

# Mornington Peninsula Shire



## Public Events & Filming

# CATEGORY 1

Event Permit  
Application Form  
Low Risk Events





# CATEGORY 1





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## Public Events and Filming Application Form

To hold an event within the Mornington Peninsula Shire's public open space an events permit or notification is required. This ensures your activity is conducted in accordance with the Shire's Local Law and the Crown Land (Reserves) Act 1978. It also ensures that any disruption to the community is minimal and parties that may be impacted are appropriately notified.

If you are planning an event on private land, you should contact the Community & Special Events team to discuss your proposal as permits may be required from the Mornington Peninsula Shire and other authorities.

### Is your event/filming Category One?

Please ensure that you have read and understood the event classification flowchart (page 4).

If you are unsure contact the Community and Special Events team on 1300 850 600.



*Mornington Peninsula Shire has developed a guide for event organisers to assist with information on how to host a safe and successful event that can be accessed by visiting the Shire's website [www.mornpen.vic.gov.au](http://www.mornpen.vic.gov.au) or by contacting the Community & Special Events team.*

**Please refer to the guide when completing this application form.**

If you have a query or require assistance, please contact the Community & Special Events team.

Community & Special Events  
Mornington Peninsula Shire

Private Bag 1000  
ROSEBUD VIC 3939

Tel: 1300 850 600 or (03) 5950 1000

Fax: (03) 5971 9327

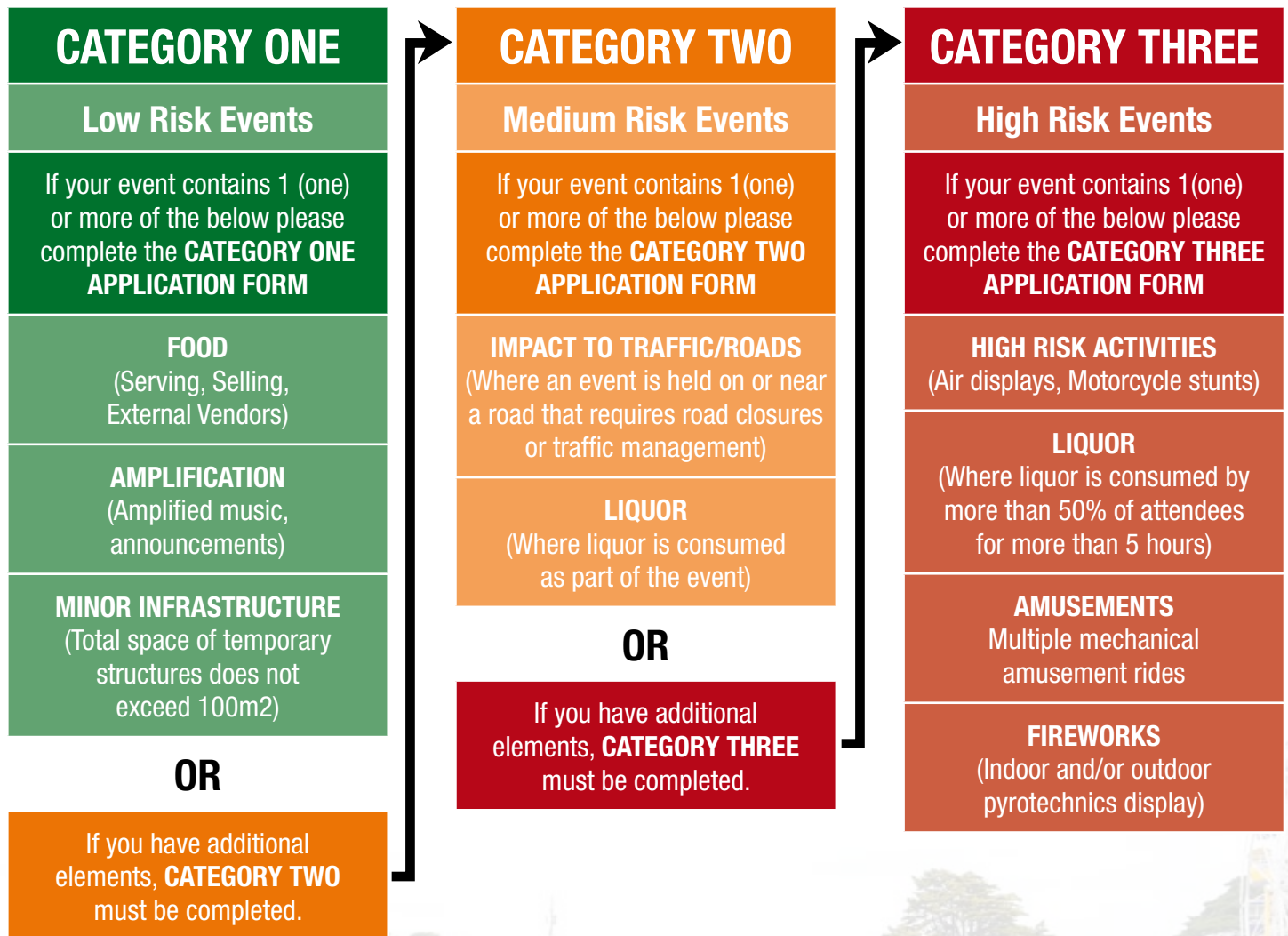
Email: [events@mornpen.vic.gov.au](mailto:events@mornpen.vic.gov.au)

