



Central Goldfields Shire Council

Event Application Form

October 2020



Procedure for Application

If you are intending to run an event on a Central Goldfields Shire Council sports field, park, or reserve, please complete the following application form and forward it to:

Events and Volunteer Development Officer

Central Goldfields Shire Council

12-22 Nolan Street,

Maryborough, VIC 3465

Or

Email to mail@cgoldshire.vic.gov.au

PO Box 194

Maryborough, VIC 3465

Booking Information and Conditions

Submitting this application is the first step in applying for a permit to stage your event in the Central Goldfields Shire.

- This form must be completed in full. Incomplete applications will be returned to you and may result in approval delays.
- Please allow a minimum of 8 weeks for your event application form to be processed. Large to major events may require a minimum 12 – 18 month planning period.
- Council accepts no liability or responsibility for loss, damage or accidents that occur during your event.
- Booking fees and bonds will be set in line with Central Goldfields Shire Council Fees and Charges, which are reviewed annually.
- All booking fees and additional charges must be paid by the due date. If payment is not received within this timeframe, the booking may be cancelled.
- If a bond is specified it will be refundable in whole or part, following an inspection after the event to determine compliance with Council's conditions.
- Any changes to an event date, times or location must be approved by Council.
- Council reserves the right to close a venue and prior notification will be made where possible.
- In the event of an Extreme or Code Red declared fire danger day Council reserves the right to cancel the event.

After the Event Planning documents are received and signed off by the relevant departments or agencies and all other relevant permits are issued then a Central Goldfields Shire Council Events Permit will be issued.

NOTE: Applying for an event permit does not give the Event Organiser immediate approval to market or advertise the event.

OFFICE USE ONLY:

Document ID: _____

Venue booked: _____

Details provided to REMT: _____

SECTION 1: Applicant

Organisation:			
Type of organisation:	Private /Commercial / Community /not for profit / charitable		
Main contact person:			
Position of contact:			
Previous event experience:			
Postal Address:			
Suburb:		Postcode:	
Telephone:		Mobile:	
Website:		Email:	

SECTION 2: Event details

Name of Event:			
Describe the event program and objectives:			
Event start date:		Event end date:	
Event start time (public):		Event finish time (public):	
Expected number of participants:			
Expected number of spectators:			
Has the event been held previously?	No	Yes	
If yes, where, when, how often?			
Targeted Audience: E.g: family function, work function, general public			

SECTION 3: Location

Proposed event location:			
Is the proposed location a Council owned facility, park or Road? <i>If yes, this form constitutes an application under GENERAL LOCAL LAW – PART 2 ROADS AND PUBLIC PLACES, 2.3 Street Parties, Festivals and Processions. Please note that fees and charges may apply and these will be included on your permit approval and invoice.</i>	No	Yes	
Has the venue owner granted permission to use the site for this purpose on the proposed date/s?: Please provide a copy of written permission	No	Yes	
Event set up date:		Event pack up date:	
Event set up time:		Event pack up time:	

SECTION 4: Site planning

Please include a site plan with this Event Permit Application showing the proposed placement of all existing and temporary equipment at the site

Entry to the event:		Free	Ticketed	By donation
Marquees	N/A	Number of marquees:	Size of marquees:	
Will any temporary tent, marquee and booths have a floor area over 100m ² ?				No Yes
Staging	N/A	Number of stages:	Size of stages:	
Will any temporary stages or platforms exceed 150m ² in floor area?				No Yes
Grandstands	N/A	Number of grandstands:	Size of stand/s and capacity:	
Will any temporary seating stands (grandstands) hold more than 20 persons?				No Yes
<i>If you answer yes to any of the questions above you will need to contact the Building Department 5461 0610 to obtain a Siting Approval.</i>				
Have you obtained Building permission for the above?			No	Yes N/A
Have you obtained a Town Planning Permit for the event?			No	Yes N/A

SECTION 5: Site Services *(Where possible please visit the site while developing your application)*

Will you or your contractors use power?	No	Yes	What will the power be used for and show on the site plan:
Will you require a key to access the power?	No	Yes	<i>A Key will be available from reception the last business day prior to your event. A deposit/bond of \$50 is required for a key which must be picked up from the Shire Office – this is refunded on its return.</i>
Will you or your contractors bring a generator onto site?	No	Yes	What will the generator be used for:
			What are the proposed hours of use:
			Show location(s) on the site plan:
<p>Event organisers must ensure that ALL appliances and electrical cords have a current tested tag in accordance with Workcover regulations. All power cords must be protected from earth leakage by the installation of Residual Current Devices (RCD) and must be laid in accordance with Workcover legislations. Power cords crossing access, footpath / roads must be appropriately covered – to reduce the likelihood of slip, trip and fall hazards). You must have a qualified electrician check the site and confirm you have complied with all Workcover regulations.</p>			
Will you or your contractors use water?	No	Yes	What will the water be used for and show on the site plan:
Are there any gates or bollards that you require access to?	No	Yes	<i>A Key will be available from reception the last business day prior to your event. A deposit/bond of \$50 is required for a key which must be picked up from the Shire Office – this is refunded on its return</i>

