



Pyrenees Shire Council asks all organisers planning an event within Shire boundaries to please complete the following application form to ensure their event complies with all legislative requirements. As an event organiser, it is your responsibility to ensure all information is provided and the relevant approvals are obtained before holding your event.

We recommend you lodge your application as early as possible before your event. For small events we recommend you apply at least 3-6 months before the event. For large events please apply at least 9-12 months before the event.

The time frames for event permit approvals will vary for different events, depending on their size and complexity. Please note that you may require approvals and permits from other departments within Council and external authorities.

What happens after you submit your application?

The Events Officer will act as your concierge to assist with obtaining the required permits and permissions for your event. They will discuss your event with the relevant Council officers to determine if any other permits or permissions are required and then contact you to discuss any further information that is required.

For assistance or more information please contact our Events Officer

P: (03) 5349 1100

M: 0407 352 353

E: events@pyrenees.vic.gov.au

PLEASE ATTACH FURTHER INFORMATION TO SUPPORT YOUR APPLICATION IF REQUIRED
 For Larger Events this includes: Detailed Site Plans showing all Event Infrastructure and Buildings, Emergency Management Plan, Traffic Management Plan, Waste Management Plan.

Section 1: Event Information

Name of Event			
Type of Event			
Event Date(s)			
Event Location	Street Address		
	Town/Locality	Postcode	
Is the proposed location a Council owned/managed facility, park, or road?		Yes <input type="checkbox"/>	No <input type="checkbox"/> Unsure <input type="checkbox"/>
Crown Allotment No.		Council Property No.	

Section 2: Event Applicant Details

Name of Event Applicant / Group			
Event Coordinator Name	As above <input type="checkbox"/>		
Preferred Contact Method	Telephone <input type="checkbox"/>	Email <input type="checkbox"/>	Post <input type="checkbox"/>
Email			
Telephone			
Postal Address			
Actual Address			
Is the event being organised by an individual or a group?	Individual <input type="checkbox"/>	Group <input type="checkbox"/>	
Is the applicant a Not-For Profit entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the applicant an incorporated body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name of incorporated body or entity			
ABN:			

Section 3: Event Overview

Briefly describe your event:

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Has this event been held before? <i>If yes, when, and where was it held?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Maximum number of people attending? (Including Event Staff and Volunteers)				
Event Time(s)				
When will you bump in?	Date		Times	
When will event start?	Date		Times	
When will event finish?	Date		Times	
When will you bump out?	Date		Times	

If event is over multiple days, please list event start and finish time for each day

Is there an entry fee, ticket fee or donation required to attend the event? <i>If yes, please provide details actual entry fee or donation required.</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Free Gold coin donation Entry Fee \$ _____

Will there be amplified sound eg., amplified music, announcements, or presentations? <i>If yes, please provide details including times/duration</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If will you be advising surrounding residents and commercial properties of the event? <i>If yes, please provide details</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Letter drop with organiser's details Public notice Other (please specify below)

Do you request a Council official (Mayor, Councillor/s, CEO) to perform official duties at your event? If yes, complete the following:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Whom:	
Date:	
Time:	
Details of where they need to be and what you wish them to do:	

Section 4: Food and Beverage

Will food be available at the event? <i>If yes, please provide a list of proposed vendors or caterer</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Food Vendor / caterer	Contact Name	Email	Phone

Please note: all food vendors must be registered with streatrader.health.vic.gov.au and submit a Statement of Trade prior to the event. When food is provided, please also review the smoke free guidelines

[Outdoor dining - smoke-free \(health.vic.gov.au\)](http://health.vic.gov.au)

Will alcohol be served at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the alcohol be sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please provide the name and contact details of the party or individual stall holders holding a liquor licence.

