

## EVENT PERMIT APPLICATION FORM

Please use this form if you are planning a large or complex event in Golden Plains Shire or if you have been requested to do so by Council.

Application process:

- Complete this form and attach all required supporting documents.
- Council will review your application, and you will be notified of any permits, documentation or insurance requirements necessary for your event.
- You must provide copies of all required documents before your event can proceed.

Important Information:

- To ensure timely processing please include all requested documents with your application.
- If your event requires a planning permit, please allow minimum of three (3) months for processing.
- Major events may require up to twelve (12) months' notice.
- For smaller events, please begin by completing the Event Registration Form, available on Council's website: [goldenplains.vic.gov.au/form/event-registration](http://goldenplains.vic.gov.au/form/event-registration).

### SECTION 1: EVENT INFORMATION

Name:
Proposed dates of the event:
Proposed event location:

### SECTION 2: EVENT ORGANISERS

Event applicant (business, club or group organising event):	
ABN/CAN	
Postal address	
Telephone	Email
Fax	Website
Mobile	Facebook page

**The following contact details will be used for online and in printed publications media**

Name
Event Role/Position

Telephone	Mobile
Fax	Email

### SECTION 3: EVENT OVERVIEW (suitable for publication)

**Briefly describe your event**

Event set up date	Event pack up date	
Event set up time	Event pack up time	
Event start time (public)	Event finish time (public)	
Expected number of participants	Local	Non Local
Expected number of spectators	Local	Non Local
Has this event been held before?	No	Yes, where?
Do you intend to hold it again?	No	Yes, where?

### SECTION 4: SITE PLANNING

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

**Entry to the event (Please indicate if you are charging an entry fee)**

	Free		Ticketed \$		By donation
Fencing	No	Yes	Existing fence		Temporary fence
Marquees	No	Yes	Number of marquees		Size of marquees
Stages	No	Yes	Number of stages		Size of stages
Grandstands	No	Yes	Numbers of seats		Size of seats

## SECTION 5: TRAFFIC MANAGEMENT

Could your event impact the normal use of roads in and around the event site?

No	Unknown	Yes
		Attach a map: <ul style="list-style-type: none"> <li>• Indicate the names of the roads that will be impacted</li> <li>• Show the direction and the course that the parade or sporting route will take, including start and finish areas</li> <li>• Show where any equipment is proposed to be positioned on or near the roadway</li> <li>• Show where you suggest the participants, contractors, staff and public will park</li> </ul>

Will a road closure apply?

No	Unknown	Yes	
		Date of road closure	
		From	To
		From	To

## SECTION 6: SITE SERVICES

(Where possible, please visit the site while developing your application)

Will there be power available on site?	No	Unknown	Yes
Do you plan on bringing a generator on site?	No	Unknown	Yes
Will there be water available on site?	No	Unknown	Yes
Are there any gates or bollards that you require access to?	No	Unknown	Yes

## SECTION 7: WASTE MANAGEMENT

Depending on the event and the expected number of participants, you may be required to provide additional toilets and bins. Large events may require an Event Waste Plan. Council can provide extra bins through Cleanaway.

Are there public toilets on the event site?

No	Unknown	Yes (show location on the site plan)	
		Number of Female cubicles	
		Number of Male cubicles	
		Number of accessible cubicles	

Are you providing extra temporary toilets?

No	Unknown	Yes (show location on the site plan)	
		Number of Female cubicles	
		Number of Male cubicles	
		Number of accessible cubicles	

**Are there existing bins on the event site?**

No	Unknown	Yes (show location on the site plan)
		Number

**Are you providing extra bins?**

No	Unknown	Yes (show location on the site plan)
		Number

**Would you like to book extra waste bins provided by Council?**

Extra bins may be available from Cleanaway for drop-off and pick-up at the event site.	Yes	No
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**SECTION 8: ENTERTAINMENT**

**Describe the Entertainment Program**

Is live or recorded music part of the entertainment plan?	No	Yes		
Will there be speakers and amplified noise at the event?	No	Yes		
		Amplification Times	From	To
		Sound Testing Times	From	To
Will there be any special activities at your event? (Fireworks, jumping castles, animal nursery, rides, etc.)	No	Yes (provide details)		

**SECTION 9: FOOD AND BEVERAGE**

**A full list of vendors must be provided 30 days prior to the event start.**

**Food vendors must provide proof of registration and register a Statement of Trade with Streatradar at least 30 days prior to the event.**

**If you plan to sell alcohol, please contact Licensing Victoria to determine whether a licence is required.**

**Will food be sold at your event?**

No	Unknown	Yes
		Provide a list of proposed food vendors. It is the responsibility of the Event Organiser to collect copies of all required food permits.

**Do you plan to use gas at the food stalls at the event?**

No	Unknown	Yes
		Provide contact Energy Safe Victoria to understand your responsibilities as the Event Organiser.

**Do you plan to serve alcohol at the event?**

No	Unknown	Yes
		Show on the site plan where the location of the bar and consumption areas are. Please provide a copy of your licence to serve alcohol.

**SECTION 10: VEGETATION**

**Will your event impact on native vegetation?**

No	Unknown	Yes
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**SECTION 11: RISK MANAGEMENT**

**As part of your Event Application, you will be required to submit the following documentation:**

A signed copy of your Public Liability Insurance (this must reflect Public Liability of \$20 million)	Yes, attached
A draft risk assessment (appropriate to the size of the event)	Yes, attached
Will you be informing any of the following authorities regarding your event?	
Police	Yes No
Emergency Services (e.g. CFA, SES)	Yes No

**SECTION 12: ADDITIONAL INFORMATION**

**Is there anything else regarding the event that you would like to bring to the attention of Golden Plains Shire Council?**

No	Yes

## SECTION 13: OTHER SERVICES

Would you like to register your event on Council's online events calendar?	Yes	No
Do you authorise all details provided on this form to be published?	Yes	No
Would you like to book any of Council's road-side community sign locations? If yes, please contact Council's Customer Experience team on 5220 7111 to complete your booking.	Yes	No

## SECTION 14: FINALISING YOUR EVENT APPLICATION

**I confirm that I have completed this event application to the best of my knowledge, providing accurate and truthful details. I understand my event will be organised and managed as described, subject to any further requirements of modifications advised by Golden Plains Shire Council.**

**I understand that completing this event application does not constitute a permit or approval to hold the event.**

Please print your name	
Signature	Date

Please submit the completed event permit application form, and all attachments to:

Communications and Engagement Support Officer  
Golden Plains Shire Council  
PO Box 111, Bannockburn Vic 3331  
Email: enquiries@gplains.vic.gov.au  
Phone: 5220 7111

### Golden Plains Shire Council Privacy Statement

The Golden Plains 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 *Privacy and Data Protection Act 2012*. Council has in place a standard operating procedure that sets out the requirements for the management and handling of personal information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer at [governanceadministration@gplains.vic.gov.au](mailto:governanceadministration@gplains.vic.gov.au) or call 5220 7111.

### OFFICE USE ONLY -

Building	Economic Development
Works	Environmental Health
Planning	Community Development
Risk Management	Communications
Roads	Events Calendar

### EVENT APPLICATION APPROVAL

Date approved	Approved by	Signature
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