Club Buildings
Function Centres	Taverns
Grandstands	Temporary Seating Stands
Gymnasium (classes and group activities)	Temporary structures (e.g. circuses, concerts, shows)
Halls	Theatres
Hotel Reception and Entertainment Areas	Trotting Tracks
Indoor Sports Courts	Universities
Karaoke Bars	Youth Club Buildings
Lecture Theatres	
Local Authority Civic Centres	

If the type of use of your premises is not listed and you are unsure if it will be classified as a public building, please contact the City's Health Services.

The following definitions are taken from the BCA and the Health (Public Building) Regulations 1992.

IMPORTANT NOTE: In the case of any inconsistency arising between the requirements of the BCA and the Health (Public Building) Regulations 1992, the requirement detailed in the BCA will prevail (i.e. approved locking devices, exit paths etc), unless there is a clear and evident benefit of the Health (Public Building) Regulations 1992 being applied (i.e. exit door egress direction).

Australian Standard
A published document setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to.

Building Code of Australia (BCA)
A document produced by the Australian Building Codes Board containing building regulations for all States and Territories. The BCA contains technical provisions for the design and construction of buildings and other structures.

Public area
A public area is a social space that is open and accessible to all.

Exit path
An exit path provides an easily identifiable and unobstructed travel route leading occupants to an area outside of the built structure. Any doorway or gate located within an exit path shall be fitted with a latch/locking that is accessible by use of a single hand action.

Exit sign
Visible and illuminated signage provided for each designated exit. Exit signs are required in accordance with the BCA and Australian Standard 2293, but shall never be located above doorways or exit paths that are not continuously accessible with a latch/locking device whilst the public building is in use.

Approved locking device
Specific door latches/locking devices that are approved for affixing to designated exit doors only. These devices must be operated by use of a single hand action and without the use of a key.

Fire fighting equipment
Equipment used to combat fires within a premises. The occupier of a public building shall ensure that all fire alarms, hydrants, telephones and other fittings and appliances necessary for the prevention or extinguishment of fires are maintained in efficient working order and professionally tested/serviced six monthly.

Fire retardant
To be fire retardant is to be resistant to fire. Decorative treatments and stage curtains in public buildings must be non-toxic and non-flammable. Certificates to verify the fire indexes should be provided by the supplier and tags or labels should be fixed to a corner of the drape to verify the indexes.

Emergency Services Log book
A record book used to record and prove periodic testing of emergency lighting systems and residual current devices.

Emergency lighting
Emergency lighting includes the exit signs and power source of the system, which must be provided in accordance with the BCA and Australian Standard 2293. The circuits of the emergency lighting system shall be so aligned that in any case of failure in the safety lighting system the emergency lighting system in the area of the failure is automatically energized.

Evacuation plan
The occupier of a cinema, licensed premises and any other public building as required by the City of Vincent and/or the proprietor's insurer shall formulate a written procedure for the emergency evacuation of the public building. The Evacuation Plan shall satisfy Australian Standard 3745 and incorporate a risk management plan.

Risk Management Plan
A Risk Management Plan is a document produced to identify and apply a commensurate treatment to all of the potential risks identified with the operation of a venue, business, process A Risk Management Plan is required for large licensed premises with a ratio of 0.85m^2 per person or less. The Plan must be developed in accordance with Australian Standard 4360.

Evacuation map
A floor plan of the public building indicating emergency exits and exit pathways from the specified area. Evacuation maps must be displayed throughout the public building for visible access by the public in case of emergency.

1.2 Exemptions

Some public buildings are exempt from the requirements of the PBR by virtue of Crown ownership or jurisdiction (e.g. Statutory Authority, Ministry of Education etc). These include; family centres, state schools, pre-primary schools and child care centres.

1.3 Scope of Application

Where public buildings are to be constructed, extended or altered and are subject to a normal building licence issued under the Local Government Authority, they are to be approved by the

City of Vincent Building Services under the Building Code of Australia (BCA) and must comply with the requirements of the PBR.

