



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 name of person delivering the event	
Position of person in the organisation delivering the event	
Postal Address	
Telephone	M:
Email	
NB:	If this event involves a requirement for a Working With Children Check: please outline arrangements to ensure compliance:

SECTION 3: Event Overview	
Describe the event program and objectives:	
Event set up date:	Event pack up date:
Event start time (open to public):	Event finish time (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:	<input type="checkbox"/> Free <input type="checkbox"/> Ticketed <input type="checkbox"/> By donation
<input type="checkbox"/> Fencing	<input type="checkbox"/> Existing fence <input type="checkbox"/> Temporary fence
<input type="checkbox"/> Marquees	Number of marquees: _____ Size of marquees: _____
<input type="checkbox"/> Stages	Number of stages: _____ Size of stages: _____
<input type="checkbox"/> Grandstands	Number of seats: _____ Size of stand/s _____
Shade is critical at all events	Please advise how shade will be provided:
<input type="checkbox"/> 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:
<input type="checkbox"/> Do you plan to bring a generator onto site?	Please describe what the power will be used for and show on the site plan:
<input type="checkbox"/> Are there public toilets at the event site?	<ul style="list-style-type: none"> • Number of female cubicles: • Number of male cubicles: • Number of accessible cubicles:
<input type="checkbox"/> Are you providing extra temporary toilets?	<ul style="list-style-type: none"> • Number of female cubicles: • Number of male cubicles: • Number of accessible cubicles:
General comments:	

SECTION 5: Traffic Management	
<input type="checkbox"/> 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.	<ul style="list-style-type: none"> • 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
<input type="checkbox"/> 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.	<ul style="list-style-type: none"> • 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
<input type="checkbox"/> Will road closures apply?	<ul style="list-style-type: none"> • Date/s of road closure: From: To: • Time of road closure: From: To: • Roads will reopen on:
<input type="checkbox"/> 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.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> 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
<input type="checkbox"/> 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.
<input type="checkbox"/> 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:
<input type="checkbox"/> Will there be a jumping castle or similar large inflatable structure at the event?	Please show location on site map
<input type="checkbox"/> Will there be mechanical rides at the event	Please show location on site map
<input type="checkbox"/> Do you plan to erect signage at the event site?	Please include signage in site plan

SECTION 7: Food and beverage	
<input type="checkbox"/> Will food be sold at your event?	Provide a list of proposed food vendors and show the locations on the site plan

<input type="checkbox"/> If yes, will this involve temporary and/or 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 Homepage - FoodTrader
<input type="checkbox"/> If food is to be sold by an outside caterer you are required to provide registration details under the <i>Food Act</i>	Registration details:
<input type="checkbox"/> Do you plan to use gas at the food stalls?	Please indicate on the site map
<input type="checkbox"/> Do you plan to sell alcohol?	Alcohol times: From: To: Show on the site plan where the alcohol areas will be located Provide the Liquor Licence, if required:
<input type="checkbox"/> Do you plan to provide alcohol for free?	Alcohol times: From: To: Show on the site plan where the alcohol areas will be located Provide the Liquor Licence, if required:
<input type="checkbox"/> 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:
Smoking/vaping is to be strictly managed	Outline arrangements to manage smoking/vaping:
How will drinking water be supplied	Outline arrangements to provide drinking water:
<input type="checkbox"/> Are there existing bins at the event site	<ul style="list-style-type: none"> Please indicate how many <i>show location on the site plan</i>
<input type="checkbox"/> Are you providing extra bins?	<ul style="list-style-type: none"> Amount <i>Show location on the site plan</i>

SECTION 8: Filming	
<input type="checkbox"/> Do you plan to film your event?	Photographers need to be clearly identified and permission form completed. Please describe any other planned filming
<input type="checkbox"/> 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
<p>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.</p> <p>I understand that making an application does not constitute approval or an event permit.</p> <p>I understand that an authorised officer at the Borough of Queenscliffe will advise and guide me as to the next</p>

steps of the event planning phase.	
Print Name:	
Signature:	
Date:	
<p>Submit your Event Permit Application form to:</p> <p>Borough of Queenscliffe</p> <p>50 Learmonth Street (PO Box 93) Queenscliff, VIC, 3225</p> <p>Email: info@queenscliffe.vic.gov.au</p>	
<p>If you require assistance, please contact: 03 5258 1377</p> <p>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.</p>	