<input type="checkbox"/> I/we have applied for a liquor licence	Expected approval date:
<input type="checkbox"/> Liquor licence approved copy provided to Council	

Section 5: Event Infrastructure

Buildings and Structures

Will you be using any of the following?	Tent or Marquee more than 100m ²	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Building more than 500m ² floor area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Stage or Platform more than 150m ²	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Seating stand for more than 20 people	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Prefabricated building more than 100m ² which is not placed directly on the ground	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*If you have answered 'Yes' to any of the above, you will need a Permit and a Siting Consent for the Building or Structure. Hired buildings or structures should already have an Occupancy Permit – ask for a copy of the permit and carefully read the conditions of the permit. **A Site Plan with the location of each item below must be included with your application (if applicable):***

Are you using an area of open space of 500m² or more? (e.g. park, reserve or paddock) <i>If you have answered 'Yes', we may need further information from you to determine whether an Occupancy Permit is required.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will you be installing fencing or temporary barriers? <i>If yes, please detail type and size:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will there be any Jumping Castles/Inflatable Items or Mechanical Rides? <i>If yes, attach further information describing each one, including the details of the trained operators. Also ensure the locations of these items are marked on your site plan.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Any other Infrastructure (including Art Installations)

Will there be any other infrastructure (Including Art Installations)?	Yes		No	
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Please attach a list of any other infrastructure at your event not already listed. Include type, size, number, and location.

Will your event include fireworks or other pyrotechnics? <i>If yes, provide details below</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Launch site: _____

Date: _____ Time: _____

Pyrotechnic contractor: _____ Phone: _____

You will need to provide:

- | | |
|--|---|
| <input type="checkbox"/> Contractor's risk management assessment | <input type="checkbox"/> Emergency management plan |
| <input type="checkbox"/> Copy of notification to fire brigade | <input type="checkbox"/> WorkSafe permit |
| <input type="checkbox"/> Copy of public notice advertising fireworks | <input type="checkbox"/> Public liability insurance certificate of currency |
| <input type="checkbox"/> Site plan | |

Section 6: Toilets

Does the venue have toilets accessible to event attendees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will the event organiser provide additional toilets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please provide details of number of toilets and disabled toilet/s (both fixed and portable)

Section 7: Waste Management

The Council supports environmental sustainability and encourages all events to offer effective recycling facilities and minimise the use of single use plastic items.

Does the venue have bins for waste collection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, how many bins at the venue

Will the event organiser provide additional bins?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, how many bins

Will you have a recycle option?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you require council assistance for additional bins and collection? <i>If no, how will you dispose of the collected waste during and following the event?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Section 8: Traffic Management

Will your event disrupt traffic or need road/street closures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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*If yes, show on your Site map the roads and parking areas that could be impacted. A traffic management plan that is developed by a **qualified traffic management** company will be required if your event requires road or street closure or increases road congestion in the area. You will also be required to supply evidence of consent from Victoria Police, Emergency Services, VicRoads and Council depending on the location of the road.*

**Please allow 12 weeks for traffic management approvals*

Will interruptions and congestion apply on roads managed by VicRoads?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, you MUST apply if your event will impact activity on major roads and freeways with VicRoads, please visit the VicRoads website for the application form. <https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event>

If yes, have you applied for a VicRoads permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Parking is there adequate parking for attendees? That does not interfere with the usual parking provisions for residents/businesses.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If no, please provide details about parking arrangements for your event. Parking areas should also be shown on your site plan.

Section 9: Public Liability Insurance

As part of your Risk Management obligation, you are required to have Public Liability insurance for no less than \$20,000,000.

- I have attached a copy a Certificate of Currency, Public Liability insurance no less than \$20,000,000.
- I have checked policy is valid at the time of the event.
- Pyrenees Shire Council is listed as an interested party.

Section 10: Risk Management, Emergency Management Plan and Site Plan

If the proposed location is Council owned / managed facility, park, or road a local law permit may be required depending on the size and type of event as part of local law obligations. We may require written evidence that an assessment of the risks associated with staging your event has been undertaken and relevant mitigations have been/will be applied. The event officer can advise if council requires these documents for approval. If not required by council for your specific event it is always advisable as an event organiser to ensure you have these event management plans to limit your liability if an incident does occur. Templates are available on request from the event officer.

