



Event Application Form: Borough of Queenscliffe

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

Name of Event:

Proposed Date(s):

Proposed Event Location:

Alternate Event Location:

All event applicants must nominate a preferred event location as well as an alternative event location

Section 1: Event Applicant Information

Event Applicant refers to the business, club or organisation organising the event.

Event Applicants Name:

ABN/ACN:

Contact Name:

Postal Address:

Telephone: Fax:

Web: Email:

Venue Owner's Address: Contact Phone:

Date Event starts: Time event opens to public:

Date Event ends: Time event closes to the public:

Required set up time: Start: Finish:

Required time to Reset to Original Condition: Start: Finish:

Day 1: Start time: Finish: Day 2: Start time: Finish:

Day 3: Start time: Finish: Day 4: Start time: Finish:

Day 5: Start time: Finish: Day 6: Start time: Finish:

Event Manager

The Event Manager is responsible for the overall management of the event. Their roles and responsibilities include organising, resourcing, creative directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison. The event manager must be contactable throughout the event planning, conducting and evaluation processes.

Event Manager:		
Organisation:		
Address:		
Phone: (work)	Phone: (home)	
Mobile:	Fax:	Email:
Contact During Event: Phone:	Mobile:	

Event Overview

Describe the main purpose of the event:
Describe the type/s of entertainment:

Who will attend your event?

The target audience is the age group and interest of the patrons the event is aimed at. The event may target a wide range of interests and ages to be focused. Write the approximate number of participants/spectators expected to attend the event and estimate what the percentage of local and non local may be.

Who will attend your event?		
Estimated number of Participants:	% local	% non-local
Estimated number of Spectators:	% local	% non-local
Has this event been held before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, when?	Where?	
Do you propose holding this event again?	<input type="checkbox"/> Yes	If so, when?

Road Closures

Will there be any road closures for the event?

Yes

No

Name of Road/Street:	Time of Closure:	Time of re-opening:
Name of Road/Street:	Time of Closure:	Time of re-opening:
Name of Road/Street:	Time of Closure:	Time of re-opening:
Name of Road/Street:	Time of Closure:	Time of re-opening:

Has the permit been issued by local council, Vic Roads or relevant land manager?

Yes

No

Please provide a copy of the permit.

If yes, please specify agency and contact person's details:

Name of Agency:	
Contact Name:	
Phone:	Mobile:

Have you notified emergency services of the road closures?

Yes

No

Developing your Event Site Plan

SITE PLANNING

IMPORTANT: If you answer YES to a question that is marked ⓘ Site Plan, you MUST mark on your Preliminary Site Plan. Depending on your site set up, you may need to apply for a Place of Public Entertainment (POPE) permit or Siting Approval.

Entry to the event? Free Ticketed via Donation

Do you propose fencing the event? No Yes - describe below Partially

If yes:

Fencing: ⓘ Site Plan *Mark on your preliminary site plan the proposed fenced area and mark the entry and exit points.*

Do you propose using existing or temporary fencing for your site? Existing Temporary Unknown

Do you propose to use marquees? No Yes - describe below Unknown

If yes:

Marquees: ⓘ Site Plan *Mark on your preliminary site plan the proposed location of all marquee(s).*

Number of marquee(s) proposed? _____

Size of marquee(s) proposed? _____

Do you propose using stage(s)? No Yes - describe below Unknown

If yes:

Stage(s): ⓘ Site Plan *Mark on your preliminary site plan the proposed location of all stage(s).*

Number of stage(s) proposed? _____

Size of stage(s) proposed? _____

Do you propose using temporary seating? No Yes - describe below Unknown

If yes:

Seating Structure(s): ⓘ Site Plan *Mark on your preliminary site plan the proposed location of all seating structure(s).*

Number of seating structure(s)? _____

Size of seating structure(s) and number of seats? _____

SERVICES ON YOUR PROPOSED EVENT SITE

Where possible please visit the proposed event site and assess the site.

Is there power on site that you propose gaining access to? No Yes - describe below Unknown

If yes:

Power: ⓘ **Site Plan** *Mark on your preliminary site plan the proposed location of power on the event site.*

Describe what you intend using the power for on your event site

Is there a water point on site that you propose gaining access to? No Yes - describe below Unknown

If yes:

Water: ⓘ **Site Plan** *Mark on your preliminary site plan the proposed location of water on the event site.*

Describe what you intend using the water for on your event site

Are you aware of any locked areas or bollards that you may require access to? No Yes - describe below Unknown

If yes:

Access: ⓘ **Site Plan** *Mark on your preliminary site plan the proposed location of areas that you require access to*

Describe access requirements

WASTE MANAGEMENT (Bins, Cleaning & Toilets)

Are there public toilets on the site that you propose to use? No Yes - describe below Unknown

If yes:

Public toilets:  **Site Plan** *Mark on your preliminary site plan location of existing public toilets on the event site.*

If known, how many male cubicles? _____

If known, how many female cubicles? _____

If known, how many wheelchair accessible cubicles? _____

Are there existing bins on the proposed event site? No Yes - describe below Unknown

If yes:

Existing Bins:  **Site Plan** *Mark on your preliminary site plan the proposed location of existing bins at the event site.*


Depending on your event, you may be required to supplement the toilets and bins on the event site with extra equipment. You may also be required to develop a waste management plan.

