

# Event Permit Application Form

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Make a payment

Please supply your credit card details or include a cheque for payment of this application.



### Supporting Documents

Please ensure you attach all supporting documents to your application.

### Fees Apply

Permit for an event in a public place **\$205.00**

*Fee waived for registered charitable organisations.*

Permit for the consumption of liquor in a public place **\$180.00**

### Office Use Only

Receipt Number

Date Paid

Amount Paid

## Applicant's Details

Name of Organisation

ABN or ACNC Number (if applicable)

Contact Person

Position within Organisation

Postal Address

Best phone number to contact you on

Email

## Event Details

Name of Event

Event Location

Describe the event program and objectives

Event Times

Proposed Date(s) of the Event *(please attach additional details for events held on multiple dates)*

### Set Up

Start Date:

### Public Event Times

Start Date:

End Date:

### Pack Down

Start Date:

Start Time:

End Time:

Start Time:

End Time:

Start Time:

End Time:

Expected number of participants

Expected number of spectators

Site/Venue Capacity

# Event Permit Application Form

## Child Safety

A Working with Children's Check is a legal requirement for volunteers who will have contact with children during the course of their work with your organisation. The Working With Children's Check is administered by the Department of Justice (DoJ) For more information visit <https://www.workingwithchildren.vic.gov.au/>.

Will your volunteers/event team be in contact with children? NO  YES

## Security

Have you engaged security for your event? NO  YES  N/A

If YES, please provide the following information:

Security Provider	Duration	Number of Security Staff
<input type="text"/>	<input type="text"/>	<input type="text"/>

All security personnel must be appropriately licensed in accordance with current Victorian legislative and regulatory requirements. A copy of the security provider's public liability insurance must be supplied with this application.

Have you advised your local police service of the event? NO  YES  N/A

*Please note: It is the responsibility of the Event Organiser to notify all relevant authorities of the event.*

## Site Planning

**Please include a site plan with this 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	Fencing	Marquees	Stages	Grandstands
<input type="checkbox"/> Free	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
<input type="checkbox"/> Ticketed	<input type="checkbox"/> YES - Existing	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> By Donation	<input type="checkbox"/> YES - Temporary			

Fencing Set-Up Date:	Time:	Number of marquees:	Number of stages:	Number of seats:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fencing Pack-Down Date:	Time:	Size of marquees:	Size of stages:	Size of stand/s:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Site Services

**Where possible, please visit your site and show the following services on your site plan.**

Is there power on site that you require access to? NO  YES

Please describe what power will be used for and show on the site plan

Do you plan on bringing a generator onto site? NO  YES

Please describe what the power will be used for and show on the site plan

Is there a water point on site you require access to? NO  YES

Please describe what the water will be used for and show on the site plan

Please describe what gates you require access to and why

# Event Permit Application Form

## Food

Will food be served (catered) at the event? NO  YES  Please provide a description of the type of food being served.

Will food be sold at the event? NO  YES  Please provide a list of proposed food vendors and show them your site plan.

It is the responsibility of the Event Organiser to collect copies of all required food permits and ensure vendors are registered with Streatrader <https://streatrader.health.vic.gov.au/>

Do you plan to use gas at the food stalls at the event? NO  YES

Please refer to the Energy Safe Guidelines *Gas Safety at Public Events* or contact Energy Safe Victoria to understand your responsibilities as the Event Organiser.

## Alcohol

Will alcohol be sold at the event? NO  YES  Please show the locations on your site plan

If YES do you have a current liquor licence for this event? YES  APPLIED, Yet to receive  NOT YET APPLIED   
Please attach a copy of your liquor licence.

Will alcohol be consumed at the event? NO  YES  Please show the locations on your site plan

Where patrons are consuming alcohol at an event held in a public place a permit for the Consumption of Alcohol in a Public Place is required in accordance with the Colac Otway Shire Council Local Laws. Fees apply. Application is not valid until permit is issued.

Do you wish to apply for a Consumption of Alcohol in a Public Place permit? NO  YES

If YES, what are the alcohol sales/service times: Start Time:  End Time:

## Amenities Management

Depending on your event and the expected number of participants you may be required to provide additional toilets at your event. Please show location of facilities on your site plan.

Are there public toilets on the event site? NO  YES

If YES, please indicate the number of:

Unisex Cubicles  Female Cubicles  Male Cubicles  Accessible Cubicles

Are you providing extra temporary toilets? NO  YES

If YES, please indicate the number of:

Unisex Cubicles  Female Cubicles  Male Cubicles  Accessible Cubicles

## Waste Management

Depending on your event and the expected number of participants you may be required to provide additional bins at your event. Please show location of facilities on your site plan.

Are there existing bins on the event site? NO  YES

If YES please indicated the number of:

Garbage Bins  Recycling Bins

Are you providing extra bins? NO  YES

If YES please indicated the number of:

Garbage Bins  Recycling Bins  Food & Organic Bins  Glass Bins

Would you like to hire the Colac Otway Shire Council's Sustainable Events Trailer? NO  YES

Further information about the Colac Otway Shire Council's Sustainable Events Trailer is available at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au).

# Event Permit Application Form

## Environment

Will your event impact native vegetation? NO  YES  UNKNOWN

If you are unsure or would like to discuss this further please contact the Colac Otway Shire Council's Environment Department on 5232 9400.

## Traffic Management

**Where an event will interfere with the normal use of a road by road users, including parking, public gathering, signage and infrastructure on the road, a Memorandum of Authorisation is required from the Colac Otway Shire.**

**To apply for the MoA, a traffic management plan in accordance with AS1742.3 should be submitted to council along with the completed Colac Otway Shire MoA application form and MoA Risk Assessment. All submitted documentation must be completed by a qualified traffic management company. If any Department of Transport (DoT) roads are utilised as part of the event, any relevant permits or permission must also be included in the submission..**

Could your event impact the normal use of roads in and around the event site? NO  YES

If YES:

- Provide certified Traffic Management Plan(s);
- Provide completed MoA Application and Risk Assessment Forms

Roads involved in the event

Will road closures apply? NO  YES

If you are changing traffic conditions have you made contact with emergency and public transport services? NO  YES   
Please provide evidence of contact with emergency services and public transport companies.

## Signage

Would you like to erect event signage on Council land or road reserves? NO  YES

If YES, please provide the following information as an attachment:

- Number of signs
- Map locations
- A copy of the design to be placed on the signs
- The size of the signs
- How long the signs will be erected
- How will the signs be displayed/erection method.

Will you be erecting event signage on VicRoads roads? NO  YES

If YES, please see Event Roadside Signage application requirements under Additional Event Approvals on the Planning an Event page.

## Entertainment

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

Describe the entertainment program for your event

Is live or recorded music part of the entertainment plan? NO  YES

If YES: If you are using recorded music you may be required to obtain an APRA permit. Information is available at <https://www.apra.gov.au/apras-licensing-process>

# Event Permit Application Form

## Entertainment, cont.

Will there be speakers and amplified noise at the event? NO  YES

If YES: Amplification times: Start Time:  End Time:

Sound testing times: Start Time:  End Time:

Will there be fireworks at the event? NO  YES

If YES: Fireworks Date: Start Date:       Fireworks Times: Start Time:  End Time:

Name of company providing fireworks:  Contact phone number:

*In accordance with the WorkSafe Victoria Notifications of Intention to Discharge Fireworks form, please provide a copy of the notification sent to the Victorian WorkCover Authority, the Country Fire Authority and the Colac Otway Shire.*

Will there be a jumping castle at the event? NO  YES

Will there be mechanical rides at the event? NO  YES

Will there be an animal nursery or other entertainment involving animals at the event? NO  YES

*If you answered YES to any of these questions, please show the locations of these attractions on your site plan and provide a copy of the suppliers' Public Liability insurance.*

Do you plan to release anything into the atmosphere, such as balloons? NO  YES

*Please note: Environmental agencies are not supportive of mass balloon releases. We encourage bubble release or similar.*

## Filming

Do you plan to film your event? NO  YES

If YES, you may need to apply for a Permit to Film Within the Colac Otway Shire. Contact Economic Development Unit on 5232 9400 for further information.

Do you plan to use a drone at your event? NO  YES

If YES, please review the Civil Aviation Safety Authority (CASA) guidelines which apply to all drone and remotely piloted aircraft (RPA) operators. For more information visit the CASA website [www.casa.gov.au/aircraft/landing-page/flying-drones-australia](http://www.casa.gov.au/aircraft/landing-page/flying-drones-australia)

## Form of Indemnity - permit requirement, must be completed.

THIS INDEMNITY is given for the Event Name

For the period of Date of Event       to

Event Organiser

## BACKGROUND

The Applicant has applied to the Council for authority to use a portion of a road or other public area within the municipal district under Council's Local Laws. In consideration for the Council agreeing to this use, the Applicant agrees to indemnify the Council and to hold Public Liability insurance at all relevant times, as outlined below.

# Event Permit Application Form

## Form of Indemnity

### INDEMNITY

The Applicant agrees to indemnify and to keep indemnified Colac Otway Shire and its servants (collectively, 'the Council') from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against the Council, in connection with the Applicant's use of the road and/or public area under this Agreement.

