

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

Section 1: Event Applicant Details

| | |
|---|--|
| Name of Event Applicant / Group | |
| Event Coordinator Name | |
| Email | |
| Telephone | |
| Postal Address | |
| Is the applicant an incorporated body? <i>If yes, please attach your certificate of incorporation</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Name of incorporated body or entity: | |
| ABN: | |
| Is your event being auspiced by another organisation? <i>If yes, please answer the following</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Name of organisation: | |
| ABN: | |

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| Is the event organised and controlled by a community-based organisation? <i>If yes, please answer the following</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the event established primarily for the purposes of no profit or gain and does not distribute any part of any profit or gain made in the conduct of its activities to any member of the organisation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does your community-based organisation operate in a community wholly for the any of the following purposes. A philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education or charity; or any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Section 2: Event Information

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| Name of Event | |
| Event Date(s) | |
| Event Venue | |
| Street Address of venue | |
| The maximum number of people attending? <i>(Including Event Staff and Volunteers)</i> | |

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.

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| 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 \$ _____

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| 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 yes to amplified sound, 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)

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| 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"/> |
| Whom: | | | |
| Date: | | | |
| Time: | | | |
| Details of where they need to be and what you wish them to do: | | | |

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| 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. | |
| <input type="checkbox"/> I have attached a copy of a Certificate of Currency, Public Liability insurance no less than \$20,000,000. <input type="checkbox"/> I have checked policy is valid at the time of the event. <input type="checkbox"/> Pyrenees Shire Council is listed as an interested party. | |

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| Section 4: Advertising/promotion | |
| Would you like this event listed on the Visit Pyrenees website? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Would you like this event promoted through the Visit Pyrenees Facebook site? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| For community events would you like the event listed on the Pyrenees Shire event page | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <i>If yes, please supply a suitable image to accompany the listing, high resolution is preferred.</i> | |
| 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 | |

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| Section 5: Food and Beverage | |
| Will food be available at the event? If yes, please list the food vendors below if unknown at this stage please note TBC. <i>Please note: As the event organiser it is your responsibility to ensure all food vendors have registered with foodtrader.vic.gov.au and provided you with a Statement of Trade prior to the event</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | |
| 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 <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> I/we have applied for a temp/major event liquor license Expected approval date: | |
| <input type="checkbox"/> Liquor license approved copy provided to Council | |

| | |
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| 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 <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 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) Yes No
If you have answered 'Yes', we may need further information from you to determine whether a [Place of Public Entertainment Permit](#) is required.

Will you be installing fencing or temporary barriers? Yes No
If yes, please detail type and size:

Will there be any Jumping Castles/Inflatable Items or Mechanical Rides? Yes No
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.

Will there be any other infrastructure (Including Art Installations/Temporary Pools)? Yes No
If Yes, 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? Yes No
If yes, provide details below

Launch site: _____
Date: _____ Time: _____
Pyrotechnic contractor: _____ Phone: _____
You will need to provide:
 Contractor's risk management assessment
 Copy of notification to fire brigade
 Copy of public notice advertising fireworks
 Site plan
 Emergency management plan
 WorkSafe permit
 Public liability insurance certificate of currency

| Section 9: Toilets | | |
|---|------------------------------|-----------------------------|
| Does the venue have toilets accessible to event attendees? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Will the event organiser provide additional toilets? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <i>Please provide details of the number of toilets and disabled toilet/s (both fixed and portable)</i> | | |
| Section 10: Waste Management | | |
| <i>The Council supports environmental sustainability and encourages all events to offer effective recycling facilities. Single use plastic is banned in Victoria.</i> | | |
| How will the event organise waste and recycling during the event. <i>Please provide details on how many bins will be available.</i> | | |
| | | |
| How will the event dispose of waste and recycling during the event. | | |
| | | |
| Would you like to book the Councils Event Waste Trailer? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | |
| Section 11: Traffic Management | | |
| Will your event be held on a road or road reserve? <i>If yes provide detail on any activity on the road or road reserve</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | |
| Will your event impede road users or pedestrians? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <i>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</i> | | |
| Will interruptions and congestion apply on roads managed by VicRoads? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <i>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</i> | | |
| Have you applied for a VicRoads permit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you applied for a Victoria Police permit? https://www.police.vic.gov.au/highway-permit-applications | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Parking is there adequate parking for attendees? <i>That does not interfere with the usual parking provisions for residents/businesses.</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <i>If no, please provide details about parking arrangements for your event. Parking areas should also be shown on your site plan.</i> | | |
| Section 12: First Aid: <i>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.</i> | | |
| Will you be providing First Aid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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| 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 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 BEAUFORT.UNI@police.vic.gov.au More information can be found here https://www.police.vic.gov.au/events | 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"/> |
| 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 <input type="checkbox"/> | No <input type="checkbox"/> |

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.

| | | |
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| 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 the checklist below | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Site Plan Checklist | | |
| Boundaries of the property or event area / Fencing and temporary barriers | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Site entrances/exits | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Toilets include number of toilets on site map | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Litter/waste location | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Location of Fire Extinguishers (inc. size and type) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Location of First Aid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Emergency assembly point/s | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Emergency Exit/s (inc. width of exit in meters) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Food and drink vendors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Water Supply facilities (inc. number of bubbler taps) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Parking | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Structures/buildings/facilities/art installations (inc floor areas in m ²) | 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"/> |

| 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: <i>If you don't have access to digital signature, typed name in the above box is sufficient</i> | |
| 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 |

| 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.