

## EVENT NOTIFICATION

This form must be completed if you are planning or organising an event over 100 people in the Moira Shire Region. This event notification form registers your intent to hold an event with Council and allows you and Council employees to identify the specific requirements of your event.

An event is defined as: Any planned activity where any structure (permanent or temporary), open area, roadway, fenced or unfenced will contain a number of persons greater than that normally found in that area or location at one time. The activity may affect the location or surrounding area prior to, during or after the event. The definition extends to festivals, parties, parades, events involving entertainment, displays and amusements, sporting events, markets and exhibitions.

*Note: Applying for an event does not give the Event Organiser immediate approval to market or advertise the event. Advertising can only commence following approval from Council.*

Section 1: Event Details			
Event Name			
Frequency of event	Once off <input type="checkbox"/>	Yearly <input type="checkbox"/>	Other <input type="checkbox"/>
Proposed event Date			
Primary event location			
Entry to the event:	Free <input type="checkbox"/>	Ticketed <input type="checkbox"/>	Gold coin donation <input type="checkbox"/>
Expected Attendees:			
Set up date		Pack up date	
Event start time (public)		Event Finish time (public)	
Event description: <i>(Include objectives of event)</i>			

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## Section 2: Event Applicant Details

Organisation name		ABN:	
Event organiser	Name:		Role:
Phone		Email	
Event site supervisor	Name:		Role:
Phone		Email	
Auspice / Partner		Auspice Business ABN	

## Section 3: Council Support (protocols)

Have you received any form of council funding? <i>*This may include Local Tourism Association funding, ArtHubs or Grant streams.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you planning to invite the Administrators or CEO? <i>Please note a formal invitation can be made on our website <a href="#">here</a></i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## Section 4: Venue

Will the event be held in/at a Council Venue or on Council Land (park, reserve road)? Ensure exact location is shown on the site map.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you got approval from the landowner. <i>Please attach written approval.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## SECTION 5: SITE SERVICES

Do you require access to power? <i>*Charges may apply</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you require access to potable water?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you require access to non-potable water?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is access gained through locked gates or bollards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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Will vehicle access be required on the land? <i>Prior approval will be needed.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you require access to public toilets? <i>Indicate on site map which ones you want to use</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will you provide portable toilets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Any additional requirements:			
For any urgent after hours contact, please call 03 58719 222 and you will be directed to the on-call officer.			

Section 6: Building- Place of Public Entertainment (POPE) occupancy permit			
Is the event being held in a public building (eg.hall) or place (eg. Park) and larger than 500 m2?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the Building or Place used or intended to be used for a purpose of Public Entertainment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the Building or Place enclosed or substantially enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you charging an entry fee	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you a not-for profit community organization.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will there be more than 5000 people (including event organisers) there at one time.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments:			
In some circumstances you may require a 'Places of Public Entertainment (POPE) Permit' issued by Councils Building Department and require a certificate of occupancy issued by the Building and Plumbing Commission (BPC).			
<b>Are you planning to construct any Prescribed Temporary Structures as described below?</b> <i>Prescribed temporary structures (PTS) used to provide public entertainment may require a POPE occupancy permit.</i>			
Tents, marquees or booths with a floor area > 100m <sup>2</sup>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Seating stands for more than 20 persons	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Stages or platforms >150m <sup>2</sup> in floor area	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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<ul style="list-style-type: none"> <li>Prefabricated buildings with an area exceeding &gt;100m<sup>2</sup> and that are not placed directly on the ground surface</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments:			
<p>If <b>Yes</b>, you or your hirer will need to obtain an occupancy permit for a (Prescribed Temporary Structure) PTS, an application needs to be made to the <b>Building and Plumbing Commission</b> through the website at <a href="#">Building and Plumbing Commission</a>. Please ensure that these structures are shown on your site map.</p>			

Section 7: Traffic Management					
<p><b>NOTE:</b> If you are proposing to close a road or change normal traffic conditions you will be required to provide a traffic management plan that is developed by a VicRoads accredited traffic management company.</p>					
Could your event impact a road in and around the event site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will road closures apply?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If <b>NO</b> road closure or impacts on the roads around the event site, then move to section 8.</p>					
<p><b>TEMPORARY ROAD CLOSURE APPLICATION</b></p> <p>If you have ticked YES to either of the above, please determine whether it is owned by council or Department of Transport. Ensure you submit a Road Closure application with the relevant Authority no less than 30 days before the event is due to take place.</p> <p><b>Description of road closure (please attach list of roads if more than two roads)</b></p>					
Town					
Name of road					
Between			And		
From		am/pm	To		am/pm
Name of road					
Between			And		
From		am/pm	To		am/pm
Have parking provisions been made?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Traffic Management Company details					
Contact person name and number					

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The following information must be attached to this application

Traffic management plan (prepared by a VicRoads accredited supplier) showing detail and location of all signs.

Yes ☐No ☐

Written evidence from those residents or businesses located within the proposed road closure area stating whether or not they agree to the road closure.

Yes ☐No ☐

Moir Shire Memorandum of Authorisation (MOA) and Temporary Road Closure application completed by a registered Traffic Management Company.