The Applicant's liability to indemnify the Council shall be reduced proportionally to the extent that an act or omission of the Council directly contributed to the loss or liability.

### INSURANCE

The Applicant agrees to, at all times during the period of the use of the road/public land to take out and keep current a Public Liability Policy of Insurance ("The Public Liability Policy"), to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the Applicant's use of the road/public land under this Agreement.

The Public Liability Policy must extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Applicant.

**Please sign and have witnessed the following authorisation OR complete the Common Seal authorisation**

### SIGNED, SEALED and DELIVERED by

Applicants name (please print)

Date

D	D	M	M	Y	Y
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Signature

### In Victoria in the presence of

Witness (please print)

Date

D	D	M	M	Y	Y
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Signature

**OR**

### THE COMMON SEAL OF

was herunto affixed in accordance with its articles association in the presence of

Director

Secretary

# Event Permit Application Form

## Attachment Checklist

- Applicant's Public Liability Insurance Policy Certificate of Currency **noting Colac Otway Shire as an interested party** with proof of a minimum \$20 million Public Liability Insurance coverage
- Detailed Site Plan
- Risk Assessment and Emergency Management Plan
- Proof that Emergency Services have been notified of the event
- Public Liability Insurance Policy Certificate of Currency for Security Company
- Additional Public Liability Insurance Policy Certificates of Currency for high-risk event elements including Inflatable Amusement Devices, Animal Entertainment or Animal Nursery, and/or Mechanical Rides
- Copy of VGCCC Liquor Licence for Sale/Serving of Alcohol
- Event notification (to be) sent to residents and/or businesses
- Multiple Event Date Information

## Colac Otway Shire Memorandum of Authorisation (MoA) Documentation

- Traffic Management Plan(s)
- Colac Otway Shire Memorandum of Agreement (MoA) for Local Road Closure Application
- Colac Otway Shire Memorandum of Agreement (MoA) for Local Road Closure Risk Assessment

## Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of an event permit application and other related purpose. The personal information may also be disclosed to Local Laws, Risk and OHS, Emergency Management, Health Protection, Building and Statutory Planning departments for the purpose of assessing if further approvals may be required for the event. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, the application for an event permit cannot proceed. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au). Council's Privacy Policy is available from our website: [colacotway.vic.gov.au/Council-the-shire/Council-policies](http://colacotway.vic.gov.au/Council-the-shire/Council-policies) and all Council Customer Service Centres.

## Event Organiser Mailing Database

To receive event related communication, from time to time, about Council funding opportunities, event industry updates, services, programs and projects, please sign up for the event mailing list by clicking the sign up link below.

Sign up here: <http://eepurl.com/g9erHz>

## Colac Otway Shire Events Calendar

To list and manage your event listing on the Colac Otway Shire Events calendar visit:  
<https://www.colacotway.vic.gov.au/Upcoming-Events>

## Authorisation

By signing this agreement, I hereby authorise/agree:

I have read and agree to abide by the Colac Otway Shire Council Events Policy.

I have read and completed the Event Permit Application form in good faith and have adhered to all the requirements specified by the Colac Otway Shire Council. All details are accurate and true, whereby the event will be organised and managed as I have described, unless advised otherwise by the Colac Otway Shire Council.

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 this application does not constitute approval of an Event in a Public Place or Consumption of Liquor in a Public Place permit.

I also understand that a Council Officer will advise and guide me as to the next steps of the event planning phase once all applicable application fees have been made. Payment should accompany this application.

Signature

Date

D	D	M	M	Y	Y
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Return your completed forms by post: PO Box 283, Colac, 3250, email: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) or call into one of our service centres.

Colac Shire Offices, 2-6 Rae St, Colac | GORVIC 100 Great Ocean Rd, Apollo Bay

# Payment by credit card

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit payment

**Please attach this to the FRONT of your application/documents**

This form will be destroyed upon completion of the payment process

Office Use Only	
Application No	
<input type="text"/>	
Amount	Receipt Type
\$ <input type="text"/>	<input type="text"/>
Receipt No	Date
<input type="text"/>	<input type="text"/>
<b>DO NOT SCAN - TO BE DESTROYED</b>	

## Your Details

First name

Last name

Company

Best phone number to contact you on

Email

Residential or postal address

Description of payment (*i.e. Rates, Permit Application, Invoice*)

Amount to be charged

Amount in words

## Credit Card Details

Name on card

Credit Card Number

VISA CARD

MASTERCARD

AMEX

Expiry Date

CIV

Signature