

Prior to completing this form it is recommended you discuss your proposed application with Council by calling 5355 0200. Events application must be submitted to Council - **4 weeks prior – Small event – below 200 people, 6 weeks prior – medium event- above 200 people, 3 months prior – Large event – above 500 people.** Applications must be submitted to Council prior to any advertising or promotion.

SECTION ONE: EVENT ORGANISER APPLICATION DETAILS

Name of organisation: _____

Authorised person's details

Contact name: _____

Postal address: _____

Phone: _____ Email: _____

Alternative contact: _____ Phone: _____

Event Day contact: _____ Phone: _____

Type of organisation: Not for profit Registered charity Private/Public co. Gov body

Is this a fundraising event? YES NO

If yes, purpose of funds raised: _____

PUBLIC LIABILITY INSURANCE

Does your organisation have public liability insurance? YES NO

Name of insured: _____ Name of insurer: _____

Level of cover: _____ Policy Number: _____ Expiry date: _____

I have provided a copy of my Public Liability Insurance certificate of currency with this application

SECTION TWO: EVENT PLANNING DETAILS

Event name: _____

Location: _____

Starting date: _____ Finishing date: _____ Times: _____ to: _____

Time for setup: _____ Time for clean up: _____

Target audience: _____

Description of event: _____

SECTION TWO: EVENT PLANNING DETAILS CONT.

Is your event located on public or private land: _____

If you are not the owner of the land, please provide evidence that you have the owners consent

Do you plan to provide or sell food or drinks at your event? YES NO

If yes, you will need to register at streatrader.health.vic.gov.au to obtain additional permit

Do you plan to have vendors providing or selling food or drinks at your event? YES NO

If yes, you will need to register at streatrader.health.vic.gov.au to obtain additional permit

Do you plan to erect signage for this event? YES NO

If yes, please detail: _____

Do you require access to power? YES NO

Do you plan to provide or sell alcohol at your event? YES NO

If yes, you will need a temporary permit from the Victorian Commission for Gambling and Liquor Regulation VCGLR https://www.vcglr.vic.gov.au/liquor/major-or-temporary-event/apply-new-licence/apply-temporary-limited-licence

Are any road closures or directional signage required? YES NO

If yes, please contact Events Team to discuss a traffic management plan

Will this event include any fireworks or pyrotechnic displays? YES NO

If yes, please contact Events Team to discuss

Have you notified emergency services of this event? YES NO

If yes, please advise who, including contact name and when

CFA: _____ Vic Police: _____
Date: _____ Date: _____

SES: _____ Ambulance Victoria: _____
Date: _____ Date: _____

Expected attendance: _____

If attendance is over 5,001, please contact Events Team to discuss a 'Place of Public Entertainment and temporary structures' permit

Are you using any temporary structures (such as marquees, tents)? YES NO

If yes, please contact Events Team to discuss a 'Place of Public Entertainment and temporary structures' permit

SECTION TWO: EVENT PLANNING DETAILS CONT.

Do you need to hire the Council's recycling trailer?

YES

NO

Date of pick up: _____ **Date of return:** _____

Do you need to hire the Council's energy generator?

YES

NO

Date of pick up: _____ **Date of return:** _____

If you need to hire the recycling trailer or energy generator please **contact the Events Team to discuss** terms and conditions

SECTION THREE: CHECKLIST

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly

- Public liability insurance:** a copy of certificate of currency for public liability insurance for minimum sum of \$10 million
- Emergency management plan:** if you require assistance please call Events Team to discuss
- Risk assessment:** if you require assistance please call Events Team to discuss
- Planning permit/s:** including Place of Public Entertainment and temporary structures permit if applicable
- List of vendors:** please provide a list of the vendors for your event to the Council
- Traffic management plan:** if applicable
- Notified emergency services**

SECTION FOUR: CORONAVIRUS REGULATIONS

- I have read and understand the latest information on the **Victorian Government Coronavirus: Public Events website:** <https://www.coronavirus.vic.gov.au/public-events>
- I have **completed relevant documentation** i.e COVIDSafe event plan (Tier 1 and Tier 2 events), COVIDSafe event checklist (Tier 3 events)
Please provide a copy of either your COVIDSafe event plan or COVIDSafe checklist with this application
- I have **registered my event** with the Victoria Government via the **Coronavirus: Public Events website:** <https://www.coronavirus.vic.gov.au/register-your-public-event>

Name: _____

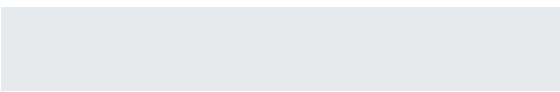
Signature

Date: _____

SECTION FIVE: DECLARATION

I understand and acknowledge that all the information provided in this application is true and completed to the best of my knowledge

Name: _____

Signature 

Date: _____

Thank you for completing the form.

If you are ready to lodge your form here are the options:

In person

59 Vincent St, Ararat 3377
8.30am to 5pm Monday to Friday

By email

Email your completed application form to:
council@ararat.vic.gov.au

By mail

Post it to:
P.O Box 246
Ararat 3377