All information contained in this document correct at time of publishing July 2015.

# Planning a public event or film shoot?

*If unsure please contact the Community & Special Events team*

All events and film shoots are categorised into three risk components from low, medium to high risk. Below is a guide to assist event organisers and film crew to assess which application form to complete.





Category 1  
Public Events & Filming  
Application Form

## Approval Flowchart

Events are assessed based on the risks associated with the activity and the impact on the community and local businesses.

### BEFORE SUBMITTING THIS APPLICATION

Please ensure you have the following documents to submit with your application:

- **Valid Certificate of Currency**  
*(Public Liability Insurance, minimum of \$10M)*
- **Final Site Plan**  
*(For example refer to 'Event Planning Guide' Appendices)*
- **Risk Management Plan**  
*(For template refer to 'Event Planning Guide' Appendices)*

**Applications Will Not Be Accepted Without Receipt Of Payment and The Above Documents.**

Complete application form and submit with accompanying documents **AT LEAST 6 weeks prior to your event.**

Your application will be assessed by the Community & Special Events team. Should the application be incomplete, it will be returned for completion.

Applications will be referred to internal and external Shire stakeholders for comment. (e.g. Environmental Health team).

Comments/Approvals received from stakeholders.

**Approval/Decline Issued**

Event Permit Issued.

# Event Permit Application Category 1



Please indicate the activity you are completing this for:

- Category One Event Approval *(please complete SECTION A & B)*
- Category One Filming Approval *(please complete all fields marked with \* from section A & B)*

Receipt No: \_\_\_\_\_  
Office Use only - Acc No:097

It is important you refer to the Mornington Peninsula Shire's 'Event Planning Guide' when completing all sections of this form.  
**Fees are applicable with the submission of this application, for a current fee schedule please refer to [www.mornpen.vic.gov.au/Whats\\_On/Plan\\_an\\_Event](http://www.mornpen.vic.gov.au/Whats_On/Plan_an_Event) or call 1300 850 600.**

## SECTION A

### EVENT INFORMATION \*

Event Name

Event Location/Venue

Street No.  Street name

Township  Postcode

Is the event raising funds for a charity?  Yes  No

If so, please indicate which charity?

Entry fee/ ticket price	Adult	Child	Concession	Gold Coin donation		Free	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Is the event and location suitable for the anticipated crowd numbers?  Yes  No

What is your strategy for ticket sell out when additional attendees arrive at the event?

