

ARARAT RURAL CITY COUNCIL EVENTS

APPLICATION FORM



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 and approved 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: _____

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

☐ YES ☐ NO

SECTION TWO: EVENT PLANNING DETAILS

Event name: _____

Location Address: _____

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

Booking confirmation form or email will be sufficient (inclusive of contact details)

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

If yes, Council will notify <https://foodtrader.vic.gov.au/> and send you the link for vendors to register as attending

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

If yes, please detail: _____

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 **provide** a traffic management plan

***If requesting a VICROADS road closure**, please provide the 'Road Closure Form' at: <https://www.ararat.vic.gov.au/community/planning-event>

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: _____
Date: _____

☐ Vic Police: _____
Date: _____

☐ SES: _____
Date: _____

☐ Ambulance Victoria: _____
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 complete a 'Application for Place of Public Entertainment' form and an 'Application for Temporary Structures' form by downloading at: <https://www.ararat.vic.gov.au/community/planning-event>

SECTION TWO: EVENT PLANNING DETAILS CONT.

Do you need to hire extra bins for your event? (\$250 Charge applies) Red lid _____ Yellow lid _____ ☐ YES ☐ NO

Requested date of delivery: _____ Date of pick-up: _____

Name of responsible person: _____ Mobile Number: _____

Forms can be found at: <https://www.ararat.vic.gov.au/community/planning-event>

A payment may be applicable with Terms and Conditions listed on each of the forms.

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 \$20 million
- ☐ Emergency management plan: if you require assistance please call Events Team to discuss
- ☐ Risk assessment: Template available on request
- ☐ Planning/Building 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

Flyer's/graphics to assist with advertising (if requested)

Bin hire fee paid

SECTION FOUR: 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: _____

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