



Schedule 15 - Application for Special Events Permit (Council Managed Land)

General Local Law 2018 Clause 4.28 & Part 6

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|---|---|--|
| <input type="checkbox"/> Sporting Group | <input type="checkbox"/> Government Agency | <input type="checkbox"/> Community Group/BBQ Fundraiser |
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Display Goods/Exhibition | <input type="checkbox"/> Market <input type="checkbox"/> Other |

Applicant Details

Applicant Name:			
For and on behalf of: (Business/Organisation)			
Postal Address:	Street/Road Name:		Postcode:
	Town:		
Phone:		Mobile:	
Email:			

Event Details

Event Name:			
Date Required:		Start time:	Finish time:
Location of Event:			
Address:	Street/Road Name:		Postcode:
	Town:		
Food/Liquor sales: <i>(if YES attach copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stretrader No:	
		Liquor Licence No:	
Proposed signage* <i>(If applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Size: _____ x _____	Wording on Signs:	
Weddings Only	No. of Guests: _____	Parking available	<input type="checkbox"/> Yes <input type="checkbox"/> No No. Spaces required: _____
Music to be played:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marquee or Arches	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Requirements:			

Glenelg Shire Council

email: events@glenelg.vic.gov.au

PO Box 152, PORTLAND VIC 3305

website: www.glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)

National Relay Service: 13 36 77

* (Any advertising signage must be located within the area that the activity is approved to operate from)

APPLICANT RESPONSIBILITIES:

- Applications to be received 21 days prior to proposed event.
- Attach copy of Certificate of Currency for Public Liability Insurance minimum \$10,000,000
(Weddings exempt)
- Attach Risk Management Plan (if applicable)
- Food Licence or Streatrader Application No. _____
- Liquor Licence No: _____
- Affected Businesses/Residents advised in writing: (copy of advice to be provided)
- Site Plan: (to be completed – page 4)

For Weddings Only

- No requirement for Certificate of Currency for Public Liability Insurance
- No Requirement to supply a Risk Management Plan
- **MUST** complete the site plan showing parking, location of ceremony and any temporary structures being erected (eg arches, tables and chairs, marquee and/or collapsible gazebo)

How would you like to receive your permit: Post Email Collect in Person

In making this application, I declare that the particulars are true and correct and acknowledge that I have attached the required documentation, read, understand and agree to be bound by the conditions of the permit.

Signature (on behalf of the permit holder):

Date:

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.

CONDITIONS OF PERMIT

The applicant further agree:

1. For the term of the permit, to comply with all the applicable industry standards, health or safety standards, current standards of Standards Australia or any applicable codes of practice or legislative requirements;
2. To indemnify the Council, its servants and/or agents against all actions, costs, claims and demands for injury, loss or damage arising out of or in relation to the alteration to the road, the granting of this permit and the general conditions and special conditions contained herein and such indemnity shall be in addition to any statutory immunity in favour of the Council;
3. **(If applicable)** For the term of the permit, to take out and keep current a public liability policy of insurance to a minimum of \$10 Million level of cover per claim in respect of the business, any alteration to the road or any activity arising out of or from the granting of this permit by the Council (where applicable);
4. All food stalls/vans shall have suitable containers for the storage of waste, which shall be removed by the operator;
5. The area and its surrounds must be left in a clean and tidy condition at the end of the activity.
6. A permit shall only be granted to an applicant for the duration of the activity; The permit is not transferable.
7. For the term of the permit, to maintain all fixtures and equipment erected or installed, or vegetation planted, in good condition and to recognise standards;
8. In the event that the application has failed to comply with any of the conditions of the permit or for any other justifiable circumstance, including reinstatement, maintenance, repair or removal, the Council may revoke the permit;
9. At the expiration or earlier termination of this authorisation to remove, if so directed by the Council, any structure or object erected or installed on the road and to reinstate the road to satisfaction of the Council;
10. The permit is subject to the applicant obtaining appropriate planning (where applicable) approvals under the *Planning Environment Act 1987* and building approvals under the *Building Act 1993* and *Building Regulations 2006*;
11. The permit does not confer on the applicant any exclusive right, entitlement or interest in the road and does not derogate from the Council's powers arising under the *Local Government Act 1989*;
12. The permit will not come into operation until proof of insurance, risk management plan and any required registration or requested documentation has been provided and a copy of this document, signed by the Council has been returned to the applicant;
13. The permit shall be produced to any authorised officer of the Council on demand;
14. The hours of operation are to be in accordance with the application or notified by Council;
15. A clear access path of at least 1500mm shall be maintained at all times for pedestrians and wheelchair access; and
16. No music system or amplified sound to be used without the prior approval of the Council.

SPECIAL CONDITIONS FOR WEDDINGS:

1. Vehicles are not permitted within the Botanical Gardens
2. Vehicles are not permitted to drive or park on any Beaches within the Shire
3. Vehicles are not permitted to park on grassed areas
4. Must supply own tables, chairs and sound equipment
5. Must ensure the safety of guests and other users of the venue.
6. Confetti/Rice is not allowed.
7. The placement of a marquee or other structure must be approved.
8. Must leave the area and its surrounds in good condition.
9. Must ensure that all rubbish is removed and disposed of correctly.

Site Plan:

