



Borough of Queenscliffe

Queenscliff & Point Lonsdale, Victoria, Australia

EVENT PERMIT APPLICATION FORM

By definition an 'event' is any planned activity where an open area, facility, road, or structure is used by more people than usually found in that area.

Submitting this form is the first step in applying for approval to stage your event in the Borough of Queenscliffe. All questions must be answered for your application to be processed please use a tick or cross in the boxes provided, to assist us to review your application.

Please allow a minimum of **8 weeks** for your event application form to be processed. Large or Major Events will require a minimum of **6 months** planning period. Early notification may assist you in securing your preferred date and location for your proposed event.

SECTION 1: Event Information

Name of the event	
Proposed dates of the event	
Proposed event location	
Alternative event location	<i>If applicable</i>

SECTION 2: Event Applicants Details

Name of organisation delivering the event	
Contact person for the event	
Position of person in the organisation delivering the event (e.g. president)	
Postal Address	
Phone	M:
Email	
NB:	If your event involves working with children. Please outline how Working With Children Checks will be managed.

SECTION 3: Event Overview	
Please provide a description of the Event:	
Event set up date:	Event pack up date:
Event start time (open to public):	Event finish time (closed to public):
Event set up time:	Event pack up time:
Expected number of participants:	
Expected number of spectators:	
Has the event been held before if so when:	

SECTION 4: Site Planning and Services	
Please include a site plan with this event permit application showing the proposed placement of all existing and temporary equipment and services at the site.	
Entry to the event:	☐ Free ☐ Ticketed ☐ By donation
☐ Fencing	☐ Existing fence ☐ Temporary fence
☐ Marquees	Number of marquees: Size of marquees:
☐ Stages	Number of stages: Size of stages:
Shade is critical at all events	Please advise how shade will be provided:
☐ Is there power on site that your event requires access to?	Please describe what the power will be used for and show on the site plan:
☐ Do you plan to bring a generator onto site?	Please describe what the power will be used for and show on the site plan:
☐ Are there public toilets at the event site?	- Number of female cubicles: - Number of male cubicles: - Number of accessible cubicles:
☐ Are you providing extra temporary toilets?	- Number of female cubicles: - Number of male cubicles: - Number of accessible cubicles:
You will need to attach a site plan This can be hand drawn, however the site plan needs to clearly identify the event space, name nearby buildings and roads and indicate any structures including marquees, food trucks, portable toilets and indicate location of power if required for the event.	

SECTION 5: Traffic Management	
☐ If your event is on a main arterial roadway you will be required to have traffic management. A Traffic Management Plan must be submitted developed by a qualified traffic management company.	• Attach a separate Traffic Management Plan with the roads that will be impacted • Please enquire for further information that will be required • A resident communication plan will need to be discussed as to how they are notified of the road closures
☐ Could your event impact the normal use of roads in and around the event site? If yes, a separate Traffic Management Plan must be submitted developed by a qualified Traffic management company.	• Attach a separate Traffic Management Plan with the roads that will be impacted • Please enquire for further information that will be required • A resident communication plan will need to be discussed as to how they are notified of the road closures
☐ Will road closures apply?	• Date/s of road closure: From: To: • Time of road closure: From: To: • Roads will reopen on:
☐ Have emergency services been notified of the road closure	Provide details:
NOTE: If you are proposing to close a road or change normal traffic conditions, and it is supported by the engineering team you will be required to provide a traffic management plan that is developed by a qualified traffic management company. Road closure notifications will be required to appear in print media two weeks prior to the closure date.	
☐ Are there any gates or bollards that you require access to?	Please show on the site plan

SECTION 6: Entertainment and communication plan	
Please provide details of all entertainment you will have at your event.	
☐ Is live or recorded music part of the entertainment?	If you are using recorded music you may be required to obtain an APRA permit http://apraamcos.com.au/music-customers/licence-types/events-licences
☐ Will there be speakers and amplified noise at the event?	Amplification times: From: To: Sound testing times: From: To: Note: We will notify you if a Noise Management Plan is required.
☐ Will there be fireworks at the event? Note: You will be required to apply to Worksafe for a permit to conduct fireworks	Firework Date: Firework Times: From To: Name of fireworks company:
☐ Will there be a jumping castle or similar large inflatable structure at the event?	Please show location on site map
☐ Do you plan to erect signage at the event site?	Please include signage in site plan

SECTION 7: Food and Beverage & Environmental Health	
☐ Will food be served or sold at your event?	Provide a list of proposed food vendors and show the locations on the site plan.
☐ If food is provided by mobile food vendors?	All temporary and/or mobile food vendors must be registered through FoodTrader a Statement of Trade (SOT) can be checked / obtained at https://foodtrader.vic.gov.au/
☐ If food is being served ie sausage sizzle, the group performing the service needs to be registered with FoodTrader	All food being served or sold needs to be registered through FoodTrader https://foodtrader.vic.gov.au/
☐ If food is to be sold by an outside caterer you are required to provide registration details under the <i>Food Act</i>	Provide registration details of caterer.
☐ Do you plan to use gas at the food stalls?	Please indicate on the site map.
☐ Do you plan to sell alcohol? (note if alcohol is provided as part of the entry it is classed as for sale)	Alcohol times: From: To: Show on the site plan where the alcohol areas will be located. Provide the Liquor Licence, if required: Apply for a liquor licence vic.gov.au (www.vic.gov.au)
☐ Do you plan for BYO?	Alcohol times: From: To: Show on the site plan where the alcohol areas will be located. Provide the Liquor Licence, if required:
☐ Do you plan to sell or provide any goods and services other than food.	Please provide details of goods and services being sold or provided as part of the event.
Smoking and Vaping	Smoking and vaping is prohibited at events in the Borough of Queenscliffe. Signage is available upon request.
How will drinking water be supplied	Outline arrangements to provide drinking water:
What is your waste management plan	Please show on the site plan or list the number of bins
☐ Are you providing extra bins?	- Amount - Show location on the site plan

SECTION 8: Filming	
☐ Do you plan to film your event?	Photographers need to be clearly identified and permission form completed. Please describe any other planned filming
☐ Do you plan to use a drone at your event?	Please include a copy of the Drone Operators CASA certificate and contact details for the Drone Operator (in case of emergency)

SECTION 9: Risk Management

As part of your Event Permit application you will be required to attach the following documentation

	Attached:
A copy of the events Public Liability Insurance to the value of \$20,000,000	
A Risk Assessment Plan. (You may use the Council's template or your own format)	

SECTION 10: Authorisation

I have read and completed the Event Permit Application and I agree to adhere to all the requests set out during the assessment and planning phase that have been stipulated by the Borough of Queenscliffe.

I understand that making an application does not constitute approval or an event permit.

I understand that an authorised officer at the Borough of Queenscliffe will advise and guide me as to the next steps of the event planning phase.

Print Name:

Signature:

Date:

Submit your Event Permit Application form to:

Borough of Queenscliffe

50 Learmonth Street (PO Box 93) Queenscliff, VIC, 3225

Email: info@queenscliffe.vic.gov.au

If you require assistance, please contact: 03 5258 1377 or email events@queenscliffe.vic.gov.au

Privacy Note: Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances, Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries, however if you require further assistance, you should contact the Borough of Queenscliffe on 03 5258 1377.