

Mornington Peninsula Shire

Events, Weddings and Filming

Category 1 Information & Approval Kit Low Risk Events



If you have a query or require assistance in the event planning stage, 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) 5950 9327

Email: events@mornpen.vic.gov.au

This document is also available in pdf format on the internet at www.mornpen.vic.gov.au

All information contained in this document correct at time of publishing, June 2013.

Authorised by P. Gore, Manager, Recreation and Leisure, Mornington Peninsula Shire.

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A message from the Mayor

Mornington Peninsula is the perfect backdrop for all types of events, filming and weddings.

With more than 190 kilometres of coastline, picturesque countryside and state-of-the-art facilities, your event or activity is sure to exceed expectations. In addition, the variety of tourism-based activities within the region provides an opportunity for visitors to incorporate your event into their weekend away.

The Shire's Community & Special Events Team are committed to supporting you through this easy-to-follow process, ensuring all legislative requirements are included to stage a safe and successful event or activity for organisers and patrons.

This kit provides you with all the information to help you stage a safe and successful event, hold a wedding or film on the Mornington Peninsula.

We look forward to working closely with you to ensure your event is successful.

Mayor
Mornington Peninsula Shire



farmers' market

KINGFISHER CITRUS FRUIT
PACKED BY A FISHER
VICTORIA BOUNDARY BEND AUSTRALIA

ORANGES
Half Bag \$3.50

LEMONS
50¢ each
Bag of 6 \$2.50

BAILLIEU VINEYARD

PREPARED BY \$7.00

Category 1 - Events, Filming & Weddings

CATEGORY 1

MINOR RISK EVENTS

FOOD - Selling, serving or giving away

ALCOHOL - The consumption of liquor is restricted to tastings only and must not be sold for consumption during the event.

AMPLIFICATION - Amplification and/or PA system not exceeding 65dBA. Noise should be no louder than a normal conversation at any adjoining buildings, businesses or residences

INFRASTRUCTURE - Maximum of ten (3x3) marquees and/or two (12x6) marquees and a portable stage

TRAFFIC - Event will not disrupt the traffic flow, including pedestrian and bicycle traffic and/or parking. Event does not require partial or full road closure

AMUSEMENTS - Maximum of 3 small mechanical rides suited to children and a jumping castle for children only

FIREWORKS - Outdoor fireworks displays by licenced pyrotechnician

RISK - \$10 Million public liability insurance required

FIRST AID - Trained first aid personnel required onsite during the event.

FILMING - Filming in public open space (no road closures or impact on pedestrian access)

WEDDING - Ceremonies in public open space

If your Event fits into this category please complete this Application Kit

Approval Flowchart

Events are approved based on the risks associated with the activity and the impact on the community and local business.

Complete the event package forms at the back of this kit
6 weeks prior to your event or activity



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



Please allow 14 days for processing



APPROVAL GRANTED



Adhoc Compliance Inspection

Weddings

on the Mornington Peninsula

The Mornington Peninsula Shire is committed to assisting you plan and prepare a successful wedding.

If you are planning to conduct your ceremony on any of the pristine beaches and parkland or any public space you need to apply for a permit.

Frequently Asked Questions

Marquees

No temporary structure is to be erected at any facility, reserve or public open space area.

Market umbrellas are allowed, these are to be weighted as pegging is strictly prohibited.

Food and Alcohol

Food can be served only to those patrons attending your wedding. If your wedding is conducted in an alcohol exclusion zone as per the 'Local Law No. 6' it is strictly prohibited to serve alcohol at your wedding.

Decorations

The Shire does not allow adhesive materials, including confetti, rose petals or rice as they can cause damage to surrounding buildings, plants and trees.

Bali Flags and Arches

Bali flags can be utilised, these are to be secured with weights, it is strictly prohibited to peg into any beach or ground.

Any naked flame torches are strictly prohibited 365 days of the year.

A limit of twenty chairs and one arch is permitted. Arch to be secured with weights as pegging is strictly prohibited.

Car Parking

Car parks cannot be reserved for any activity, local parking regulations will apply and infringements may be issued.

Exclusive Space

The Crown Land (Reserves) Act does not allow for exclusive use of the space or for an area to be physically cordoned off from the public.

Vehicles

No vehicle is authorised to access any facility or public open space.

Photography

Permission is not required by the Shire, however please seek permission from any businesses and properties that may appear in your photo's.

Fees

A fee of \$60.00 is payable upon submission of your application.

Power

Please contact Community & Special Events on 1300 850 600 as this is location dependent.



