



**Application for Events in Public Places**  
General Local Law 2 - Part 5 – Section 116.1

Applicant's/Event Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

PH: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_ (FAX) \_\_\_\_\_

Location of Event: \_\_\_\_\_

Please specify **EXACT** location of Event: \_\_\_\_\_

*If location at Botanical Gardens please specify on attached map.*

Nature of Event being held:  Business Function  
 Family Function  Sporting Function  
 Other (please specify): \_\_\_\_\_

**PLEASE NOTE: THAT A REQUIREMENT OF THIS APPLICATION IS TO HAVE PUBLIC LIABILITY INSURANCE COVER IN PLACE**

**Applicant's Public Liability Insurance Policy 'Certificate of Currency' noting Colac Otway Shire as an interested party (with proof of a minimum \$10 million Public Liability Insurance\* coverage) attached. Please be advised that it is the applicant's responsibility to ensure that your insurance policy covers the activity or event relevant to the application.**

**Date & time event is to be held:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will liquor be consumed at the event?    Yes    No

Will this event involve a road closure?    Yes    No

*If yes, it will be necessary to discuss your application with the Compliance Unit, contact (03) 5232 9400*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY: Amount Owing - \$200.00. Charitable organisation – No fee**  
Receipt: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**DECLARATION:**

*The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*