

PART THREE

Event Planning Kit

Part 3: Event Application Form

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

Office Use
TRIM:
MERIT:
REGISTER:

Section 1: Event Registration

This section is to be completed for ALL event applications.

CONTACT DETAILS	
Organisation / Organising Committee	
Contact Person on Organising Committee	
Postal address	
Town	Postcode
Telephone (landline)	
Mobile	Fax
Email	
Website	

EVENT DETAILS	
Event Name and Description in 400 words or less	
Event Date	
Event Start Time	Event Finish Time
Venue/s	
Estimated Number of Attendees Per Day	

Section 2: Use of Council Owned or Managed Land (Parks, Gardens, Reserves)

This section is to be used when your proposed event requires permission to be held on public land owned or managed by Council or another Government Authority. **A bond is payable for all Council managed venues.**

EVENT DETAILS	
Please specify which park, garden or recreation reserve you wish to use	
What dates/times do you require use of the park, garden or recreation reserve?	
If the venue is managed by a Committee of Management, has approval already been granted for the proposed event venue, date and time? If managed by Council, have you booked the venue with the Venues Coordinator?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
For COM venues: who is your contact on the Committee?	
What is their role and contact number?	
Will you there be camping on this or any other land? If yes, you will need to apply for a Camping Permit.	
Will you be bringing any additional equipment into the park/garden/recreation reserve? (e.g. marquees, camping tents, chairs, tables, BBQs, sporting equipment such as goal posts, or witches hats?)	
Do you intend to park cars on this land?	
YES <input type="checkbox"/> If so, how many?	NO <input type="checkbox"/>
Do you have Public Liability insurance? You must provide a copy to Council.	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

Note: Tent pegs must not be inserted into the ground in Council owner or managed parks, gardens or recreation reserves without prior consent from the relevant COM or Council.

Section 3: Local Law 6 – Application, Event-Related Road Closures

A permit is required to close a road for an event.

- A street party may be held on a local street but must not be held on a declared road (i.e. road managed by VicRoads)
- A festival or procession may be held on any type of road but must not be held on a declared road unless the written consent of the Chief Commissioner of Police and VicRoads has been obtained.
- It will be mailed to you at your nominated mailing address within 14 days.

More information can be obtained in Local Law No. 6 and the Local Law Procedure Manual at www.mountalexander.vic.gov.au

DETAILS OF PROPOSAL	
Name of Road/s	
Date/s of Closure	
Start Time	Finish Time

All road closure applications must be accompanied with a current Traffic Management Plan which has been developed by an accredited Traffic Management Company/Officer.

OFFICE USE			
Referred to:	Date	Response Date:	Officer Initials
Engineering	/ /	/ /	
Planning	/ /	/ /	
Environment	/ /	/ /	

Section 4: Rubbish and Recycling

This section is to be used when your proposed event requires additional waste collection runs for existing Council provided bins and for the ordering of additional bins and waste collection services.

EVENT DETAILS	
Does your event require an additional waste collection service for EXISTING garbage bins?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHEN?	
Before requesting additional bins, have you considered the following?	
FOOD STALLS	
YES <input type="checkbox"/> How many?	NO <input type="checkbox"/>
DRINKS PROVIDED	
<input type="checkbox"/> Tea/coffee <input type="checkbox"/> Cans <input type="checkbox"/> Plastic bottles <input type="checkbox"/> Glass bottles <input type="checkbox"/> Plastic cups	
NATURE OF FOOD TO BE SERVED	
<input type="checkbox"/> Sausage Sizzle <input type="checkbox"/> BYO Food <input type="checkbox"/> Restaurant / Cafe Fare	
WHICH OF THE FOLLOWING MEASURES ARE YOU IMPLEMENTING WITH YOUR EVENT TO REDUCE ONSITE WASTE?	
<input type="checkbox"/> Event promotions encourage patrons to take home own rubbish <input type="checkbox"/> Food/drink vendors and/or market stallholders are asked to take home own rubbish <input type="checkbox"/> Garbage bags provided to event patrons upon arrival <input type="checkbox"/> Wash Against Waste Trailer has been booked <input type="checkbox"/> Signage to be placed around event promoting take home rubbish and thoughtful waste management	
Does your event require additional garbage or recycling bins to be provided?	
It is your responsibility as Event Manager to determine the amount of waste collection points and bins required. You will be responsible for post-event clean up costs if you have not catered for waste appropriately. <i>Please note: Individuals are not to lift garbage bins up and into skips to empty their contents.</i>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please provide following details	
How many 240 litre garbage bins are required?	
How many 240 litre recycling bins are required?	
How many 3m ³ skips are required?	
Location/venue for bins to be delivered (If no specific address is available please provide a sketched map)	
Street address for delivery	
Site for placement	
Time and date of delivery	
<i>Bins will only be delivered to one central location on site. Bins must be returned to this location after event for collection.</i>	
Delivery time and date	
Pick-up time and date	
Desired frequency of collection	

Section 5: Toilets – Additional Servicing of Amenities

This section is to be used when your proposed event requires additional cleaning services for existing Council toilets.