There are instances where public buildings are to be constructed, extended or altered and are not subject to a normal building licence issued under the *Local Government Authority - Building Regulations 1989* (This can include change of use of existing building, temporary structures such as circus tents, spectator stands and outdoor concerts). If this occurs, public buildings are to be approved by Building Services under the public buildings regulations subject to relevant Town Planning and Health comments and with consideration to the "Town of Vincent – Concerts and Events Policy" where applicable.

2.0 COUNCIL REQUIREMENTS

2.1 Town Planning Requirements

The chosen location (suitability) of your proposed business will be assessed, in relation to the zoning, amenity, parking requirements and any other relevant planning details. A 'Development Application' is required to be submitted to Council and Planning approval received, before seeking building licence approval.

2.2 Building Construction Requirements

Once planning approval has been given by the City, a Building Licence Application must be submitted with the required fee, plans and supporting information (where a building or structure is to be erected). Plans will be assessed and a building licence to commence building work must be obtained prior to work commencing on any construction associated with the public building.

2.3 Health Requirements

(a) Public buildings must comply with the PBR.
(b) Before building, opening, altering or extending any public building, the City's Health Services must be advised and approval obtained (submit FORM 1 attached).
(c) The premises must be issued with a Certificate of Approval once they are constructed, altered or extended and prior to use by the public.

Note: Buildings owned by the Government should comply with relevant Health requirements, despite being exempt from the Local Government Act 1995 requirement to obtain any building licences.

2.4 Fees

The following fees are applicable to public buildings (as at 2011/2012):

(a) Request for a Section 39 Certificate (Local Government Authority Health approval for the premises to sell liquor) must be made in writing to the Chief Executive Officer and must be accompanied by a $220.00 fee.

(b) Temporary Extended Trading Permits (Section 60 & 61) must be made to the Chief Executive Officer and must be accompanied by a $110.00 fee.

(c) Applications to Vary, Alter, Construct, Extend a Public Building, and must be made on the appropriate forms and must be accompanied with a $300.00 fee for low/medium risk and $550.00 for high risk.

(d) Temporary Public Building Certificates must be made on the appropriate Form 1 and must be accompanied with a $155.00 fee for low risk, $310.00 fee for medium risk and $567.00 for high risk.

(e) Public Building Annual Assessment Fee - $330.00 for high risk, $165.00 for medium risk and $83.00 for low risk.

3.0 STATE GOVERNMENT REQUIREMENTS

3.1 Department of Racing, Gaming and Liquor

If alcohol is to be sold to the public at the premises, it is necessary to obtain the relevant licence from the Department of Racing, Gaming and Liquor (DRGL). Applications are to be made a minimum of four weeks prior to the event. The DRGL will require a Section 39 & Section 40 Local Government Health & Planning certification to be obtained as part of the licensing process.

3.2 Water Corporation

All plumbing is to be carried out by a licensed plumber, in accordance with the City's Local Laws. For food premises comprising part of the public building, the Industrial Waste Section of the Water Corporation should be consulted to determine if a grease trap is required.

3.3 Department of Environment and Conservation

Sound levels created at the premises, either during construction or operation of the building shall comply with the provisions of the *Environmental Protection (Noise) Regulations 1997* at all times.

3.4 Alinta Gas & Synergy

All electrical and gas fitting equipment should be approved by the relevant Authorities and installed in accordance with the relevant regulations.

4.0 REQUIREMENTS OF THE PBR

4.1 Construction - General

Compliance with the *Building Code of Australia (*BCA) is required. This includes construction, egress, compatible non-combustible or fire retarded internal finishes and fittings, fire safety, seating arrangements and other relevant details. Consideration should also be given to disabled access and facilities to ensure compliance with the *Disability Discrimination Act 1992* and the *Disability Services Act 1993*. The City's Building Services are to be consulted for further structural details where a building licence is to be issued.

