



ALPINE
SHIRE COUNCIL

Business and Events approvals form



Receiving approvals from council to open your business or organise an event

Starting a new business, buying an existing business or organising an event? You will need to obtain permits from Alpine Shire Council before you start to trade or hold your event.

Once you lodge this application form, it will be forwarded to the relevant business units for assessment and they may contact you for more information.

The units related to the business approval process include:

- Economic Development
- Planning
- Building
- Public and Environmental Health
- Local Laws
- Events

Business Concierge

Based in our Customer Service Team, the Business Concierge provides you with a single point of contact, answer any questions you may have and provide support before, during and after obtaining permits for your new business. Our team will assist with coordinating teams within Council to ensure you obtain expert advice and are communicated with throughout the process.

We strongly recommend prior to starting your application you discuss your business and future plans with the Business Concierge. Be sure to get in contact before you start your permit.

What to expect

Timeframes vary depending on the complexity of each case. Once you have discussed your proposal with the different teams (during the pre-application meeting) they will be able to give you an expected timeframe for your case.

Fees are also calculated based on different aspects of your application. This can also be discussed in the pre-application meeting.

Below is a high-level overview of the process for you to know what to expect of this experience.



Get in touch with our Business Concierge

In person

Please make an appointment prior to arriving at Council

By email

Send us an email at concierge@alpineshire.vic.gov.au

By phone

Call us Monday to Friday, 9 am to 5 pm on **(03) 5755 0555**

On our website

Head to our website www.alpineshire.vic.gov.au/Business-Permits

How to lodge your application

In person

2 Churchill Avenue, Bright VIC 3741
9 am to 5 pm Monday - Friday

By email

Email your completed application form to concierge@alpineshire.vic.gov.au

By mail

Alpine Shire Council
P.O Box 139, Bright, 3741



Completing the business and events approvals application form

Contained in the application you will find:

Section N°	Section name	Page
1	Applicant details (all applicants must complete)	6
2	Planning	9
3	Building	12
4	Transfer a food, accommodation, caravan park, health or beauty related business	15
5	Register or alter a food business	17
6	Register an accommodation business	20
7	Register a new health-related business such as hair, beauty or tattooing	21
8	Register or alter a caravan park	22
9	Septic tank	23
10	Footpath trading	27
11	Events	29
12	Place of public entertainment (POPE) and temporary structures	35
13	Declaration (all applicants must complete)	39



Self-assessment questions: select which permits you need

Use this guide to know which sections of the form to fill out. The colour of each section corresponds with the forms. Enter in as much information as possible. If you need any help, please call Council's Business Concierge on (03) 5755 0555.

Section 1: applicant details

Mandatory for all applicants (see page 6)

Are you... ?

Section 2: planning

- Starting a new business?
- Changing the business type or its trading hours?
- Applying for or altering a liquor licence ?
- Adding or changing signage ?
- Changing your car parking arrangements?
- Providing accommodation ?
- Planning on hosting events on private property?
- Planning to start an animal boarding, training or breeding business?
- Looking to alter or paint a heritage-listed building or overlay?

Unsure about heritage-listed buildings and overlays?
Check here:
www.landata.vic.gov.au

If YES please complete **Section 2: planning (see page 9)**

Section 3: building

- Proposing a new building or building work?
- Planning to carry out any internal or external structural alterations (internal fit outs or exteriors of the building) on your premises?
- Planning to carry out any non-structural alterations that could affect a path of travel or other fire services (Essential Safety Measure)?
- Planning to change the use of the building?

If YES please complete **Section 3: building (see page 12)**

Section 4: transferring a food, accommodation, caravan park, health or beauty-related business

- Buying an existing food business?
- Buying an existing accommodation business?
- Buying an existing health related business such as a tattooing, beauty centre?

If YES please complete **Section 4: Transferring a business (see page 15)**

Section 5: register or alter a food business

- Intending to make or sell any food or drinks?
- Intending to store any food or drinks?
- Intending to make changes to an existing food business?