Event Website/Facebook

Has this event been held before?  Yes  No

Brief description of the event (activities, main attractions, intended audience)

Have you received an event grant or other funding from Mornington Peninsula Shire for this event?  Yes  No  
If yes, please provide details:

## EVENT DATES/TIMES \*

Event Set Up (bump in)	Date	<input type="text"/>	Time	<input type="text"/>	to	<input type="text"/>
Event Start	Date	<input type="text"/>	Time	<input type="text"/>		
Event Finish	Date	<input type="text"/>	Time	<input type="text"/>		
Event Pack Down (bump out)	Date	<input type="text"/>	Time	<input type="text"/>	to	<input type="text"/>

## ATTENDANCE

Estimated Attendees / Participants

Estimated Peak Attendance (at any one time)

## APPLICANT DETAILS \*

Organisation Name

Legal Status  Not For Profit/Incorporated  Registered Business

Contact Person

Postal Address  Postcode

Mobile  Phone  Fax

Email

Preferred Contact Method  Post  Email (Sustainable Option)

Event Day Contact Name  Event Day Contact Phone No.

## ADDITIONAL RESOURCES

**Please tick if you are interested in utilising**

- Shire Temporary Event 'What's On' Signage
- Shire Event Promotion Support
- Events Equipment Trailer
- Shire Marquee 6mx12m
- Portable Stage (SoundShell) 12.2m x 2.4m

**An Events Officer will forward relevant request forms upon submission of this application.**



## SECTION B

### SHIRE OFFICIALS ATTENDANCE

Please indicate if you would like any person/s below to attend the event in an official capacity

Shire CEO       Mayor       Ward Councillor/s       All Councillors

Time Required

Official Role

Please note - this is not a formal invitation. Please forward a formal invitation for relevant official/s to [councillor.support@mornpen.vic.gov.au](mailto:councillor.support@mornpen.vic.gov.au) or call 1300 850 600

### FOOD AND BEVERAGE \*

Will your group be providing food to the public?  Yes  No

If yes, please list below

Will food vendors provide food to the public at your event?  Yes  No

If yes, please provide a list of food vendors trading at your event

Provide a list of food vendors trading at your event

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

Vendor/Provider  Streatrader Ref No

### ALCOHOL

Will alcohol be available for consumption at the event?  Yes  No

## EVENT INFRASTRUCTURE \*

Mark any of the following items you will be using at your event and provide details

<input type="checkbox"/>	Marquees	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Stages	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Lighting Equipment	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Generators	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Litter Bins	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Recycling Bins	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Portable Toilets	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Amusement Rides	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>
<input type="checkbox"/>	Other Structures	Number	<input type="text"/>	Size	<input type="text"/>	Additional details	<input type="text"/>

## ACCESSIBILITY FOR PERSONS WITH DISABILITY

What provisions have been made for persons with a disability to access and move around the event venue?

Will persons with a disability be able to access toilets, food, beverage and entertainment areas without difficulty?  Yes  No

In an emergency, will persons with a disability be able to leave the venue without significantly impeding the movement of other patrons?  Yes  No

## SECURITY

Will security be at the event?  Yes  No

Name of provider

Contact Name  Contact No

No of Personnel  Start Time  Finish Time

What provisions have been made for patrons to access, move around and leave the event without excessive queuing or crushing (e.g. gate control, pathways)?

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## FIRST AID

Name of provider

Contact Name  Contact No

No. of First Aid Officers  Start Time  Finish Time

## TOILETS - Existing (on-site) \*

Total No. of existing toilets on site Male  Female  Accessible

## AMPLIFICATION \*

Do you propose to have recorded or live music as part of your event?  Yes  No

Will there be amplified noise on site?  Yes  No What is the proposed noise level?  db(A)

How will residents and/or businesses be notified of the amplification?

Letter box drop with organisers details  Public Notice  Other (please specify)

Briefly explain the purpose and type of amplification being used at the event

Hours of amplification Start  Finish

What time will sound testing begin? Start  Finish

Event day contact for noise enquiries

Contact name  Contact No

## TRAFFIC MANAGEMENT \*

Will your event impact the normal use of roads in and around your event site?  Yes  No  
*If yes, please complete Event Permit Application Form Category 2 instead of this form.*

Do you have sufficient parking at the event site to accommodate the estimated audience?  Yes  No

If No, please provide details of additional parking arrangements to be employed.



## WASTE MANAGEMENT

What arrangements have been arranged for site clean up and the event surrounds?

How many waste bins will be available?

How many recycle bins will be available?

## ANIMALS

If the event involves animals, what arrangements have been made for their management, care and well being?