EVENT DETAILS	
Duration of event	
Number of people expected	
Location of facilities being used	
Desired frequency of cleaning	
Desired timing of cleaning	
Does your event require additional toilet facilities? <i>Additional toilet facilities are to be arranged by the event, however Council must be advised of the details. It is the responsibility of the Event Manager to determine the amount of toilet facilities required and to ascertain the frequency of cleaning required for existing council/public facilities. You will be responsible for post event clean up costs if you have not catered for cleaning services appropriately.</i>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please list amount and location of additional services.	

Section 6: Food Premises Register (Food Act 1984)

This section is to be used if food or beverages are to be sold as part of the event. This may be in the form of catering or food stalls or vehicles. This form must be submitted **four** weeks prior to the event so that council officers can determine if all food vendors have the relevant *Food Act 1984* permits.

Please list all food and beverage vendors who will be operating at your event		
Company/organisation	Contact person	Contact details

Where food is sold, there are a number of requirements that event organisers need to take into consideration in order to comply with the Food Act 1984 and to assist with general safety.

Please ensure there is:

- access to clean and hygienic toilet facilities at all times,
- adequate lighting for the preparation of food if required.

Food vendors must supply or have:

- access to hand washing facilities at their stalls
- access to adequate waste disposal receptacles
- access to portable water supply of adequate supply for the activities conducted
- adequate refrigeration or eskies for all foods required to be kept under 50°C

Food stalls where uncovered foods are sold should have 3 sides and a ceiling with a flooring that is damp and dust proof.

All surfaces should be smooth and easily cleaned – plastic table clothes can be used.

All power leads should be secured so as not to pose a trip hazard.

Equipment must be located so that the public are protected from hot appliances.

Equipment that produces heat and flame must be located away from the walls and other flammable parts of the stall.

Event organisers should consider the following when locating food stalls.

- Proximity to power and water (if required)
- Proximity to toilets
- Proximity to activities that may cause dust
- Proximity to stalls such as poultry, petting zoos etc.

Event organisers should also consider how to manage patrons' pets in food areas.

Are you aware of the need to have a CFA permit if cooking a BBQ for fundraising purposes on a total fire ban day?

Yes No - please provide further details

Section 7: Application for Temporary Signage

This section is to be used when you are erecting temporary signage. It is essential that you have obtained written permission for this to occur from the Local Laws and/or Recreation Unit.

EVENT DETAILS			
Proposed ADVERTISING Signage			
Please specify what each sign will say			
Sign 1		Sign 2	
Please specify location(s)			
Sign 1		Sign 2	
Please specify size(s)			
Sign 1		Sign 2	
Date of planned erection		Date of planned removal	
Sign 1	Sign 2	Sign 1	Sign 2
Proposed DIRECTIONAL Signage			
Please specify what each sign will say			
Sign 1		Sign 2	
Please specify location(s)			
Sign 1		Sign 2	
Please specify size(s)			
Sign 1		Sign 2	
Date of planned erection		Date of planned removal	
Sign 1	Sign 2	Sign 1	Sign 2

Note: If you need more room to outline this information, please attach a separate piece of paper.

Section 8: Emergency Management Plan Assessment Checklist

This section is to be completed by ALL event organisers, for all events.

Please tick the most relevant boxes for your event and specify your event venue within the free text section below. **Note:** If your event occurs across multiple venues, please replicate this section of the Event Form for EACH venue.