Weddings

**To apply for a
Wedding Permit
please refer to
Permit Application
Page 9.**

PERMIT APPLICATION

Complete the below when holding a wedding on the Mornington Peninsula

Receipt No: _____
Office Use Only - Account No: 097

APPLICANT DETAILS

Contact Person	<input type="text"/>		
Postal Address	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
		Mobile	<input type="text"/>
Email	<input type="text"/>		

ON THE DAY CONTACT

Contact Person	<input type="text"/>	Mobile	<input type="text"/>
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Estimated Attendance

Attendance	<input type="text"/>	Vehicles	<input type="text"/>
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WEDDING DETAILS

Location of activity (ie Park / school / oval name / beach)	<input type="text"/>		
Street No	<input type="text"/>	Street Name	<input type="text"/>
Township	<input type="text"/>	Postcode	<input type="text"/>
Date	<input type="text"/>	Weather Hold Date	<input type="text"/>
Ceremony Time from onsite set up time	<input type="text"/>		
Ceremony Time to clean up finish time	<input type="text"/>		

Do you plan to decorate the area? If so, please provide details.

<input type="text"/>
<input type="text"/>

AUTHORISATION

I have the authority to submit this application and comply with all the permit conditions.
I understand the information requested on this form is being collected by the Shire. This information will be subject to the Shire's Privacy Policy and will be used solely by the Shire for the purposes of promoting the event or activity. I understand I may apply to the Shire to amend and update the information.
I have read all the enclosed information regarding the application form and I agree to abide with all the requirements.

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

Please Detach and return to: **Mornington Peninsula Shire
Community & Special Events
Private Bag 1000
Rosebud 3939**



Filming



Filming

on the Mornington Peninsula







The Shire has a vast array of natural landscapes ranging from over 190 kilometres of pristine coastline through to spectacular bushland settings.

Our historic townships also provide the perfect backdrop for any film or photo shoot.

If you are planning to conduct filming or a photo shoot within Mornington Peninsula Shire, you must apply for a permit for the use of public space.

The application will need to be submitted with the below documentation/details:

-  Running sheet
-  Site plans
-  Copy of notification letters sent to businesses/residences
-  Copy of public liability insurance (no less than \$10 million in cover)

Fees

Council determines the fees on an annual basis.

Student/Concession	no charge
Commercial	\$350.00

Cancellation

If filming is cancelled at any time, the event organiser must notify the Community & Special Events Team.

To apply for a Filming Permit please refer to Permit Application Page 21.

Low Risk Events





Assistance

The Shire's Community & Special Events Team is committed to providing organisations and community groups with assistance to help them stage events, hold weddings and/or film on the Mornington Peninsula.

The team regularly provides community education and training on a range of subjects including traffic management, food safety, risk management and statutory requirements.

To attend a community education and training forum go to www.mornpen.vic.gov.au or contact the events team on 1300 850 600 for information on when and where these forums are being held.

Why Do I Need To Complete an Application Form?

All events and activities on Council owned, managed land or private property require a permit to be issued.

This quick and simple Information & Approval Kit will provide you with all the information necessary to obtain approval to run a safe and successful event.

Organisations

When applications are submitted under an organisation/ association the full legal title of the entity must be stated on the application. Permits will not be processed if not done so.

Fees

Council determines the fees on an annual basis. Fees are structured for community (not for profit) and commercial activities.

Event Registration Fee

Community	\$175.00
Commercial	\$425.00

Cancellation

All events will be cancelled if a Code Red 'catastrophic' fire danger alert day is declared by the CFA. If the event is cancelled at any time, the event organiser must notify the Community & Special Events Team and cancel any hire of Shire equipment by phoning 1300 850 600.

Important Information



Planning Permits

A Planning Permit is required for any change of land use. Event location is site specific and depending on the zoning of the land, the overlays and type of event, a planning permit may be required. In the initial planning stages of the event, please contact the Community & Special Events Team to establish if a Planning Permit is required.

Parks Victoria

If the event will be held on Parks Victoria land, please contact Parks Victoria on 13 19 63 to discuss the proposed event.

Inviting The Mayor, Councillors or CEO to The Event

The Mayor, Councillors and CEO have many commitments. Should you wish to invite them to your event, a formal invitation must be sent at least 3 months prior to the event. The invitation is to be addressed to the Mayor/CEO's Office, Private Bag 1000, Rosebud 3939 or emailed to councillor.support@mornpen.vic.gov.au

Public Liability Insurance

All events must have Public Liability Insurance.

Managing a public event includes ensuring the safety of event organisers, event staff, volunteers, contractors and the public. The Insurance Policy must be in the legal name of the event organiser and cover all activities at the event to an amount of \$10million. The policy should cover the times from setting up, staging and packing down the event and must have the Mornington Peninsula Shire as an interested party. Insurance Brokers or a Public Liability Insurer can provide insurance for events. Mornington Peninsula Shire's Public Liability Insurance Policy cannot be extended to cover external groups or businesses.

