Please forward this form to

Cardinia Shire Council Festival and Events Officer

[events@cardinia.vic.gov.au](mailto:events@cardinia.vic.gov.au)

|  |  |
| --- | --- |
| EVENT APPLICATION DETAILS | |
| Contact Name (person to liaise with Council): Click or tap here to enter text. | |
| Event organisation/group body:Click or tap here to enter text. | |
| Postal Address: Click or tap here to enter text. Postcode: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | (M): Click or tap here to enter text. |
| Email:Click or tap here to enter text. | Website: Click or tap here to enter text. |
| Incorporation Number:Click or tap here to enter text. | ABN: Click or tap here to enter text. |

**Legal status** (please tick applicable option):

Not-for-profit or incorporated association.

Registered business hosting a fundraising event where proceeds are donated to charity.

Registered business hosting a profited event.

|  |  |  |  |
| --- | --- | --- | --- |
| EVENT DETAILS | | | |
| Name of event / activity: Click or tap here to enter text. | | | |
| Description of event / activity:Click or tap here to enter text. | | | |
| Date(s) required: | Click or tap here to enter text. | Time(s) inc. set up: | Click or tap here to enter text. |
| Total no. of people expected to attend: | Click or tap here to enter text. | Fees charged to participants: | Click or tap here to enter text. |
| Event held previously: | Yes  No  If yes, when? Click or tap here to enter text. | | |

|  |  |
| --- | --- |
| EVENT VENUE DETAILS | |
| Venue name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Has permission been obtained from the venue: | Owner/ Manager/ Committee of Management  Yes  No |
| Permission to use venue: | Contact name:Click or tap here to enter text.  Contact number:Click or tap here to enter text. |

**Privacy Statement**

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 and used for the specified purpose. You can access your personal information by contacting Cardinia Shire Councils Customer Service Team: 1300 787 624.

|  |
| --- |
| EVENT APPLICATION APPROVAL CHECKLIST |

Please complete the following checklist relating to your upcoming event. In order to have your application assessed, you must submit with this application, additional documentation identified on the last page.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Event Information & Requirements | Please tick | Compliance, permits, permissions that may be required for approval. |
| **1** | **Venue** | | |
| 1.1 | Is your event venue greater than 500m2? | Yes  No | A Place of Public Entertainment Permit may be required. |
| 1.2 | Does the event require vehicle access to the event site for set up, pack down or during the event? | Yes  No |  |
| 1.3 | Has a site inspection been completed, are there any hazards/ areas of concern? | Yes  No | If you require site to be mowed prior to event please email [events@cardinia.vic.gov.au](mailto:events@cardinia.vic.gov.au) |
| **2** | **Roads, traffic and parking management** | | |
| 2.1 | Will the event require any road or street closures? | Yes  No | Council consent and a Works in Road Reserve Permit will be required and Traffic Management Plan to be submitted through the Councils website portal.  Approval and/or permit from Victoria Police may be required along with other Emergency Services and Department of Transport (VicRoads) may also be required.  All traffic signage must be shown in the Traffic Management Plans  Traffic Management Plans are also required for Street Parties. |
| 2.2 | Increase road congestion in the area? | Yes  No |
| 2.3 | Restrict access to, or require use of the footpaths or public car parks? | Yes  No |
| 2.4 | Require parking beyond the immediate event site? | Yes  No |
| 2.5 | Will the event impact on public transport services (train or bus services)? | Yes  No | If yes, written consent or a permit will also be required from Public Transport Victoria or their public transport operator.  Further information can be found [here](http://www.ptv.vic.gov.au/footer/about-ptv/event-information/tell-ptv-about-your-event/). |
| 2.6 | Will you be erecting any roadside signage to advertise your event? | Yes  No | Roadside Signage permit must be obtained from Cardinia Shire Council for all roadside signage.  Apply [here](https://www.cardinia.vic.gov.au/info/93/planning/547/)  Please apply at least 4 weeks prior to event |

|  |  |  |  |
| --- | --- | --- | --- |
| 3 | Public Health and Safety | | |
| 3.1 Please provide the total numbers of toilets to be available at the event (including portable toilets).  **Total number of public toilets being used:**      **Number of portable toilets being supplied:**  **Females:** Enclosed unit:      Hand basins:      **Males:** Enclosed unit:      Urinals:     Hand basins  **Unisex:** Enclosed unit:      Hand basins:      **Accessible toilets:**  mana  **Minimum requirements:** One toilet for every 200 female patrons and one toilet for every 200 male patrons (a minimum of 30% in the form of enclosed units). One wash basin for every 200 patrons. For use by disabled persons, one unisex accessible facility for every 100 toilets. | | | |
| 3.2 | If the event is to be held at night, is there provision for lighting around toilets and main thoroughfares? | Yes  No | Permission from venue/land owner or manager required.  If your event is being held at night, you must hire lighting towers. |
| 3.3 | Will you be providing water to patrons? | Yes  No |  |
| 3.4 | Will food and beverages be served at the event (food vans, barbeque etc.)  If so, how many stalls? | Yes  No  Click or tap here to enter text. | All stall holders selling food must have a *Food Act 1984* registration with their local Council via the Streatrader website. New applicants will be contact by their local Council upon registering on Streatrader.    Once registered, stallholders must lodge a Statement of Trade via their Streatrader accounts. This allows Council to know when and where stall holders are trading.    Please refer to the [Streatrader](https://streatrader.health.vic.gov.au/) website for more information. |
| 3.5 | Will your event involve fireworks, firecrackers or pyrotechnics? | Yes  No | Must notify Council at least 28 days prior to the event so your application can be assessed.  Only [licensed pyrotechnicians](https://www.worksafe.vic.gov.au/pyrotechnician-licence), or people under their direct supervision, can use fireworks in Victoria.  Please refer to the [Council website](https://www.cardinia.vic.gov.au/info/20019/fire_flood_and_emergencies/768/apply_to_discharge_fireworks_in_cardinia_shire#section-4-apply-) for further Information. |
| 3.6 | Will your event include a PA system or any amplification? | Yes  No | A Noise Management Plan may be required to mitigate impact on surrounding occupants and residents.  For large music events compliance with the State Environment Protection Policy (control of music noise from public premises) is required; please refer to the [Environmental Protection Agency (EPA) website](https://www.epa.vic.gov.au/for-community/environmental-information/noise/music-noise/music-noise-law) for more information. |