	DEEMED LEVEL OF RISK From left to right: 1 = Extremely Low; 5 = Extremely High	1	2	3	4	5	Did your response score a 4 or 5 (deemed level of risk) for any categories below?
SIZE	How many spectators and participants are likely to be involved in the event?	<50	50<150	150 < 300	300 < 500	≥ 500	<input type="checkbox"/> YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NO
LOCATION	Where will the event be held?						Did your response score a 4 or 5 (deemed level of risk) for any categories below?
	Is the venue of appropriate size for the anticipated volume of spectators and participants?	YES	UNKNOWN		NO		<input type="checkbox"/> YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NO
	Is the venue located in an area of bushfire risk or prone to flooding?	NO	UNKNOWN		YES		<input type="checkbox"/> YES
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NO	
TIMING	Will your event be held during bushfire season (November to May)?	<input type="checkbox"/> YES <input type="checkbox"/> NO					Did your response score a 4 or 5 (deemed level of risk) for any categories below?
		How long will the event be active / open?	< 4hrs	4 < 8 hrs	8 < 24 hrs	24 < 48 hrs	≥ 48 hrs
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NO
ACTIVITY	Will the event involve motorsports, pyrotechnics, extreme sports or other potentially dangerous activities?	NO		UNKNOWN		YES	<input type="checkbox"/> YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NO

Please review your responses in the table above.

In the last column on the right, if you ticked "Yes" for TWO or more categories, please submit an Emergency Management Plan. Refer to **Section 9: Emergency Management Plan Guidelines** overleaf.

AND / OR

If you ticked "Yes" in response to EITHER: "Will your event be held during bushfire season?" or "Is the venue located in an area of bushfire risk or prone to flooding?", please submit an Emergency Management Plan. Refer to **Section 9: Emergency Management Plan Guidelines** overleaf.

AND/OR

If you ticked the "Unknown" check box for ANY category, please submit an Emergency Management Plan. Refer to **Section 9: Emergency Management Plan Guidelines** overleaf.

RISK ASSESSMENT PLAN

Would you like our Events Officer to send you a template to help you develop a risk assessment plan for your overall event? YES NO

Section 9: Emergency Management Plan Guidelines

When preparing your emergency management plan, you may like to use the following headings / template or your own format, ensuring the same information is captured in the document.

EMERGENCY MANAGEMENT PLAN

NAME OF EVENT:

VENUE ADDRESS:

EVENT ORGANISER:

DATE OF EVENT:

PREPARED BY:

DATE PREPARED:

EMERGENCY PLAN OBJECTIVE

Describe the aim of the plan.

VENUE/EVENT DESCRIPTION

*Provide a detailed description of any buildings and temporary structures.
Provide a description of the intended use of the venue and event activities.
Specify operating hours including bump in and bump out times.
Estimate how many people will attend the event.*

SCOPE

*Specify the types of potential emergencies identified for the event.
These may include, but are not limited to:*

Medical emergency
Fire or explosion**
Flood
Storm
Wind
Hazardous material spill/gas leak
Bomb threat
Armed or dangerous intruder/s
Suspicious items
Electrical failure
Lost child/missing persons
Person entrapment
Other more specific emergencies

** If fire is a risk, please refer to the "CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations" and "A Guide to Developing a Bushfire Emergency Plan in Victoria", both available under "Supplementary Materials" on the "Events" page of the Mount Alexander Shire Council website:

http://www.mountalexander.vic.gov.au/Page/Page.asp?Page_Id=1570. Alternatively contact Council's Events Officer on 03 5471 1827 to receive a copy of these documents.

Section 9: Emergency Management Plan Guidelines (cont')

EMERGENCY PREPARATION AND TESTING

Specify how emergency response personnel will be trained.

How will the organiser ensure all personnel, including stall holders and amusement operators, are aware of emergency management procedures?

How will you ensure electrical equipment, firefighting equipment, gas fittings and other equipment (where relevant) are safe and effective for use at the event?

Provide a statement that the emergency management plan will be reviewed immediately after the event (for recurring events only)

GENERAL ROLES AND RESPONSIBILITIES

Identify the personnel who will be involved in an emergency response and their roles and responsibilities. Note: For large events, additional roles to those listed below may be required (e.g. Deputy Chief Warden, Wardens, Communication Officer).

Persons appointed to emergency response positions must be capable of performing the duties and be available at all times to undertake the duties. The Chief Warden must have the experience to determine the need for a total evacuation of the venue and should preferably have received formal training.

Chief Warden (Normally Event Organiser)

Name:

Responsibilities:

- Assume initial control of the situation
- Assess the situation and determine priorities
- Activate the relevant emergency plan
- Ensure the appropriate Emergency Service has been notified on 000
- Ensure Area Wardens are advised of the situation as appropriate
- Nominate relevant personnel to meet and direct emergency services
- Monitor the situation and ensure any action taken is recorded in an incident log
- Liaise with external Emergency Services upon arrival
- Any other actions as directed by the Senior Emergency Service Officer

Area Wardens (Normally Senior Staff)

Name:

Name:

Name:

(List more as required)

Responsibilities:

- Receive directions from the Chief Warden and initiate appropriate action
- Search areas to ensure all people have evacuated
- Ensure orderly flow of people into nominated assembly areas
- Assist occupants with disabilities
- Report status of required activities to the Chief Warden on completion

First Aiders

Name:

Name:

(List more as required)

Responsibilities:

- Collect first aid kit
- Administer first aid as required

Section 9: Emergency Management Plan Guidelines (cont')

All Staff

Responsibilities:

- Carry out tasks as instructed by the Chief Warden
- Proceed to assembly area advising all patrons to do the same
- Remain in assembly area until advised by Chief Warden or Emergency Services personnel that it is safe to leave

Identification of Wardens

Provide detail of how wardens will be identifiable. Helmets, caps, hats or vests may adhere to the following colour codes:

- White - Chief Warden/Deputy Chief Warden/Communication Officer
- Yellow - Area Warden
- Red – Warden

Communication

How will wardens communicate with each other?

What will be the warning method for alerting the public and staff of an evacuation?

Emergency Evacuation Procedure

Provide details of how an evacuation will be conducted

Identify the exit paths and assembly areas (these must also be shown on the site plan)

Procedures for Specific Emergencies

Provide details of how each identified emergency listed in the scope will be responded to (e.g. Fire and Explosion)

Event Site Plan

Provide a detailed site plan of the venue including locations of fire fighting equipment, emergency vehicle access, first aid post, exit paths and assembly areas.

List of Emergency Control Personnel

The following is a list of those staff at the event i.e. Event Organiser, wardens, stallholders, amusement operators and general staff who will be required to take actions in the case of an emergency.

Include **Name, Position, Contact Number**

In the event of an emergency at an event or festival, contact 000.

Agencies to notify of the event i.e. Local police, CFA, SES, First Aid.

Agencies to be involved in your event emergency management plan.

Section 10: Building Questionnaire

Please answer every question in this section. It is to be completed by ALL event organisers, for all events.

In some cases an Occupancy Permit and/or Siting Consent is required to use land or buildings for 'Public Entertainment'. There are exemptions from these requirements in the Building Regulations so we need additional information about your organisation and your event so that we can decide whether or not an Occupancy Permit is required.

A BUILDINGS AND STRUCTURES

<i>Will you be using any of the following?</i>	
Building more than 500 square metres floor area	<input type="checkbox"/> YES <input type="checkbox"/> NO
Tent or marquee more than 100 square metres	<input type="checkbox"/> YES <input type="checkbox"/> NO
Seating stand for more than 20 people	<input type="checkbox"/> YES <input type="checkbox"/> NO
Stage or platform more than 150 square metres	<input type="checkbox"/> YES <input type="checkbox"/> NO
Prefabricated building more than 100 square metres which is not placed directly on the ground	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If you are hiring the Building or Structure, it is likely that the hire company already has an Occupancy Permit. You should ask for a copy of the permit, and carefully read the conditions on the permit. You should check that the hire company has any necessary equipment (such as fire extinguishers etc) that the Occupancy Permit requires. You will also need to provide a site plan of any temporary building or structure showing where it will be located, for the approval of Council's Building Surveyor. If you are using an existing permanent building, there should already be an Occupancy Permit in place.</p>	

B OPEN SPACES

<i>Are you using an area of open space (such as a park or reserve) of 500 square metres or more?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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C 'COMMUNITY BASED ORGANISATIONS' (to assess permit exemption status)

<i>Are you a community based organisation:</i>	
Is your organisation a registered not for profit organisation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your organisation distribute any part of any profit or gain made in the conduct of its activities to any member of the organisation (this may include prizes, salaries and as contracts)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is your organisation a philanthropic or benevolent group* (see definition below)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will there be less than 5000 people present at all times? (If there are more that 5,000 people, there is no permit exemption)	<input type="checkbox"/> YES <input type="checkbox"/> NO

D OTHER INFORMATION

<i>Is the event area enclosed or substantially enclosed?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Is there a charge for admission?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If the questionnaire shows that you will need an Occupancy Permit for the open space, you will need to complete an application form and provide some additional information about the event and your organisation.</p>	

* A group that 'operates in a community wholly for - (i) a philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education or charity; or (ii) any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association'. *Building Regulations 2018*.

Checklist: Final

This section is to be used as a guide for event managers to check that all relevant sections of the form have been completed and that notifications are considered. Please include this checklist with your overall application. Once you have completed your entire Application Kit please check through the following list and return all related sections to Council. Please ensure you have provided any additional information Council has requested and provide the required signatures on the following page.