4.2 Maximum Accommodation

The maximum number of persons permitted in a public building is calculated according to the following criteria:

1. Floor area;
2. Exits;
3. Sanitary facilities; and
4. Ventilation

4.3 Floor area

This includes the measured floor area (internal wall to wall) of the building area, where members of the public assemble. It does not include lifts, stairs, ramps, escalators, corridors, hallways, lobbies, storerooms, service ducts, kitchens, stages, offices, clear-ways sanitary compartments, DJ boxes, fixed appliances, entertainment equipment, pool tables, bars and staff areas.

Refer to table on the following page for floor area required per person according to use:

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AREA PER PERSON ACCORDING TO USE (REG. 7(1))

Type of Use	Measurement units - m^2 per person
Art gallery, exhibition area, museum	4
Auditorium	1
Cafe, church, dining room	1
Conference room- unfixed seating	0.5
Early childhood centre	4
Gymnasium	3

AREA PER PERSON ACCORDING TO USE (REG. 7(1)) cont...

Type of Use	Measurement units - m^2 per person
Hall	1
Indoor sports stadium area	10
Library - reading space	2
- storage space	30
Licensed premises (subject to reg 9A)	0.85
Meeting/conference room	1
Restaurant	1
School - general classroom	2
- multi purpose hall	1
- trade and practical area: primary	4
secondary	5
Skating rink, based on rink area	1.5
Spectator stand, audience viewing area:	
- bench seating	450mm/person wide 750mm deep (minimum)
- fixed seating	450mm/person wide (minimum)
- seating not fixed	1
- standing viewing area	0.5
Swimming pool based on pool area	1.5

Note:

a) The Executive Director, Public Health, may on application by the owner and after consulting the City of Vincent vary the ratio for any standing viewing area of spectator accommodation to 0.3m^2 per person.

b) The calculation of floor area for licensed premises may be varied to 0.5m^2/person subject to approval from the local government and a counting system approved by the Executive Director of Public Health.

c) Risk Management Plans in accordance with AS/NZS 4360 must be provided and applied for licensed premises with density ratios between 0.85 and 0.5m^2/person and all events exceeding 5000 people.

d) Where no provision is made in the table in relation to a particular public building or a particular class of public building the maximum number of persons that may be accommodated in the public building of that class shall be such number as is approved by the Executive Director, Public Health after consulting the City of Vincent.

4.4 Exits

- Exits/egress must comply with the BCA (Part D) and Regulations 14, 15 and 16 of the PBR.
- The doors are to swing in the direction of escape (except for sliding doors) and exits should be unobstructed and open onto a road or open space.
- No point on a floor must be more than 20m from an exit, or a point from which travel in different directions to 2 exits is available, in which case the maximum distance to one of those exits must not exceed 40m.
- Where greater than 50 persons are to be accommodated in any area, two exits shall be provided.

Exit dimensions to be:-

- not less than 2m height;
- where not more than 100 persons are accommodated exit widths shall be 800mm wide;
- where not more than 200 persons are accommodated exit widths shall be 800mm plus
- 250mm for each 25 persons in excess of 100; and
- where more than 200 persons are accommodated the door width shall be 1.75m plus 500mm for every 75 persons in excess of 200.

