|  |
| --- |
| **EVENT APPLICATION FORM**  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. This form is designed to assist you in organising a safe and successful event.  We recommend you lodge your application as early as possible before your event. For small events we recommend you apply at least 2-4 months before the event. For large events please apply at least 4-6 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.  **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.  **For assistance or more information please contact our Events Officer** P: (03) 5349 1100 M: 0407 352 353 E: [events@pyrenees.vic.gov.au](mailto:events@pyrenees.vic.gov.au) |

|  |  |  |
| --- | --- | --- |
| **Section 1: Event Applicant Details** | | |
| Name of Event Applicant / Group |  | |
| Event Coordinator Name |  | |
| Email |  | |
| Telephone |  | |
| Postal Address |  | |
| **Is the event being organised by a community group?** | | Yes  No |
| **Is the applicant a Not-For-Profit entity?** | | Yes  No |
| **Is the applicant an incorporated body?**  *If yes, please attach your certificate of incorporation* | | Yes  No |
| Name of incorporated body or entity |  | |
| ABN: |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 2: Event Information** | | | | | |
| Name of Event |  | | | | |
| Event Date(s) |  | | | | |
| Event Venue |  | | | | |
| Street Address |  | | | | |
| **The maximum number of people attending?** *(Including Event Staff and Volunteers)* |  | | | | |
| Briefly describe your event: | | | | | |
|  | | | | | |
| **Event Time(s)** | | | | | |
| **When will you bump in?** | | **Date** |  | **Time** |  |
| **When will the event start?** | | **Date** |  | **Time** |  |
| **When will the event finish?** | | **Date** |  | **Time** |  |
| **When will you bump out?** | | **Date** |  | **Time** |  |
| *If the event is over multiple days, please list the event start and finish times for each day.* | | | | | |

|  |  |  |
| --- | --- | --- |
| **Is there an entry fee, ticket fee or donation required to attend the event?**  *If yes, please provide details actual entry fee or donation required.* | | Yes  No |
| Free  Gold coin donation  Entry Fee $\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Will there be amplified sound eg., amplified music, announcements, or presentations?**  *If yes, please provide details including times/duration* | | Yes  No |
|  | | |
| **If yes to amplified sound, will you be advising surrounding residents and commercial properties of the event?** *If yes, please provide details* | | Yes  No |
| 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  No |
| Whom: |  | |
| Date: |  | |
| Time: |  | |
| Details of where they need to be and what you wish them to do: |  | |

|  |
| --- |
| **Section 3: 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 of 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 4: 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 |
| For community events would you like the event listed on the Pyrenees Shire event page | | Yes  No |
| *If yes, please supply a suitable image to accompany the listing, high resolution is preferred.* | | |
| **Email** |  | |
| **Telephone** *Please be aware that this number will be made public.* |  | |
| **Ticketing link** *if available* |  | |
| **Website** |  | |
| **Description of your event for promotional purposes** |  | |

|  |  |  |
| --- | --- | --- |
| **Section 5: Food and Beverage** | | |
| **Will food be available at the event?** *If yes, please list the food vendors below* | | Yes  No |
| *Please note: As the event organiser it is your responsibility to ensure all food vendors have registered with* [foodtrader.vic.gov.au](file:///\\data\secure\melissad\Events\Events%20Guidelines\streatrader.health.vic.gov.au) *and provided you with a Statement of Trade prior to the event* | | |
|  | | |
| **Will alcohol be served at the event?**  *If yes, please provide the name and contact details of the party or individual stall holders holding a liquor license.* | | Yes  No |
|  | | |
| I/we have applied for a temp/major event liquor license | Expected approval date: |  |
| Liquor license approved copy provided to Council | | |

|  |  |
| --- | --- |
| **Section 6: 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  No |
| Would you like more information from Council regarding township signage? | Yes  No |
| Will any signage be located on footpaths or nature strips?  *If yes, a footpath trading permit will be required* | Yes  No |

|  |  |
| --- | --- |
| **Section 7: Camping** | |
| **Will there be any overnight camping on the event site?** | Yes  No |
| 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 8: Event Infrastructure** | |
| **Buildings and Structures** | |
| Tent, Marquees or Booths with Floor area greater than 100m2 | Yes  No |
| Building more than 500m2 floor area | Yes  No |
| Stage or Platform more than 150m2 in floor area | Yes  No |
| Seating stands for more than 20 persons | Yes  No |
| Prefabricated building more than 100m2 which is not placed directly on the ground | Yes  No |
| *If you have answered ‘Yes’ to any of the above, you may need a Temporary Occupancy Permit and/or Siting Consent for the proposed event infrastructure. 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 and floor area of each item 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)  *If you have answered ‘Yes’, we may need further information from you to determine whether a* [*Place of Public Entertainment Permit*](https://bpic-search.squiz.cloud/s/redirect?collection=vba-web-2019&url=https%3A%2F%2Fwww.vba.vic.gov.au%2F__data%2Fassets%2Fpdf_file%2F0014%2F152330%2FBuilding_BP_10-Places-of-public-entertainment.pdf&auth=2BBSp00JWoqXyLKYKfajpg&profile=_default&rank=1&query=pLACE+OF+PUBLIC+ENTERTAINMENT) *is required.* | Yes  No |
|  | |
| **Will you be installing fencing or temporary barriers?**  *If yes, please detail type and size:* | Yes  No |
|  | |
| **Will there be any Jumping Castles/Inflatable Items or Mechanical Rides?**  *If yes, attach further information describing each one, including the details of the trained operators and a copy of their public liability insurance. Also ensure the locations of these items are marked on your site plan.* | Yes  No |
|  | |
| **Will there be any other infrastructure (Including Art Installations/Temporary Pools)?**  *If Yes, please attach a list of any other infrastructure at your event not already listed. Include type, size, number, and location***.** | Yes  No |
|  | |
| **Will your event include fireworks or other pyrotechnics?**  *If yes, provide details below* | Yes  No |
| Launch site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pyrotechnic contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  You will need to provide:  Contractor’s risk management assessment  Emergency management plan  Copy of notification to fire brigade  WorkSafe permit  Copy of public notice advertising fireworks  Public liability insurance certificate of currency  Site plan | |

