

Council is committed to ensuring that events held in Glenelg Shire are successful, safe and well planned, with appropriate arrangements established to identify and manage potential impacts and risks.

By definition, an event is a gathering of people brought together for a common purpose by some prearrangement.

When an event is to be held on Council owned or managed land and/or buildings, or a road closure is necessary, it is a requirement to complete this form.

Please complete and return this application with the following supporting documents:

- **Event Plan**
- **Risk Management Plan**
- **Site Plan**
- **Emergency Management Plan** (included in this form)
- **Public Liability Certificate of Currency for the event** (\$20 million)

If you require assistance with the development of the above documents, please contact Council's Events Officer by email events@glenelg.vic.gov.au or by calling 1800 GLENELG.

For further information and support on planning your event please visit our [Event Organiser's Help Page](#) on Council's website.

This form must be received no less than three months in advance of the date of your event.

Supporting documentation can be submitted retrospectively. A Permit will not be issued until all documentation is received.

Email your completed application with supporting documents to events@glenelg.vic.gov.au or take to any of Council's Customer Service Centres.

Completed applications will be assessed in alignment with Council's Events Policy.

Submission of your application does not grant permission for land use. Permission is only granted on the issue and receipt of a Permit by Events.

EVENT DETAILS

Event Name:			
Event Location:			
Event Date:			
Event Start Time:		Event Finish Time:	

Expected No. of Attendees:						
Entry to the Event is:	Free:		Ticketed:		Donation:	
Has this Event been held before? (yes/no)			If yes, when?			
Please provide a brief description of your event and the activities proposed						
Do you have an alternative location as a contingency? (yes/no)			Has this location been booked, or a permit applied for? (yes/no)			

APPLICANT DETAILS

Event Contact Person:	
Position:	
Organisation:	
Postal Address:	
Mobile Ph:	
Email:	
Website:	

INSURANCE

Event organisers must obtain appropriate insurance to protect event staff, volunteers, contractors', and the public for the duration of the event.

It is the responsibility of the event organiser to ensure all contractors and vendors engaged have appropriate certificate of insurance for services provided

Have you attached a copy of your (or your auspice organisation) current Certificate of Currency that covers all activities taking place at your event? (yes/no)

FOOD AND BEVERAGE

Will there be food pre-packaged or for immediate consumption at your event? (yes/no)

Event organisers must obtain appropriate insurance to protect event staff, volunteers, contractors', and the public for the duration of the event.

It is the responsibility of the event organiser to ensure all contractors and vendors engaged have appropriate certificate of insurance for services provided.

It is a legislative requirement that all mobile food premises submit a Statement of Trade via the Streatrader Website for every event they plan to attend. Streatrader is the online system for businesses and community groups to register and notify their temporary and mobile food premises with Council.

Please ask all food vendors to register for your specific event at the following link:
www.streatrader.health.vic.gov.au

It is the responsibility of the event organiser to ensure that all vendors selling food (pre-packaged or for immediate consumption) have completed their Statement of Trade via the Streatrader website.

LIQUOUR LICENCE

Will there be alcohol at your event? (yes/no)

If yes, you may require a liquor license, for more information please visit the Victorian Commission Gambling and Casino Control Commission at www.vgccc.vic.gov.au/ or call on 1300 182 457.

If you require a liquor license, you MUST provide a copy of your liquor license to Council with your application process to be eligible for a permit for your event.

TOILETS

It's the responsibility of event organisers to ensure that there are sufficient toilet facilities available to event patrons. If there are not enough permanent toilet facilities at your event site, you will need to hire in, and pay for additional toilets.

For information on how many toilets are required as a ratio to attendees please refer to Council's **Event Management Guidelines** available on Council's website.

How many existing toilets on site will you be using?	Female		Male		Accessible	
How many portable toilets will you be using?	Female		Male		Accessible	

EVENTS ON ROADS

An additional council permit (Schedule 16) application is required for your event to take place on any local road or laneway, even if closures are not required. A pre-qualified accredited organisation must be engaged to provide a Traffic Management Plan (TMP) and to conduct the closure. You will need to supply the TMP with your Schedule 16 application.

