

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		
Name of organisation delivering the event:		
Contact name of person delivering the event:		
Position of person with the organisation delivering the event:		
Postal address:		
Phone:	W:	M:
Email:		
Website:		

SECTION 3: Event overview						
Describe the event program and objectives:						
Event Times						
Setup	Date:		Start time:		Finish Time:	
Event Time (Public)	Date:		Start time:		Finish Time:	
Pack Down	Date:		Start time:		Finish Time:	
Expected number of participants						
Expected number of spectators						
Site/venue capacity						

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	No	Yes Existing fence <i>show on the site plan</i>	Temporary fence:
Marquees	No	Yes Number of marquees:	Size of marquees:
Stages	No	Yes Number of stages:	Size of stages:
Grandstands	No	Yes Number of seats:	Size of stand/s:
First Aid		Please provide details of your First Aid provider. First Aid is required	Name of Provider: Show First Aid on Site Map

SECTION 5: Traffic management			
Could your event impact the normal use of roads in and around the event site?	No	Yes:	<ul style="list-style-type: none"> Attach map with name of the roads that will be impacted Show the direction and the course that the parade or sporting route will take, including start and finish areas Show where any equipment is proposed to be positioned on or near the roadway Show where you suggest the participants, contractors, staff and public will park
Will road closures apply?	No	Yes:	<ul style="list-style-type: none"> Date of road closure: From: To: Time of road closure: From: To:
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.			

SECTION 6: Site services <i>(Where possible please visit the site while developing your application)</i>		
Is there power on site that you require access to?	No	Yes: <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?	No	Yes: <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?	No	Yes: <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?	No	Yes: <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?	No	Yes: <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?	No	Yes: <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	No	Yes: <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?	No	Yes: <ul style="list-style-type: none"> • Amount: <i>Please show their location on the site plan:</i>

SECTION 8: Entertainment								
Please provide details of all entertainment you will have at your event.								
Describe the Entertainment Program								
Is live or recorded music part of the entertainment plan?	No	Yes: <i>If you are using recorded music you may be required to obtain an APRA permit.</i>						
Will there be speakers and amplified noise at the event?	No	Yes: <table border="0"> <tr> <td><i>Amplification times: From:</i></td> <td><i>To:</i></td> </tr> <tr> <td><i>Sound testing times: From:</i></td> <td><i>To:</i></td> </tr> </table>	<i>Amplification times: From:</i>	<i>To:</i>	<i>Sound testing times: From:</i>	<i>To:</i>		
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Will there be fireworks at the event?	No	Yes: <table border="0"> <tr> <td><i>Fireworks Date:</i></td> <td></td> </tr> <tr> <td><i>Firework Times: From:</i></td> <td><i>To:</i></td> </tr> <tr> <td colspan="2"><i>Name of Fireworks Company:</i></td> </tr> </table>	<i>Fireworks Date:</i>		<i>Firework Times: From:</i>	<i>To:</i>	<i>Name of Fireworks Company:</i>	
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<i>Name of Fireworks Company:</i>								
Will there be a jumping castle at the event?	No	Yes: <i>Please show location on the site plan:</i>						
Will there be mechanical rides at the event?	No	Yes: <i>Please show location/s on the site plan:</i>						
Will there be an Animal Nursery at the event?	No	Yes: <i>Please show location on the site plan:</i>						
Do you plan to release anything into the atmosphere, such as balloons?	No	Yes: <i>NOTE: The Environmental agencies are not supportive of mass balloon releases. We encourage bubble release or similar.</i>						