Liquor

Liquor tastings will require a temporary limited liquor licence from the Victorian Commission for Gambling & Liquor Regulation. The process can take some time, applications should be made in the early event planning process.

Serving or Selling Food

It is a requirement of the Food Act for food vendors and community groups serving food at public events to submit a registration/notification and Statement of Trade on the State Government Streatrader on-line temporary food registration system.

Food sales must not occur at your event until all food vendors have received a confirmation e-mail from the Streatrader system. The event organiser should ensure that all food vendors proposing to be at the event have submitted a registration/notification and Statement of Trade to sell food on the Streatrader on-line registration system.

Food vendors must also comply with the Shire's Temporary Food Premises Guidelines which outline the structural and food safety requirements for food vendors at events and festivals. For a copy of these guidelines please contact the Shire Environmental Health Team at food@mornpen.vic.gov.au.

For further information visit the Streatrader website at <http://streatrader.health.vic.gov.au>, e-mail streatrader@health.vic.gov.au, or phone the Streatrader hotline on 1300 085 767.

Gas Safety at Events and Festivals

Event organisers have an obligation under Occupational Health and Safety legislation to ensure that all gas appliances are safe, certified and meet gas safety regulations.

Gas safety regulations at events and festivals are developed and enforced by Energy Safe Victoria. To assist food vendors meet these requirements, Energy Safe Victoria have developed the 'Public Events Catering Vendors Information Pack' which can be downloaded at www.esv.vic.gov.au.

For further information contact ESV's technical line on (03) 9203 9700 or 1800 652 563 during normal business hours, or email ESV at info@esv.vic.gov.au.

STILL UNSURE?

If you require further clarification please contact the Environmental Health Officer on 1300 850 600 or (03) 5950 1000.



Amplification or PA System/s

Noise levels affecting the surrounding community must be taken into account when planning your event or activity.

The sound level should not exceed 65 dBA at the boundary of the event site and should not cause a nuisance.

If amplified music and/or announcements are proposed outdoors, it is recommended that the event manager monitors noise levels during the event.

Traffic

These events should not disrupt any traffic network (traffic flow – including pedestrian and bicycle traffic and/or parking availability) by reducing the capacity of a public road or cause congestion for any period of time. The event should not require a full or partial road closure.

What constitutes a traffic management plan or pedestrian management plan?



Parking

If your event is attracting 50 or more motor vehicles, the site plan must show where the patrons will be parking. When planning your parking plan, consider 1 car space for 4 patrons attending the event.

Signage

Many event organisers promote their events at designated signage sites on the Peninsula.

There are 17 signage sites and 5 banner sites.

Please contact Community & Special Events or visit mornpen.vic.gov.au to obtain an application form.

Permits will only be granted to events that have submitted a complete permit application.

Risk Management Plan

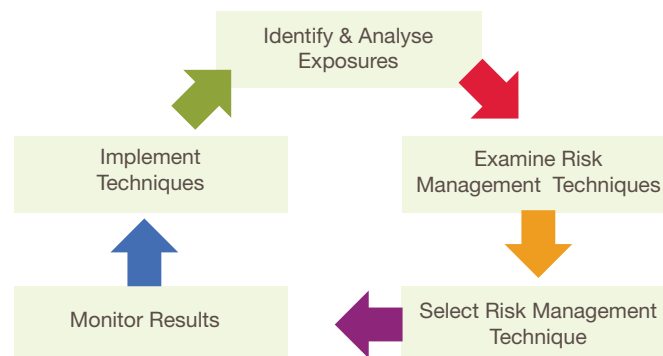
Any event, regardless of the size type and location, will have risks associated and it's important that the event organiser has given consideration on how to manage the risks.

A Risk Management Plan requires you to undertake a risk analysis to ensure that you manage and control the risks posed by your event. The purpose of a Risk Management Plan is to identify, analyse and evaluate risks and report on the effectiveness of risk treatment.

A 'risk' is a measure of the magnitude of a hazard that may arise as a result of your event, the probability of an accident resulting from the hazards at an event may also be expressed in terms of costs resulting from an incident. In assessing risk, there are two factors to consider: the likelihood of something happening and the consequences if it does.

Some aspects of your event may present potential risks and should be given special consideration for example; alcohol, crowd demographics, weather, structures and marquees, hazardous activities, road safety, electrical equipment.

A template has been provided to assist you on page 31.





Emergency Management Plan

An Emergency Management Plan must be developed to ensure the safety of staff and patrons.

