

EVENT NOTIFICATION FORM



Section One: Event Registration

This section is to be completed by ALL event applications.

Event Name:			
Organisation:		Contact Person:	
Contact Number:		Contact Email:	
Address:			
Event Website:			
Have you completed an ATDW event listing?	<i>N.B. No event permit will be granted without a live ATDW event listing.</i>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I still have to complete
Event Date/s:			
Event Start Time:		Event End Time:	
Bump in Time:		Bump Out Time:	
Event Location/s:			
Expected Attendance:			
Details of Event <i>(Please list the activities occurring as part of the event; e.g. amusement rides, petting zoo, market stalls, music, busking, etc.) If this is a repeat event, and there are new activities within the event, mention this:</i>			
If there will be alcohol at the event, what licencing is in place?	<input type="checkbox"/> Permanent Liquor Licence attached to venue: _____ <input type="checkbox"/> BYO for consumption on site <input type="checkbox"/> Tasting only (buy and take away unopened) <input type="checkbox"/> Sell and consume on site		
Will there be an inflatable device/amusement ride?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

This section is to be completed by all events.

Occupancy Permit or POPE Fee may be applicable

Will your event have;

A building of more than 500m2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A place of more than 500m2 used for entertainment that is: enclosed, substantially enclosed, or to which admission can be gained by payment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
More than 5,000 people attending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tent, marquee, or booth with a floor area greater than 100m2?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seating stand for more than 20 persons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stage or platform exceeding 150m2?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prefabricated building exceeding 100m2, other than ones placed directly on the ground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section Two: Use of a Council Public Space

To be completed if your event will be held in a public space on land owned or managed by Council.

If completed: You must also supply a site plan, public liability insurance and a risk assessment.

Event Permit Fee Applicable

Location/Reserve/Kiosks:	
Full Description of Proposed Activity being undertaken on this site:	
Date/s (inc setup):	
Time/s (inc setup):	

Section Three: Temporary Food and Beverage

This section is to be completed when there is anything sold at your event from a temporary food premises or mobile food premises, which is intended for human consumption.

Note: It is your responsibility to ensure that event vendors have supplied you with a Statement of Trade (SOT).

Please list all food and beverage vendors who will be operating at your event				
Business Name / Organisation	Contact Person	Email	Items Sold	Streatrader SOT Supplied?
				<input type="checkbox"/>
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				<input type="checkbox"/>

Section Four: Road Events, or Temporary Road/Footpath Closures

This section is to be completed when you require the temporary closure of a road or footpath, or your event will be occurring on a road or street (such as cycle, walking/running and equestrian events held on roads).

Temporary Road/Footpath Closures for Events *Event Permit Fee Applicable*

If completed: You must also supply a Traffic Management Plan, public liability insurance, risk assessment and emergency management plan.

Street/Road/Footpath temporarily closed:			
<input type="checkbox"/> VicRoads Managed	<input type="checkbox"/> ICS Managed	<input type="checkbox"/> Both VicRoads and ISC	
Why is the closure required?			
Date/s of closure:			
Time/s of closure:			
Are you supplying a Traffic Management Plan?	<input type="checkbox"/> Yes, attached	<input type="checkbox"/> No, I need assistance	
Have you obtained Chamber of Commerce Approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet	
Will the closure affect a public transport stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you obtained Local Police Approval	<input type="checkbox"/> Yes, attached	<input type="checkbox"/> Not yet	
Have you notified local residents and businesses?	<input type="checkbox"/> Yes	<input type="checkbox"/> Not yet	

Events occurring on roads/streets, not requiring a closure

If completed: You must also supply a route plan, public liability insurance and a risk assessment.

Street/Roads being used during the event:			
<input type="checkbox"/> VicRoads Managed	<input type="checkbox"/> ICS Managed	<input type="checkbox"/> Both VicRoads and ISC	
Description of activities on road:			
Detail any traffic control used (signs, staff etc.):			
Time/s:			
Are you supplying a Traffic Management Plan?	<input type="checkbox"/> Yes, attached	<input type="checkbox"/> N/A	<input type="checkbox"/> Not yet
Have you obtained Local Police Approval	<input type="checkbox"/> Yes, attached	<input type="checkbox"/> N/A	<input type="checkbox"/> Not yet
Have you supplied a route plan?	<input type="checkbox"/> Yes, attached	<input type="checkbox"/> N/A	<input type="checkbox"/> Not yet

Section Five: Rubbish and Recycling

This section is to be used when your event requires the supply of additional bins and waste collection.

Note: Events will be charged \$7.50 per bin unless you have successfully applied for logistics support as part of the IEDTAC Event Grant, or have supplied a Waste Management Plan compliant with the PlasticWise Policy.

Will you be paying for the supply of bins, or are you eligible for waiver of fees?	<input type="checkbox"/> Paying	<input type="checkbox"/> Waiver – IEDTAC Recipient	<input type="checkbox"/> Waiver – PlasticWise Compliant
How many 240L...:	Rubbish Bins	Recycle Bins	Organic Bins
Where are these to be delivered/collected by Council?			
Where will they be placed for emptying by Cleanaway?			
What dates are these to be emptied by Cleanaway?	Rubbish	Recycle	Organic

Section Six: Additional Servicing of Amenities

This section is to be used when your event attendees will be using **public toilet** facilities.

Note: Events will be charged for additional cleaning of public toilets when required as a result of an event, unless you have successfully applied for logistics support as part of the IEDTAC Event Grant. If current public toilets are insufficient to cater to expected attendees, event organisers must supply additional portable toilets.

If additional cleaning of facilities required, which toilet blocks?	
<i>If portable toilets are being supplied for the event</i>	
Where will these be located?	
How many toilets will there be?	
Do they require access to Council water taps? If so, which?	

Acknowledgment

Important Requirements

If an event permit is required, a non-refundable application fee of \$63.70 will be payable. Fee waivers will only be accepted for events who have successfully applied for a fee waiver as part of the IEDTAC Events Grant, or community groups who are:

- Based within the municipality.
- Registered not for profit organisations.
- Able to demonstrate a benefit to the Shire community. (Please describe this benefit below if you are applying for this waiver).

If a building permit is required, you will also be required to pay a permit fee separate to this event permit.

When your Event Permit Application has been assessed, a Council staff member will be in contact to confirm what permits are required, and what fees are payable. You must then make any payments required prior to an Event Permit being issued.

Event Permit Fee	\$63.70	
Fee Waived – IEDTAC Grant Recipient	Nil	
Fee Waived – Not for Profit	Nil	
No Event Permit Required	Nil	
Amenities Cleaning		
Waste Bins Supplied		
TOTAL		
COUNCIL USE ONLY		
Receipt Number		

Following the submission of this event notification form, a member of the tourism team will be in contact with you to obtain all the correct documentation.

If an event permit is required you will also be required to supply;

- A public liability insurance certificate of currency in the amount of \$10million.
- A site plan for your event.
- A risk assessment.
- You may also be required to supply an Emergency Management Plan.

Privacy Policy Information

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendments of the information. Any requests for access and/or correction should be made to Council's Privacy Officer.