

Event Permit Application Form



Please ensure you have read Council’s **A Guide to Holding an Event in Moorabool Shire** before completing this form. This form should be submitted as per Council’s time frames noted in the Guide. Events taking place on private land do not require an application to be submitted to council. However, depending on the nature of the event, other permits may be required.

All documents referred to in section 17 of this form must accompany this application.

For assistance in completing this form, please contact Council’s Economic Development Team 03 5366 7100 or tourism@moorabool.vic.gov.au

Privacy notice: Moorabool Shire Council is collecting your personal information in order to process and review this event permit application. The personal information collected in this application and supporting documents (risk management, event management and emergency management templates) will be used by Council for that primary purpose or directly related purposes. In order to assess this application, this information may be shared with regulatory authorities and emergency services. You may request access and/or correction of your personal information held by Council, by contacting Council’s Privacy Officer on 5366 7100 or via info@moorabool.vic.gov.au .

1. EVENT NAME

2. EVENT ORGANISER DETAILS

Organisation/Group

ABN/CAN

Postal Address

Phone

Email

Is this a community-based organisation?

Yes

No

EVENT COORDINATOR (the person Council liaises with)

Name

Position

Phone

Email

3. EVENT DETAILS

Detailed description (minimum 200 words) of the event (include proposed program with timings and activities).

[Empty text area for event description]

EVENT DATES/TIMES

Event Date/s Start: Finish:

Event Times Start: Finish:

Set Up Date:
Start Time: Finish Time:

Pack Down Date:
Start Time: Finish Time:

LOCATION

Preferred Location

Alternative Location

ESTIMATED ATTENDANCE

Maximum event attendees at any one time

ENTRY FEE

Free Yes No

Ticketed Yes No

Gold Coin/Donation Yes No

4. TRAFFIC MANAGEMENT

Traffic management plans are required if there is any impact to the normal use of roads in and around your event site. This includes traffic, parking or pedestrian safety.

Could your event impact the normal use of roads, footpaths and parking areas in and around your event site? Yes No

If yes, all changes to road and traffic conditions requires approval from the road manager. To determine if VicRoads or Moorabool Shire Council is the road manager, refer to Council's Guide to Holding an Event in Moorabool Shire for further information.

5. CAR PARKING

What parking provisions have been made for those attending this event?
Consideration must be given to accessible parking.

6. FOOD

Will you be selling or serving food? Yes No

If yes, a list of vendors must be provided to Council prior to the event.

Event organisers are responsible for all food vendor public liability.

STATEMENT OF TRADE

In addition, it is the event organisers responsibility to ensure all businesses providing food from temporary and mobile food premises are registered with [Streatrader](#) and have submitted a Statement of Trade (SOT) for the event at least five days prior to the event.

7. ALCOHOL

Will you be selling or providing alcohol? Yes No

Additional comments (i.e. where will the dry zone be located):

If yes, a liquor licence will be required. A copy of the licence must be provided to Council.

8. TOBACCO LAWS

From the 1st of August 2017 smoking was banned in all outdoor dining areas where food is available for consumption. This includes:

- premises such as restaurants, cafés, take-away shops and licensed premises, including courtyard dining areas and footpath dining
- food fairs
- other organised outdoor events, including community or street festivals.

Please describe how your event will address the tobacco law requirements

9. MOBILE ACCESSIBLE RESTROOM, MARVELOO

Marveloo is a mobile accessible restroom for hire that caters for people with high support needs and their carers. Further details on the Marveloo can be found on [Council's website](#).

Are you interested in discussing having the Marveloo at your event? Yes No

If yes, a Council officer from Council's Active Ageing and Community Access Unit will be in contact.

10. ADVERTISING

Please tick if you wish Council to advertise your event on Council's website event calendar.

11. POLITICAL REPRESENTATION

Would you like to request political representation at your event?

- No
- Yes, attendance only
- Yes, speech

12. USE OF COUNCIL'S LOGO AND ACKNOWLEDGEMENT

If Council grants the event funding of \$400.00 or more, acknowledgement of Council's contribution in the promotion of the project, event or organisation is required by use of Council's logo and acknowledgement of Council in official written and verbal communication.

I have read the Use of Council's Logo and Acknowledgement section in Council's Guide to Holding an Event in Moorabool Shire and agree to use the logo as per the terms and conditions listed.

13. INFRASTRUCTURE AND SITE DETAILS

Mark and provide details (including amount, size, contractor) on any of the following that apply to your event (disregard those that don't apply to your event). These should also be included on your site map. Council is not responsible for any infrastructure. Additional permits may be required. It is the sole responsibility of the event organiser to ensure all permits are obtained before the event.