The Emergency Management Plan outlines how you would respond in the event of an emergency. The plan must consider;

- Possible emergency interruptions
- Access and evacuation routes
- Personnel responsible in emergencies and evacuations
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel
- Lines of communication in order of authority

In the event of an emergency at an event, contact 000.

An Emergency Management Plan template has been provided for Event Organisers to complete on page 37.

Toilets

Event organisers must provide adequate toilet facilities under the Building Code of Australia. The guide will assist you to determine the number of toilets required for the event. If you are using public toilets for your event, you will need to arrange for them to be cleaned and opened on the day. Contact the Community & Special Events Team on 1300 850 600 to make arrangements.

For locations of public toilets please visit www.toiletmap.gov.au
Add all portable, disabled and public toilets within 200 metres of the event to the site plan. See guide below.

Toilet Facilities for Public Events – where alcohol is not available for consumption

	No of Patrons	500	1000	2000	3000
MALE	Pan	1	2	4	6
	Urinals	2	4	8	12
	Wash basins	2	4	6	8
FEMALE	Pans	4	5	10	15
	Wash basins	2	4	6	8

In addition, for each 1000 Patrons, 1 Facility with wheelchair accessibility must be provided.

Name & Contact Details of Toilet Contractor:

Number provided:

Permanent facilities:

Portable:

Disabled:





Free Drinking Water

Free drinking water must be provided to patrons at all events. Water can be in the form of bottled water, water fountains or the like. As a guide, one drinking outlet for every 200 patrons is required as stated under the Building Code of Australia. Drinking water outlets must be clearly visible to patrons and evenly distributed around the event. A wash basin does not constitute a drinking fountain or tap.

Name of Supplier:

Number of drinking stations at the event:

Drinking Water Requirements for Public Events

Please use the following table to assess and determine drinking water requirements:

ABOVE 25°		
Less than 3 hours	No physical activity	0.75 litres/person
More than 3 hours	No physical activity	1.00 litres/person
Less than 3 hours	Physical activity	1.25 litres/person
More than 3 hours	Physical activity	1.50 litres/person
BELOW 25°		
Less than 3 hours	No physical activity	0.50 litres/person
More than 3 hours	No physical activity	0.75 litres/person
Less than 3 hours	Physical activity	0.75 litres/person
More than 3 hours	Physical activity	1.00 litres/person

STILL UNSURE?

If your event does not meet this criteria, please contact the Community & Special Events Team on 1300 850 600 or (03) 5950 1000.

First Aid

Event organisers are required to engage first aid at the event. The level of first aid will range from a first aid kit for low risk events up to a well equipped first aid posts manned by qualified first aid officers for high risk events.

A qualified first aid officer must hold a current first aid certificate from an accredited training provider.

See the table below for a suggested guide to the number of First Aiders and Posts.

Guide to First Aid at Events:

Patrons	First Aid Officers	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2

Ambulance Victoria must be notified at least 1 month prior to the event, with a brief outline of the event.

Marquees/Infrastructure

Category One events allow for a maximum of 10 (3x3m) marquees and/or 2 (12x6m) marquees and 1 portable trailer stage.

All marquees are required to be safely secured by using weights and not pegs unless approval has been given by the Community and Special Events Team. In the event of high winds, marquees should not be erected.

When using a stage, ensure the rigging is carried out by an experienced staff member and elevated stages have a buffer zone between the crowd and performers. Barriers in front of stages can be used to prevent unauthorised access to the stage.



Jumping Castles

Jumping Castles must comply with the Australian Standards (AS3533) and must be regularly inspected.

Amusement Rides

Amusement Rides cannot be used unless registered with the Victorian WorkCover Authority or regulatory authority. The design registration certificate for the amusement device should be permanently marked on the plant and must hold a current certificate as 'registered plan' and testing or maintenance records can be viewed if requested.

Fencing

If you are installing fencing at the event, provide details of the type of fencing. Fencing cannot be pegged or staked and needs to be installed by a professional contractor.

Security

Not all events will require security, however Victoria Police or the Mornington Peninsula Shire may specify security as a requirement.

If the event is expected to attract large crowds, if there are any items that may get vandalised or damaged, if infrastructure will be set up for an extended period without any people on site and/or if the location of the event is deemed not safe at all hours of the day and night, it will be highly recommended that security be engaged.

Choosing appropriate security is essential to the success of an event and the safety of the public. The number of security staff will depend on the number of patrons and type of event. As a guide, 2 security guards for the first 100 patrons and then 1 guard for every 100 patrons.

Waste Management

It is the event organisers responsibility to develop a waste management plan and remove all rubbish and recycling material from the event site. The objective of such a plan should be to minimise waste generation, maximise recycling and prevent littering at the event.