SECTION 6: Volunteers

Will you be engaging volunteers at the event?		No	Please proceed to Section 6:	Yes
If yes, do you have Volunteer Workers Personal Accident Insurance?	No	Yes	While carrying out work on behalf of your organisation, should a volunteer injure themselves, no matter their age, personal accident cover will protect your organisation if there is a claim.	
If yes, are your volunteers aware of the Victorian Occupational Health and Safety Act of 2004	No	Yes	Volunteers must consider their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures and using protective clothing or equipment provided, when required. Volunteers must immediately report any injury, near miss, damaged equipment or any other hazard observed in the workplace.	
Will your volunteers be in contact with Children?	No	Yes	A Working with Children Check is a legal requirement for volunteers who will have contact with children during the course of their work with your organisation. The Working with Children Check is administered by the Department of Justice (DOJ).	

SECTION 7. Food

Will food be served at your event?	No	Yes	Provide a description of type of food being served:
Will food be sold at your event?	No	Yes	Provide, separate to this application, a list with proposed food vendors and show the locations on the site plan.
Will gas bottles be used by food stalls or at any location within the event site?	No	Yes	Please reference the Energy Safe Guidelines 'Gas safety at public events'.

If the event involves the serving of food to the public, a member of the planning group must be appointed the **Food Safety Supervisor** (this can be the event organiser/someone else). **The first task** for the Food Safety Supervisor is to contact Council's Environmental Health Officer (EHO) on 5461 0647. The EHO can help with this process.

All stall holders must be registered with their local council and complete a Statement of Trade via *Streatrader* <https://streatrader.health.vic.gov.au>. It is the responsibility of the event organiser to ensure these are submitted to council with the Food Safety Supervisor's Certificate (where applicable) no later than 14 days prior to the event.

SECTION 8. Alcohol

Will alcohol be consumed at the event?	No	Yes	<i>Show the alcohol areas on the site plan.</i>		
Will alcohol be sold at the event?	No	Yes	<i>Show on the site plan where the alcohol will be sold.</i>		
If yes to any of the above, do you have a current liquor licence for this event?			Not yet applied	Applied, yet to receive	Yes (please attach)

All events planning on serving alcohol must apply for a Limited Liquor Licence from Consumer Affairs (ph. 9655 6696)
All Limited Liquor Licence applications must specify that they will not be serving alcohol in glass containers.

Please attach Limited Liquor Licence application if relevant.

Note: Consumer Affairs may require evidence from Council that a Planning Permit has been obtained or that a Planning Permit is not required. This confirmation is available from Council's Statutory Planning Department (ph.5461 0610) and may attract an application fee.

* BYO events must limit their patrons to using non-glass containers – plastic and cans only.

Even though you may not need a liquor licence for your event, you should register your event with Victoria Police through the Party Safe initiative.

SECTION 9. Entertainment

Describe the Entertainment Program							
Expected number of performers: <i>(All performers must have their own \$20 million public liability insurance)</i>			Confirmed	No	Yes	N/A	
Is live or recorded music part of the entertainment plan?	No	Yes	Sound testing times from		To:		
			Amplification times from:		To:		
			How you will advise all surrounding residents / commercial properties of the event:				
			An APRA licence may be required for live performance, refer to www.apraamcos.com.au . A PPCA licence may be required for the playing of sound recordings, refer to www.pcca.com.au				
Will there be speakers and amplified noise at the event?	No	Yes	Sound testing times from		To:		
			Amplification times from:		To:		
			How you will advise all surrounding residents / commercial properties of the event:				
Will there be fireworks at the event?	No	Yes	Fireworks date:				
			Fireworks times from		To:		
			Name of Fireworks Company:				
			<i>Under State legislation, fireworks must be provided and operated by a pyro technician who is licensed by WorkSafe Victoria. Please provide a copy of the technician's pyrotechnics licenses, and Workcover Permit.</i>				
Will there be a jumping castle at the event?	No	Yes	<i>Only professional and commercial vendors are permitted to operate on CGSC managed properties. Full details of jumping castle (size, insurance) is to be provided. Please show location on the site plan</i> <i>Jumping Castles or inflatables MUST be secured with weights not pegged.</i>				
Will there be rides / fair attractions at the event?	No	Yes	<i>Only professional and commercial vendors are permitted to operate on CGSC managed properties. Full details of each ride/device (i.e. type of ride, size, manufacturer certification, insurance) is to be provided. Please show location on the site plan:</i>				
Will there be an Animal Nursery or animals at the event?	No	Yes	<i>Only professional and commercial vendors are permitted to operate on CGSC managed properties. Please provide details of the type of animals involved, name of company providing the animals and how such animals will be controlled / monitored. Please show location on the site plan:</i>				
Do you plan to release anything into the atmosphere, such as balloons?	No	Yes	<i>NOTE: The Environmental agencies are not supportive of mass balloon releases.</i>				
Do you plan to erect signage at the event site?	No	Yes	<i>Please provide details of signs and a location on the site plan</i>				
Are you proposing to fence off the event?	No	Yes	<i>Please provide details of signs and a location on the site plan</i>				

