

# EVENT APPROVAL



Please ensure you have read the Council's Event Management Guide before completing this form. Anyone planning events on private land is not required to submit the Event Application Form. However depending on the nature and planned activities at the event, other permits may still be required.

If you require any further clarification regarding your event, please contact the Council's Events and Culture team on 9747 7200.

**Please note:** Melton City Council will not consider any application to use Council Land for the purpose of a circus or similar events.

## 1 EVENT TITLE

## 2 APPLICANT DETAILS

NAME OF ORGANISATION

ABN

POSTAL ADDRESS

SUBURB

STATE

POSTCODE

CONTACT PERSON

POSITION

PHONE

ALTERNATE PHONE

EMAIL

FAX

WEBSITE

### EVENT DAY CONTACT

CONTACT PERSON

POSITION TITLE

MOBILE PHONE

EMAIL

## 3 EVENT DESCRIPTION

### DETAILED DESCRIPTION OF EVENT

### PROVIDE A BRIEF HISTORY OF THE EVENT

## 4 EVENT DETAILS

### EVENT DATES

Start:  Finish:

### EVENT TIMES

Start:  Finish:

### SET UP

Start:  Finish:

### REMOVAL

Start:  Finish:

### ALTERNATIVE EVENT DATE

Start:  Finish:

### ESTIMATED ATTENDANCE

Participants  Spectators  Staff/Marshalls

### TARGET AUDIENCE

### ENTRY FEE/TICKET PRICE

Adult \$  Child \$  Concession \$

## 5 LOCATION

### PREFERRED LOCATION

### ALTERNATIVE LOCATION

## 6 TRAFFIC MANAGEMENT

Traffic management plans will be required if there is any disruption to traffic, parking or pedestrian safety.

All changes to roads and traffic conditions requires approval from Council's Engineering Department.

It is recommended that for those events requiring traffic management, the application should be lodged up to six months prior to the event date. This allows for Vic Roads approval. If you are unsure if a traffic management plan is required please contact the Events & Culture team on 9747 7200

**If a traffic management plan is required it is the responsibility of the event organiser to engage a professional to draw up the traffic management plan before submitting it to the council.**

All traffic management enquiries require an additional application form to be completed:

[www.melton.vic.gov.au/Regulations/Permits-and-forms/Engineering-applications](http://www.melton.vic.gov.au/Regulations/Permits-and-forms/Engineering-applications)

☐ Traffic Management Plan required? (if yes, please provide details below)

WHAT ROADS WILL BE AFFECTED?

TIMES

Close:

Open:

OTHER DETAILS

## 7 PARKING

All vehicles must be removed from the event site before the start of the event i.e. if using a reserve/park all vehicles should be off the site.

WHAT PROVISIONS HAVE BEEN MADE FOR PARTICIPANTS AND AUDIENCE PARKING?

CONSIDERATION MUST BE GIVEN TO ACCESSIBLE PARKING

Council has an accessible guide to support event organisers and plan accessible and inclusive events. This guide is available at [www.melton.vic.gov.au](http://www.melton.vic.gov.au)

WILL THERE BE ANY PARKING RESTRICTIONS REQUESTED?  
(including during set up and removal times)

## 8 FOOD

Food businesses must in addition to maintaining an existing Victorian Food Act registration lodge a statement of trade (SOT) to let all relevant council/s

know where and when they will be trading in their districts, this must be done online through the Streatrader website:

[streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au)

☐ Selling or Serving Food or Drink

## FOOD VENDOR INFORMATION

Event organisers are required to supply the details of Food Vendors engaged to serve on the day of their event.

Event organisers are responsible for all food vendor public liability.

BUSINESS NAME	DETAILS / CERTIFICATION
1	
2	
3	
4	
5	
6	

## 9 ALCOHOL

A Liquor Licence will be required if alcohol is to be sold or served.

For further information on the serving of alcohol at events, please visit [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au).

☐ Any Selling or Serving of Alcohol

## 10 INFRASTRUCTURE

Mark any of the following that apply to your event and please provide details.

Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure. Please note that additional permits may be required. It is the sole responsibility of

the event manager to ensure that all permits are obtained before their event commences.