Aggregate exit width in metres	No. of people – gradient less than 1:12	No. of people – gradient more than 1:12
1 x 1000	0 – 50	0 – 50
2 x 1000	50 – 200	50 – 200
2.5	200 – 275	200 – 260
3	275	260 – 320
3.5	350 – 425	320 – 380
4	425 – 500	380 – 440
4.5	500 – 575	440 – 450
5	575 – 650	500 – 560
5.5	650 – 725	560 – 620
6	725 – 800	620 – 680
6.5	800 – 875	680 – 740
7	875 – 950	740 – 800
7.5	950 – 1025	800 – 860
8	1025 – 1100	860 – 920
8.5	1100 – 1175	920 – 980
9	1175 – 1250	980 – 1040
9.5	1250 – 1325	1040 – 1100
10	1325 – 1400	1100 – 1160
10.5	1400 – 1475	1160 – 1220
11	1475 – 1550	1220 – 1280
11.5	1550 – 1625	1280 – 1340
12	1625 – 1700	1340 – 1400
12.5	1700 – 1775	1400 – 1460
13	1775 – 1850	1460 – 1520
13.5	1850 – 1925	1520 – 1580
14	1925 – 2000	1580 – 1640
14.5	2000 – 2075	1640 – 1700
15	2075 – 2150	1700 – 1760
15.5	2150 – 2225	1760 – 1820
16	2225 – 2300	1820 – 1880
16.5	2300 – 2375	1880 - 1940

4.5 Ventilation

Ventilation must be mechanical or natural. Mechanical ventilation systems must comply with the *Australian Standard 1668.2 "Mechanical Ventilation for Acceptable Indoor Air Quality"* (*AS 1668.2*) and the *ASHRAE standard "Thermal Environmental Conditions for Human Occupancy*".

A commercial kitchen is to be provided with a kitchen hood complying with *AS/NZS 1668.1 and AS 1668.2* where cooking apparatus is provided. Ventilation is required to remove fumes, smoke, steam and vapours from the kitchen area. Plans/diagrams for exhaust canopies must be submitted with the application, and a certificate of compliance must be submitted to Health Services by the installer once works are completed.

Ventilation must comply with the Part F of the BCA and Regulation 17 of the PBR.

4.6 Sanitary Facilities

Sanitary conveniences must comply with the BCA – table F2.3 and table F2.4 (facilities for disabled persons). It is generally considered that a public building will cater for a 50:50 ratio of males:females.

4.7 Electrical Work

A licensed electrician must certify all work and submit a Form 5 (refer to attached form) to the City of Vincent on completion of all work.

Temporary wiring (leads and portable outlet devices) may only be used for periods less than 90 days. They must not be accessible to the public or present a hazard.

5.0 SAFETY FEATURES, FITTINGS AND FACILITIES

5.1 Seating Arrangements

(a) Except with the approval of the City of Vincent, all seats used for seating audiences in a public building shall be securely fixed to the floor unless fastened together in groups of not less than 4 seats.

(b) Where seats are arranged in regular rows the seats shall be arranged so that:

(i) aisles are provided on both sides of every row of seats that exceeds 10 seats in length;
(ii) the number of seats in a row between aisles shall not exceed 42 seats; and
(iii) dead end rows shall not extend beyond 10 seats.

5.2 Aisles

Every aisle shall have direct access to an exit.
Any transverse aisle –
(i) shall be of uniform width; and
(ii) shall be on the same level and free from steps or obstructions.

5.3 Guard Rails and Balustrades

Adequate enclosing wall or guard rails are to be provided around the edges of raised or tiered seating and at any change in level which may present a hazard to the public. Generally, balustrades are to be positioned 865 mm above floor level. Refer to BCA specification D2.16 for further details of balustrade dimensions and placing.

5.4 Handrails

Steps and landings are to be provided with hand rails on each side unless the City of Vincent otherwise approves. Generally, handrails are to be positioned 865mm above floor level or nosings of steps, and a minimum of 50mm away from walls. Refer to BCA specifications D2.17 for further details of handrail dimensions and placement.

5.5 Exit Signs

All public building exits are to be marked with an "EXIT" sign that conforms to *Australian Standard 2293 (AS 2293).* Exit signs should be mounted between 2m and 2.5m above the floor level or immediately above the exit door.

Exit signs should be clearly visible to all persons approaching the exit. Where there is no direct view of an exit sign or there is any doubt as to the direction of an exit, a directional sign or series of signs should be provided. Directional signs should bear the legend "EXIT", together with a supplementary arrow which should be a part of the sign.