If your event will impact a major road, you may also need to apply for a permit from Vic Roads. Applications to Vic Roads are required to be submitted no less than 60 days before the event date.

For further information on the VicRoads process, and to complete an application, head to the website below.
<https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event>

Please complete the information below and our team will contact you with further information, if required.

Will any part of your event be taking place on a road or laneway? (yes/no)				
<i>If yes, please complete the following section</i>				
Name (and sections) of street/roads effected:				
Do you require the above roads to be closed? (yes/no)				
Date of closure:	Start:		End:	
Time of closure:	Start:		End:	

TEMPORARY STRUCTURES

Building regulations apply to temporary structures and a prescribed permit may be required.

Please complete the information below and our Building team will contact you with further information if required.

The use of pegs to secure infrastructure must be discussed with Council as part of event planning process to ensure no damage is caused to underground irrigation or drainage systems.

Dial before you Dig is the responsibility of the event organiser or contractor erecting the infrastructure.

Will a temporary structure be erected? (yes/no)

If yes, is it a tent or marquee more than 100sqm? (yes/no)

To calculate the sqm multiple the length by the width

Will there be seating structures for more than 20 persons? (yes/no)

Do you have a stage or platform more than 150sqm? (yes/no)

Will you have inflatable structures at your event? (yes/no)

Will you have amusements/carnival rides at your event? Yes/no)

WASTE MANAGEMENT

It is the responsibility of the event organiser to collect and remove all waste generated by the event.

Organiser's must ensure that there are enough bins available for patrons and stallholders to dispose of their waste properly and dedicated contractors, staff or volunteers are on-site and available to monitor waste and ensure bins are emptied on a regular basis.

How many bins will be onsite at your event?

General Waste

Recycling

How often will the bins be emptied?

Waste Wise Events Trailer

Glenelg Shire Council can provide the Waste Wise Events trailer for community events held within the Shire.

The trailer contains 6 waste bins, 6 recycling bins and bin caps which may be borrowed free of charge by event organiser's

To secure the trailer for your event, book online now via our online booking form

<https://www.glenelg.vic.gov.au/Discover-Our-Shire/Events/Event-and-Festival-Organisers-Help-Page>

SIGNS AND BANNERS

If you would like to advertise your event on the Bentinck Street fence, you will require a permit.

You can also place signs marketing your event in the Community Event Entry Signboards in Nelson, Portland, Casterton and Heywood.

Would you like to place a banner on the Bentinck St Fence? (yes/no)

If you state yes, we will be in touch to provide the permit application to complete

Would you like more information and the application forms for Entry Signboards sent to you? (yes/no)

All signage at event being held on Council owned or managed land may require approval and a sperate permit.

Will you be erecting more than 9 signs for longer than 24 hours at your event? (yes/no)

ACCESSIBILITY AND EQUALITY

Glenelg Shire Council encourages all event organisers to consider accessibility and equity as an important part of their planning and put measures in place so that the event is inclusive and accessible for all community members.

Have you considered accessibility and equity when planning your event? (yes/no)

Would you like to be contacted by Council's Access & Inclusion Officer who can help you with these considerations? (yes/no)

POST EVENT RESTORATION

It is the responsibility of the event organiser to ensure the site is returned to pre-event condition. This includes removal of all waste, infrastructure, and restoration of any damage causes.

In some instances, either an Assets Protection permit, or Casual Hire bond may be required dependent the location of your event. You will be notified if this is required.

Please let us know if there are any other enquiries you have regarding your event, this application or if you would like further assistance with your event planning

YOUR DECLARATION

I/we understand that the above information is true and accurate, and if approved we will conform to any conditions required by Glenelg Shire Council.

Should any site damage occur, I/We as the event organiser, will be responsible for all costs associated with repairs and restoration.

I/we understand that penalties may apply if conditions of the Permit are not complied with, and the Permit may be cancelled.

I/we agree to comply with any reasonable direction of an authorised Council Officer.