Important:

- EPA guidelines and Local Laws are to be observed for all events.
- Pegging of temporary infrastructure is not permitted on Council owned parklands and reserves.
- Power and water on these sites are not included in the event permit. Event organisers will need to make their own arrangements.

<input type="checkbox"/> Fencing or temporary barriers	
Details	
<input type="checkbox"/> Marquees	
Details	
<input type="checkbox"/> Stage	
Details	
<input type="checkbox"/> Temporary seating	
Details	
<input type="checkbox"/> Other vendors i.e. Stallholders	
Details	

<input type="checkbox"/> Other structures (i.e. amusement rides, inflatable items, including swimming/ wading pools)	
Details	
<input type="checkbox"/> Waste bins – litter and recycling <i>Provide information on how many waste bins and intended collection during event.</i>	
Details	
<input type="checkbox"/> Toilets <i>Provide information on the number of toilets available to the public including disabled accessible toilets and intended cleaning schedule. Refer to A Guide to Holding an Event in Moorabool Shire Council for further information.</i>	
Details	
<input type="checkbox"/> Other infrastructure <i>Infrastructure to consider includes provision of shade for outdoor events.</i>	
Details	
<input type="checkbox"/> Water requirements	
Details	
<input type="checkbox"/> Power requirements	
Details	

<input type="checkbox"/> Musical entertainment	
Details	
<input type="checkbox"/> Amplified noise	
Details	
<input type="checkbox"/> Security including counter-terrorism measures <i>In addition to security personnel, provision for concrete/water barriers at entry/exit points on the event site. The self-assessment tool created by the Australia-New Zealand Counter-Terrorism Committee mentioned in A Guide to Holding an Event in Moorabool Shire Council is a useful starting point.</i>	
Details	
<input type="checkbox"/> Emergency vehicles/First Aid	
Details	
<input type="checkbox"/> Signage  <i>If you intend to use Council's Township Entrance Signs, please provide the intended dates (maximum 1 month) and which towns (see the Guide to Host an Event in Moorabool Shire for further information). Additionally, please advise other signage you may use. Council do not approve real estate signs or other signs placed on public land.</i>	
Details	
<input type="checkbox"/> Other	
Details	

14. IMPACT OF THE EVENT ON OTHERS

It is important that the event organiser identifies and takes the appropriate steps to prevent and/or reduce the potential impact that the proposed event may have on others. Possible impacts include but are not limited to noise, traffic road closures, fireworks etc.

Please provide the intended communication plan including any letters in your event management plan. In addition, a list/map of who will be contacted is required.

15. COMMUNITY SAFETY

It is important that the event organiser notifies emergency services of the proposed event. These include:

- Victoria Police
- CFA
- Ambulance Victoria
- SES
- VicRoads (if one of the affected roads is not a Council-maintained road)

Please provide the intended communication plan including any letters in your event management plan. In addition, a list of who will be contacted is required. Contact information for the above emergency services can be found in Councils Guide to Holding an Event in Moorabool Shire.

16. COVID-19 MANAGEMENT PLAN FOR EVENTS

We all have a responsibility to reduce the spread of COVID-19.

A requirement for the use of Moorabool Shire Council land to host an event during the COVID-19 Pandemic is the completion of the Moorabool Shire Council COVID-19: Management Plan for Events and signed declaration. This document must be completed and provided to Council for assessment along with the Event Application form.

16. SUPPORTING DOCUMENTS

Please ensure all relevant documentation is sent with your application. Late documentation will result in delays to assessing your application and may result in the cancellation of your event.

Applications should be submitted to tourism@moorabool.vic.gov.au

COMPULSORY

Venue Booking

The event organiser is solely responsible for the direct booking of the venue. This application DOES NOT reserve the venue space requested. Details on who to contact to book the venue can be found in the Moorabool Shire Guide to Holding an Event.

Copy of Certificate of Currency

All public liability insurance must cover a minimum of \$20,000,000. Please ensure the cover is valid for the time of the event. Please do not forward an invalid certificate.

Detailed Site Plan

Items to include are parking, road closures, location of infrastructure, alcohol dry zones (if applicable)

Event Management Plan including communication plan for notifying impacted business/residents, emergency services, waste management etc.

A template has been made available on [Council's website](#) as a guide.

Emergency Management Plan

A template has been made available on [Council's website](#) as a guide.

Risk Management Plan

A template has been made available on [Council's website](#) as a guide.

Completion of Accessible Events Checklists

Refer to [Council's Guide to Holding an Event in Moorabool Shire](#) for further information.

COVID-19 Management Plan for Events

Download the form from [Council's website](#).

This Application Form

Council will contact the event organiser directly with any queries regarding additional permissions/permits that may be required.

OTHER REQUIREMENTS DEPENDING ON THE NATURE OF YOUR EVENT

Application for Occupancy Permit for a Place of Public Entertainment (POPE)

Refer to [Council's Guide to Holding an Event in Moorabool Shire](#) to determine whether this is required.

Application for Planning or Building Permit

Refer to [Council's Guide to Holding an Event in Moorabool Shire](#) to determine whether this is required.

Traffic Management Plan and associated forms

Copy of Working with Children's Check card if your event will attract minors

SELF-ASSESSMENT

Completion of Crowded Places Self-Assessment Tool

Refer to [Council's Guide to Holding an Event in Moorabool Shire](#) for further information.

18. EVENT INDEMNITY

To be filled out when applying for authority to use a portion of the road or other public area within Moorabool Shire Council.

This indemnity is given by _____ (name of organisation, club) Of
(address) (known as the Indemnifier) on the _____ (date).

The Indemnifier has applied to Council for authority to use a portion of a road, or other public area within the Municipality of Moorabool Shire Council. The event will take place on _____ at the following location _____ between _____ (start and finish time).

The Indemnifier agrees that this event will be held at their own risk and is solely their responsibility. Further, they accept that the road or public area, as it stands may not be totally free of defects, either hidden or exposed. The Indemnifier agrees to hold harmless Moorabool Shire Council its servants and agents, and each of them in connection with all claims resulting from damage loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Indemnifier against Moorabool Shire Council, except to the extent that Moorabool Shire Council is negligent.

The Indemnifier shall, at all times during the period identified above and one full day prior and one full day following the event be the holder of a current public liability policy of insurance (The Public Liability Policy) to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the event being organised and run by the insured. The Public Liability shall provide coverage of a minimum amount of \$20,000,000.

AUTHORITY REQUIRED IF A PERSON IS ACTING FOR A CLUB OR ORGANISATION

I _____ (name of applicant) have authority to act on behalf of _____ (name of organisation) in signing this indemnity form on behalf of the club or organisation.

Signature of person making application

I _____ (name of applicant) hold the following position with the club or organisation's (must be President, Vice President or Secretary of the organisation) approve that the person named above is authorised and is acting on behalf of the club or organisation in signing this Indemnity.

Signature of authorisation by club or organisation

_____ Date: _____

Witnesses name: _____ Signature: _____

Witnesses address: _____

Witnesses phone number: _____

19. AGREEMENT

I declare:

- a) I am the authorised person to apply for the Event Application and all information provided in this application is true and correct.
- b) I have read Council's Guide to Holding an Event in Moorabool Shire and accept the conditions for the event/s.
- c) I agree to comply with all event conditions, local laws and all relevant legislation.
- d) The event will be organised and managed as I have described unless advised otherwise to Moorabool Shire Council and/or its authorities.
- e) I understand that this Event Application does not constitute event approval.
- f) I have reached out, in the first instance to Moorabool Shire businesses for the supply of goods and services for the event including food vendors and shall holders.
- g) I have not advertised the event prior to gaining approval from Moorabool Shire Council.
- h) Council may cancel or modify events at any stage due to:
 - public safety concerns
 - extreme weather
 - identified high risks
 - site safety or conditions
 - conflict in applications (i.e. date, nature of the event)

Council reserves the right to decline any event which is not in line with these conditions.

- i) The event meets all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health and liquor licensing.
- j) Council officers may consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.
- k) I have developed and implemented other relevant event plans including (but not limited to) risk management, emergency management, noise management, site and waste management.
- l) I will ensure the event is accessible and inclusive for all and have completed the Accessible Events Checklists.
- m) I will not use Council's logo unless the event has been funded by Council and in this case, I will use the logo as per the terms and conditions as outlined in the Guide.
- n) I am required to reimburse Council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities. A bond in advance may be required.
- o) If the event is held on public land, I will provide Council with a post event evaluation within 8 weeks of the conclusion of the event.
- p) Council reserve the right to terminate an event if:
 - event application conditions are breached
 - any laws are broken
 - a misrepresentation is identified in application
- q) By signing this Event Application, the Event Applicant agrees to hold harmless the Moorabool Shire Council and both releases and indemnifies and keeps released and indemnified the Moorabool Shire Council from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property of persons in connection with the use of the public area and any work connected therewith pursuant to this Application, but excluding such liability arising from any negligent act, default or omission, on the part of the Council, its servants, agents or employers either solely or in contribution thereto. Council's liability shall be limited to the extent, and in proportion to, the degree to which any negligent act, default or omission on its part has contributed to the loss.
- r) I understand that the Council Officer will advise the next steps required for my event to gain approval.

Name

Position

Signature

Date