Yes ☐No ☐

Have you received Department of Transport consent? Ensure you provide a copy of consent attached. \* If applicable.

Yes ☐No ☐

\* Note that suitably qualified/experienced persons are required to implement the Traffic Management Plan (TMP).

For any events that require road closures, please let Public Transport Victoria know -

<https://www.ptv.vic.gov.au/footer/about-ptv/event-information/tell-ptv-about-your-event/>

## Section 8: Footpath Trading

Will your event include activities or signage? to be placed on the footpath or road reserve?

Yes ☐No ☐

If **Yes** – you may be required to complete an application for a local laws permit for local residential roads or a Memorandum of Authorisation with Department of Transport for arterial roads.

Written approval from owner/occupier is required if the activity is to take place outside residential / commercial premises (copy of letter to be attached to the application form mentioned above)

## Section 9: Alcohol

Are you selling or supplying alcohol as part of your event?

Yes ☐No ☐

A Liquor license is required when selling liquor or when a gate fee applies. Confirm that the license covers the correct area, dates and time. For more information [click here](#)

Are you allowing people to bring their own alcohol

Yes ☐No ☐

If 'YES'. Complete a Local Laws Application form: [Apply here](#)

Comments:

An exemption may be required from the Local Laws department for consumption of alcohol in designated areas, outside of designated times. Refer to the [Community Safety Local Law](#).

### Section 10: Food And Beverages

Are you selling or providing food as part of your event?

(If **NO** then please move to **Section 12**)

Yes ☐

No ☐

A list of all food vendors will be required by council least 2 weeks prior to your event.

Have you checked that they have their food registrations?

Yes ☐

No ☐

Have your vendors completed a Statement of Trade?

Yes ☐

No ☐

For information about food and beverage vendor requirements- please go to [Foodtrader website](#)

Comments:

If your vendors are using open flames or any equipment that poses fire risk, during a Total Fire Ban, ensure that they have a CFA certificate.

### Section 12: Waste Management

Will your event generate waste?

(If **NO** then please move to **Section 13**)

Yes ☐

No ☐

Do you have a Waste Management Plan?

Yes ☐

No ☐

Council can provide advice and assistance with waste management. Please complete the waste management plan available [here](#).

Do you need General Waste bins?

Yes ☐

No ☐

How many?

Do you need Recycling bins?

Yes ☐

No ☐

How many?

Do you need Organic Waste bins?

Yes ☐

No ☐

How many?

Are you engaging a waste management company?

Yes ☐

No ☐

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## Section 13: Entertainment

Describe the entertainment program (or attach)			
Will there be speakers and amplified noise at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Entertainment operators have the relevant permits and are on the site plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Each amusement operator must have their own insurance and risk assessment plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Support from surrounding business/residence.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you planning to have any fireworks or pyrotechnics?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If yes, please attach details and permit from Work Safe Victoria and CFA. More information can be found- <a href="#">pyrotechnics at public events guide</a></i>
Confirm registration and insurance of Pyrotechnic company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Please provide a copy of this</i>
Comments:			

## Section 14: Insurance

Have you arranged a Public Liability Certificate of Currency? <i>Minimum cover of \$20,000,000. Must note Moira Shire on the policy if on council owned or managed land. Discuss with your insurer.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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## EVENT NOTIFICATION

Have you arranged Personal Accident Insurance for volunteers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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## SECTION 15: Risk and Emergency Management

Do you plan to have first aid at this event. Please provide details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you notified emergency services such as Police, Fire Ambulance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments:			

## Section 16: Promotion And Marketing

Are you targeting local residents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	List your event for free on council's website <a href="#">here</a>
Are you targeting visitors to the region?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	List for free on the <a href="#">Australian Tourism Data Warehouse</a>
If you're targeting tourists? Have you considered their accommodation needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Consider providing suggestions to local accommodation providers and contacting providers to let them know of your event.
Comments:			

## MARKETING – WHAT'S ON AND TOURISM WEBSITE

For further information on how to promote your event through Council's Visitor Services please contact Council Visitor Services staff and volunteers on 1800 607 607 or 03 5872 2132.

## Section 17: Attached Documents

Event Management Plan (REQUIRED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Liability Insurance certificate (REQUIRED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Risk Management Plan (REQUIRED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Plan (REQUIRED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Emergency Management Plan (REQUIRED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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Run sheet/ Event Schedule (REQUIRED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
POPE Application (If applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Temporary Road Closure Application (If Applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List of all food and beverage vendors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional documents not listed above	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Section 18: Authorisation

*I have completed the Event Application form to the best of my knowledge reviewed the Events Planning Guide and agree to adhere to all reasonable requests made during the assessment and planning phase that may be stipulated by Moira Shire Council and other agencies.*

Print name:

Signature:

Date:     /     /20

Submit your Event Application form to:

Email: [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)

If you require assistance, please contact the Event Support Officer on 03 5871 9222

## Collection Statement

*Personal information collected on this form will be used by Moira Shire Council for the purpose of the administration of the Event Notification form and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer".*