If YES please complete **Section 5: food permit (see page 17)**



Self-assessment questions: select which permits you need

Section 6: new accommodation business

Opening an accommodation business such as a hotel/motel, hostel, camp, rooming house or bed and breakfast (BnB)?

If YES please complete **Section 6: accommodation (see page 20)**

Section 7: new health-related business such as hair, beauty or tattooing

Intending to conduct health or cosmetic related services on your premises (i.e. hairdressing, beauty treatment, colonic irrigation, tattooing – skin penetration or piercing)?

If YES please complete **Section 7: health-related business (see page 21)**

Section 8: register a new caravan park

Planning to open a new caravan park? (Long-term, short-term and camping sites)

If YES please complete **Section 8: caravan park (see page 22)**

Section 9: septic tank

Planning to install a new septic tank system?

Planning to alter an existing septic system or plumbing fixtures?

Planning to increase the number of toilets or rooms?

Going to need an additional inspection or alteration to an existing permit?

If YES please complete **Section 9: septic tank (see page 23)**

Section 10: footpath trading

Planning to use the footpath as part of your business? (e.g. outside dining, umbrellas, tables, chairs, pots)

Planning on displaying goods outside your business on the footpath?

Planning on putting out an A-Frames outside your business on the footpath?

If YES please complete **Section 10: footpath trading (see page 27)**

Section 11: events

Planning to organise a public or a private event in any of the Alpine Shire's public spaces?

If YES please complete **Section 11: events (see page 29)**

Section 12: Place of Public Entertainment

Planning to use temporary structures? (tents or marquees bigger than 100m, prefabricated buildings not placed directly on the ground, a stage bigger than 150m or orchestra pit covers?)

Planning to host an event in a venue bigger than 500m, is substantially enclosed or charging admission?

Planning to have terraced seating (seating stands) for more than 20 persons?

If YES please complete **Section 12: Place of public entertainment and temporary structures (see page 35)**

Section 13: checklist and signatures

Mandatory for all applicants **(see page 39)**



Section 1: applicant details

Prior to completing this form it is **strongly recommended you discuss your proposed application with Council by calling (03) 5755 0555**

I have **discussed my business** proposal with the **Business Concierge Team**

If, YES who have you discussed it with?

When?

Business owner or event organiser - personal details

Title	Name(s)	Surname
Organisation / business name	Preferred contact number	
Secondary contact number		
Postal address	Town	Postcode
Email address		
Is the primary contact the business owner?	Yes	No (please complete section below)

Primary contact (If different than above)

Title	Name(s)	Surname
Preferred contact number	Secondary contact number	
Postal address	Town	Postcode
Email address		
Are you completing this form on behalf of the business owner/event organiser?	Yes	No
If yes please detail your role		

Business details

Business trading name	Company name (if different to trading name)	
Business trading address	Town	Postcode
Australian Business Number (ABN) - if available	Australian Company Number (ACN) - if available	
Is your business a registered charity or not-for-profit organisation?	Yes	No

6

Please Note: If you have not yet registered your business and trading name, you can submit this information to the Council at a later time



Section 1: applicant details

Operating details (Not required for events)

Type of business

Proposed opening date

Proposed operating hours

Proposed number of employees/volunteers

Land details (Not required for events)

How is the land currently being used or developed?

Street number

Street name

Town

Postcode

Formal description of the land (lot on plan /crown allotment / section / lot number)

Zoning

Overlays

Unsure about your land's zoning or overlays
Check here:
mapshare.vic.gov.au/vicplan/
for planning property report

Current owner of the land (Not required for events)

Are you the current owner of the land?

Yes

No

If you are not the owner of the land, please complete the following section

Has the current owner agreed on the application?

