

Event Permit Application Guidelines



ALPINE
SHIRE COUNCIL

CONTENTS

PLANNING YOUR EVENT	3
EVENT CALENDAR	3
DO I NEED AN EVENT PERMIT?.....	3
OTHER ACTIVITIES.....	3
REGISTRATION OF AN EVENT	3
EVENT PERMIT APPLICATION	4
CONTACT INFORMATION & EVENT DETAILS	7
COUNCIL FACILITIES, PARKS AND RESERVES	7
TEMPORARY STRUCTURES	7
PUBLIC AMENITIES.....	8
WASTE MANAGEMENT.....	9
TRAFFIC & PEDESTRIAN MANAGEMENT	9
FOOD AND LIQUOR.....	10
SIGNAGE	11
EVENT MANAGEMENT PLAN	12
RISK MANAGEMENT	13
PUBLIC LIABILITY INSURANCE	14
CHECKLIST	15
COUNCIL CONTACT LIST	17

DISCLAIMER

This document has been developed by the Alpine Shire Council as a guide to managing and applying for an event permit within the Alpine Shire Council. The Alpine Shire Council recommends that event organisers seek information from a variety of sources, relevant stakeholders and where relevant professional advice. The Alpine Shire Council acknowledges that there may be other requirements that exist that are not contained in this guide. The Alpine Shire accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the guide.

PLANNING YOUR EVENT

Planning for an event leads to a successful event.

The following information has been provided to help event organisers complete the Event Permit Application form and navigate their way through the event delivery process. Each section will assist in obtaining relevant permits, engaging with relevant stakeholders and the expectation of the Alpine Shire Council in delivering an event. Additional information is available on Council's website and or from the Events Team.

EVENT CALENDAR

Prior to selecting a date for your event, have a conversation with the Events Team at Council about your event proposal. The team can provide insight to dates and venues that are available. This will also ensure that there are no event clashes on the calendar. Please ensure you do this before you announce your event date and location.

DO I NEED AN EVENT PERMIT?

An event permit ensures your activity is conducted in accordance with the Alpine Shire Council's *Activities Local Law 2009* and the *Crown Land (Reserves) Act 1978*. It also ensures that any disruption to stakeholders is minimal and parties that may be impacted are notified.

An event permit will be required if any of the following conditions applies to your planned event:

- The event is to take place in Council-owned facilities or in Council parks or open spaces
- You plan to erect infrastructure for your event (for example a marquee)
- There will be 100 attendees or more
- Your event is catered by an external supplier and/or if liquor will be sold at the event
- You require changes to normal traffic conditions
- Tickets will be sold at your event

OTHER ACTIVITIES

If you are undertaking other activities such as promotions, film, photography, weddings, personal training or any other business venture you should contact the Alpine Shire Council to discuss any requirements and permits.

Email info@alpineshire.vic.gov.au or call the Alpine Shire Council on 03 5755 0555 for more information.

REGISTRATION OF AN EVENT

If your event is expected to attract fewer than 100 attendees we would still like to hear about it. You can contact the Events Team via events@alpineshire.vic.gov.au.

EVENT PERMIT APPLICATION

The Event Permit Application form is available on the Holding an Event page on the Alpine Shire Council website. Go to www.alpineshire.vic.gov.au/business/events/holding-event

Any event requiring an event permit MUST complete an Event Permit Application and submit all supporting documentation within the designated timeframes. Events granted sponsorship through Council's Event Funding Program will not receive any funds until all documentation required has been submitted.

Some sections of the Event Permit Application may not be relevant to your event. Please complete all sections of the application and indicate any non-applicable sections by selecting 'No' in the first question. You will not need to complete the rest of the section if you have selected 'No'.

All events are required to provide:

- Event Management Plan
- Risk Management Plan
- Copy of Public Liability Insurance

If you are unable to upload these documents when completing the form online, please email them as attachments to events@alpineshire.vic.gov.au.

Depending on what your event is and what land holders are involved, other documentation may need to be provided before a permit is issued. The Events Team will work with you to determine all requirements and ensure your event is fully compliant.

An event permit will not be granted by Council until all relevant documentation and permits have been received and approved.