Where a passage or exit does not provide a clear means of egress, the exit or passage should be marked with a 'NO ESCAPE' sign in letters not less than 100mm high and 12mm wide.

5.6 Door Latches

Locking devices such as barrel bolts, pad bolts and hasp and staple bolts are not permitted because of difficulty in manoeuvring the latch in an emergency. Approved types of door latches include automatic panic bolts and espagnolette bolts (See diagrams on following page, obtained from the Department of Health Guidelines on the PBR).

Where a building is intended to accommodate more than 400 people exit doors must be fitted with panic bolts. Manually operated sliding doors are permitted where the maximum occupancy does not exceed 50 people.

With double leaf doors, the doors must be rebated or otherwise constructed so that a single latch (panic bar) secures them. Both leaves must open freely when the panic bar is operated.

Recent developments have seen the introduction of magnetic locks as these provide good security. For public buildings they must:

- be connected to a fire/smoke detection system so that if an alarm is recorded the locks are automatically released. This is also a BCA requirement;
- release on a power failure;
- have a local operating switch such as a break glass alarm that is clearly labelled that will release the locks in the event of an emergency; and
- have an operating switch in a location that is always attended such as a bar in line of sight of the relevant door or emergency operational centre.

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Prohibited Door Latch Devices

Cabin Hook	
Barrel Bolt	
Hasp and Staple	
Dead Lock	
Pad Bolt	

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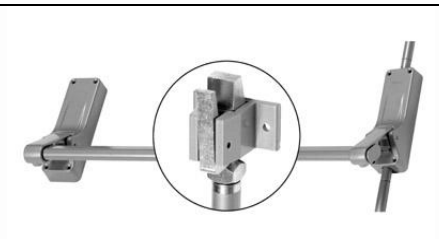
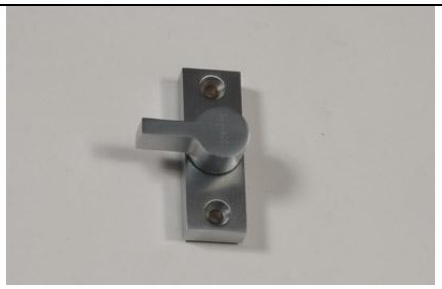
Permitted Door Latch Devices

Strap Bolt (no more than 1 strap bolt on exit doors)	
Panic Bar	
Espagnolette	
Automatic dead latch with lever escape	
Snib lock	

* Obtained from the Department of Health Guidelines on the Health (Public Buildings) Regulations 1992).

5.7 Lighting

Emergency Lighting

Emergency lighting shall be provided in a public building in accordance with the BCA and *Australian Standard 2293 - "Emergency Evacuation Lighting in Buildings"* Part 1 and 2.

Where indirect luminaries are provided, the adjacent reflecting surfaces shall have a reflectance of not less than 50 percent. Indirect luminaries in stairways shall have an installed lamp wattage of not less than twice the value specified for direct luminaries based on the plan area of the stairwell.

Luminaries shall be installed as per their classification capability contained in AS 2293 adequate for the premises:

a) Emergency luminaries shall be located within 2m of exits, changes of direction in passages, corridors or dividing walls, changes in floor level, master emergency control points and warden intercommunication points.

b) Except where each stairway tread is illuminated, indirect and direct lighting luminaries in stairways shall be installed at every flight of stairs or every alternative enclosed flight of stairs where Class C or D luminaries are installed subject to compliance with AS 2293 Tables 2.3 and 2.4.

Safety Lighting

Any public building or any area of public building open to the public when normal lighting is dimmed or extinguished shall be provided with permanent effective safety lighting for:

a) foyers and passages;
b) floors that are ramped at an inclination stepper than 1 in 12;
c) main aisles between blocks of fixed seats; and
d) the tread of each step.

Safety lighting must not be dimmed or modulated but it must be interconnected with the emergency lighting so that, if the safety lighting fails, the emergency lighting will be automatically energised. Recent audits indicate a very poor performance with this requirement.