***Pegging of temporary infrastructure is not permitted on Council owned parklands and reserves.***

***Please note that event organisers wishing to use Council reserves will be required to supply their own power. Power/water on these sites are not included in the event permit.***

### ☐ OTHER VENDORS

Number	Size	Details

### ☐ MARQUEES

Number	Size	Details

### ☐ STAGES

Number	Size	Details

### ☐ LIGHTING EQUIPMENT

Number	Size	Details

### ☐ GENERATORS

Number	Size	Details

☐ LITTER BINS

Number	<input type="text"/>	Size	<input type="text"/>	Details	<input type="text"/>
--------	----------------------	------	----------------------	---------	----------------------

☐ RECYCLING BINS

Number	<input type="text"/>	Size	<input type="text"/>	Details	<input type="text"/>
--------	----------------------	------	----------------------	---------	----------------------

☐ PORTABLE TOILETS

Number	<input type="text"/>	Size	<input type="text"/>	Details	<input type="text"/>
--------	----------------------	------	----------------------	---------	----------------------

☐ OTHER STRUCTURES

Number	<input type="text"/>	Size	<input type="text"/>	Details	<input type="text"/>
--------	----------------------	------	----------------------	---------	----------------------

## 11 SITE DETAILS

Mark any of the following that apply to your event and please provide details.

Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure. Please note that additional

permits may be required. It is the sole responsibility of the event manager to ensure that all permits are obtained before their event commences.

***EPA guidelines & Local Laws are to be observed for all events.***

***A separate site plan to be attached as per checklist.***

☐ VEHICLE ACCESS

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

☐ WATER REQUIREMENTS

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

☐ POWER REQUIREMENTS

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

☐ MUSICAL ENTERTAINMENT

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

☐ AMPLIFIED SOUND

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

☐ SECURITY

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

☐ FENCING

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

☐ EMERGENCY VEHICLES

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

☐ SIGNAGE

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

☐ OTHER

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

Please ensure all relevant documentation is sent within required timeframes. Late documentation will result in delays to assessing your application and may result in cancellation of your event.

### COMPULSORY FOR ALL EVENTS

#### ☐ VENUE BOOKING

For venue information, including fee information:

[www.melton.vic.gov.au/Out-n-About/Community-facilities/Venues-for-hire](http://www.melton.vic.gov.au/Out-n-About/Community-facilities/Venues-for-hire)

**Please note:** The event organiser is solely responsible for the direct booking of the venue. This application DOES NOT reserve the venue space requested.

#### ☐ COPY OF CERTIFICATE OF CURRENCY

All major events require public liability insurance of \$20M indemnifying Council, and other events require minimum insurance cover of \$10M or as requested by officers.

#### ☐ DETAILED SITE PLAN

#### ☐ DETAILED EMERGENCY MANAGEMENT PLAN

#### ☐ DETAILED RISK MANAGEMENT PLAN

#### ☐ DETAILED WASTE MANAGEMENT PLAN

#### ☐ APPLICATION FORM

### CONTACT

For event organisers who wish to use Council's community buildings e.g. Melton Community Hall, Bridge Road Children's and Community Centre please contact Council's Venue booking Officer on 9747 7200 or email [venues@melton.vic.gov.au](mailto:venues@melton.vic.gov.au)

For event organisers who wish to use sporting reserves e.g. Melton Recreation Reserve, Town Centre Recreation Reserve please contact Council's Leisure services Officer on 9747 7200.

For event organisers who wish to use passive reserves e.g. Hannah Watts Park, Navan Park please contact Council's Leisure Services Officer on 9747 7200

With application form

With application form

With application form

With application form

With application form

#### Events and Culture Team

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

Phone: 9747 7200

### WHERE REQUIRED, HAVE YOU SUBMITTED THE FOLLOWING APPLICATIONS FOR ASSESSMENT

#### ☐ TRAFFIC MANAGEMENT SUBMISSION FORM

Please complete separate application, which can be downloaded at:

[www.melton.vic.gov.au/Regulations/Permits-and-forms/Engineering-applications](http://www.melton.vic.gov.au/Regulations/Permits-and-forms/Engineering-applications)