The table on the following page summarises the various permits and other requirements that may apply to your event. Further information in relation to some of these permits can be found below, or contact the Events Team for guidance.

PERMIT TYPE	DESCRIPTION	TIMEFRAME
Alpine Shire Council		
Building Permit / Place of Public Entertainment (POPE)	Permit required for erection of a temporary structure such as a marquee or grandstand. Contact the Building services department for more information. Email: building@alpineshire.vic.gov.au	Allow a minimum of 4 weeks
Works/Occupation on Council Land permit	Engineering review of Traffic Management Plan and use of Council land. Traffic and pedestrian plans along with any relevant site plans and copies of public liability insurance are required. Contact the Asset Maintenance department for more details. www.alpineshire.vic.gov.au/residents/roads-and-infrastructure/apply-permit	Allow a minimum of 4 weeks
Local Laws <ul style="list-style-type: none"> • Signage Permit • Roadside Trading • Raffle Permit • Busking Permit • Business Permit 	Various permits may be required for your event, if your event contains any of the items in the left column. Contact the Local Laws department for more information. Email: locallaws@alpineshire.vic.gov.au	Allow a minimum of 4 weeks
Film and Photography permit	Permit required for any professional filming or photography taking place in public spaces within the Alpine Shire Council. Contact the Tourism Development department for more details. Email: tourism@alpineshire.vic.gov.au	Allow a minimum of 2 weeks
Planning permit	Required for some events held on private land. Contact the Planning services department for more information. www.alpineshire.vic.gov.au/residents/building-and-planning/planning	Allow a minimum of 8 weeks
External Stakeholders		
Liquor Licence (Victorian Commission for Gambling and Liquor Regulation)	Liquor Licensing (temporary or ongoing) is required at events where alcohol is served. Go to the VCGLR website for more details. www.vcglr.vic.gov.au	Allow a minimum of 8 to 12 weeks
Stretrader registration	All temporary and mobile food premises must be registered with Stretrader and submit a Statement of Trade prior to operating at each location. Go to the Stretrader website for more details. https://stretrader.health.vic.gov.au/	Allow a minimum 2 weeks
Parks Victoria event permit	Any event taking place within a Parks Victoria Park or Reserve must apply for an event permit. Go to the Parks Victoria website for more details. https://parkweb.vic.gov.au/park-management/applications,-licences-and-permits	Allow a minimum of 8 weeks
Department of Environment, Land, Water and Planning (DELWP) event permit	Any event taking place within a State Forest or certain Crown land locations must apply for an event permit. Go to the DELWP website for more details. www.forestsandreserves.vic.gov.au/land-management/crown-land-leases-licences-and-permits/events-on-public-land	Allow a minimum of 8 weeks
Alpine Community Plantation (ACP) event permit	Any event taking place within land managed by the Alpine Community Plantation must apply for an event permit. Go to the Alpine Community Plantation website for more details.	Allow a minimum of 12 weeks

PERMIT TYPE	DESCRIPTION	TIMEFRAME
	www.alpinecommunityplantation.com.au/	
VicRoads permits	Any event impacting a VicRoads-managed road, or needing an exemption from Road Rules (e.g. road race or parade) must apply for an event permit. Go to the VicRoads website for more information. www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads	Allow a minimum of 8 weeks
Victorian Police Highway Event permit	Any foot or bike race taking place on a Victorian road must apply for a Highway Event permit from the Victorian Police. Go to the Victoria Police website for more information. www.police.vic.gov.au/events	Allow a minimum of 8 weeks
Notification of intention to discharge fireworks (Worksafe Victoria)	Any person operating or releasing fireworks must hold a current licence from WorkSafe Victoria and submit a Notification of intention to discharge fireworks prior to the event. Go to the Worksafe Victoria website for more information. www.worksafe.vic.gov.au/explosives-licence-use-fireworks-pyrotechnician-licence	Notification must be given at least 7 days prior
North East Catchment Management Authority (NECMA) permit	Any event taking place within or impacting on public waterways (including river/creek crossings) must apply for a permit. Go to the NECMA website for more information. www.necma.vic.gov.au/	Contact NECMA for more information
OTHER USEFUL INFORMATION		
Ambulance Victoria	Some events may be required to have an Ambulance Victoria team in attendance to ensure the safety of participants and attendees. Events can consult with Ambulance Victoria to determine requirements. Go to the Ambulance Victoria website for more information. www.ambulance.vic.gov.au/about-us/our-services/public-events/	
Country Fire Authority (CFA) Victoria	Any event taking place during the declared Fire Danger Period must comply with all fire restriction laws. Certain events with a large number of attendees in one location and/or taking place in remote areas such as National Parks may also have to consult with the CFA to determine appropriate emergency management plans in the event of a fire. Go to the Country Fire Authority website for more information. www.cfa.vic.gov.au/warnings-restrictions/can	