For further information about waste management at events visit www.mprwmg.vic.gov.au.

Public Protection

It is the event organisers responsibility to provide a safe environment for all staff, patrons, volunteers and contractors. If the site is not being managed safely, the Mornington Peninsula Shire can close the event down until the event organiser can demonstrate the site can operate without risks to the public.

Fireworks

If you plan to conduct a fireworks display at your event, you are required to engage a licensed pyrotechnical company. The pyrotechnician will need to apply for a permit through WorkSafe and must forward the permit to the Mornington Peninsula Shire and Victoria and Country Fire Authority. Parks Victoria must be notified if the pyrotechnician requires a barge to launch the fireworks.

If the fireworks are scheduled when a Total Fire Ban is declared, CFA is required to give permission within 2 days of the event. If the event falls on a Total Fire Ban, you must apply to the CFA for a schedule 14 permit.

It is a requirement that the fireworks display is included on the Risk Management Plan and the pyrotechnical officer has submitted a Safety Plan.

Electrical Equipment

All electrical leads must be tagged and tested regularly and should be fitted with a Residual Current Device (RCD) to prevent electrical shocks in the event of a power outage.



Volunteers

Events often rely on volunteers to assist with the preparation, staging the event and pack down. The use of volunteers is a great way to increase community involvement.

It is crucial that all volunteers are able to manage the allocated tasks and a briefing and training has been conducted. Volunteers should be aware of the emergency management procedures in case of an emergency. Volunteers should be treated like employees, given access to water, food, weather protection and a roster is reasonable.

Some insurance companies will require volunteers to sign an indemnity form to ensure they are covered by the public liability insurance.

Equipment Hire

The Shire has a 6mx12m marquee and portable stage available for hire.

In order to book the equipment please contact the Community Special Events Team on 1300 850 600 or via email, events@mornpen.vic.gov.au.

Contingency Plan

If you are planning to hold an outdoor event, factors to consider are the heat, wind and wet weather. Event organisers should have a contingency plan in place to tailor to the event, time of year and location.

Events Trailer

The Events Trailer is available to event organisers who are organising an event or activity within the Mornington Peninsula Shire.

Included in the trailer:

SAFETY	
Reflective safety vests	15
Fire extinguisher -1kg	1
Fire blanket	1
Sunscreen	1
First Aid Kit	1
Small Torch (with D size battery)	2
Flashing orange light	2
TRAFFIC MANAGEMENT	
Barrier boards (with leg stands)	4
'Disabled parking' signs	4
'Reserved' signs	4
'No parking' signs	4
Bollards (1m high with base)	6
Sentinel tape (Red/White & Black/Yellow)	2 ea
Orange witches hats	10
MISCELLANEOUS	
Square bucket (3), Megaphone (1), Blue tarps (3), Disabled ramp (1) and Extension cord 15m & tagged (2)	

Application Forms



PERMIT APPLICATION CATEGORY ONE



Complete the below when holding an **EVENT** or **FILMING** on the Mornington Peninsula

EVENT DETAILS

Receipt No: _____
Office Use Only - Account No: 097

Event Name

Location of activity (ie Park / school / oval name/ beach)

Street No Street Name

Township Postcode

Event Date Start Time Finish Time

Event Date Start Time Finish Time

Weather Hold Date Start Time Finish Time

Is the Event raising money for charity? Yes No

If yes provide charity name Incorporated. No:

Entry to the Event is: Free Ticketed Donation If ticketed, what's the ticket price?

Estimated Attendance: Attendance Spectators Staff/Marshals Vehicles

APPLICANT DETAILS

Name of Organisation

Contact Person

Postal Address Postcode

Phone Fax Mobile

Email

Website

EVENT DAY CONTACT

Contact Person Mobile

EVENT DESCRIPTION (Provide detailed description for advertising on the Shire's website)

Do you wish to have your event/activity published on the Shire's Website? Yes No

Do you wish to have your event/activity published in the Peninsula Wide residents publication? Yes No

Do you wish to advertise the event on the 'What's On' Community Signage? Yes No

OFFICIALS REQUIRED

Please select who is required to attend your event in an official capacity

CEO Mayor Ward Councillor/s All Councillors

Time Required

Official Role

FOOD & BEVERAGE

Will food be: Served Sold Given Away

Please provide a list of food vendors attending your event

Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>
Vendor/Provider	<input type="text"/>	Stretrader Ref No.	<input type="text"/>

Will alcohol be available at the event? Yes No

Provider

Purpose

Start Time Finish Time

SITE INFRASTRUCTURE

Security

Will security be present? Yes No

Name of Provider

Contact Name Contact No.

