Event Application

PART B – FORM TWO - NINE

## Application to stage an event in the Strathbogie Shire Council

MC900411306[1]Before printing this document; you can choose to complete it by,

1. Filling it in by clicking in the answer fields and typing your response. Then, saving the document on your computer and attaching it to an email, or
2. Printing and manually completing the form

**Please submit this form no later than 2 months prior to your event.**

## Step 1

Please ensure you have read the ***‘Events Guide – How to fill in the application forms’***before completing this application. The guide will explain the key considerations when running an event. It also includes a number of examples which will be useful.

## Step 2

Please complete Part B: Form Two – Nine (this form) and forward onto the Economic Development Officer, contact details are listed at the end of the form.

## Step 3

The Economic Development Officer or Economic Growth Officer will contact you to discuss your event.

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PART B - FORM TWO

## Event Planning Group – Roles and Responsibilities

\*\* See Event Guide for examples of roles & responsibilities.

🞏 If you’ve attached a separate Stakeholder Contact List, please tick here.

Please ensure you distribute a copy of this completed form to all members of the committee and all event staff.

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| **ROLE** | **NAME** | **CONTACT DETAILS**  (Mobile preferred) |
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PART B - FORM THREE

## Key Stakeholder Contact List

\*\* See Event Guide for examples of stakeholders.

🞏 If you’ve attached a separate Stakeholder Contact List, please tick here.

Please note the mobile contact details of each stakeholder on the day. Walkie-talkies may be preferable on the day for some events with limited mobile coverage or noise such as fireworks or parades.

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| **ORGANISATION NAME** | **CONTACT NAME** | **CONTACT DETAILS**  (Mobile preferred) |
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PART B - FORM FOUR

## Site Plan / Route Map

Please attach a copy of the Site Plan or Route Map for the event.

If you require an aerial image of your event site, please contact council on 1800 065 993 or  
email [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au), alternatively websites such as Google maps or Near Maps are useful.

A copy of the finished site plan must be provided to first aid, local police and all other event stakeholders prior to the event (refer to Form Three for your list).

Ensure your plan **clearly marks** the below items that are applicable to your event:

|  |  |  |
| --- | --- | --- |
| **ACCESS** | | |
| 🞏 **Signage and entrances & exits** | 🞏 **Vehicle access routes** | 🞏 **Pedestrian routes** |
| 🞏 **Parking** | 🞏 **Disabled parking** | 🞏 **Overspill parking** |
| 🞏 **Emergency exit routes – pedestrians & emergency vehicles** |  |  |
| **ADMINISTRATION** | | |
| 🞏 **Event co-ordination centre** | 🞏 **Information centre** | 🞏 **Media centre** |
| **ATTRACTIONS** | | |
| 🞏 **Entertainment areas** | 🞏 **Stages** | 🞏 **Picnic/quiet areas** |
| 🞏 **Seating** | 🞏 **Parade** |  |
| **FOOD & BEVERAGE** | | |
| 🞏 **Food provider** | 🞏 **Communal cool room** | 🞏 **Free water sites** |
| 🞏 **Non-alcohol areas** | 🞏 **Licensed liquor consumption areas** |  |
| **FACILITIES** | | |
| 🞏 **Rubbish bins** | 🞏 **Recycling bins** | 🞏 **Toilets - state whether sewer or mobile toilet blocks** |
| 🞏 **Main power / water / gas control** | 🞏 **Waste water / dishwater disposal / approved sewer connection** |  |
| **EMERGENCY** | | |
| 🞏 **First aid posts** | 🞏 **Standby generators** | 🞏 **Triage centres in case of mass casualties** |
| 🞏 **Firefighting equipment** | 🞏 **Lost kids / property** | 🞏 **Emergency assembly area** |

PART B - FORM FIVE

## PART A – Liquor License

|  |  |  |
| --- | --- | --- |
| **DO I NEED TO COMPLETE THIS SECTION?** | | |
| **Will there be**  **alcohol available**  **at your event?** | 🞏 No, it is an alcohol free event | You will not need to complete this section continue to Part B - Food |
| 🞏 We are planning a BYO event BYO events must limit their patrons to using non-glass containers – plastic and cans only. | You will not need to complete this section continue to Part B - Food |
| 🞏 We are planning on serving alcohol to patrons at no charge | You will not need to complete this section continue to Part B - Food |
| 🞏 Patrons will be buying alcohol. | You must complete the liquor license section below. |

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| --- |
| **LIQUOR LICENCE** |