Risk Management Plan attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Emergency Management Plan attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Plan Attached refer to checklist below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Plan Check List		
Boundaries of the property or event area / Fencing and temporary barriers	Yes <input type="checkbox"/>	
Site entrances/exits	Yes <input type="checkbox"/>	
Toilets and Water Supply facilities	Yes <input type="checkbox"/>	
Litter/waste location	Yes <input type="checkbox"/>	
Location of Fire Extinguishers	Yes <input type="checkbox"/>	
Location of First Aid	Yes <input type="checkbox"/>	
Emergency assembly point/s	Yes <input type="checkbox"/>	
Emergency Exit/s	Yes <input type="checkbox"/>	
Food and drink vendors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Parking	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Structures/buildings/facilities/art installations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Entertainment/site holder area/s	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marquee locations <i>note size eg 3x3m or 6x3m</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 11: Camping

Will there be any overnight camping on the event site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, you may be required to apply for a Camping Permit. Camping includes occupying or sleeping in a tent, vehicle, mobile home, caravan, or any other temporary or makeshift structure. This includes camping as part of an event.
(Please indicate the location of all camping on the site plan)

Section 12: First Aid

Will you be providing First Aid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If using a commercial First Aid provider are they licensed? <i>Refer to this website for more details regarding first aid licences new regulations Oct 2021 https://www.health.vic.gov.au/patient-care/first-aid-services</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many first aid personnel will be employed/volunteer?		

The provision of First Aid facilities is essential and critical to any event or festival, and must be appropriately equipped and easy to locate by patrons. The number of first aid posts and officers depends on the size of the event.

Section 13: Signage

Will you like to utilise the event signs at the entrance of the Avoca or Beaufort Townships prior to or during your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you like more information from Council regarding township signage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any signage be located on footpaths or nature strips? <i>If yes, a footpath trading permit will be required</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 14: Have you contacted relevant Authorities

Victoria Police Email: AVOCA.UNI@police.vic.gov.au BEAUFORT.UNI@police.vic.gov.au	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance Victoria Email: events@ambulance.vic.gov.au	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Country Fire Authority Email: admin.d16@cfa.vic.gov.au & M.boatman@cfga.vic.gov.au (Community Safety, Grampians Region)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DELWP Email: customer.service@delwp.vic.gov.au	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 15: Advertising / promotion

Would you like this event listed on the Visit Pyrenees website? Yes No
Would you like this event promoted through the Visit Pyrenees Facebook site? Yes No

*If yes, please supply a suitable image to accompany the listing and please provide the following details.
 Preferred – Recommended photo size is 1200 x 630 pixels, high-resolution preferred.*

Email	
Telephone <i>Please be aware that this number will be made public.</i>	
Ticketing link <i>if available</i>	
Website	
Description of your event for promotional purposes	

Declaration (This form must be signed by the applicant.)

I declare that I am the applicant; and that all the information provided with this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature:

Date:

Application Fees

Event Application fee applies to events held in a Public Place. A fee waiver may be available for community and not for profit events. Please refer to this document for the range of fees and charges that may apply to your event.

<https://www.pyrenees.vic.gov.au/files/assets/public/council-publications/budget/2022-23-fees-charges-adopted.pdf>

Please note that if you require permits or permissions from other Council departments or external authorities, additional fees may apply for those.

Lodgement

Lodge your completed application form, the fee payment and all the documents to:

Pyrenees Shire Council
5 Lawrence Street
BEAUFORT VIC 3373

Email: pyrenees@pyrenees.vic.gov.au

Office Use Only

Event Number:

Date Lodged: / /

RecFind Number:

Other Permits Required:

The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of processing an Event application. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 03 5349 1100 during business hours.