CONTACT INFORMATION & EVENT DETAILS

Please provide a contact name and the name of the organisation or business running the event along with the postal address, primary phone number and email address. This information is used by the Events Team to correspond with you in relation to your event.

Please complete as many event details as you can. If there are some details that are yet to be confirmed please make a note of it on the form and the Events Team will follow up at a later date. If your event has a website and/or any social media accounts please include the links. This will assist the Events Team to promote your event.

COUNCIL FACILITIES, PARKS AND RESERVES

Council facilities, parks and reserves are available for any member of the public to utilise. If you wish to hold an event in a building, a booking is required and fee may be applicable. If your event is to take place in a park or reserve, you must be mindful of the fact that others may also want to use the space.

It is the responsibility of the event organiser to ensure that the facility, park or reserve is returned to Council in the same condition as it was handed over. Costs related to any extra cleaning or reinstatement works or removal of excess rubbish will be on-charged to the event organiser.

VEHICLES IN PARKS

Only authorised vehicles or emergency services vehicles are permitted on Council's open spaces. Limited access is available for vehicles engaged in the bump-in and bump-out and operation of an event and pre-approval must be granted. General vehicle access is restricted to designated roadways and car parking areas only. Unauthorised vehicles are prohibited on any grass areas and dedicated pedestrian/bike paths. Approval for access must be provided by Council's Open Spaces Coordinator.

ACCESS TO POWER

The provision of power for your event is your responsibility. Events held on Council managed land should contact the Events Team to determine what power sources are available and arrange access. Depending on the location, there may be a combination of single phase and three phase outlets available. In some instances external power sources, such as a generator, may be required. Event organisers should consult with vendors, production companies/entertainers, event hire companies, and caterers etc. to determine power requirements and ensure safe access. Suppliers of generators are included in the Resources Guide.

ACCESS TO WATER

The provision of water for your event is your responsibility. Refer to the Drinking Water Facilities and Access information under the Food and Liquor heading for more details. Events held on Council managed land should contact the Events Team to determine what water sources are available and arrange access.

TEMPORARY STRUCTURES

Structures may be permitted in parks and open spaces, however permission must be granted by Council. Any event requiring the use of tent, shade structure, or marquee of any size that requires the use of pegs or concrete blocks must consult with Council to ensure the structures are suitable for the site and their placement will not damage the surface or interfere with any underground infrastructure.

If you are intending to erect a temporary structure for public entertainment at your event, you may need to apply for a Temporary Occupancy Permit (TOP). For the purposes of the TOP application, a temporary structure includes:

- a booth, tent, marquee or other temporary structure with a floor area greater than 100 square metres;
- a seating stand whether enclosed or not which accommodates more than 20 people;

- a stage or platform (including sky borders and sky wings) with a floor area exceeding 150 square meters; and
- a pre-fabricated building exceeding 100 square metres.

Additionally, you may also need to apply for a Place of Public Entertainment (POPE) permit if your event includes providing public entertainment in:

- any place or building having a floor area greater than 500 square metres which is enclosed or substantially enclosed;
- any place or building having a floor area greater than 500 square meters to which admission can be gained by payment of money or any other consideration;
- any place or building having a floor area greater than 500 square meters which is used or intended to be used for an entertainment or meeting to which admission may be ordinarily gained by members of the public.

(The Building Act 1993, Building Regulations 2006)

Please contact Council's Building Services team for further information in relation the TOP and POPE permits.

PUBLIC AMENITIES

If your event is being held in a public space you will need to consider the impact of your event on the existing amenities. You may need to provide additional toilets, showers or change room facilities, or existing facilities may require additional supplies and/or cleaning during the event. It is the responsibility of the event organiser to ensure there are adequate facilities available and that they are accessible. The tables below can be used to help calculate the number of toilets required for an event.