Where the event may impact/affect nearby properties with animals, what arrangements have been made for their management, care and well being?

## AMENITIES AND SERVICES \*

Shire managed reserves, parks and foreshores have varying amounts of permanent amenities and services. In most cases a key is required to gain access to these services, please indicate below:

Does the event require access to restricted electrical outlets?  Yes  No

Does the event require access to restricted water outlets?  Yes  No

Does the event require access to restricted gates or entries?  Yes  No

Does the event require access to restricted/locked public toilets?  Yes  No

Detail any other additional services required

## EMERGENCY SERVICES \*

Have you notified the following organisations about your event?

- |                              |                             |                              |      |                                |                                |         |                      |
|------------------------------|-----------------------------|------------------------------|------|--------------------------------|--------------------------------|---------|----------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Victoria Police              | How? | <input type="checkbox"/> Phone | <input type="checkbox"/> Email | Station | <input type="text"/> |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Country Fire Authority (CFA) | How? | <input type="checkbox"/> Phone | <input type="checkbox"/> Email | Station | <input type="text"/> |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Ambulance Victoria           | How? | <input type="checkbox"/> Phone | <input type="checkbox"/> Email |         |                      |

## EMERGENCY MANAGEMENT

Are there additional security personnel or equivalent on stand by or available, if the event requires an emergency evacuation?  Yes  No

Would your event site be able to accommodate an air ambulance?  Yes  No

## SUPPORTING DOCUMENTATION \*

*Please ensure all relevant documentation is sent within required timeframes.*

### Events:

- |   |   |
|---|---|
| <input type="checkbox"/> Application Form *               | <b>Timeframe prior to event:</b><br>6 weeks |
| <input type="checkbox"/> Copy of Certificate of Currency* | With application form                       |
| <input type="checkbox"/> Site Plan*                       | With application form                       |
| <input type="checkbox"/> Risk Management Plan             | With application form                       |
| <input type="checkbox"/> Emergency Management Plan        | With application form                       |

### If Applicable:

- |   |   |
|---|---|
| <input type="checkbox"/> Resident/Business Notification Letter* | <b>Timeframe prior to event:</b><br>2 weeks |
| <input type="checkbox"/> Streatrader Lodgement Details          | With application                            |
| <input type="checkbox"/> Other approvals (e.g. Parks Victoria)* | 2 weeks                                     |
| <input type="checkbox"/> Copy of Working with Children check    | 2 weeks                                     |

### Post Event:

- |   |  |
|---|--|
| <input type="checkbox"/> Post event report (compulsory) | <b>Timeframe post event:</b><br>2 weeks post event |
|---|--|

## AUTHORISATION \*

I have the authority of the stated organisation to submit this application on behalf of the organisation and bind the organisation to comply with all the approval conditions, local laws and relevant legislation it generates. I declare that all details provided are true and correct and this event will be organised as described unless advised otherwise by Mornington Peninsula Shire. I understand that completing this event application does not constitute an event approval.

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

### Privacy Notification

**I understand that information being collected on this form is being collected by Mornington Peninsula Shire and event and contact information may be included on the Shire's website and Shire printed publications.**

**This information will be subject to the Shire's Privacy Policy and will be used solely for the purposes of promoting the event or activity. I understand the I may apply to the Shire to amend and update the information.**

## LODGING THIS APPLICATION

### EMAIL

events@mornpen.vic.gov.au

### POST

Mornington Peninsula Shire  
Community and Special Events  
Private Bag 1000  
ROSEBUD VIC 3939

### HAND DELIVER

Mornington Shire Office, 2 Queen Street, Mornington (Mel Ref 104 D10)  
Rosebud Shire Office, 90 Besgrove Street, Rosebud (Mel Ref: 170 A4)  
Hastings Shire Office, 21 Marine Parade, Hastings (Mel Ref: 154 K11)









**Rosebud Shire Office**

90 Besgrove Street  
Rosebud Vic 3939  
(Mel Ref: 170 A4)

**Mornington Shire Office**

2 Queen Street  
Mornington Vic 3931  
Mel Ref 104 D10)

**Hastings Shire Office**

21 Marine Parade  
Hastings Vic 3915  
(Mel Ref: 154 K11)