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| All events planning on serving alcohol must apply for a Temporary Liquor License from the Victorian Commission for Gambling and Liquor Regulation [www.vcglr.vic.gov.au/home/liquor/](http://www.vcglr.vic.gov.au/home/liquor/)  All Temporary Liquor License applications must specify that they will not be serving alcohol in glass containers and that the persons serving the alcohol have a RSA certificate and the licence is displayed at the event. | | | | |
| **Have you attached a copy of your liquor licence?** | 🞏 Yes 🞏 No | | | |
| **Name of Licensee** |  | | | |
| **Contact details during event** | **Phone** |  | **Mobile** |  |
| **Licence number** |  | | | |
| **Valid** | **From** |  | **To** |  |

## PART B – Food

If you require more information, please contact the **Environmental Health Officer (EHO) on 03 5795 0000.**

|  |  |  |
| --- | --- | --- |
| **DO I NEED TO COMPLETE THIS SECTION?** | | |
| 1. **Will food be provided at the event?** | | 🞏 No You will not need to complete this section continue to Part C – Checklist  🞏 Yes |
| 1. **Will the food be:** | | 🞏 Free of Charge  🞏 Sold for Money |
| 1. **Will there be a fee to enter the event?** | | 🞏 No  🞏 Yes |
| If you answered **Free of Charge** to Q2 and **No** to Q3you will not need to complete this section continue to Part C – Checklist  All other responses will require the temporary food stall holder to register with Streatrader, a State Government requirement. | | |
| **APPLICATION FOR FOOD AT AN EVENT OR FESTIVAL – please tick to acknowledge you will complete this requirement** | | |
|  | Ensure all your temporary food traders are registered online with **Streatrader** [https://streatrader.health.vic.gov.au](https://streatrader.health.vic.gov.au/)  Every temporary food trader must be registered.  An annual (calendar year) fee will be payable online.  \*\* Please call the Environmental Health Officer on 03 5795 0000 if you need assistance. | |
|  | Once registered, ensure all your temporary food traders have submitted their **Statement of Trade** (SOT) online with **Streatrader** [https://streatrader.health.vic.gov.au](https://streatrader.health.vic.gov.au/)  Every food trader must submit their **SOT** for this event.  There is no fee involved and the process takes less than 5 minutes. | |

## 

## PART C – Checklist

|  |  |
| --- | --- |
| **CHECKLIST – please tick** | |
|  | Ensure free drinking water is made available to all patrons |
|  | Ensure there be hand washing facilities available for each food stall (other than in the toilets)? |
|  | Ensure all gas appliances comply with Gas Safe Victoria checklist |
|  | Ensure there are physical barriers around food preparation and cooking areas to prevent food contamination |
|  | Ensure you have arranged waste disposal, including rubbish, recycling and food vendors waste |
|  | Ensure there are enough toilets, or bring in extra |
|  | Ensure you have arrange a communal portable cool room / freezer be provided for the stall holders if req. |

PART B - FORM SIX

## Traffic Management

A traffic management plan must be developed for every proposed event that will affect the vehicular and pedestrian traffic flow, including emergency access routes. For events of this type, qualified traffic management personnel must be in attendance at all times.

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| **DO I NEED TO COMPLETE THIS FORM?** | | | | | | | |
| **Are there any proposed road closures for the event?** | | | | 🞏 Yes 🞏 No | | | |
| **Do road conditions need to be altered?** | | | | 🞏 Yes 🞏 No | | | |
| If you have answered **No** to both of the question above you will not need to complete this form. | | | | | | | |
| **TRAFFIC MANAGEMENT** | | | | | | | |
| **Please describe the proposed road closures for the event?** | |  | | | | | |
| **Please describe which road conditions need to be altered?** | |  | | | | | |
| **Has a traffic management plan been undertaken?** | | | | 🞏 Yes 🞏 No | | | |
| **Company** |  | | | | | | |
| **Contact person** |  | | | | | | |
| **Email** |  | | | | | | |
| **Phone** |  | | | | **Mobile** |  | |
| **\*** Please attach the traffic management plan so it can be submitted to council | | | | | | | |
| **Will there be a ‘street parade’?**  If yes, VicRoads need to issue a permit due to people being unrestrained in cars or unregistered cars used. | | | | | | | 🞏 Yes 🞏 No |
| **Has a VicRoads permit been applied for?**  \* If yes, please attach the VicRoads permit so it can be submitted to council | | | | | | | 🞏 Yes 🞏 No 🞏 N/A |
| **Have the local police, ambulance & fire brigade been notified of road closures or changed conditions?**  \* Please attach copy of the letter to these three emergency services | | | | | | | 🞏 Yes 🞏 No 🞏 N/A |
| Will your event affect **Public Transport Victoria (PTV)** services, ie parades stop buses or street closures cut off access to bus stops.  \* Organiser must submit an PTV ‘Event Notification Form’ online <http://ptv.vic.gov.au/specialevents> | | | | | | | 🞏 Yes 🞏 No |
| **How will you notify local residents / businesses who will be affected, of the road closures or changed conditions?** NB. The distribution list for public notification must be provided to Council 1 month prior to event. | | |  | | | | |
| You may be asked to ensure an advertisement is placed in the local newspapers giving prior notice for this event.  The advertisement is to be placed 7 -14 days prior to this event. | | | | | | | |

PART B - FORM SEVEN

## Risk Assessment & Management

If you’ve attached a separate Risk Management Plan, please tick here.