Applicant Name:

Date:

Applicant Signature:

EMERGENCY MANAGEMENT PLAN

It is advised that all event organisers prepare an Emergency Management Plan. Please find a simple template below that you can use for your event – ***it is also advised that you edit this as appropriate to fit to the context of your event.***

Ideally this document should contain key contact information for various individuals and departments, a timeline for the event and specific event maps. This plan should be distributed to and reviewed with key staff/volunteers prior to the event.

The information below, once signed, can act as your Emergency Management Plan. Please edit as appropriate and add more detailed information as required – each event will be different and there may be potential issues specific to your event that need to be addressed.

EVENT PROCEDURES

In the event of an emergency this will be your plan for your event. Please obtain on event day. Responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the event manager/chief warden. This delegation will be effective from the time the emergency is reported until such time as it is resolved.

It is the responsibility of the event manager/chief warden to hand over control of the venue to the emergency services incident controller upon their arrival at the scene. Cancellation or evacuation of the event shall be the responsibility of the event manager/chief warden. On a Fire Danger rating day of "Catastrophic" for the South West Total Fire Ban district, the event will be cancelled. The attached site plan forms part of the emergency response plan.

PRIOR TO EVENT

Prior to the event, event organisers should inspect the site and identify and rectify any potential hazards.

All key staff/volunteers will be provided with a copy of this plan and feedback received.

CATASTROPHIC / EXTREME DANGER FIRE BAN DAY

Should a Catastrophic / Extreme Danger Fire Ban Day be declared for the day of our event, the safety precautions will be implemented:

EVACUATION PROCEDURES

FIRE

1. Alert all persons nearby and request assistance
2. Assist any person in immediate danger, only if safe to do so
3. Call the Event Manager/Chief Warden/Communications Officer who will then call 000 requesting the Fire Brigade's assistance
4. If threat to life exists, evacuate the area immediately
5. Extinguish fire, only if safe to do so
6. Contain fire, only if safe to do so
7. Check area has been cleared and inform Chief Warden/Communications Officer
8. Control the movement of occupants to and within the assembly area

GAS LEAK

1. Evacuate immediate area
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remove ignition sources, only if safe to do so
4. Isolate gas/electricity supply, only if safe to do so
5. If threat to life exists, evacuate the area immediately
6. Check area has been cleared and inform Chief Warden/Communications Officer
7. Control the movement of occupants to and within the assembly area

SEVERE STORMS

1. Secure all items, if safe to do so
2. Shut off gas and electricity supply, if safe to do so
3. Assist evacuation upon instructions from Chief Warden/Communications Officer

VEHICLE ACCIDENT

1. Contact Chief Warden/Communications Officer and request assistance from emergency control
2. Chief Warden/Communications Officer who will notify Police on 000
3. Remain calm, do not do or say anything that will encourage irrational behavior
4. Evacuate the area immediately

CIVIL DISTURBANCE

1. Alert all persons nearby and request assistance
2. Secure the area where the accident has occurred
3. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
4. Respond to injuries that may have occurred, only if safe to do so
5. Evacuate immediate area if appropriate
6. Prevent all persons from entering the area

SUSPICIOUS PACKAGE

1. Do not attempt to move article/package
2. Turn off communications devices
3. Evacuate immediate area - do not create panic
4. Contact Chief Warden/Communications Officer who will notify Police on 000
5. Await further instructions

MEDICAL EMERGENCY

1. Check for any threatening situation and remove or control it, if safe to do so
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remain with the casualty and provide appropriate support
4. Designate someone to meet the emergency services and direct them to the location of the casualty
5. Try not to leave the casualty until the emergency assistance arrives
6. Do not move casualty unless they are exposed to a life-threatening situation

DECLARATION

I/we agree to implement the procedures above in the case of an emergency and will ensure that all key staff/volunteers will be given a copy of this plan prior to the event, as well as having copies of the Emergency Management plan available on the day of the event.

Applicant Name:

Date:

Applicant Signature:

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the Local Government Act 2020. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.