ENTERTAINMENT MANAGEMENT

Do you propose to have recorded or live music as part of your entertainment program? No Yes - describe below Unknown

Will there be amplified noise such as speakers or broadcast equipment? No Yes - describe below Unknown

If yes:

Amplified noise:  **Site Plan** *Mark on your preliminary site plan the location and direction of amplified noise on the event site.*

Describe what the sound equipment will be used for

If known, what time will the speakers be operating from? From: _____ To: _____ Unknown

If known, what time will sound testing be from? From: _____ To: _____ Unknown

Depending on the nature of the amplification needed for your event, you may be required to develop a sound management plan.

Do you propose to use fireworks or pyrotechnics during your event? No Yes - answer below Unknown

If yes:

Describe the use of fireworks / pyrotechnics (please include date, time and place)

You will be required to apply to WorkSafe for a permit to conduct fireworks. Please provide a copy of the permit.


Do you propose to have a jumping castle at your event? No Yes Unknown

If yes:

Jumping Castle:  **Site Plan** *Mark on your preliminary site plan the location of the jumping castle.*


Do you propose to have a mechanical rides at your event? No Yes Unknown

If yes:

Mechanical Rides:  **Site Plan** *Mark on your preliminary site plan the location of mechanical rides.*

Do you propose to have an animal nursery at your event? No Yes Unknown

If yes:

Animal Nursery:  **Site Plan** *Mark on your preliminary site plan location of the animal nursery.*

Will food be available at your event? No Yes - answer below Unknown

If yes:

Food Vendors:  **Site Plan** *Mark on your preliminary site plan location of food vendors on the event site.*


Describe who will provide food, eg. Service Club BBQ or Registered food vendor

Will food be served or sold? Served (free) Sold Unknown

You will be required to seek food permits and you may be required to develop a food safety plan. Please speak to the Borough of Queenscliffe's Environmental Health Officer for further information.

Do you propose that alcohol will be available at your event? No Yes - answer below Unknown

If yes:

Alcohol areas:  **Site Plan** *Mark on your preliminary site plan location of alcohol and bar consumption areas.*

Describe how alcohol will be available

You will be required to gain an alcohol permit and you may be required to develop an Alcohol Management Plan. Please speak to the Borough of Queenscliffe's Environmental Health Officer for further information.

Committees

Committees play a vital role in organizing and managing a successful event. An event is made up of many areas of responsibility and is best handled by competent members of a committee. Committees must meet on a regular basis to review, change and update event progress.

Organising Committee

Member Name	Address	Contact Phone	Responsibility
			Event Manager
			Traffic Management
			Emergency Management
			Site Plan
			Promotion
			Communication & Contact
			Security
			Health & Medical
			Food
			Alcohol

Co-Ordination Centre

The “control point” of the event will be the Event Co-Ordination Centre. This is where information about any aspect of the event during its operation can be gained, and where major decisions are consulted before being executed. The event co-ordination centre staff should always know the whereabouts of the events manager and be able to contact him or her. Mark the event co-ordination centre on your site plan.

Grid reference on site map:	Number of staff:
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Communication Systems

Event Organisers and Staff

All event organisers and staff are in contact with the event through the event co-ordination centre. Organisers may have a representative at the event co-ordination centre to facilitate the provision and dissemination of information. The communication system should be multi-modal and not rely on one single system. It should also have its own backup supply.

Describe your communications system for event organisers and staff:

Backup System:

Public Communication

Event organisers must be able to communicate with the crowd both for public announcements and in emergencies. Consideration should be given to the style and content of the announcements:

- What volume is required for announcements to be heard over spectator noise
- Will the audience easily understand announcements
- Are multiple language announcement required
- What wording will lend credibility to the instructions?

If the public address systems cannot be put in place inside the venue, the public address systems in most emergency vehicles can be used in an emergency. Another option available for organizers is the use of closed circuit television to provide visual information to the public.

RISK MANAGEMENT

As part of your event's risk management planning, the following must be provided

- A copy of your Public Liability Insurance
- An assessment of the risks associated to staging of your event MUST be developed for all events held within the Borough of Queenscliffe. You can either use the Borough's template or use your own format. The template is available at www.queenscliffe.vic.gov.au
- Depending on the nature of your event you may be required to present your event planning documentation to the Community Development Coordinator. You will be advised if this is required.
- A summary of OH&S policies and procedures that apply to your event - for example: a heat policy.

ADDITIONAL INFORMATION

Is there anything else related to your event that you would like to advise us of?

IMPORTANT - CHECKLIST FOR APPLICANTS

Please ensure that the following details are included in your application. **Your application may be deemed ineligible without the key details listed below.**

If you are unsure about any of these requirements, please contact the Community Development Coordinator on 5258 1377 for assistance.

- Have you discussed your application with a Borough of Queenscliffe Officer?
- Have you provided all contact details?
- Have you completed all sections of the Application Form?
- Have you attached a copy of your Site Plan with all relevant areas marked?
- Have you attached copies of relevant permits obtained, where applicable?
- Have you attached your Public Liability insurance Certificate of Currency

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 our Privacy Officer on 5258 1377.