



Central Goldfields Shire Council

Event Permit Application Form

Part 1 A



**CENTRAL
GOLDFIELDS**
SHIRE COUNCIL

Procedure for Permit Application

Central Goldfields Shire Council (CGSC) requires organisations planning an event within the Shire to complete and submit an application to ensure the event complies with all local, state and federal legislative requirements.

For assistance or further information please contact:

Events Officer
Ben Robertson
Email: mail@cgoldshire.vic.gov.au
Phone: 5461 0610

This application is solely for events conducted within the CGSC and must be submitted at least 8 weeks prior to the projected event.

STEP 1 – Submit this application form to stage your event within the Central Goldfields Shire Council (CGSC).
All questions must be answered for your application to be processed.

STEP 2 – CGSC staff may contact you for further information

STEP 3 – Event Permit issued

Promotion of event – Event organisers are encouraged to provide images and an outline of the event with this Application. CGSC can promote the event on its visitor website and Visit Maryborough social media sites. Brochures promoting the event can be provided to the Central Goldfields Visitor Centre – visitorinfo@cgoldshire.vic.gov.au

Funding – Requests for funding can be submitted through the Community Grants Program each year.

Mayor attendance at your event – Requests for the Mayor or Councillor to officially open or launch the event or speak at your event can be directed to mail@cgoldshire.vic.gov.au

PART 1 SECTION A: EVENT APPLICATION FORM

1. Applicant details

Organisation:

Contact person:

ABN (if applicable):

Contact details:

Postal Address:

Postcode:

Phone:

Mobile:

Email address:

2. Event details

Name of event:

Type of event:

- ☐ Commercial Activity
☐ Non Commercial Activity

A brief description of the event:

Anticipated number of people attending this event?

If your event is below 100 people please talk to the Events Team on 5461 0610.

Entry to the event:

- ☐ Free ☐ Ticketed ☐ By donation

Event start details:

Date:	Time:
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Event finish details:

Date:	Time:
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3. Event location

Venue name:

Event location:

Town:	Postcode:
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Set-up details:

Date:	Time:
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Pack-up completion:

Date:	Time:
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4. Site planning

Will there be easy up gazebos erected? *Erected size 6m x 3m or 3m x 3m*

☐ Yes ☐ No

Will any temporary structure, tent, marquee, stage, booths have a floor area over 100m²?

☐ Yes ☐ No

Will any temporary stages or platforms exceed 150m² in floor area?

☐ Yes ☐ No

Will any temporary seating stands (grandstands) hold more than 20 persons?

☐ Yes ☐ No

5. Site services

Is access to power required?

☐ Yes ☐ No

Will a generator be used on-site?

☐ Yes ☐ No

Is access to a water point required?

☐ Yes ☐ No

6. Staffing and volunteers

Will your staff or volunteers be in contact with children?

☐ Yes ☐ No

Will you be engaging volunteers at the event?

☐ Yes ☐ No

Do you have Volunteer Workers Personal Accident Insurance?

☐ Yes ☐ No ☐ N/A

7. Alcohol

Will alcohol be consumed or sold at the event?

- ☐ Yes – free of charge (You *may* require a liquor licence)
- ☐ Yes – sold at the event (You *will* require a liquor licence)
- ☐ No

8. Food

Will food be served free or sold at your event?

- ☐ Yes – free of charge – *Provide a description of the types of food to be served free of charge:*

- ☐ Yes – sold at the event – *List the proposed food vendors at the event:*

- ☐ No

Will gas bottles be used by food stalls or at any location within the event site?

- ☐ Yes ☐ No

9. Waste Management

Do you require additional bins? (There *may* be charges for additional bins provided by Council)

- ☐ Yes

Number of rubbish bins:

Number of recycling bins:

- ☐ No

How will you manage the waste removal?

10. First aid

Who is providing the on-site first aid?

What time will they operate?

From:

To:

11. Traffic management

Will the event impact the normal use of roads or footpaths in and around the event site?

- ☐ Yes – roads (A qualified traffic management group *must* be engaged to implement the closure)
- ☐ Yes – footpaths
- ☐ No

12. Access to Toilets

Depending on your event and the expected number of participants you may be required to provide additional toilets at your event.

How many toilets will be available to use during your event?

Number of female cubicles:

Number of male cubicles:

Number of accessible (disabled) cubicles:

☐ Please acknowledge you are responsible for the cleaning of the toilets during and after your event.

13. Signs and banners

Would you like to erect signage on Council land (at the event or on road reserves)?

☐ Yes

☐ No

Will you erect signage on VicRoads roads?

☐ Yes

☐ No

Please contact VicRoads regarding any signs to be placed on VicRoads roads.

14. Entertainment

All performers/contractors must have their own \$20 million public liability insurance.

Will you have live or recorded music at the event?

☐ Yes

☐ No

An APRA Licence may be required

Will there be speakers and amplified noise at the event?

☐ Yes

☐ No

If "yes", amplification times including testing times:

From:

To:

Will there be fireworks at the event?

☐ Yes

☐ No

Will there be a jumping castle or inflatables at the event?

