



event application form²⁰¹²

If you are planning to hold an event on streets, footpaths or on property owned or maintained by Alpine Shire Council you are required to complete this application form. As the event organiser it is your responsibility to ensure that all requirements of your permit application are met.

Applications will not be accepted unless all sections have been completed and submitted to Council.

1. Name of Event:

2. Venue/Address of Event:

3. Name of Organisation conducting Event:

4. Contact at Organisation:

5. Postal Address of Organisation (for all correspondence):

6. Phone (Work) (Hm)
(Mob) (Fax)
Email:

7. Date & Time Event Starts / / am/pm

8. Date & Time Event Finishes / / am/pm

9. Number of expected Spectators & Participants

10. Type of Event: (please tick one or more) Annual Market
Community or Club Sport Private function eg; wedding
Music or Art Festival Live Show

Other Please specify:



event application form 2012

TRAFFIC MANAGEMENT

1. Are you seeking to have a road closure or alter the flow of traffic? YES NO

Which roads do you want to close?

(Please attach a plan showing the roads and intersections to be closed/altered)

2. Is your event organised by a sporting club, service or community (not for profit) group based within the Alpine Shire? YES NO

(If yes, Alpine Shire will prepare and undertake all Traffic Management (TM) requirements. If No, you will be required to submit all traffic management documentation)

3. If no to question 2; is the TM documentation attached? YES NO

4. Have you requested approval from Vic Roads? YES NO

(If your event is on a Vic Roads managed road i.e. Kiewa Valley Highway, the event will require VicRoads approval.)

5. Does your event impact on public transport? YES NO

(If yes, Council will advise the Department of Infrastructure.)

PARKS & RESERVES

6. Do you want to use a Council park for your event? YES NO

Name of park

Street address and town

FOOD

7. Will you or other people be selling food at the event? YES NO

(If yes, all food providers will need to submit a Temporary Food Premise Notification Form and evidence of a Food Safety Program, to Council's Environmental Health Officer)

LIQUOR

8. Will you or other people be supplying alcohol at your event? YES NO

(If yes, all alcohol providers will be required to obtain a liquor license from Consumer Affairs Victoria.)

TOILETS

9. Will your event impact on the usage of Council's public toilets? YES NO

Location of public toilets (street address and town)

WASTE

Has your organisation discussed how waste will be managed at the event and what potential waste will be produced i.e. plastic bags, glass bottles, cans etc?

10. Do you require additional rubbish bins at the event? YES NO

11. Will the waste from the event mostly be recyclable? YES NO

TEMPORARY STRUCTURES

12. Will there be any temporary structures erected at your event? YES NO

(If yes, have you checked with Council to ensure that no underground irrigation will be affected & that building approval has been sought for large structures such as marquees with a floor area greater than 100m²)

SIGNAGE

13. Will you be erecting temporary signage to promote your event? YES NO

(If yes, you must ensure that your Public Liability Insurance covers the signage as well as the event. You must also obtain a Local Law Permit for 'Erecting or Placing Advertising Signs')

RESOURCES

14. If running a community event, do you require the loan of temporary barriers, bollards and/or barrier tape? YES NO

If so, what resources do you require?

(Council has temporary barriers, bollards, barrier tape available to community event organisers)

RISK

15. Have you completed and attached your risk management plan? YES NO

(All events are required to complete a risk management plan. A template is available from Council's Events Operations Officer or via Council's web site at www.alpineshire.vic.gov.au)

PUBLIC LIABILITY INSURANCE

16. Is a copy of the Certificate of Currency attached? YES NO

(It is the responsibility of the event organiser to hold public liability insurance to the minimum value of \$10 million for the event. This policy must be extended to specifically cover the event, if it does not already do so. If the event is to be staged on council-owned property, the Alpine Shire Council requires a minimum of \$10 million, with the Alpine Shire Council specifically mentioned on this policy)

Print Name

Signature

Signed on behalf of (Organisation)

Date

Please return completed form to:
Event Operations Officer
Alpine Shire Council
PO Box 139
BRIGHT VIC 3741