Up to six months may be required

☐ N/A

#### Melton City Council's Engineering Officers

Email: [traffic@melton.vic.gov.au](mailto:traffic@melton.vic.gov.au)

Phone: 9747 7200

#### ☐ LIQUOR LICENCE DETAILS (IF YOU INTEND TO SERVE ALCOHOL)

Applications can be downloaded from the following site:

[www.vcglr.vic.gov.au/home/liquor/new+applicants/apply](http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply)

Minimum three months notice required by VCGLR

☐ N/A

#### Victorian Commission for Gambling and Liquor Regulation

Email: [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)

Phone: 1300 182 457

#### ☐ STATEMENT OF TRADE (IF SELLING OR SERVING FOOD OR DRINK)

For information, please see:

[www.melton.vic.gov.au/Regulations/Permits-and-forms/Food-safety](http://www.melton.vic.gov.au/Regulations/Permits-and-forms/Food-safety)

Streatrader applications can be downloaded from:

[streatrader.health.vic.gov.au/public\\_site](http://streatrader.health.vic.gov.au/public_site)

Minimum four weeks notice required

☐ N/A

#### Melton City Council Environmental Health Officers

Email: [health@melton.vic.gov.au](mailto:health@melton.vic.gov.au)

Phone: 9747 7200

☐ SIGNAGE PERMITS☐  
N/A**Melton City Council's Compliance**

Phone: 9747 7200

☐ APPLICATION FOR OCCUPANCY PERMIT FOR A PLACE OF PUBLIC ENTERTAINMENT (LARGE TEMPORARY STRUCTURES OF FENCING)☐  
N/A

Application forms may be downloaded from the following:

[www.melton.vic.gov.au/Services/Building\\_planning\\_transport/Building](http://www.melton.vic.gov.au/Services/Building_planning_transport/Building)**Minimum four weeks notice required****Melton City Council's Building Services Officers**Email: [buildingpermits@melton.vic.gov.au](mailto:buildingpermits@melton.vic.gov.au)

Phone: 9747 7200

☐ OTHER APPROVALS (EG. VIC POLICE, CFA, SES, ETC.)☐  
N/A**Minimum three months notice required**

Contact directly

**Please note: Council will contact you directly with any queries regarding any additional permissions/permits that you may require.**

13

## REFERENCE DETAILS

**Provision of two referees with full contact details are to be provided.**

It is preferred that the referees are the approving authorities of other events which you have held.

For on road events, at least one referee needs to be from a Victorian Police Branch. The second reference needs to be from a local or state government agency e.g. Vic Roads or another Municipal Council.

### REFEREE ORGANISATION 1

ORGANISATION NAME

EVENT

DATE

CONTACT NAME

POSITION

PHONE

MOBILE

### REFEREE ORGANISATION 2

ORGANISATION NAME

EVENT

DATE

CONTACT NAME

POSITION

PHONE

MOBILE

I declare that I am an authorised person to apply for the Event Application and that all information provided in this application is true and correct. I have read the guidelines and accept the conditions for the event/s. I agree to comply with all event conditions, local laws and all relevant legislation. I declare that all details provided are accurate and this event will be organised and managed as described unless advised otherwise by the City of Melton and/or its authorities. I understand that this Event Application does not constitute event approval. Council may cancel or modify events at any stage due to:

1. Public safety concerns
2. Extreme weather
3. Identified high risks
4. Site safety or conditions

Council reserve the right to decline any event which is not in line with these conditions.

### REQUIREMENTS

Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health, and liquor licensing.

Council officers may consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.

***Major, long stay and high-risk events must be delivered by an experienced event provider.***

Applicants must develop and implement other relevant event plans including (but not limited to) risk management, emergency management, noise management, site and waste management.

### FEES

Event organisers are required to reimburse Council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities. A bond in advance may be required. Events on Council owned open land requiring extensive vehicle access and/or major infrastructure will require an upfront bond OF \$300.

### TERMINATION

Events on Council land with Council issued permits take precedence over those with no permit/Council notification. Melton City Council reserves the right to terminate an event if:

1. Event application conditions are breached;
2. Any laws are broken;
3. A misrepresentation is identified in an application.

NAME

POSITION

SIGNATURE

DATE