



SPECIAL EVENTS APPLICATION FOR PERMIT

Who should use this form?

- Individuals, community groups and businesses wishing to hold an event in one of council's parks, open spaces or council managed buildings
- Anyone wishing to hold an event that requires a street closure

Am I required to fill out this form?

Answer the following to determine whether you are deemed to be holding a public event.

- Can members of the general public attend your event? Yes No
- Is your event being held on public land? Yes No
- Is the location normally used for that activity? Yes No

If you answered **No** to all of these questions your event is not likely to be considered a public event and you will not be required to complete this form. However a relevant permit may be required if you intend to:

- Erect any temporary structure such as a marquee, portable stage, amusement ride or any other building.
- Position signage on public land
- Use Council owned or managed land/property
- Handle food for sale

If you answered **Yes** to any of these questions your event is considered to be a public event and are required to complete this form. Additional permits may be required depending on event details (i.e. Occupancy Permit for Places of Public Entertainment)

You may need to refer to the Special Events Guidelines to clarify some questions.

If you intend holding an event on land managed by the Department of Sustainability and Environment (DSE), you must first obtain their permission. Once DSE permission has been obtained, you will then need to complete this form as there may be certain permits required from council

This form must be lodged at Moyne Shire Council at least 3 months prior to the date of your event.

EVENT APPLICATION FORM

Applicant Details

Organisation:

Address:

Contact _____ Person: _____ 1.

2.

Phone: _____ (home)

_____ (work)

Mobile: _____ Mobile during event:

Fax: _____

Email: _____

Event Details

Event _____ Name:

Event Date: _____ Event Times:

Event

Location: _____

Expected Attendance:

Under 50 50 – 100 100 – 400 400 -1000 1000 – 4000 4000 +

Event

Description: _____

Type of Event

- | | |
|---|--|
| <input type="checkbox"/> Bicycle Race | <input type="checkbox"/> Parade/March/Procession |
| <input type="checkbox"/> Fete/Fair | <input type="checkbox"/> Private Event located on council land |
| <input type="checkbox"/> Festival/Major Event | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Film Shoot | <input type="checkbox"/> Other (please specify):
_____ |
| <input type="checkbox"/> Foot Race | _____ |
| <input type="checkbox"/> Fun Run/Walk-a-thon | _____ |

Market

Will Public Liability Insurance be obtained for the event?

Yes
→ Please provide a copy of your Public Liability Insurance policy for this event which should be for at least \$10m.

At your event...

Will food be served?

No
 Yes
→ Please provide a list of food vendors and trading name and what food will be provided

Who is your nominated food contact/coordinator?

Name & Address: _____

Phone: (mobile) _____

Will alcohol be sold?

- No
- Yes – Liquor Licence attached
- Yes – Applied for a Liquor Licence

Will amplified music and/or speeches be incorporated?

No
 Yes

→ Please provide details. E.g. location of speakers, volumes, times/duration and what will be amplified.

Will any road closures be required?

- No
- Yes

→ Please include a map of the affected area(s), also outline the date and times you wish the road to be closed.

Will additional toilets be supplied? (including toilets for disabled)

- No
- Yes

Will any fireworks or other pyrotechnics be discharged?

- No
- Yes

→ Please provide *Workcover Licence to Discharge Fireworks* and a Risk Management or Emergency Management Plan outlining safety measures:

Will any additional Council Facilities be required?

- No
- Yes

→ Other: _____

Power Bins Marquee
(Council's waste wise trailer is available free of charge)

Will any temporary structure such as; marquees, portable stages, amusement rides or any other buildings be erected?

- Yes
- No

→ If yes, the applicant is to provide siting approval for temporary structures from the Council Building Surveyor if structure will be over 100m². If the event is deemed to be a Place of Public Entertainment an Occupancy Permit will be required.

Will temporary signage on public land be posted?

- Yes
- No

→ A Council Officer will contact you in regard to necessary temporary signage permits

Have you taken into consideration access issues regarding those with disabilities?

- Yes
- No

→ Please contact councils Rural Access Officer.

Will any part of your event be held at the Port of Port Fairy i.e. Moyne River, King George Square etc?

- Yes
- No

→ If yes, provide full details, times etc of activity planned.

Are other organisations/events included as part of your event?

- Yes
- No

→ Please provide full details of all organisations, activities and location to be included in your program of events

EMERGENCY MANAGEMENT

Do you have an Emergency Management Plan?

- Yes, please provide a copy
- No

→ Please refer to attached Event Safety Checklist

Who is your nominated Emergency Officer?

Name & Address: _____

Phone: (mobile) _____

Will qualified security staff be present?

- Yes
- No

→ Please provide detail as to why security staff is not required

Will First Aid be available?


- Yes
- No

→ Please provide detail as to why First Aid is not required

Have the Police been notified of the event?

Yes


No

 If no, why not:

Will the SES or CFA be in attendance?

Yes - SES CFA

No

 If no, why not:

Attachments:

- Certificate of currency – Public Liability Insurance
- Site Plan (including evacuation points, First aid, fire extinguishers etc.)
- Event Management Plan
- Food Vendors List
- Liquor Licence
- Map of proposed site or route
- WorkCover Licence to Discharge Fireworks

- Risk Assessment
- Road Closure Diagrams
- Traffic Management Plan
- Other (please specify): _____

I/we, the undersigned, understand that the above information is true and accurate and, if approved, we will conform to any conditions required by Moyne Shire Council. I/We also understand that if I/we do not conform to any conditions, penalties may apply. I/We agree to comply with any reasonable direction of an authorised Council Officer.

Applicant Signature

Print Name

Position

Organisation

Date

Please address this form along with any necessary attachments to:

Events Officer
Moyne Shire Council
PO Box 51
Port Fairy Vic 3284

If you require any assistance with the following to complete this form, please do not hesitate to contact Council on 5568 0555

- OH&S/Insurance
- Street/Road closures
- Food Stalls
- Places of Public Entertainment

The information requested on this form will be used solely by the Moyne Shire Council. We will not use your personal information for any other purpose without first seeking your consent, unless authorized or required by law. The Council may not be able to process your request unless sufficient information is given. You may apply to the Moyne Shire Council for access to and/or amendment of the information on 5568 0555