No. of Personnel Start Time Finish Time

First Aid

Name of Provider

Contact Name Phone

No. of First Aid Officers Start Time Finish Time

Safety Officer

Name of Provider

Contact Name Phone

No. of Safety Officers Start Time Finish Time

Toilets

Name of Provider

Contact Details

No. Existing Toilets: Male Female Accessible

No. Portable Toilets: Male Female Accessible

Drinking Water

Name of Provider

Contact Details

No. Drinking Stations

Marquees

Do you propose to use marquees? Yes No

If yes, how many? What sizes?

Stage

Do you propose to use stages? Yes No

If yes, how many? What size?

AMPLIFICATION

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

Will there be amplified noise? Yes No What is the proposed noise levels? dB(A)

How will residents/ businesses be informed of the amplification? (Please provide evidence)

Letter Drop with Organisers Details

Public Notice

Other, please specify

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

Provide hours of operation of amplification Start Finish

Is the event within close proximity to residential and commercial areas? If so, what distance?

What time will sound testing begin? Start Finish

Event day contact for noise enquiries

Name Mobile

TRAFFIC MANAGEMENT

What provisions have been made for attendees parking?

SERVICES

Do you require access to onsite power?

Yes No

Do you require access to locked areas/bollards?

Yes No

Do you require the Shire Soundshell?

Yes No

Do you require the Shire Marquee?

Yes No

Do you require the Events Trailer?

Yes No

If yes: Driver's Licence No:

EMERGENCY SERVICES

Have you notified:

Victoria Police

Yes

No

Officer Name

Ambulance Victoria

Yes

No

Officer Name

Country Fire Authority

Yes

No

Officer Name

SUPPORTING DOCUMENTATION

Please tick

Public Liability Insurance Certificate of Currency

Detailed Site Plan

Completed Risk Management Plan

Completed Emergency Management Plan

Liquor Licence

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 permit conditions.

I understand the information requested on this form is being collected by the Shire and may be included on the Shire's website. This information will be subject to the Shire's Privacy Policy and will be used solely by the Shire for the purposes of promoting the event or activity. I understand I may apply to the Shire to amend and update the information.

I have read all the enclosed information regarding the application form and I agree to abide with all the requirements.

Name

Position

Signature

Date

Applicants please detach and return all documentation to:

Mornington Peninsula Shire
 Community & Special Events
 Private Bag 1000
 Rosebud 3939

Site Plan

(Not applicable for indoor events)

Use this page as a checklist for adding all elements of your event to the site plan graph for a clear picture of how the event will look and operate.

Provide copies of the plan to all event organisers, volunteers, suppliers, emergency services and businesses involved in the event, along with a list of contact numbers and responsibility of each person involved in the event.