Illumination of Passages

The premises is to be equipped with lights sufficient to illuminate the exterior exits and

(a) have a minimum horizontal illuminance of one (1) lux; and
(b) be illuminated at all times when the building is open to the public.

Artificial Lighting Systems

Every classroom, lecture theatre, drawing room, laboratory, manual training room, assembly hall or any other teaching area shall be provided with an artificial lighting system capable of providing the illumination recommended in relation to such an area under *Australian Standard 1680 - "Code of Practice for Interior Lighting and the Visual Environment"*.

High Intensity Discharge (HID) Lamps

HID lamps and their components are to be installed correctly and not alongside flammable material. The lamps should be replaced when their economic life is over and before they show initial signs of failure, and should not be used if the outer glass is cracked or broken.

HID luminaries should be fitted with diffusers and self-extinguishing HID lamps must be used for places of prolonged public occupancy. HID lamps should also be maintained in accordance with manufacturer's specifications.

5.8 Emergency Power Supply

Emergency power supply systems to lighting and exit signs shall comply with Section 3 and 4 of Australian Standard 2293.

5.9 Open Fires

Open fires or open heating apparatus are not permitted in public buildings, unless specifically approved by the City.

5.10 Stage Curtains and Equipment

Stage curtains or other decorative materials in a public building must be non-flammable or rendered non-flammable by a method approved by the Executive Director, Public Health. It is important to note that the fire retardant treatment may diminish after washing or dry-cleaning the material.

Lights and apparatus shall be fixed and arranged so that they do not cause a fire hazard or become liable to damage by the movement of the proscenium curtain or safety screen.

Suspended stage battens, grids and any other equipment to be in good order and anchored to prevent swaying. Stage or effect light fittings suspended above the audience must be fitted with safety chains.

5.11 Food Preparation Areas, Serveries and Bars

Where food handling and preparation is conducted in a public building or where beverages are to be served from a bar, the area must be constructed and fitted out in accordance with the *Food Act 2008* and *FSANZ Food Standards Code*, to the satisfaction of the City's Health Services and any other relevant authorities (e.g. DRGL).

5.12 Evacuation Plans

Prior to opening the premises to the public, approved Emergency Evacuation Plan is to be framed, and placed on the wall area close to the main entrances (approximately 1.6m from ground level). The plan is to be based on Australian Standards (AS 3745; 2444; 2444.1; 2419; 2118; 1680; 2293 and in the case of more than 5,000 attendees AS 4360, obtainable from Standards Australia) and is to encompass all aspects of safe evacuation during an emergency. The plan must also incorporate any risk management plan for the premises. Should upgrades or alterations be undertaken at the premises, the evacuation plan is to be updated.

The Fire and Emergency Services Authority (FESA) Training Centre, located at 547 Dundas Road, Forrestfield will assist in the development of Evacuation Procedures, Extinguisher Training and Fire Warden Training. FESA can be contacted via telephone: 9454 0711

5.13 Maintenance of Emergency Evacuation Lighting

The following is a summary of the requirements of *Australian Standard 2293 Emergency Evacuation Lighting in Buildings Part 2*, maintenance procedures. The steps required to ensure correct maintenance of emergency evacuation lighting are as follows:

6 Monthly

- Turn off the power to simulate a power failure;
- Ensure all emergency lighting and exit signs are operating;
- Any defective signs or lights should be repaired; and
- Restore the power and check that the battery charger operation indicators function correctly.

Annually (12 Monthly)

- As for 6 months, however the simulated power failure should be for a period of 90 minutes; and
- Clean all reflective surfaces and diffusers.

Emergency Lighting Log Book

The maintenance log book must be kept on the premises at all times, and should contain information, as detailed in the following table obtained from the Department of Health Guidelines on the Application of the *Health (Public Buildings) Regulations 1992*.