|  |  |
| --- | --- |
| **Section 9: Toilets** | |
| **Does the venue have toilets accessible to event attendees?** | Yes  No |
| **Will the event organiser provide additional toilets?** | Yes  No |
| *Please provide details of the number of toilets and disabled toilet/s (both fixed and portable)* | |
| **Section 10: Waste Management**  *The Council supports environmental sustainability and encourages all events to offer effective recycling facilities. Single use plastic is banned in Victoria.* | |
| **How will the event organise waste and recycling during the event.**  *(Please provide details on how many bins will be available )* | |
|  | |
| **How will the event dispose of waste and recycling during the event.** | |
|  | |
| **Will the event require the use of Councils waste bins?** *If yes, how many bins?* | Yes  No |
|  | |

|  |  |
| --- | --- |
| **Section 11: Traffic Management** | |
| **Will your event be held on a road or road reserve?**  *If yes provide detail on any activity on the road or road reserve* | Yes  No |
|  | |
| **Will your event impede road users or pedestrians?** | Yes  No |
| *If yes, show on your Site map where roads could be impacted. A traffic management plan that is developed by a qualified traffic management company will be required if your event impedes road users or pedestrians.*  *You will also be required to supply evidence of consent from Victoria Police, VicRoads, and Council depending on the location of the road and your event requirements.* **\*Please allow 12 weeks for traffic management approvals** | |
| **Will interruptions and congestion apply on roads managed by VicRoads?** | Yes  No |
| *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*](https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event) | |
| **Have you applied for a VicRoads permit?** | Yes  No |
| **Have you applied for a Victoria Police permit?**  <https://www.police.vic.gov.au/highway-permit-applications> | Yes  No |
| **Parking is there adequate parking for attendees?** *That does not interfere with the usual parking provisions for residents/businesses.* | Yes  No |
| *If no, please provide details about parking arrangements for your event. Parking areas should also be shown on your site plan.* | |

|  |  |
| --- | --- |
| **Section 12: First Aid:** *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.* | |
| **Will you be providing First Aid** | Yes  No |
| **If using a commercial First Aid provider are they licensed?**  *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*](https://www.health.vic.gov.au/patient-care/first-aid-services) | Yes  No |
| **How many first aid personnel will be employed/volunteer?** |  |

|  |  |
| --- | --- |
| **Section 13: Have you contacted other relevant Authorities** | |
| **Victoria Police**  Email: [AVOCA.UNI@police.vic.gov.au](mailto:AVOCA.UNI@police.vic.gov.au) [BEAUFORT.UNI@police.vic.gov.au](mailto:BEAUFORT.UNI@police.vic.gov.au)  More information can be found here <https://www.police.vic.gov.au/events> | Yes  No |
| **Ambulance Victoria**  Email: [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au) | Yes  No |
| **Country Fire Authority**  Email: [admin.d16@cfa.vic.gov.au](mailto:admin.d16@cfa.vic.gov.au) & [M.boatman@cfga.vic.gov.au](mailto:M.boatman@cfga.vic.gov.au) (Community Safety, Grampians Region) | Yes  No |
| **DEECA**  Call 136 186  <https://www.forestsandreserves.vic.gov.au/land-management/managing-crown-land/crown-land-leases-licences-and-permits/events-on-public-land> | Yes  No |

|  |
| --- |
| **Section 14: 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 the 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  No | |
| **Emergency Management Plan attached** | Yes  No | |
| **Site Plan Attached** Refer to the checklist below | Yes  No | |
| **Site Plan Checklist** | | |
| Boundaries of the property or event area / Fencing and temporary barriers | Yes |  |
| Site entrances/exits | Yes |  |
| Toilets include number of toilets on site map | Yes |  |
| Litter/waste location | Yes |  |
| Location of Fire Extinguishers (inc. size and type) | Yes |  |
| Location of First Aid | Yes |  |
| Emergency assembly point/s | Yes |  |
| Emergency Exit/s (inc. width of exit in meters) | Yes |  |
| Food and drink vendors | Yes  No | |
| Water Supply facilities (inc. number of bubbler taps) | Yes  No | |
| Parking | Yes  No | |
| Structures/buildings/facilities/art installations (inc floor areas in m2) | Yes  No | |
| Entertainment/site holder area/s | Yes  No | |
| Marquee locations *note size eg 3x3m or 6x3m* | Yes  No | |

|  |  |  |
| --- | --- | --- |
| **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. | | |
| **Name:** | | **Date**: |
| **Signature**: | |  |
| **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/2023.06-fees_2023-24.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](mailto: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.