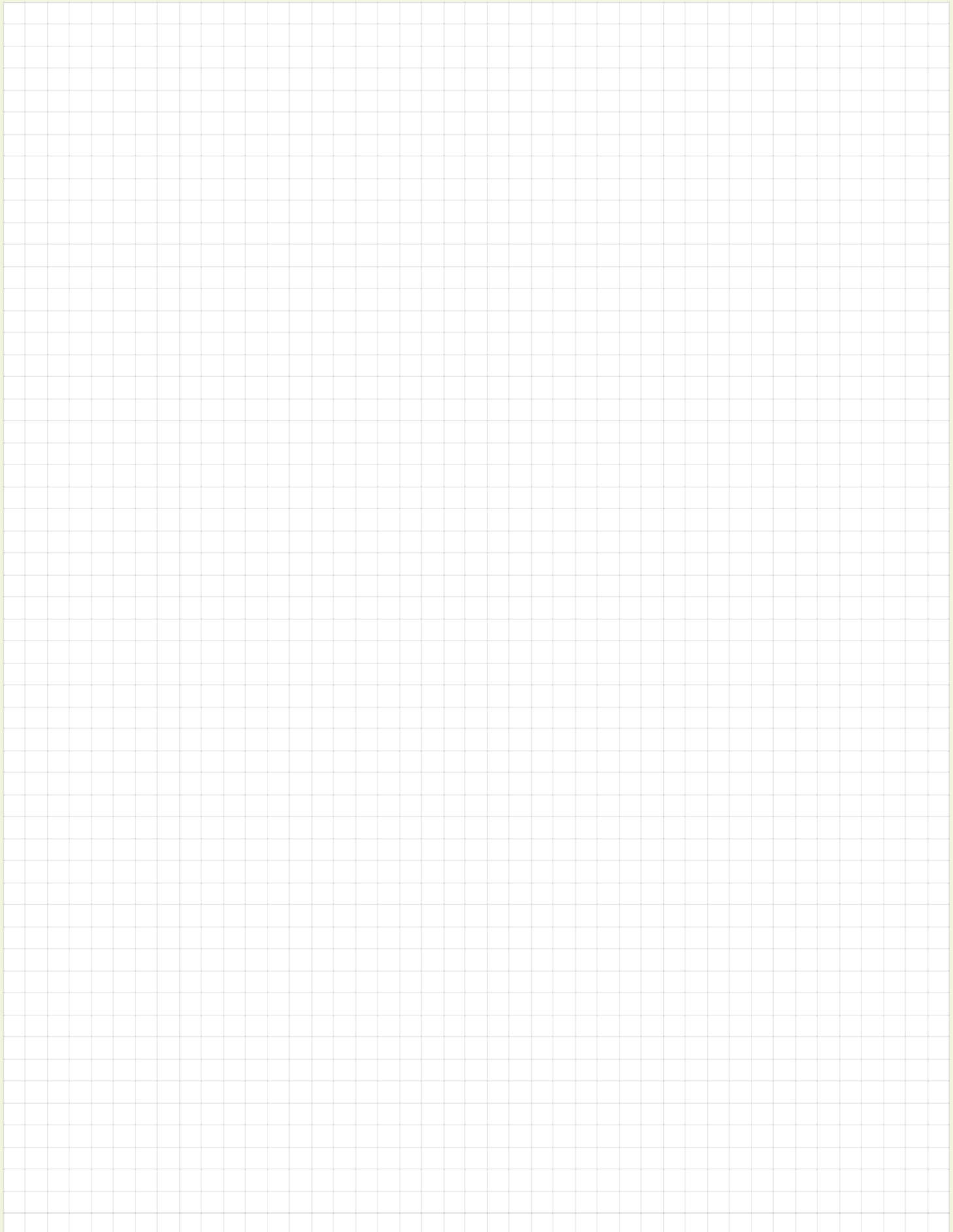
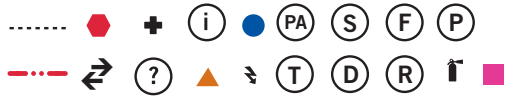
Computer generated site plans are acceptable. Please ensure a copy is attached with the application.

Checklist & Legend

.....	 Barriers and Fencing
---	 Emergency entry and exit routes with street names (wide enough to cater for a 9 tonne emergency vehicle)
●	 Evacuation assembly area
↔	 Patron entry and exits (including disabled access)
+	 First Aid station
?	 Lost children & property
i	 Event information
▲	 Marquees & tents with dimensions
●	 Main performance area with dimensions
⚡	 Lighting equipment/generators
PA	 Position of PA and speakers
T	 Toilets - fixed and portable (include number: male, female, disabled)
S	 Seating
D	 Drinking water stations
F	 Food areas/vendors
R	 Rubbish/recycling bins
P	 Car parking
↑	 Fire extinguishers
■	 Small rides/amusements

SITE PLAN

LEGEND



Risk Management Template



EVENT/ ACTIVITY NAME

CATEGORY 1

Event Date

Prepared by

Position

Phone

HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING <small>High/Medium/Low</small>	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Food Poisoning	<ul style="list-style-type: none"> • Illness or injury to staff or patron 				
Medical Emergency	<ul style="list-style-type: none"> • Insufficient or inappropriate resources • Slip, trip, fall & knock • Bodily injury to public and volunteers 				
External Emergency	<ul style="list-style-type: none"> • Redirection of resources • CFA declared Code Red Day 				

Risk Management Template



HAZARD	RISK	What have you put in place to prevent the risk/s?	RISK RATING <small>High/Medium/Low</small>	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
<p>Stallholder not complying with basic OH&S guidelines</p>	<ul style="list-style-type: none">• Potentially dangerous items and activities on site				
<p>Fire</p> <ul style="list-style-type: none">• Cooking• Naked Flame• Hot Surfaces• Generators• Electrical boards• Fireworks	<ul style="list-style-type: none">• Burns injury & loss if fire breaks out				

Hazard & Risk Assessment Checklist - to be completed on event day



This form is to be completed on the event day and returned to: **Community & Special Events, Private Bag 1000, Rosebud, 3939**

EVENT/ ACTIVITY NAME

CATEGORY 1

Event Date

Permit No.

NO.	DESCRIPTION	OK	NOT OK	N/A	DETAILS
1.	Food poisoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Stallholder not complying with OH&S guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Medical emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	External emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Weather extremes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Live electrical wires/faulty equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Hazardous material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Cash handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Missing person/lost child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Waste - broken glass/litter etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: This list addresses control measures recommended in the Hazard & Risk Assessment

Event Manager (please print)

Signature

Date

CATEGORY 1

EVENT/ ACTIVITY NAME

The below will act as your emergency management plan for your event.
Please read thoroughly and retain a copy on the day of your event.