Event Registration – REQUIRED	Complete Section 1: <i>Event Registration</i>	
Have you considered and evaluated the risks associated with your event? – REQUIRED	Complete Section 8: <i>Emergency Management Plan Assessment Checklist</i>	
Building Questionnaire - REQUIRED	Complete Section 10: <i>Building Questionnaire</i>	
Will you require use of Council controlled property?	Complete Section 2: <i>Use of Council Owned or Managed Land (Parks, Gardens, Reserves)</i>	
Will you require road closures?	Complete Section 3: <i>Local Law 6 – Application, Event Related Road Closures</i>	
Will you need assistance with rubbish and recycling?	Complete Section 4: <i>Rubbish and Recycling</i>	
Will you need support with additional servicing of existing Council-maintained toilet facilities?	Complete Section 5: <i>Toilets – Additional Servicing of Amenities</i>	
Will you be handling, preparing and/or or selling food to the public?	Complete Section 6: <i>Food Premises Register (Food Act 1984)</i>	
Do you plan to erect temporary advertising and/or directional signage (other than on event boards)?	Complete Section 7: <i>Application for Temporary Advertising and/or Directional Signage</i>	
Are you required to submit your Emergency Management Plan?	Refer to Section 9: <i>Emergency Management Plan Guidelines</i>	
Will you need marketing assistance?	Have you contacted Claire Baker, Tourism Marketing & Events Officer? (Details on page 4)	
Is a copy of your Public Liability insurance Certificate of Currency included with your application?	You will need to obtain and submit a copy of your Certificate of Currency (Public Liability Insurance).	
If selling or serving alcohol at your event, have you applied for a Liquor License? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process	If applicable, you will need to submit a copy of your Liquor License to Council.	
Have you notified emergency services organisations?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> I WILL DO THIS SOON	
Have you notified VicRoads of your event (if major roads will be affected)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE	
Have local residents been notified of your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> I WILL DO SO	

PAYMENT CHECKLIST FOR PERMIT APPLICATION FEES

I have included \$.....for a Local Laws 6, Event Related Temporary Signage Permit	
I have included \$.....for a Local Laws 6, Event Related Road Closure Permit	
I have included \$ _____ for another type of permit - please specify: Please visit the Council website for a full list of permit fees.	

OFFICE USE			
Referred to:	Date	Response Date:	Officer Initials
Infrastructure	/ /	/ /	
Local Laws	/ /	/ /	
Building	/ /	/ /	
Recreation	/ /	/ /	

ACKNOWLEDGEMENT AND AUTHORISATION FOR EVENT INFORMATION RELEASE:

I _____ am authorised to lodge this application seeking approval to host an event within the Mount Alexander Shire. I acknowledge that the information contained in this form is true and correct and that the event will fully comply with the conditions of the event approval and other conditions as required by Mount Alexander Shire Council.

I understand that the information contained on this application is being collected by Mount Alexander Shire Council for possible inclusion on Council's website and in various event publications, including the Calendar of Events. This information may be given to other individuals/ organisations for the purposes of marketing your event, travel industry and media enquiries, and general events liaison and facilitation. The applicant understands that the personal information provided in Sections 1 and 2 is for the above purpose and will be kept on file and details may be provided to these third parties to promote your event.

This information will be subject to Mount Alexander Shire Council's Privacy Policy and will be used by the Council for the purposes of promoting the event. I understand I may apply to Mount Alexander Shire Council to amend and update this information (where practical). Signature on this form will constitute consent to the collection and use of this information as described.

I recognise that an event cannot take place on Council owned / controlled land or venue without an approval / confirmation letter from Council after all sections of the application form have been processed and approved.

MARKETING DISCLAIMER:

Council makes every effort to avoid errors in event listings, however accepts no responsibility or liability for any errors. If your event is listed on Council's tourism website then event organisers need to check their event listing for any errors. Council reserves the right to either reject or remove any event listing from its Event promotions for any reason whatsoever. It is unlawful for an advertiser to discriminate on the basis of sex, pregnancy, age, race or political or religious beliefs unless the event organiser has an exemption under relevant legislation. Council will not accept event listings that appear to be contrary to law or bring Council into disrepute. Council is not liable for any loss or damage incurred by an event organiser as a result of any failure or delay in listing an event.

DISCLAIMER:

Mount Alexander Shire Council provides assistance to the running of events on a goodwill basis and to fulfill statutory responsibilities where applicable. It is a condition of providing this assistance that Mount Alexander Shire Council is not liable for any negligent actions or omissions by the parties organising and delivering this event.

Name
Position
Organisation
Signature
Date

OFFICE USE	
Date application received	
TRIM number	
Responsible Officer	