☐ Yes

☐ No

If "yes", please provide the operators Public Liability Insurance and Risk Assessment.

Will there be rides / fair attractions at the event?

☐ Yes

☐ No

If "yes", only professional and commercial vendors are permitted to operate on CGSC managed properties.

Please provide the manufacturer Certification and Public Liability Insurance.

Will there be an Animal Nursery or animals at the event?

☐ Yes

☐ No

If "yes", only professional and commercial vendors are permitted to operate on CGSC managed properties.

Please provide the name of the company, type of animals, how the animals will be controlled, and Public Liability insurance.

15. Camping

Do you plan to have visitors camp or stay on the event site?

☐ Yes ☐ No

16. Security

Have you engaged security for your event?

☐ N/A ☐ Yes ☐ No

All security personnel must be appropriately licensed in accordance with current Victorian legislative and regulatory requirements.

17. Emergency services

It is the responsibility of the event organiser to inform the Emergency Services of the event.

Police:

Official contacted:

Date of contact:

Ambulance:

Official contacted:

Date of contact:

State Emergency Services:

Official contacted:

Date of contact:

County Fire Authority:

Official contacted:

Date of contact:

A contact list of emergency services is available in the Event Application Guide.

18. Site map

Please attach your site map and include:

- Property or event boundaries /fencing
- Toilets and water supply facilities
- Site entries/exits
- Litter / waste facilities / bins
- Structures/ buildings / facilities
- Advertising signs
- Location of fire extinguishers/blankets
- First Aid post
- Entertainment / site holder area(s)
- Emergency Assembly points
- Food and drink vendors
- Alcohol consumption areas
- Ride / attractions
- Jumping castle / inflatables
- Animal nursery
- Generators
- Marquees (and sizes)
- All temporary structures

19. Key requirements

Do you require Council key/s for access to:

- ☐ Power
- ☐ Bollards
- ☐ Toilets
- ☐ Gates
- ☐ Buildings

20. Risk Management

Have you downloaded the VIC Emergency App?

A resource that provides Victorians with access to warnings and incidents for fires, floods, storms, earthquake, and water safety.

- ☐ Yes
- ☐ No

Please submit the following documents:

A copy of the events Public Liability Insurance to the value of \$20 million attached?

- ☐ Yes
- ☐ No

A Risk Management Assessment/ Plan attached? (See Part 2 B)

- ☐ Yes
- ☐ No

An Emergency Management Plan attached? (See Part 2 C)

- ☐ Yes
- ☐ No
- ☐ N/A

Site Plan attached?

- ☐ Yes
- ☐ No

A copy of notifications to residents/traders attached?

- ☐ Yes
- ☐ No
- ☐ N/A

A copy of letter of approval from land owner attached?

- ☐ Yes
- ☐ No
- ☐ N/A

21. Authorisation

I have read and completed the Event Permit Application Form in good faith and I agree to adhere to all of the reasonable requests made during the assessment and planning phase that may be stipulated by the Central Goldfields Shire Council and other agencies.

I understand that making application does not constitute event approval.

I also understand that a CGSC staff member will advise and guide me as to the next steps required to gain event approval

☐ I have read and acknowledge the above.

Print name:

Date:

Submit your Event Permit Application Form to:

Central Goldfields Shire Council
12-22 Nolan Street
Maryborough, VIC 3465

or

Email: mail@cgoldshire.vic.gov.au

with the subject: 'Event Permit Application *event name and date*'

Privacy Statement: *Personal information requested on this form will only be used by Council for administration purposes and will not be disclosed without your consent except where authorised by law. You have the right to seek access and correction of your personal information. Privacy and Data Protection Act 2014*

PART 1 SECTION B: EVENT INDEMNITY FORM

This section is to be completed by the Permit Holder or their authorised representative.

FORM OF INDEMNITY

I, *(Name of Person)*

of *(Address of Person)*

in the State of Victoria holding the position of *(Role or Position in Business)*

in the business named *(Business Name)*

With ABN or ACN *(Australian Business or Company Number)*

of *(Business Address)*

for which business I am duly authorised to sign this indemnity,

In consideration of the Permit for *(The name of the event/activity)*

On the date of the activity *(The date of the event/activity)*

On the footpath, parcel of land or roadway

Being granted to *(Name of Person or Incorporated Business Name of the Permit)*

(referred to as "the Permit Holder") HEREBY COVENANTS with CENTRAL GOLDFIELDS SHIRE COUNCIL (hereinafter referred to as "the Council") that unless caused by a breach of statutory duty or common law by the Council or any of its officers, agents, employees or contractors, the Permit Holder agrees to indemnify the Council and keep the Council indemnified from and against all and any damage, loss, cost or liability incurred or suffered by any person as a result of the Permit Holder's failure to comply with any conditions of the Permit granted by the Council, or any other failure to comply with any relevant law, lawful duty or obligation giving rise to any damage, loss, cost or liability incurred or suffered by any person as a result of or in any way associated with the exercise of this Permit.

Signed

Print name:

Signature:

Date:

Witness to Signature

Print name:

Witness signature:

Date: