

EVENT PERMIT APPLICATION FORM

Submitting this application for an Event Permit is the first step in applying for a permit to stage your event in the Colac Otway Shire. Please answer all the questions in this Event Permit application form before you lodge your Events Permit application.

Once your Events Permit application has been received an Events Officer will be assigned to your event and provide you with an assessment as to what documents or plans are required and what other permits may be applicable to your event.

After the Event Planning documents are received and signed off by the relevant departments or agencies and all other relevant permits are issued then a Colac Otway Shire Events Permit will be issued.

Please allow a minimum of 8 weeks for your event application form to be processed. Large to major events may require a minimum 12 – 18 month planning period.

NOTE: Applying for an event does not give the Event Organiser immediate approval to market or advertise the 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		
Business name of organisation delivering the event:		
Contact name of person delivering the event:		
Position of person with the organisation delivering the event:		
Postal address		
Telephone	W:	M:
Email		
Website		

SECTION 3: Event overview

Describe the event program and objectives:			
Event start time (public)		Event finish time (public)	
Event set up date:		Event pack up date:	
Event set up time:		Event pack up time:	
Expected number of participants			
Expected number of spectators			

SECTION 4: Site planning

Please include a site plan with this Event Permit application showing the proposed placement of all existing and temporary equipment at the site. Make sure you include all equipment that will be part of your event.

Entry to the event		Free:	Ticketed:	By donation:
Fencing		Existing fence <i>show on the site plan</i>		Temporary fence:
Marquees		Number of marquees:		Size of marquees:
Stages		Number of stages:		Size of stages:
Grandstands		Number of seats:		Size of stand/s:

SECTION 5: Traffic management

Could your event impact the normal use of roads in and around the event site? If yes, a separate traffic mgt plan must be submitted arranged by a qualified traffic management company.		<ul style="list-style-type: none"> Attach a separate Traffic Mgt map with name of the roads that will be impacted Please enquire on the Events Officer for further information that will need to be provided. A Residents Communication Plan will need to be discussed as to how they are notified of the road closures.
Will road closures apply?		<ul style="list-style-type: none"> Date/s of road closure: From: To: Time of road closure: From: To: <p>Roads will be re-opened on:</p>

NOTE: If you are proposing to close a road or change normal traffic conditions, and it is supported by the road managers then you will be required to provide a traffic management plan that is developed by a qualified traffic management company. You will also be required to apply for a Road Occupancy Permit. If closing a Vic Roads road, special permits will be required.

SECTION 6: Site services *(Where possible please visit the site while developing your application)*

Is there power on site that your event requires access to?		<i>Please describe what the power will be used for and show on the site plan</i>
Do you plan on bringing a generator onto site?		<i>Please describe what the power will be used for and show on the site plan</i>
Is there a water point on site that you require access to?		<i>Please describe what the water will be used for and show on the site plan</i>
Are there any gates or bollards that you require access to?		<i>Please show on the site plan</i>

SECTION 7: Waste Management

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

Are there public toilets on the event site?		<ul style="list-style-type: none"> Number of Female cubicles: Number of Male cubicles: Number of accessible cubicles: <i>Please show location on the site plan</i>
Are you providing extra temporary toilets?		<ul style="list-style-type: none"> Number of Female cubicles: Number of Male cubicles: Number of accessible cubicles: <i>Please show location the site plan</i>
Are there existing bins on the event site		<ul style="list-style-type: none"> <i>Please write how many and show their location on the site plan:</i>
Are you providing extra bins?		<ul style="list-style-type: none"> Amount: <i>Please show their location on the site plan</i>

SECTION 8: Entertainment and Communication Plan

Please provide details of all entertainment you will have at your event.

Describe the Entertainment Program Describe plans of communicating the event - posters, fb, advertising etc.		
Is live or recorded music part of the entertainment plan?	<i>If you are using recorded music you may be required to obtain an APRA permit http://apraamcos.com.au/music-customers/licence-types/event-licences/</i>	
Will there be speakers and amplified noise at the event?	<i>Amplification times: From:</i>	<i>To:</i>
	<i>Sound testing times: From:</i>	<i>To:</i>
Will there be fireworks at the event?	<i>Fireworks Date:</i>	
	<i>Firework Times: From:</i>	<i>To:</i>
	<i>Name of Fireworks Company:</i>	
Will there be a jumping castle at the event?	<i>Please show location on the site plan</i>	
Will there be mechanical rides at the event?	<i>Please show location/s on the site plan</i>	
Will there be an Animal Nursery at the event?	<i>Please show location on the site plan</i>	
Do you plan to release anything into the atmosphere, such as balloons?	<i>Note: Environmental agencies and the Colac Otway Shire are not supportive of mass balloon releases. Bubble machines are available on enquiry.</i>	
Do you plan to erect signage at the event site?	<i>Please include this signage on your site plan.</i>	

SECTION 9: Food and Beverage

Will food be sold at your event?	<i>Provide a list of proposed food vendors and show the locations on the site plan.</i>	
Do you plan to use gas at the food stalls at the event?	<i>Please indicate on site map. Please referred to additional page that Events Officer will supply.</i>	
Do you plan to sell or serve alcohol at the event?	Alcohol times: From:	To:
	<i>Show on the site plan where the alcohol areas will be.</i>	

SECTION 10: Filming

Please provide details of any filming that will take place at your event.

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

SECTION 11: Risk Management

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

	Attached:
A copy of the events Public Liability Insurance to the value of \$20,000,000	
A Signed copy of Council's Indemnity Form	
A Risk Assessment. You can use Council's template or your own format.	

E Team – Depending on the nature of your event and the associated risks, you may be required to present at the E Team, Council's Multi Agency Working Group. You will be advised by the Events Unit if this is a requirement.

SECTION 12: Authorisation

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

I understand that making application does not constitute approval or an Events Permit.

I also understand that an Events Officer will advise and guide me as to the next steps of the event planning phase.

Print Name:	
Signature: <i>sign/scan and return</i>	
Date:	

Submit your Event Permit Application Form to:

Events Unit
Colac Otway Shire
PO Box 283, Colac VIC, 3250
Email: inq@colacotway.vic.gov.au

If you require assistance please contact: (03) 5232 9400

Privacy Statement: the personal information on this form is being collected to issue you with a permit to conduct an event(s). Your personal information will be solely used by the Shire for this purpose or for directly related purposes. Should you wish to access or amend this information, you can contact the Shire on 03 5232 9400. Failure to provide the requested information may result in the Shire not being able to process your event application. Depending on the event, some details will be passed onto relevant departments within the Colac Otway Shire as well as other appropriate bodies.