

PART  
ONE

# Event Planning Kit

Part 1: Event Form Information

INTERIM KIT 2018



Information for running a new or existing event within the Mount Alexander Shire

THIS IS A COMPREHENSIVE GUIDE TO PREPARING FOR AN EVENT IN THE SHIRE  
AND IS AN IMPORTANT PART OF THE PLANNING AND PREPARATION FOR AN EVENT

## Introduction

The Mount Alexander Shire has much to offer, from its rich heritage to beautiful natural surroundings, a thriving local economy and a diverse cultural life. The Shire is known far and wide for its cultural facilities and events. Council recognises the potential social and economic benefits derived from holding events within the Shire.

This Guide is designed to provide event organisers with the knowledge and detail required to run a safe and successful event.

This version is an interim document to assist event organisers. Council is currently reviewing the process and funding arrangements for support to events in the Shire.

## What is an Event?

An event is classified as any planned activity where any open area (fenced or unfenced), structure (permanent or temporary), roadway, venue or facility will contain a number of persons greater than normally found in that area or location at one time.

This events kit applies to events that are open to the general public. The event may be organised by a public or private entity.

It is your responsibility to ensure that you have a clear understanding of your intended event, and that you provide the necessary documentation to Council.

## How to use this Guide and Application Kit

This Guide is structured into three sections and will take you through all the paperwork required to obtain permissions and permits:

- Part 1: Event Form Information
- Part 2: General Event Information and Advice
- Part 3: Event Form

This “one stop shop” will enable you to alert Council to your event and assist you to adhere to the relevant laws in one easy process.

You will need to work through the guidance contained in Part 1 and complete all relevant sections of the form in Part 3.

## What Happens Next?

Submit your application by email, hand delivery or post. You need to ensure Council receives your application **at least 12 weeks prior to your event**.

If you want to know how the information that you provide in your application is used, please refer to: [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au)

Together with your application, please include payment for any applicable permit fees. Payments may be made in person at the Civic Centre or via post. Full EFTPOS facilities are available, or you can pay by cash.

An email of acknowledgement will be issued once the application is received. The application will then be processed by Council officers and an officer will contact the event organiser to discuss the application.

Post:  
Mount Alexander Shire Council  
Events Registration  
PO Box 185  
Castlemaine 3450

Hand Delivery :  
Civic Centre  
27 Lyttleton Street, Castlemaine

Email :  
[events@mountalexander.vic.gov.au](mailto:events@mountalexander.vic.gov.au)

## Who to Contact with Further Queries?

If you have read all the information contained in this guide, and you have further queries, please contact the Events Officer at Mount Alexander Shire Council on 05 5471 1700 or email [events@mountalexander.vic.gov.au](mailto:events@mountalexander.vic.gov.au)

# Part 1:

## Event Form Information

### 1.1 Getting Started – Self Assessment of Event Requirements and Event Registration

If you are thinking of running a new event or holding a regular event within the Shire, you will need to register this activity with Council **at least 12 weeks prior** to the event date/s (you will need to do this annually if it is a regular event).

To register, you need to complete the **Event Registration** section and then a series of other relevant sections contained in part 3.

Please assess your event requirements against the table below to determine which sections of the form are required to be completed and submitted to Council.

**Note:** *By completing and submitting this form to Council, you are making an application for event assistance and approval. Council will then notify you if your application has been approved.*

EVENT REQUIREMENTS	SECTIONS OF FORM TO BE COMPLETED
Event registration	Section 1: Event Registration <b>REQUIRED</b>
Risk assessment for emergency response planning	Section 8: Emergency Management Plan Assessment Checklist <b>REQUIRED</b>
Building Questionnaire	Section 10: Building Questionnaire <b>REQUIRED</b>
Will you be requiring use of a public space?	Section 2: Use of Council Owned or Managed Land (parks, gardens or reserves)
Will you require road closures? (i.e. not just using roads)	Section 3: Local Law 6 Application, Event-Related Road Closures
Will you need assistance with rubbish and recycling?	Section 4: Rubbish and Recycling Assistance Request
Will you need support with cleaning existing toilet facilities?	Section 5: Toilets – Additional Servicing of Amenities
Will you be handling, preparing and/or selling food to the public?	Section 6: Food Premises Register (Food Act 1984)
Do you plan to erect any temporary advertising and/or directional signage?	Section 7: Application for Temporary Advertising and/or Directional Signage
Were you instructed by Section 8 to prepare an Emergency Management Plan?	Section 9: Emergency Management Plan Guidelines
Will there be camping at your event?	Section 2: Use of Council Owned or Managed Land.

