

EVENT PERMIT 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.

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. 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.

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 refer to check list in this document, Emergency Management Plan, Traffic Management Plan, Risk Assessment and Management Plan, Certificate of Currency for Public Liability Insurance.

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	
ABN/CAN	
Event Coordinator Name	
Email	
Telephone	
Type of organisation	<input type="checkbox"/> Not for profit <input type="checkbox"/> Registered charity <input type="checkbox"/> Private/Public Co <input type="checkbox"/> Gov body

Section 2: Event Information

Name of Event	
Name of Event Location / Venue	
Street Address	
Maximum number of people attending? (Including Event Staff and Volunteers)	
Briefly describe your event:	

Event date:		Start Time:		Finish time:	
Bump in date:		Bump In Start Time:		Bump out finish time:	

If the event is over multiple days, please list the event start and finish times for each day here:

Is there an entry fee, ticket fee or donation required to attend the event? <i>If yes, please provide actual entry fee or donation required.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

<input type="checkbox"/> Free <input type="checkbox"/> Gold coin donation <input type="checkbox"/> Entry Fee \$ _____

Do you request a Council official (Mayor, Councillor/s, CEO) to perform official duties at your event? <i>If yes, complete the following:</i>	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:			

Section 3: Advertising/promotion

Would you like us to promote this event via our websites and social media platforms? <i>If yes, please supply a suitable image to accompany the listing, high resolution is preferred.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

Email	
Telephone	
Ticketing link if available	
Event Website / Facebook link	

Would you like to utilise the event signs at the entrance of the Avoca or Beaufort Townships prior to and during your event?	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 may be required</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

Section 4: Event Details

Do you plan to serve or sell food or drinks at you the event? <i>Please note: As the event organiser it is your responsibility to ensure all food providers and vendors have registered with foodtrader.vic.gov.au</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Will alcohol be served at the event? <i>If yes, as the event organiser it is your responsibility to ensure the appropriate liquor licence is in place. https://www.vic.gov.au/apply-temporary-limited-liquor-licence</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Will there be any overnight camping on the event site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

Will there be any Jumping Castles/Inflatable Items or Mechanical Rides?	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

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

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

Section 5: 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.

Section 6: Buildings and Structures

The information will be used to determine whether a [Place of Public Entertainment Permit](#) or Temporary Occupancy permit for the proposed event infrastructure is required.

Are you using an area of open space of 500m ² or more? (e.g. park, reserve or paddock) and is the area enclosed, or substantially enclosed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tent, Marquees or Booths with Floor area greater 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 in floor area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Seating stands for more than 20 persons	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"/>
Will you be installing fencing or temporary barriers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the event organised and controlled by a community-based organisation ? Community-based organisation means a body whether incorporated or not that: <ul style="list-style-type: none"> • is not established primarily for the purposes of profit or gain; and • does not distribute any profit or gain made in the conduct of its activities to members; and • operates in a community wholly for either: <ul style="list-style-type: none"> o a philanthropic or benevolent purpose (eg. A school council); or o any sporting or recreational purpose (eg. A football or netball club). 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 7: Waste Management

The Council supports environmental sustainability and encourages all events to offer effective recycling facilities. Single use plastic is banned in Victoria.

Would you like to book the Councils Event Waste Trailer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you like to book extra waste bins from council? Or arrange an additional collection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there public toilets on the event site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 8: Traffic Management

A traffic management plan that is developed by a qualified traffic management company will be required if your event impedes road users or pedestrians on Council controlled roads. The implementation of the traffic management plan must also be implemented by a qualified person/company. You may also be required to supply evidence of consent from Victoria Police, VicRoads, depending on the location of the road and your event requirements.

Will your event be held on a road or road reserve managed by Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Could your event impede road users or pedestrians?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will interruptions and congestion apply on roads managed by VicRoads? VicRoads application form. https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event * Allow a minimum of 8 weeks	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? That does not interfere with the usual parking provisions for residents/businesses. If no, please provide details about parking arrangements for your event. Parking areas should also be shown on your site plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 9: Event Local Law Permit – Complete if an event local law permit is required for your event

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 will 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 review. Templates are available on request from the event officer or <https://www.pyrenees.vic.gov.au/Work-Invest/Planning-your-event>

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	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"/>
Entertainment/site holder area/s	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marquee locations and size	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 10: Contact details of 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	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PARKS Phone 13 1963 https://www.parks.vic.gov.au/get-into-nature/events-and-filming-permits	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"/>

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 completion of this form.			
Name:		Date:	
Signature: <i>Please type name if you don't have access to digital signature</i>			
Lodgement			
Lodge your completed form to:	Pyrenees Shire Council 5 Lawrence Street BEAUFORT VIC 3373 Email: events@pyrenees.vic.gov.au		
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.			
Local Law Permit fees for Street parties, festivals, events and commercial activities - Clause 6.3 – Fees 2025-26 <ul style="list-style-type: none"> • \$174 - Permit required to conduct street party, festival, event or commercial activities in a Public Place <500 occupants (<i>Fee waived if not-for-profit community event</i>) • \$298 - Permit required to conduct street party, festival, event or commercial activities in a Public Place 500-2000 Occupants (<i>Fee waived if not-for-profit community event</i>) • \$451.00 - Permit required to conduct street party, festival, event or commercial activities in a Public Place >2,000 occupants 			
<i>Please note that if you require permits or permissions from other Council departments or external authorities, additional fees may apply for those.</i>			

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.