All Council facilities will be maintained by a contractor throughout the event. There may be a cost involved for any additional maintenance required. Additional facilities are the responsibility of the event organiser.

Your site plan should include information about the number and location of public toilets (existing and additional) being provided at your event.

Use the following guides to determine the number of toilets required at your event:

Toilet facilities – no alcohol provided	FEMALE		MALE		
	WCs	Hand basins	WCs	Urinals	Hand basins
PATRONS					
Less than 500	6	2	1	2	2
More than 1000	9	9	2	4	4
More than 2000	12	6	4	6	6
More than 3000	18	10	6	15	10
More than 5000	30	17	8	25	17

Toilet facilities – alcohol provided	FEMALE		MALE		
	PATRONS	WCs	Hand basins	WCs	Urinals
Less than 500	13	2	3	8	2
More than 1000	16	4	5	10	4
More than 2000	18	7	9	15	7
More than 3000	22	14	10	20	14
More than 5000	40	20	12	30	20

WASTE MANAGEMENT

Whether your event is a major festival or a small celebration, an appropriate system for the collection and disposal of waste and recyclables is imperative. For environmental and economic reasons, reducing the amount of waste generated by your event is essential.

There are a number of measures that can be taken by event organisers to reduce waste and create a more environmentally sustainable event, including minimising packaging and non-reusable items, having a 'no plastic bag' policy, using recycled and recyclable packaging, encouraging patrons to BYO a reusable water bottle by offering free water refill stations, and encouraging both vendors and patrons to use the correct bins for waste and recycling during the event.

The Events Team will work with you to develop and implement a waste management plan for your event. Sufficient time should be allowed for this due to the potential need to supply large numbers of bins and hire contractors.

As a general rule, event organisers will be responsible for the following:

- Providing accurate event information such as venue location & times, estimated attendance numbers, nature of waste & recyclables that will be generated;
- Implementing sustainable event practices such as the use of recyclable packaging by caterers and encouraging patrons to BYO reusable water bottles;
- Making announcements during the event and the use of signage to promote the correct use of bins and anti-litter practices;
- Providing an appropriate drop off location for bins.

Council can supply appropriate bins and signage at venues, and return to collect and dispose of waste and recyclables generated. A fee may be payable. Council can provide wheelie bin sets (1 set = 1 waste + 1 recycle bin) in either 140L or 240L sizes for events.

TRAFFIC & PEDESTRIAN MANAGEMENT

Should the event alter or cause interruptions to traffic flow, including vehicle, cycle and pedestrian movement, a traffic management plan is necessary. Council will be able to ascertain whether you need to develop a traffic management plan, explaining how your event may affect the road network and traffic flow. Traffic management plans must be reviewed by Council via the Works/Occupation on Council Land form for all Council-managed roads, and permits must be gained from VicRoads for any plans impacting VicRoads-managed roads. Event organisers may also be required to consult with residents and/or business owners directly affected by any proposed changes to traffic conditions prior to any approvals being given.

It is the event organiser's responsibility to ensure all traffic management is delivered in accordance with the approved plans and the implementation complies with all applicable conditions. The Events Team can provide contact details for local contractors to undertake the development and implementation of traffic management plans.

Your traffic management plan must include (where applicable):

- locations of diversion and closure signs, road closures, barricades, traffic controllers, marshals and police
- positioning of electronic variable message signs (VMS)
- time and date for installation and dismantle of infrastructure
- timing of road closures and re-openings
- implementation and management of closures and openings

VicRoads require permit applications to be submitted at least 8 weeks in advance of the event. It is up to the event organiser to arrange VicRoads approval, not Council. VicRoads-managed roads within the Alpine Shire include the following:

- Great Alpine Road
- Gavan Street
- Delaney Avenue
- Tawonga Gap Road
- Prince Street
- Myrtleford-Yackandandah Road
- Myrtle Street
- Standish Street
- Happy Valley Road
- Kiewa Valley Highway
- Bogong High Plains Road
- Mt Buffalo Road
- Buffalo River Road

Note: As per the *Road Traffic Act 1961* (Section 33) it is a requirement that all road closures are advertised locally. If your event involves a road closure and/or impacts the public transport network, the Alpine Shire Council is required to advertise these details. Any advertising costs will be on-charged to the event organiser unless a prior arrangement has been made.

FOOD AND LIQUOR

If you are intending to cater or allow the sale of food at your event, you must ensure that the participating food vendors have documentation to indicate that they meet the *Food Act 1984* requirements.

All temporary and mobile food premises in Victoria must register online with Streatrader and then submit a 'Statement of Trade' at least seven days prior to the date of trading. Those from interstate must also register with Streatrader.

There are different registration requirements for commercial operators and not for profit or charity groups. It is the event organiser's responsibility to ensure these requirements have been met by any traders they have engaged for the event. Contact the Environmental Health team at Council for further information.

If your event includes the consumption and/ or sale of alcohol, one of two licences will be required.

1. A temporary limited licence: Required for one-off events such as a presentation night, or one-off events requiring an extension of trading hours.

2. A major event liquor licence: Required for a festival or event expecting over 5,000 people, which could have a significant impact on the provision of public transport or emergency services, requires strong regulatory enforcement or oversight and/or has a significant impact on public safety and/or the amenities available within the event precinct.

Information regarding both licences and application forms are available online by visiting the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website.

In addition to holding the relevant licences, event organisers may be required to prepare an Alcohol Management Plan. Some aspects to include in the Alcohol Management Plan are:

- The required license from the VCGLR;
- A permit from Council (if applicable);
- Responsible Service of Alcohol certificates for those individuals serving alcohol;
- Security Personnel plan;
- The types of alcohol to be served;
- The containers in which the alcohol will be served (e.g. glass or plastic, bottles or cups);
- Any dry areas;
- Wet areas; and
- The proposed trading hours.

Although signage is not legally required for temporary or major event licensing holders, these can be downloaded from VCGLR for free.

NO SMOKING

Smoking is banned in outdoor dining areas in Victoria. This includes outdoor dining areas at hospitality venues, food fairs, and within 10 metres of food stalls and food vendors at organised events. There are also requirements in relation to the distance between outdoor drinking areas (where smoking is permitted under certain conditions) and dining areas. 'No Smoking' signage must be displayed wherever smoking is banned. Download the *Smoke-free outdoor dining: A guide for businesses and event organisers* guide via the Holding an Event page on Council's website for more information about the requirements.

DRINKING WATER FACILITIES

Events must cater for the health and comfort of patrons. Under the *Building Code of Australia*, event organisers must provide one drinking fountain or drinking tap for every 150 patrons or part thereof. Drinking water should be made freely available, or if not feasible, cost less than the lowest price of any other drink sold to patrons. The location of drinking water facilities must be clearly indicated via directional signage.

To reduce waste via plastic water bottles, event organisers should encourage patrons to BYO reusable water bottles. All outdoor event organisers are strongly encouraged to use the portable Drink Tap Water Station, Water Cart or Refill Stations from North East Water. The stations are available for free to public events that meet certain criteria with access to mains (tap) water and the cart can cater for those without mains access. Go to www.newater.com.au/what-we-do/sponsorship/water-station for more information.

SIGNAGE

A Local Laws permit may be required should you wish to display temporary signage advertising the event. If you intend to place signs on Council land outside of the event precinct, a permit will be required. Should the sign be placed within the event precinct or on private property, no permit will be required, however all signage, regardless of their location, must be covered by public liability insurance. Directional signage, for example non-promotional signage informing the public of the location of parking or entry gates, does not require a permit.

Any signage placed on a VicRoads-managed road will require approval from VicRoads.

Contact the Local Laws team for further information

EVENT MANAGEMENT PLAN

An Event Management Plan is a vital document for every event. Should it be required, templates are available for download from the Holding an Event page on Council's website, or contact the Events Team for assistance.

This plan should include the following event details at a minimum:

- event name and description
- contact list
- event running sheet including bump in and bump out schedule (i.e. set up and pack down)
- event program / schedule
- venue/location information including a detailed site map and/or course map
- event committee details (including contact details)
- key stakeholder details (such as contractors)
- marketing and promotional plan
- budget
- food and/or alcohol information (if applicable)
- traffic and pedestrian management plans (if applicable)
- waste management plan (if applicable)
- emergency management plan
- first aid and public health (see below for more information)
- security (see below for more information)
- permits / approvals required
- insurance details

Your Event Management Plan may also incorporate your Risk Management Plan, or it may be a separate document.

EVENT RUNNING SHEET

A running sheet sets the timing and sequence of your event so that you, your event staff/volunteers and other key stakeholders know what is happening and when. A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

CONTACT LIST

A contact list is necessary and should outline all of the key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders and public authorities (if applicable). It is also essential to add in any emergency contact details, including but not limited to 000.

SITE PLAN

You need to submit a Site Plan with your Event Permit Application. Your site plan should be clear, drawn to scale, with the scale and a legend noted on the plan. The site plan must identify the location of all aspects of the event including the event itself, equipment, power, activities, permanent and temporary infrastructure, crowd control infrastructure, generators, amenities (including existing toilet facilities and any additional facilities), parking, pedestrian and vehicle access routes, water, seating, emergency access/egress, licensed areas, food outlets, liquor and merchandise stalls.

FIRST AID

First Aid is required for most events held in the Alpine Shire. The level of first aid required will depend on the size and type of event. Given that the Alpine Shire is a regional area with limited resources, event organisers cannot rely primarily on local medical centres or hospitals in the event of a medical emergency. At a minimum, a qualified first aid officer must be on site at your event. Depending on the size, type and location of the event, you may also require the services of an Ambulance Victoria or St John's Ambulance team on site. Event organisers can contact Ambulance Victoria to determine the requirements for an event.

SECURITY

Security may be required for your event. You will need to consider the following:

- Crowd control and safety
- Service of alcohol
- Safety of infrastructure

For more information on security and what is required download WorkSafe Victoria's *Crowd control at venues and events* guide via the Holding an Event page on Council's website.

NOISE

Music and other noise from events can often be loud and as a consequence noise pollution can occur. Managing noise levels is an important part of the Alpine Shire Council's commitment to providing a livable, supportive environment for all.

Loud music or noise cannot be projected before midday or after 11pm. Under the *State Environmental Protection Policy (Control of Music from Public Premise) No. N-2*, if your outdoor event involves the use of amplified music or loud noise, you must monitor your sound levels to ensure they don't breach 65 decibels (dB) for outdoor venues, when the measurement point is located outdoors and 55 dB when located indoors. For indoor venues, this is five dB during the day/evening and eight dB during the night. The impact of excessive noise on neighbouring residents and businesses also needs to be addressed. Some event organisers will be required to consult with affected residents and businesses and ensure appropriate notice is given prior to the event. Some organisers may also be required to develop a Noise Management Plan for their event.

Further information about Victorian state noise regulations is available via the Environmental Protection Authority's (EPA) website at epa.vic.gov.au/noise.

RISK MANAGEMENT

Risk management is an integral part of good event management practice. Commitment to risk management ensures that organisations can anticipate and respond to risks, minimise loss or damage to financial performance, reputation and stakeholder confidence and promote a risk awareness culture within an organisation.

Having a risk management plan and conducting an assessment prior to conducting an activity or event ensures potential risks and procedures can be identified and rated according to probability of occurrence and severity of damages. Controls and actions ahead of an event can help reduce or mitigate any potential risks prior an event taking place.

A risk management plan template for event organisers to utilise is available via the Holding an Event page on Council's website. The template is offered as a guide only; Council is not liable for the risk management practices of any event organiser.

Further information can be obtained from the Events Team in relation to risk assessment and management, as well as emergency management, the use of gas appliances, pyrotechnics, fire extinguishers, Worksafe, Sunsmart and other health and safety requirements.

An Event Permit will not be granted to any event without an appropriate risk management plan.

PUBLIC LIABILITY INSURANCE

Public liability insurance is mandatory for all events. A minimum of \$20 million cover is required.

Public Liability Insurance must cover all aspects of the event including signage and volunteers. Additionally, a certificate of currency for public liability insurance is required from:

- other companies, sub-contractors or organisations involved in your event; and
- individual stallholders, bands and entertainers

The group/body/company organising the event must provide the Alpine Shire Council with a copy of its public liability insurance certificate of currency and ensure the Alpine Shire Council and other stakeholders are named as interested parties on the certificate.

