



Notification of an Event FORM

Thank you for choosing to host an event in the Wellington Shire.

This form will enable the events coordination team to act as a liaison point between event organisers and the relevant departments of the Council that are involved in events. You may be contacted by Events Coordination or other Council departments seeking further information or clarification around the information supplied in this form.

Please complete all details on the following three pages. Please keep a copy of the completed form for your records and send one copy through to Wellington Shire Council.

Please return the form by hand: Wellington Shire Council

18-26 Desailly St Sale 3850

OR by post: PO Box 506 Sale 3850

OR by email: eventscoord@wellington.vic.gov.au

Events Coordination can be contacted on 1300 366 244

NOTE: All forms should be submitted at least one month prior to the event date. For major events it is recommended that forms be submitted at least three months prior to the event.

Event Title: _____

Event date: _____

Event location: _____

Event Description: _____

Estimated Number of Attendees: _____

Organisation Name: _____

Event Contact Name: _____

Phone: _____

Email: _____

List of additional documents attached: _____

Event Checklist

Please complete the following checklist and follow the applicable instructions. The checklist will be used to assess the planning of your event and should be used as a guide by all event organisers.

Tick 'Yes' or 'No' depending on what is applicable to your event; you are not required to have all items completed before submitting your application.

The Wellington Shire Council does not have staff responsible for managing events. It is up to the organisation to comply with rules and regulations when organising events.

Please Note: Some permits needed to run events require a fee which will be confirmed as part of processing the application. Payment of fees is not to be considered a guarantee of approval.

EVENT PERMITS	YES	NO
Is your event on Council land? If yes, Council requires a copy of your Public Liability certificate . Please include/attach a copy. Please Note: In planning for the use of Council parks & reserves users/hirers of Council parks & reserves must support the four (4) priority areas of the Healthy Wellington Plan 2013-2017: - Mental Wellbeing - increasing social connectedness and inclusion - Mental Wellbeing - preventing violence against women and children - Healthier living - healthy eating - Healthier living - increasing physical activity In the interests of the broader community Council reserves the right to make a determination on the appropriateness of any events planned.		
Will you be using temporary structures over 100sqm (tents, stages, seating, carnival machinery)? If yes, please provide details of the structures you will be using and a site map outlining the placement of these structures. Please include/attach a copy.		
Will the event involve food stalls & food preparation? If yes, please provide a list of all food traders at your event and the type of food they will be selling. Please include/attach a copy. All food traders must be registered with Streatrader https://streatrader.health.vic.gov.au/		
Will alcohol be sold, served or consumed? If yes, please contact Victoria Liquor Licensing for a permit. www.justice.vic.gov.au		
Will your event be selling goods or merchandise?		
Will there be fireworks or pyrotechnics? If yes, please contact Worksafe for a permit. www.worksafe.vic.gov.au		
Will there be amusement rides / carnival entertainment vendors?		
Will there be busking? Please ensure any buskers performing at your event have a Busking Permit.		
Will there be camping? Camping is not permitted on Council land other than in designated camping areas. If your event includes camping on private land please provide details.		
Will there be an animal nursery? If yes, please contact Department of Environment and Primary Industries (DEPI) for more information. http://agriculture.vic.gov.au		

TRAFFIC, TRANSPORT, PARKING & SIGNS	YES	NO
Will your event impact on traffic / parking? If your event will effect traffic/parking on a Vic Roads managed road please contact Vic Roads www.vicroads.vic.gov.au		
Will your event require a road / street closure? If yes you are required to apply for a Road Closure Permit. Please complete a Local Law 2 Application Form found at www.wellington.vic.gov.au/Living-in-Wellington/Compliance-Services/Local-Laws PLEASE NOTE: Council does not complete traffic management plans or onsite road closures. You must contact a local accredited traffic management company for assistance. A		

TRAFFIC, TRANSPORT, PARKING & SIGNS	YES	NO
<i>Traffic Management Plan and road closure incurs a cost. Council strongly recommends you consider relocating your event to avoid additional road closure costs.</i>		
Will you be placing any signage on streets, roadsides, reserves or footpaths? <i>If yes please include details of the size of signage and the location you will be placing the signage. If your signage will be on a Vic Road/s please contact Vic Roads.</i>		
Will your event affect any bus or train operations? (E.g. bus stop not available)? <i>If yes, please contact the relevant transport authority.</i>		

WASTE MANAGEMENT	YES	NO
Do you wish to borrow Council bins for the event? <i>Council have 5 general waste bins and 5 recycle bins available for community use. Please complete the attached Event Equipment booking form should you wish to borrow these, or any other available equipment. The booking form can be downloaded from http://www.wellington.vic.gov.au/Enjoying-Wellington/Events/Hosting-an-Event</i>		
Do you have adequate toilet facilities available for the patrons of your event? <i>It is the responsibility of the event owner to provide appropriate toilet facilities for their event.</i>		

CARE OF LAND & ENVIRONMENT	YES	NO
Will there be ground marking or the use of stakes/pickets for signs, fenced off areas and anchoring marquees etc.? <i>If yes and your event is on Council Land please include a site map outlining the placement and size of any stakes/pickets.</i>		
Is grass cutting or ground preparation required? <i>If your event is being held on private land it is the responsibility of the event organiser to make appropriate arrangements.</i>		
Will the event require power, gas or water? <i>If yes and your event is on Council land please provide details of what power, gas or water may be required. Please include/attach details.</i>		
Will there be loud noise (e.g. music, PA systems etc.) at event? <i>If yes, please refer to Environmental Protection Agency guidelines. www.epa.vic.gov.au. It is also advisable to contact surrounding neighbours of the event details.</i>		

MARKETING	YES	NO
Have you self-entered your event details onto the Wellington Shire Event Calendar? <i>If no, please visit www.wellington.vic.gov.au and add your event to Council's calendar of events.</i>		

EMERGENCY PLANNING AND RISK MANAGEMENT	YES	NO
Will First Aid arrangements be organised for the event i.e. St John's?		
Have you notified Emergency Services of the event? <i>I.e. Police, Ambulance, CFA and SES</i>		

PRIVACY STATEMENT:

The personal information included on this form is being collected by Council for the purpose of processing Event Notifications. Any information collected from you is only used for the purpose of this event and directly related purposes. No personal information will be disclosed to third parties unless authorised by law, or with your consent.