## 1.2 Marketing Support

Mount Alexander Shire Council can offer support with marketing and promoting your event through listings in the Calendar of Events and on the Shire's tourism website: [www.maldoncastlemaine.com.au](http://www.maldoncastlemaine.com.au)

A mail out is conducted in September/October each year in regard to the Tourism Website and printed Calendar of Events. To check whether you already have a listing please go to: [www.maldoncastlemaine.com.au](http://www.maldoncastlemaine.com.au)

Other marketing opportunities on offer include public relations, print opportunities and use of Council's event boards (signage boards located at town entry points).

You can also place your event flyers inside the Castlemaine and Maldon Visitor Information Centres and participate in an event exhibition (for a small fee) in the Castlemaine Market Building.

We also offer an accommodation referral service to assist visitors attending events to find accommodation that matches their needs.

For further information on the above opportunities, many of which are provided free of charge, please contact Claire Baker, Tourism Marketing Officer on 03 5471 1727 or email: [c.baker@mountalexander.vic.gov.au](mailto:c.baker@mountalexander.vic.gov.au).

## 1.3 Use of Council Owned or Managed Land (Parks, Gardens, Reserves)

Will you be staging your event on land you think is publicly owned? If the event is to be held in a park, garden or reserve, this is likely to be the case.

If unsure, it's safest to check with the Events Officer at Council, and if applicable, they can direct you to the appropriate authority.

Costs may apply for use of this land, and fees will vary, depending on the chosen venue.

Please complete Section 2: Use of Council Owned or Managed Land (Parks, Gardens, Reserves) in Part 3.

## 1.4 Road Closures, Speed Reductions & Events on Public Roads

Will your event require planned road closures or involve speed reductions? For example, perhaps you are planning a market or a parade taking place on a road, laneway or alley.

Will your event be undertaken within Council's road reserve - the area extending from a private property boundary through to, and including, the roadway - regardless of closure?

Applications for road closures, speed reductions, processions and street activities must be accompanied by a Traffic Management Plan of the proposed area and proposed detour route.

A Traffic Management Plan must be developed by a licensed traffic control company. Council will work with you to facilitate the development of such a plan.

**Traffic Management Plans must be provided to Council a minimum of 21 days prior to the event.**

**Cycling events also require a Traffic Management Plan.**

Types of road closures:

- Full road closure – The entire road is closed between designated points.
- Partial road closure – A portion of the road width is closed between designated points.

Minimum conditions required:

- Public Liability coverage of \$10,000,000
- Traffic Controllers trained in accordance with Australian Standards 1742.3 "Traffic Control Devices for Works on Roads".
- Traffic Management Plan for the road/s affected with any detour routes shown.
- The traffic control company is to provide public liability insurance to cover the traffic treatment and control during the event.

## TRAFFIC MANAGEMENT PLAN

Patron and vehicle access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

All events are to observe the mandatory requirements of the Department of Transport and lodge an events application to ensure there is no disruption to long haul coach services, transit services and school bus services.

This application should be current / revised each year. Where public transport is not available, or where the event is to conclude after normal public transport operations cease, event organisers must make arrangements for the transport of patrons. This will include:

- Providing adequate car parking, including overflow car parking
- Sourcing private transport providers
- Providing advance notice of the event to taxi companies
- Designating pick up/set down points

## TEMPORARY ROAD SIGNS AND BARRICADES

Council will put the event organiser in touch with a licensed Traffic Management Company to implement and manage the traffic management plan. Council does not provide the associated road signs.

If you require a road closure or speed reduction, please complete Section 3: Local Law 6 – Application, Event Related Road Closures in Part 3.

## VIC ROADS REQUIREMENTS

If your event takes place on a highway or major/arterial road, VicRoads has additional requirements.

An event application needs to be lodged with VicRoads **at least 60 days prior to your event**, together with your traffic management plan, insurance certificate and other supporting documents.

For details of requirements and to obtain an event application form, go to:

<https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads>

## 1.5 Waste Management – Rubbish and Recycling

Will your event require supply of bins and waste/recycling collection? You are responsible for ensuring that the patrons attending your event have access to bins. You need to ensure that bins are near eating facilities, backstage areas, near ticketing booths and toilets. You also need to think about both common waste as well as recyclables, and have bins allocated for both.

At the conclusion of the event, all displays and promotional material, excess rubbish and other equipment associated with the staging of your event is to be removed, and the area left in a clean and tidy condition. If Council is required to undertake any re-instatement, additional cleaning, removal of rubbish or other materials, you may incur a charge to restore the area to its pre-event condition.

Bins will be supplied as sets; for every standard garbage bin ordered, one recycling bin should be ordered. They should be positioned as sets onsite at the event, with signage to encourage thoughtful disposal of rubbish.

Please consider adequate bins or skips for food/drink vendors (if applicable).

In a bid to reduce the number of rubbish bins required onsite, please encourage event patrons and food and drink vendors and market stallholders to take their rubbish home with them. This would need to be promoted pre-event or rubbish bags would need to be provided at the event's entrance gates. Alternatively, consider running a more environmentally-friendly event – refer to section 2.2 in Part 2.

Consider how long your event will run for; you may need to arrange for the bins to be emptied at some point during your event. Consider whether you are serving food, drink and alcohol and what potential or actual material will become waste.

Every request for bins will be considered based on the nature of the event (case-by-case) and you will be notified of the outcome.

If you require additional bins and collections to manage waste, or need to utilise existing waste provisions, please complete Section 4: Rubbish and Recycling in Part 3.

## WASTE MANAGEMENT PLAN

An important part of event management is to create a Waste Management Plan. The aim of the plan is to prevent build-up of onsite waste and provide for efficient and safe waste removal.

The plan will detail how waste is to be removed and stored and how surveillance will take place. Inadequate waste management can result in safety hazards, odours, attract animals and pests and aid in the transmission of communicable diseases to both staff and patrons. Instruction must be given to staff on the hazards associated with waste and safe handling methods.

**Please note:** Individuals are NOT to lift garbage bins up and into skips to empty their contents.

### Sharps Containers

Some event patrons may have medical conditions that require safe disposal of needles. We recommend that you have a specific purpose-built waste container available inside the toilets/bathroom area for this purpose. Yellow sharps containers are available at no cost from Castlemaine Community and District Health at 14 Mostyn Street, Castlemaine. They may be collected from Reception and returned sealed to the same counter. For further information, please call 03 5479 1000.

## 1.6 Toilets

You are responsible for ensuring that patrons attending your event have access to clean and accessible toilet facilities.

Whilst there is no uniform Australian Standard, the Australian Emergency Manual recommends the following as a guideline:

Where NO alcohol is to be served at your event:

PATRONS	TOILETS	URINALS	HAND BASINS
<500	7	2	4
<1000	11	4	8
<2000	16	8	12
<3000	24	15	20
<5000	38	25	34

Where alcohol IS to be served at your event:

PATRONS	TOILETS	URINALS	HAND BASINS
<500	16 (3 x M, 13 x F)	8	4
<1000	21 (5 x M, 16 x F)	10	8
<2000	27 (9 x M, 18 x F)	15	14
<3000	32 (10 x M, 22 x F)	20	28
<5000	52 (12 x M, 40 x F)	30	40

The number of toilets to be provided will depend on a number of factors including:

- Anticipated crowd numbers
- The gender of patrons (women may require more facilities than men)
- If alcohol will be available
- The duration of the event
- The nature of the crowd
- Whether the event is pre-ticketed (numbers known) or unticketed

The above figures may be reduced for shorter duration events as follows:

DURATION OF EVENT	QUANTITY REQUIRED
8 hours plus	100%
6 - 8 hours	80%
4 - 6 hours	75%
Less than 4 hours	70%

If the number of existing Council run and maintained facilities is not adequate, event organisers need to arrange for additional portable units. Please advise Council of this, particularly if sewer connections are required.

If your event is on Council land or a Council run venue with toilet amenities, you can arrange for an additional clean and maintenance run of these amenities.