|  |  |  |  |
| --- | --- | --- | --- |
| 4 | Temporary Structures | | |
| 4.1 | Will temporary structures (e.g marquees, stages, seating, fencing etc) be used? | Yes  No | Depending on the size and type of structure, Building and Occupancy Permits for the structure/s may be required by the Victorian Building Authority from Council’s Building Services Department. |
| If yes to 4.1, please select all that apply  Click or tap here to enter text. | | | |
| 4.2 | Will the event have amusement rides, jumping castles, entertainment vendors, etc? | Yes  No | You must provide a copy of the following documents to Council:   * Public Liability Certificate of Currency * Certificate of compliance inspection * Job Safety Analysis (JSA)   The device must meet current Australian Standards.  All equipment must be test and tagged  Please refer to the [WorkSafe Victoria](https://www.worksafe.vic.gov.au/amusement-ride-hire-checklists) website for further information on Amusement Ride safety. |
| If yes to 4.2, please provide the name of the provider, a list any amusement rides or entertainment vendors and include on your event Site Plan:  Click or tap here to enter text. | | | |
| **5** | **Alcohol** | | |
| 5.1 | Will alcohol be sold, served or consumed? | Yes  No | Council’s Local Laws do not allow for the consumption of alcohol in public places without prior approval.  If alcohol is being sold, a Liquor Licence Management Plan is to be submitted to Council for approval before applying for a Liquor Licence and Red Line Plan with the Victorian Commission for Gambling and Liquor Regulation (VCGLR).  **Allow 28 days for processing**  An application for a Liquor Licence and Red Line Plan is required to be lodged with the (VCGLR).  **Allow 60 days for processing.**  A final copy of the approved Liquor Licence and Red Line Plan must be provided to Council before the day of the event. |

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | Waste Management | | |
| 6.1 | Are there existing bins (i.e. in a compound) at the site that can be utilised? | Yes  No | Check whether the bins on site can be utilised. |
| 6.2 | Will your event require additional bins to be provided by Council? | Yes  No | There are costs associated with extra bin supply.  **Cost:**Bins are ordered as a pair; one recycling and one waste bin for $70  Please order at least 3 weeks before the event |
| If yes to 6.2, please provide numbers of general waste and recycling bins required:  **General Waste:**Click or tap here to enter text. **Recycling:** Click or tap here to enter text. | | | |
| 6.3 | Will a private waste contractor be organised to provide bins? | Yes  No | If yes, please submit a copy of the contractor’s plan and public liability insurance details. |
| **7** | **Risk Management** | | |
| 7.1 | Has a risk, safety and emergency management plan been developed? | Yes  No | Please attach Plan (in accordance with Australian Standards 31000:2018). |
| 7.2 | Please list any consultation that has occurred with emergency services:  Local Police Station, Ambulance and Country Fire Authority (CFA) | Police  CFA  Ambulance | Keep a record of the date and method of contact e.g. email (you may be required to provide proof of this to Council). |
| 7.3 | Has First Aid been organised? | Yes  No | First Aid services should be provided in accordance with recognised guidelines.  All first aid providers must be licenced through Department of Health |
| 7.4 | Has a security plan (including a crowd control plan, if relevant) been developed for your event? | Yes  No | Private security should have the appropriate qualifications/regulations. |
| **8** | **Accessibility** | | |
| 8.1 | Has an accessibility plan been developed (to ensure access to all people, including people with a disability)? | Yes  No | All events must be accessible for the community., this includes all marketing. |
| **9** | **General** | | |
| 9.1 | Will there be any filming taking place at your event? | Yes  No | Filming permit will be required.  This includes Drone usage |
| 9.2 | Would you like the Mayor and/or Councillors to attend your event? | Yes  No | Mayor and/or Councillors can attend event to provide a speech |

|  |  |
| --- | --- |
| REQUIRED ATTACHMENTS AND ADDITIONAL INFORMATION |  |
| The following documents are attached with the Event Permit Application Form (items 1,2 and 3 **MUST** be attached for application to be assessed) | |
| 1. Certificate of Currency for Public Liability Insurance and/or Market Insurance (a minimum of $20 million cover is required depending on the scale and complexity of your event) |  |
| 2. Site Plan - (Must include all entry/exit points, emergency vehicle access, first aid, evacuation points, car parking, toilets, drinking fountains, hydrants/service pits, temporary fencing and signage). |  |
| 3. Risk / Safety Management Plan. |  |
| 4. Traffic Management Plan |  |
| 5. Other (please list): Click or tap here to enter text. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ACKNOWLEDGEMENT AND AUTHORISATION FOR EVENT INFORMATION RELEASE | | | |
| I, Click or tap here to enter text. 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 Cardinia Shire Council. This information will be subject to Cardinia Shire’s Privacy Policy and will be used by Council for the purposes of promoting the event. | | | |
| Contact Name: | Click or tap here to enter text. | | |
| Signature: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
| For applications submitted electronically, please tick the box: □ Yes, I have read and agree | | | |