All contractors engaged to assist you with running your event must provide you with copies of their current Public Liability Insurance. For events held on CGSC managed properties please provide a copy of these contractors' Public Liability Insurance to Council.

SECTION 10: Traffic management

Will your event impact the normal use of roads in and around the event site?	No	Yes	Please attach a <i>Traffic Management Plan prepared by a qualified traffic management company</i> and include:			
				The roads that will be impacted		
				If applicable, show the direction and the course that the parade or sporting route will take, including start and finish areas		
				Show where any equipment is proposed to be positioned on or near the roadway		
				Location of marshals, barricades, signs (include what they are), flashing lights		
				Show where you suggest the participants, contractors, staff and public will park.		
				Access for people with disabilities.		
				Preferred access routes to the venue.		
			Adequate lighting			
<p>NOTE: If you are proposing to close a road or change normal traffic conditions, and it is supported by the road managers then you will be required to provide a Traffic Management Plan that is developed by a qualified traffic management company at the event organiser's expense. Event organisers must engage a qualified traffic management company to setup and maintain signage.</p> <p>For events that impact the road, road reserve or footpath, you will be required to apply for a permit through the Council Engineering Department.</p>						
Will road closures apply on VicRoads roads?	No	Yes	If yes, you MUST submit an Application to conduct a non-road activity on a highway with VicRoads, please visit the VicRoads website https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event for the application form.			
Have you applied for a VicRoads permit?	No	Yes	A copy of the VicRoads permit must be forwarded to Council with this completed Permit Application eight (8) weeks prior to your event.			
If traffic conditions will be impacted you will need to contact emergency services and public transport companies?	No	Yes	N/A	Please provide evidence of contact with emergency services and public transport companies.		

SECTION 11: Signs and banners

Would you like to erect signage on Council land or road reserves?	No	Yes	Number of signs:		
			Map of locations:		
			A copy of the design to be placed on the signs:		
			The size of the signs:		
			How long the signs will be erected:		
			How the signs will be displayed / erection method:		
Will you erect signage on VicRoads roads?	No	Yes	Please also contact VicRoads regarding any signs to be placed on VicRoads roads (main roads). A copy of the VicRoads permit must be included in this application.		

SECTION 12. Waste Management

Depending on your event and the expected number of participants you may be required to provide additional bins at your event

Are there existing bins on the event site	No	Yes	No. of rubbish bins:	
			No. of recycle bins:	
			<i>Please show their location on the site plan:</i>	
Are you providing extra bins?	No	Yes	No. of rubbish bins:	
			No. of recycle bins:	
			<i>Please show their location on the site plan:</i>	
Who will be responsible for the waste removal?				
NOTE: Council can arrange the delivery of bins and waste/recycling collection for a cost of \$20 per bin, please advise if you would like this service.				
Please arrange the following and the appropriate invoice	_____ rubbish bins		_____ recycle bins	

SECTION 13. Access to Toilets

Depending on your event and the expected number of participants you may be required to provide additional toilets at your event

Are there public toilets on the event site?	No	Yes	Number of female cubicles:	
			Number of male cubicles:	
			Number of accessible (disabled) cubicles:	
<i>Please show location on site plan:</i>				
Are you providing extra temporary toilets?	No	Yes	Number of female cubicles:	
			Number of male cubicles:	
			Number of accessible (disabled) cubicles:	
<i>Please show location on site plan:</i>				
Please provide a schedule for cleaning these toilets?	Responsible group/person:			
	Cleaning schedule:			
Do you require a key to access Council amenities?	No	Yes	A Key will be available from reception the last business day prior to your event. A deposit/bond of \$50 is required for a key which must be picked up from the Shire Office – this is refunded on its return	

SECTION 14. First aid

Who is providing your first aid?	
How many first aid personnel will be employed/volunteer?	
What time will they operate	
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. Council is able to provide contact details for local first aid suppliers who can advise appropriately.	

