

ALPINE SHIRE EVENT PERMIT APPLICATION FORM – INSTRUCTIONS

Please follow the steps below to ensure your form is submitted successfully.

1. Download the form
2. Complete all sections – refer to the Event Permit Application Guidelines to ensure all questions are answered accurately
3. Save completed form
4. Email form and attachments to events@alpineshire.vic.gov.au. Please include the subject line: *Event Permit Application Form*

Further instructions:

Please type directly into the form – do not print and write in answers.

The original form must be emailed; hardcopy or scanned versions of this form will not be accepted.

Please attach all relevant documents as requested in the form OR provide an indication of when these documents will be available.

If you have any difficulties completing the form as directed please contact the Events Team at events@alpineshire.vic.gov.au or call 03 5755 0555.

ALPINE SHIRE EVENT PERMIT APPLICATION

Please refer to the Event Permit Application guidelines for further information about how to complete this form. The guidelines can be found on the Holding an Event page on the Alpine Shire Council website.

PLEASE EMAIL THIS FORM AND ALL ATTACHMENTS TO events@alpineshire.vic.gov.au

CONTACT INFORMATION

Contact name:	
Organisation name:	
Postal address:	
Contact phone:	
Contact email:	

EVENT DETAILS

Event name:	
Event start date and time:	
Event finish date and time:	
Bump in date and time:	
Bump out date and time:	
Location of event (please provide address or course outline):	
Event description:	
Event website:	
Event social media accounts: <div style="text-align: center;"> Facebook Instagram YouTube Other </div>	

Estimated number of participants/attendees:		
COUNCIL FACILITIES, PARKS AND RESERVES		
Do you want to use a Council facilities, park or reserve for your event?	Yes	No
If 'Yes', please provide the name/location of the Facility, Community Centre, Park or Reserve:		
Please note that the use of Council facilities, parks and reserves is subject to availability and some facilities may incur a hire fee. Please speak with the Events Team in relation to booking a space.		
TEMPORARY STRUCTURES		
Will there be any temporary structures erected at your event?	Yes	No
If 'Yes', please detail the type and size of the structures:		
Temporary structures include marquees, tents, booths, stage or platform, seating stand, a pre-fabricated building, arch or arbour.		
PUBLIC AMENITIES		
Will your event require the use of Council's public amenities, e.g. toilets?	Yes	No
Additional costs may be associated with extra servicing of public amenities for your event.		
WASTE MANAGEMENT		
Please consider how waste will be managed at your event. Identify what and how much potential waste will be produced, e.g. plastic bags, glass bottles, cans etc., and what measures you can take to reduce the amount of waste.		
Will you require additional waste and recycle bins at the event?	Yes	No
If yes, please list how many sets of bins and size required, e.g. 4 sets x 240L. PLEASE NOTE: A fee will be payable for this service unless a funding agreement is in place.		
Council can provide wheelie bin sets (1 set = 1 waste + 1 recycle bin) in either 140L or 240L sizes. A quote can be provided upon application.		
TRAFFIC AND PEDESTRIAN MANAGEMENT		
Are you seeking to close a road/s or alter the flow of traffic for your event?	Yes	No
If 'No', please continue to next section. If 'Yes', which roads do you want to close or alter?		

Is approval required from VicRoads?	Yes	No
A VicRoads approval is required if there is to be any change to traffic flow / closure to VicRoads-managed roads eg. Great Alpine Road. A full list of roads and contact details for VicRoads can be found in the Event Permit Application guidelines.		
Traffic Management Plan	Please attach a copy of your traffic management plans (if applicable)	
Who is the contractor responsible for the development and implementation of your traffic management plan?		
If your event is taking place on council managed land, including but not limited to, roads, road reserves, parks, gardens and open spaces, you must complete an 'Occupation / Works on Council Managed Land' application and provide a copy of your insurance. Go to: https://alpineshirecouncil.knack.com/onlineforms#permit-application/		
FOOD AND LIQUOR		
Will you or other people be selling or supplying alcohol at the event?	Yes	No
If 'No', please continue to next question. If 'Yes', you must supply a copy of your Liquor Licence Permit before your Event Permit will be issued.	Please attach a copy of your liquor licence	
Will you be supplying free drinking water to participants / patrons?	Yes	No
Will you or other people be selling food at the event?	Yes	No
If 'No', please continue to next section. If 'Yes', are all food traders registered on Stretrader and have they submitted at Statement of Trade to Council for the event?	Yes	No
	Pending	
SIGNAGE		
Will you be erecting temporary signage to promote your event on any public land other than the designated event area?	Yes	No
If yes, you must apply for a permit for erecting or placing an A frame / portable advertising sign on Roadside. Signage application forms are available online at www.alpineshire.vic.gov.au		
EVENT MANAGEMENT PLAN		
Event Management Plan	Please attach a copy of your Event Management Plan	
Site Plan / Course Map	Please attach a copy of your Site Plan/ Course Map if not included in Event Management Plan	
RISK MANAGEMENT		
Risk Management Plan	Please attach a copy of your Risk Management Plan	
PUBLIC LIABILITY INSURANCE (CERTIFICATE OF CURRENCY)		
Certificate of Currency	Please attach a copy of your Certificate of Currency for your event	

Please note that it is the responsibility of the event organiser to hold public liability insurance to the minimum value of **\$20 million** for the event. This policy must be extended to specifically cover the event, if it does not already do so. If the event is to be staged on Council-owned property, the Alpine Shire Council requires public liability coverage for a minimum of **\$20 million**, with the Alpine Shire Council specifically mentioned on this policy. Please make sure the Alpine Shire Council and VicRoads (if relevant) are listed as interested parties on your insurance.

OTHER

Is there any further information we need to know about your event?

Do you have any question for the Alpine Shire Council Events Team?

DECLARATION

By submitting this application, I agree to the following statement: I declare that I am authorised to submit this application and all information provided is true and correct at the time of submission. I acknowledge that the submission of this application is not a guarantee of event approval and that approval of this event may be subject to certain conditions. I understand that it is the event organiser's responsibility to ensure all requirements of the permit are met. I acknowledge that information provided in this application may be used for promoting this event and contact details may be added to the What's On email database. All information provided on this form is subject to the Alpine Shire Council's privacy policy.

I agree

Name of person completing this application:

Please note this is an application only and does not infer approval for your event. An Event Permit approving your event will be issued only once all required documentation is received.

Send the completed form and all attachments to events@alpineshire.vic.gov.au