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| **RISK MANAGEMENT PLAN** | | | | | | | | | | | | | | | | | | |
| **Name of Event** | |  | | | | | | | | | | | | | | | | |
| **Name of event’s Risk Management Officer** | | | |  | | | | | | **Organisation** |  | | **Mobile** | | | |  | |
| **People involved in compiling this plan** | | | |  | | | | | | | | | **Today’s Date** | | | |  | |
| **Event description** | |  | | | | | | | | | | | | | | | | |
| **Location** | |  | | | | | | | | **Date of event** |  | | **Time / duration** | | | |  | |
| **Expected crowd** | |  | | | | | | | | **Types of activities** |  | | | | | | | |
| **1** | **2** | | | | | **3** | **4** | **5** | **6** | | | **7** | | **8** | | **9** | | **10** |
| **Activity/ process/ contributor** | **Hazard / Risk** | | | | | **C**  conse-quence | **L**  likely-hood | **Risk**  **rating** | **Control** | | | **Risk rating after control in place** | | **Control implemented by** | | **Control to be in place by** | | **Control actually in place** |
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| If a security firm has been contracted, provide details below | | | | | | | | | | | | | | | | | | |
| **Name of company** | | |  | | | | | | | | | **Contact phone** | | |  | | | |
| **Number of security personnel at event** | | | | |  | | | | | | | | | | | | | |

PART B - FORM EIGHT

## Emergency Management Plan

If you’ve attached a separate Emergency Management Plan, please tick here.

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| **EMERGENCY MANAGEMENT PLAN** | | | | | | | |
| **Event Name** |  | | **Event date & time** | |  | | |
| **Event location** |  | | | | | | |
| **Name of event’s Emergency Services Contact** | |  | | | | | |
| **Organisation** |  | | **Contact mobile** | |  | | |
| **People involved in compiling this plan** | |  | | | **Date** |  | |
| **PREPARATION** | | | | | | | |
| **ACTION** | | | | **WHO** | | | **WHEN** |
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| **RESPONSE** (never put yourself at risk) | | | | | | | |
| **ACTION** | | | | | | | **WHO** |
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PART B - FORM NINE

## Declaration by Responsible Organisation

As the designated person on behalf of the responsible organisation  *[Insert organisation name]*  conducting the described event in the Strathbogie Shire Council, I declare that all requirements of this permit application will be met, including all actions noted in the attached Risk Management and Emergency Management Plans. I understand that I am responsible for ensuring the safety of the people at the event in question and the general community that will be affected by this event. If I do not understand any of the requests for information or compliance in these forms, I will seek assistance from a qualified consultant prior to commencing the event.

On behalf of the responsible organisation, I acknowledge that I am conducting this event at *[Insert organisation name]*’s own risk and release the Strathbogie Shire Council from all claims resulting from any damage, loss, death or injury in connection with the staging of this event.

I agree to follow any lawful direction or instruction given by an authorised officer of the Council in relation to the conduct of this event, and will instruct all event staff, performers and other participants to do the same. If using any Council properties or parks I agree to ensure they will be kept clean during the event and left in the same state as at the commencement of the event’s occupation of the site.

I have supplied all the requested information relating to this event on, or attached to, this form. I have not withheld any pertinent information affecting the outcome of this application or the staging of the event. I will keep the appropriate officers of the Strathbogie Shire Council informed on any changes or developments to the details in Part A (Form One) and Part B (Form Two - Nine).

I acknowledge that planning and responses should not be limited to the fields provided in these forms and that the onus is on *[Insert organisation name]* (organisation name) to prepare for all possible contingencies, and for keeping the appropriate parties informed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Print name** |  | **Date** |  |
| **Organisation name** |  | | |

### Please forward completed forms:

|  |  |  |
| --- | --- | --- |
| **Email** | **Mail** | **Deliver** |
| Claire Hahnel | Claire Hahnel | Claire Hahnel |
| Economic Development Officer | Economic Development Officer | Economic Development Officer |
| [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) | Strathbogie Shire Council | Strathbogie Shire Council |
| 1800 065 993 | PO Box 177 | 109A Binney Street, Euroa |
|  | Euroa VIC 3666 | Mon – Fri 9:00 - 5:00pm |