SECTION 15. Security

Have you engaged security for your event?	No	Yes	N/A	If yes, please provide the following details:	
				Security provider	
				Duration	
				Number of security guards	
				Personnel registration numbers	
Have you advised your local police service of the event?	No	Yes	Please note: It is the responsibility of the Event Organiser to notify all relevant authorities of the event.		
All security personnel must be appropriately licensed in accordance with current Victorian legislative and regulatory requirements.					

SECTION 16: Risk Management

As part of your Event Permit application you will be required to submit the following documentation.

Have you downloaded the VIC Emergency App? A resource that provides Victorians with access to warnings and incidents for fires, floods, storms, earthquake, and water safety.	NO	YES
DOCUMENT TYPE:	ATTACHED:	
A copy of the events Public Liability Insurance to the value of \$20 million	NO	YES
A signed copy of Council's Indemnity Form (at the end of this form)	NO	YES
A Risk Management Assessment/ Plan in accordance with AS/NZS ISO 31000:2018. You can use Council's template or your own format.	NO	YES
An Emergency Management Plan. What emergency procedures have you organised should an incident occur during the course of the event? You can use Council's template or your own format.	NO	YES
A COVID Safe Plan	NO	YES
Site Plan	NO	YES
A copy of notifications to residents/traders: if applicable	NO	YES
A copy of letter of approval from land owner: if applicable	NO	YES
Please contact an officer from each of the following Emergency Service Organisations and record their details below		
Emergency Service	Name:	Date of Contact
Police		
Ambulance		
SES		
CFA		

SECTION 17: Insurance

A copy of the events Public Liability Insurance to the value of \$20 million Please attached a copy of your current Public Liability Insurance. *Event organisers may require additional insurances including: Workers Compensation, Property, Professional Indemnity, Motor Vehicle, Personal Accident, Protector/Association Liability*

Contractors: All contractors engaged to assist you with running your event must provide you with copies of their current Public Liability Insurance. Council may request a copy of contractors' insurance.

SECTION 18: Authorisation

I have read and completed the Event Permit Application Form in good faith and I agree to adhere to all of the reasonable requests made during the assessment and planning phase that may be stipulated by the Central Goldfields Shire Council and other agencies.

I understand that making application does not constitute approval of an Events Permit.

I also understand that an Events Officer will advise and guide me as to the next steps of the event planning process.

Print Name:

Signature:

Date:

Submit your Event Permit Application Form to:

Central Goldfields Shire Council

The Events Officer

PO Box 194 Maryborough, VIC, 3465

Facsimile: (03) 5461 0665

Or

Email: mail@cgoldshire.vic.gov.au

Or in Person

12-22 Nolan Street

Maryborough

If you require assistance please contact: (03) 5461 0610

Privacy Statement

Personal information requested on this form will only be used by Council for administration purposes and will not be disclosed without your consent except where authorised by law. You have the right to seek access and correction of your personal information. *Privacy and Data Protection Act 2014*

Event Indemnity Form

This section is to be completed by the Permit Holder or their authorised representative

FORM OF INDEMNITY

I,		(Name of Person)
of		(Address of Person)
in the State of Victoria		
holding the position of		(Role or Position in Business)
in the business named		(Business Name)
With ABN or ACN		(Australian Business or Company Number)
of		(Business Address)
For which business I am duly authorised to sign this indemnity,		
In consideration of the Permit for		(The name of the event/activity)
On the date of the activity:		(The date of the event/activity)
On the footpath, parcel of land or roadway		
Being granted to		(Name of Person or Incorporated Business Name of the Permit)
<p>(referred to as "the Permit Holder") HEREBY COVENANTS with CENTRAL GOLDFIELDS SHIRE COUNCIL (hereinafter referred to as "the Council") that unless caused by a breach of statutory duty or common law by the Council or any of its officers, agents, employees or contractors, the Permit Holder agrees to indemnify the Council and keep the Council indemnified from and against all and any damage, loss, cost or liability incurred or suffered by any person as a result of the Permit Holder's failure to comply with any conditions of the Permit granted by the Council, or any other failure to comply with any relevant law, lawful duty or obligation giving rise to any damage, loss, cost or liability incurred or suffered by any person as a result of or in any way associated with the exercise of this Permit.</p>		
SIGNED SEALED AND DELIVERED by,		
(Print Name)		(Sign)
(Print Position)		(Date)
In Victoria in the presence of:		
(Print Witness Name)		(Witness Signature & Date)