TYPICAL EMERGENCY LIGHTING/EXIT SIGN LOG SHEET

Owner: .....

Address: ..... Phone: .....

Maintenance Operator: .....

Address: ..... Phone: .....

LUMINAIRE DETAILS

Location	*ID No*	*Model*	*Type of Fitting*	*Wiring* *Circuit No*	*Battery* *Type & Capacity*

PERIODIC CHECKS								
6 Monthly				12 Monthly				
Lamp ID No	*Date*	*Lamp Duration Hrs-Mins*	*Check Charge Indicator*	*Date*	*Lamp Duration Hrs-Mins*	*Check Charge Indicator*	*Clean Reflectors & Diffusers*	*Comments/ Battery Replacement Date Tester Signature*

5.14 Heaters

Elements should be no more than 2.1m from the floor and 0.6m from the ceiling.

5.15 Fire Equipment / Control

All fire alarms, extinguishers, hydrants, telephones and any other fittings and appliances necessary for the prevention or extinguishment of fires are to be maintained in good working order and tested as required.

Details for routine maintenance and testing regimes are prescribed in AS 1851 Maintenance of Fire Protection Equipment.

It is important to consider are that equipment tests must be logged and the individual components identified with the respective test dates.

The following equipment requires weekly inspection/maintenance:

- Automatic fire sprinkler systems; and
- Automatic fire alarm systems.

The following equipment requires six monthly inspections and servicing:

- Fire extinguishers;
- Fire blankets; and
- Fire hose reels.

Automatic smoke heat venting systems require annual inspections.

Smoke control devices are required for compliance with the BCA E2. Where the floor area is less than 500m2 the smoke control devices provided shall conform with the standard for 1000 m2 floor area in the BCA, Reg.25.(2).

6.0 REFERENCES

A copy of the Health (Public Building) Regulations 1992 can be downloaded free of cost at www.slp.wa.gov.au or purchased from:

State Law Publisher
Ground Floor
10 William Street
PERTH WA 6000
Telephone (08) 9321 7688

A copy of the Building Code of Australia can be purchased from:
Australian Building Codes Board
CCH Australia Limited
Customer Support
PO Box 230
NORTH RYDE NSW 2113
Telephone 1 300 300 224

Other references:

Health Department of Western Australia
Environmental Health Directorate
Grace Vaughan House
227 Stubbs Terrace
SHENTON PARK WA 6008
Ph: (08) 9388 4999

The Water Corporation
629 Newcastle Street
LEEDERVILLE WA 6007
Ph: (08) 9420 2420

Department of Racing, Gaming and Liquor
Liquor Licensing Division
87 Adelaide Terrace
PERTH WA 6000
Ph: (08) 9425 1888

Fire and Emergency Service Authority
480 Hay Street
PERTH WA 6000
Ph: (08) 9323 9300

Alinta Gas
1 William Street
PERTH WA 6000
Ph: (08) 9486 3000

APPROVALS REQUIRED FROM CITY OF VINCENT FOR PUBLIC BUILDINGS

CITY OF VINCENT WORK AREA RESPONSIBLE FOR APPROVAL	APPROVAL TYPE REQUIRED	PUBLIC BUILDING TYPE				
		Converting an Existing	Building a New Building	Temporary Public Building		
		Building requires Structural Modification or partitioning	*No structural changes to building or partitioning required*		*Includes the use of a structure or building*	*Does not includes the use of a structure or building*
Planning	Development Approval	√	√	√	Consultation may be required	
Building	Building Licence	√	√	√		
Building	Certificate of Classification	√		√		Consultation may be required
Planning and Building	Change of Use	√	√	√		
Health	Certificate of Approval (Public Building)	√	√	√	√	√
Building	FESA Approval	√	Consultation may be required	√	Consultation may be required	Consultation may be required
Health	Police				Consultation may be required	Consultation may be required
Health	Liquor Licensing				Consultation may be required	Consultation may be required