An Event Permit will not be granted to any event without appropriate level of insurance.

CHECKLIST

Use this checklist to keep track of your progress when you apply for an Event Permit. Not all items will be applicable to all events.

■ EVENT CALENDAR *page 3*

- Check the event calendar before setting your date and choosing a venue

■ EVENT DETAILS *page 7*

- Confirm event name, date, time and location
- Create event description – purpose/aim
- Develop a running sheet for your event showing bump in and bump out times and an event schedule

■ LOCATION/VENUE *page 7*

- Book your venue
- Map out all courses
- Create a detailed site plan

■ TEMPORARY STRUCTURES *page 7*

- Apply for a POPE and/or TOP if required

■ PUBLIC AMENITIES *page 8*

- Identify the amenities available at your event and determine what additional facilities may need to be provided

■ WASTE MANAGEMENT *page 9*

- Identify your waste requirements and develop a Waste Management Strategy

■ TRAFFIC & PEDESTRIAN MANAGEMENT *page 9*

- Engage a contractor to develop and implement traffic management plans
- Book in any resources required for your event such as crowd control barriers and signage
- Apply for a VicRoads permit for any traffic management on VicRoads-managed roads
- Check if any Victoria Police permits are required
- Apply for Works/Occupation on Council Land permit for any traffic management on Council-managed roads

■ FOOD *page 10*

- Ensure all food vendors are registered with Streatrader and have submitted a Statement of Trade with Council

- Ensure access to drinking water facilities
- Identify your requirements under the *Tobacco Act 1987* and designate smoking and non-smoking areas at your event

■ LIQUOR *page 10*

- Ensure all alcohol vendors have the appropriate Liquor Licence for your event
- Create an Alcohol Management Plan if alcohol sales/consumption will be prevalent at your event

■ SIGNAGE *page 11*

- Apply for a Signage Permit for any promotional signage to be displayed outside of the event precinct
- Discuss any directional signage requirements with Council

■ EVENT MANAGEMENT PLAN *page 12*

- Create an Event Management Plan for your event

■ RISK MANAGEMENT *page 13*

- Create a Risk Management Plan for your event

■ PUBLIC LIABILITY INSURANCE *page 14*

- Ensure you have adequate Public Liability Insurance for your event (minimum cover of \$20million) with Alpine Shire Council and any other stakeholders named as interested parties
- Ensure all vendors, organisations, companies, contractors, bands and entertainers you have engaged for your event have adequate Public Liability Insurance

■ OTHER PERMITS/ STAKEHOLDER NOTIFICATIONS *page 5 (table)*

- Identify any other permits required for your event
- Identify any other stakeholders that must be notified

■ RESIDENT/ BUSINESS NOTIFICATIONS

- Consider impacts on both vehicle and pedestrian traffic, noise levels and parking
- Prepare notifications for all affected residents and businesses

COUNCIL CONTACT LIST

PHONE

Main number: 03 5755 0555

You can speak to a member of the Customer Service Team on Monday to Friday between 9am and 5pm. They will be able to direct your call to the appropriate person or department.

EMAIL

General enquiries: info@alpineshire.vic.gov.au

Your email will be forwarded to the appropriate person or department. Alternatively you can lodge a request online via the Alpine Shire Council website, www.alpineshire.vic.gov.au

Events: events@alpineshire.vic.gov.au

All enquiries relating to events in the Alpine Shire.

Tourism: tourism@alpineshire.vic.gov.au

All enquiries relating to tourism development and obtaining a Filming & Photography Permit.

Local Laws: locallaws@alpineshire.vic.gov.au

All enquiries relating to Local Laws including the application of Community Local Law, and permits for Roadside Trading, Signage, Raffles and Busking.

Environmental Health department: health@alpineshire.vic.gov.au

All enquiries relating to Environmental Health including Streatrader, temporary food premises registrations and noise.

Building department: building@alpineshire.vic.gov.au

All enquiries relating to Building including Building Permits, and POPE and TOP applications.

WEB

www.alpineshire.vic.gov.au

Find information, forms, Council facility details and bookings, event calendar and more on the Alpine Shire Council website.