1.0 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 or deputy. 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 "Code Red" for the Central Total Fire Ban district, the event will be cancelled. The attached site plan forms part of the emergency response plan.

1.1 PRIOR TO EVENT TAKING PLACE

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

1.2 EVACUATION PROCEDURES

1.2.1 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

1.2.2 GAS LEAKAGE

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

CATEGORY 1

1.2.3 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

1.2.4 VEHICLE ACCIDENT

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

1.2.5 CIVIL DISTURBANCES

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 behaviour
4. Evacuate the area immediately

1.2.6 SUSPICIOUS PACKAGES

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
6. Prevent all persons from entering the area

1.2.7 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

EMERGENCY CONTACT

Provide a copy of this information to all relevant emergency management staff

Title	Name	Phone
Onsite Event Manager		
Onsite Communication Officer		
Safety Officer		
Emergency Warden 1		
Emergency Warden 2		
Emergency Warden 3		
Onsite First Aid Officer		
Security Contractor		
Onsite Senior Security		
Police		000
CFA		000
Ambulance		000
SES		132 500
Frankston Hospital		9784 7777
Rosebud Hospital		5986 0666
Gas leaks & emergencies		132 771
Power emergencies		132 099
Water & sewerage emergencies		132 812
Poisons information		13 11 26
Mornington Peninsula Shire offices		1300 850 600
Worksafe		132 630
Vic Roads Emergencies		131 170

Please ensure all 3 of the emergency management plan pages are returned together

Useful Contacts

CONTACT	PHONE	EMAIL / WEBSITE
Mornington Peninsula Shire		
Community & Special Events Team	1300 850 600	events@mornpen.vic.gov.au
Environmental Health Team & Statutory Building	5950 1050	food@mornpen.vic.gov.au statbuild@mornpen.vic.gov.au
Traffic & Road Safety Team	5959 1030	custserv@mornpen.vic.gov.au
Mornington Peninsula Youth Services	5950 1666	youthserv@mornpen.vic.gov.au
Mayor & Councillor Support	5950 1411	councillor.support@mornpen.vic.gov.au
Mornington Peninsula Tourism	5987 3078	info@tourism.mornpen.vic.gov.au
Safety		
Environment Protection Authority	9695 2722	www.epa.vic.gov.au
Ambulance Victoria	1800 248 859	events@ambulance.vic.gov.au www.ambulance.vic.gov.au
St Johns Ambulance	8588 8588	www.stjohn.org.au
Australian Red Cross	8327 7700	www.redcross.org.au
Responsible Alcohol Victoria	1300 650 367	www.justice.vic.gov.au
Vic Roads	9811 8905	www.vicroads.vic.gov.au
Parks Victoria	13 19 63	www.parks.vic.gov.au
CFA Headquarters	9262 8444	www.cfa.vic.gov.au
Victoria Police		
Rosebud Station	5986 0444	
Rye Station	5985 2582	
Mornington Station	5970 4900	
Hastings Station	5970 7800	
Sorrento Station	5984 2000	
Dromana Station	5987 2023	
Region One Special Events	9247 5714	
Major Event Planning Unit	9247 5748	
Other		
Energy Safe Victoria	1800 069 588	www.esv.vic.gov.au
Food Safety Victoria	1300 364 352	www.health.vic.gov.au
Victorian Workcover Authority	1800 136 089	www.worksafe.vic.gov.au
Building Commission	1300 815 127	www.buildingcommission.com.au
Department of Infrastructure	9655 6666	www.doi.vic.gov.au
Victorian Commission for Gambling & Liquor Regulation	1300 182 457	www.vcgldr.vic.gov.au
Sustainability Victoria	1800 353 233	www.sustainability.vic.gov.au
Volunteering Victoria	9642 5266	www.volunteeringvictoria.com.au
Working With Children's check		www.justice.vic.gov.au
Department of Sustainability & Environment	136 186	www.dse.vic.gov.au



**MORNINGTON
PENINSULA**
Shire



**COMMITTED TO A
SUSTAINABLE
PENINSULA**

Rosebud Shire Office
90 Besgrove Street
Rosebud, 3939
Melway: 170 A4

Mornington Shire Office
2 Queen Street
Mornington, 3931
Melway: 104 D10

Hastings Shire Office
21 Marine Parade
Hastings, 3915
Melway: 154 K11

Somerville Shire Office
14 Edward Street
Somerville, 3912
Melway: 107 E12