If additional cleans are not arranged and Council is required to undertake any additional cleaning to restore the area to its pre-event condition, you may incur a charge.

If you require additional toilet cleaning, please complete Section 5: Toilets – Additional Servicing of Amenities in Part 3.

## 1.7 Food Handling / Food Stalls and Events

### FOOD ACT REQUIREMENTS

If food and beverage vendors will be present at your event, it is important that you are aware of your responsibilities and those of the food vendors. A temporary food/beverage vendor is defined as a business that operates either from a mobile van, temporary structure or uses a hall on a temporary basis.

It is the joint responsibility of the event organiser and the food/beverage vendor to ensure compliance with the food safety standards in the *Food Act 1984*. Under the *Food Act*, beverages are considered food and therefore may need a temporary food permit. The environmental health officers from Council are responsible for the administration and enforcement of the *Food Act*.

As the event organiser you are responsible for the overall management of food vendors at the event including risk management, provision of services and amenities, and site placement. Food vendors are responsible for applying for relevant permits and complying with the *Food Act*.

Food permits: The type of food or beverage sold will determine what permit the vendor needs to apply for. Registration requirements will also vary, depending on whether the food stall or vehicle is registered with another Victorian council.

- Food vendors that sell low risk pre-packaged foods need to lodge a notification form for Class 4 activities.
- Food vendors that sell unpackaged foods will need to apply for a temporary or mobile premises permit for Class 2 or 3 activities.
- Food vendors that already hold the above permit issued by Council or another Victorian Council will need to lodge a statement of trade for temporary food premises or mobile food premises.

**Note:** Vendors selling alcohol will need to apply for a permit under the *Food Act*, in addition to their liquor licence.

For further information about food permit requirements please contact an Environmental Health Officer on 03 5471 1700.

If food or beverages are to be sold at your event, please complete Section 6: Food Premises Register in Part 3.

### CFA REQUIREMENTS

The CFA provides guidelines for the operation of fire-based catering equipment and BBQs during the fire danger period and total fire ban days.

If you are a catering business or a community/not for-profit/fundraising organisation wishing to light a fire for food preparation purposes on a day of total fire ban, you will need to apply for a permit.

For further details, please refer to the CFA website: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

## 1.8 Temporary Signage – Event Advertising and/or Directional Signage

Will your event require temporary signage to advertise your event, and will this be placed on:

- Footpaths
- Road verges
- Nature strips
- Event boards?

Do you plan to erect temporary directional signage?

- Permits are required from Local Laws for any private advertising/directional signage;
- Details need to be stated clearly outlining: where signs are to be placed, when, how and why; and
- Signs are to be placed in position no earlier than a day before the commencement of the event and then must be removed no later than the day after the event.

To obtain approval or permits for temporary event advertising and/or directional signage (other than Council's event boards), please complete Section 7: Application for Temporary Advertising and/or Directional Signage in Part 3.

## 1.9 Building and Planning Considerations

An Occupancy Permit and/or Siting Consent may be required to use land or buildings for 'Public Entertainment', or to erect a temporary structure such as a marquee, seating stand or stage.

All event organisers must complete Section 10: Building Questionnaire in Part 3 to enable Council officers to evaluate if an Occupancy Permit or Siting Consent is required for your event.

If the questionnaire indicates that an Occupancy Permit or Siting Consent is required then the application forms will be provided to you, as well as an outline of the documents that must be submitted to enable assessment.

Each application will require payment of a fee with lodgement of the application.

If you plan to occupy outdoor spaces greater than 500m<sup>2</sup>, you may require an occupancy permit from a Building Surveyor.

However this is unlikely if the event organiser is deemed a 'community-based organisation' as long as the event is expected to attract less than 5,000 patrons at any one time.

The Building Surveyor will discuss the management and governance arrangements of your organisation to determine whether it is a 'community-based organisation' for the purposes of the Building Regulations.

For additional information regarding requirements, please contact Building Services on 03 5471 1000.

Is your event taking place on private land?

Private land is defined as land which is not owned or managed by Council and/or Crown land. If so, a 'place of assembly' planning permit may be required. A place of assembly permit can take 6-12 months to process. Further information can be obtained from Development Services on 5471 1700.