N/A

Yes

No

Please provide the owner's contact details

Name(s)

Surname

Phone number

Email address



Section 1: applicant details

Supporting documents to be supplied

Certificate of title: a copy of current (no more than three months old) certificate of title for the land must be attached. Please also include plan of subdivision. If you are unsure about how to get a certificate of title please visit the following website: <https://www.landata.vic.gov.au>

Locality map: a general locality map, including directions on how to locate and identify the property and any other relevant information (such as if the gate is locked who to telephone for access)

Site plan: the site plan must show the direction of north, the location of any buildings, fall of land, position of the proposed and / or existing septic system, all existing and proposed buildings, driveways, easements, dams, creeks, underground water tanks, bores or wells, if known, and the position of all existing and proposed services such as stormwater drains, underground powerlines, telephone cables, gas pipes or any other services. (Formal plans to scale)

Layout plan: a detailed floor plan of the building. Clearly distinguish between existing and proposed areas. (Formal plans to scale)

Plans for your project: please provide a set of plans of your project. You can do this either via email (jpeg, doc or PDF format.) Ensure the total size of the documents is less than 15mb) or in hard copy

Evidence of current owner agreement: please provide a document that demonstrates the support of the current owner. This can be a letter from the owner, a copy of the signed lease, contract or similar

Land capability assessment (LCA): is required for most non sewered developments and must be prepared by suitably qualified and experienced professional. It is an assessment of the capability of the site to sustainably manage wastewater within the allotment boundaries, design of the layout of the wastewater treatment system including the sizing and location of the land application and formulate a sustainable management plan. To confirm if this report is required and for advice on options for contractors and details in the report, please contact the Environmental Health Team.

Please note: additional information may be required for each department.

Declaration

I understand and acknowledge that all the information provided in this application is true and complete to the best of my knowledge.

Applicant 1

Name

Signature

Date

Applicant 2

Name

Signature

Date

Privacy statement

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's Customer Service Centres. <https://www.alpineshire.vic.gov.au/privacy/>



Section 2: planning

Current use of the land

Is there a business on the land currently? Yes No

If yes, what type of business?

Please describe the current use of the land

Title Information

Are there any easements on the land? Yes No

Are there any implied easements on the land? Yes No

Please note: if yes, please describe how the proposal protects the easement/s

Is your proposal consistent with [covenant S173 agreement](#) or other obligation such as a building envelope? N/A Yes No

Please note: if not, please describe proposed actions you will take



Section 2: planning

Proposal

Write a brief description of the proposal for the use of land

Estimated cost of development?

Are you proposing to change the current access?

Yes No

Are you proposing to change the current use?

Yes No

Are you proposing any buildings and works?

Yes No

How many car parking spaces will you have?

Are you proposing any signage?

Yes No

Are you proposing to add a liquor licence or change an existing licence?

Yes No

If yes, attach a plan and show the area you want to change

Are you proposing to remove any native vegetation?

Yes No

If yes, please detail the scope of the works



Section 2: planning

Checklist

The following documents must be attached to your application for it to be assessed and processed. If documents are missing the application will take longer than anticipated.

Copies of any restrictions (e.g. covenants or section 173 agreements).

Visit <https://www.landata.vic.gov.au> to learn more

A written planning report responding to Decision Guidelines for zone or overlay

If required, a description of the likely effects of the proposal (e.g. traffic, noise, waste, environmental impacts)

Planning reports for zone or overlay can be taken from here: [mapshare.vic.gov.au/vicplan/](https://www.mapshare.vic.gov.au/vicplan/) for planning property report

Acknowledgement

I understand any material submitted with this planning application, including plans and personal information, is publicly available for viewing (including electronically), and copies may be given to state agencies, community groups or members of the public as part of the planning process under the Planning and Environment Act 1987.



Section 3: building

Builder details

Title	Name(s)			Surname
Company name				
Email address				
Phone number		Postal address		Postcode
ABN	Is the Builder registered?		Building practitioner registration number	
	Yes	No		

Owner details (if agent of owner is the applicant)

Title	Name(s)			Surname
Postal address				
Email address			Phone number	

Building practitioners to be engaged in the building work

Name(s)	Category / class	Building practitioner registration number
Name(s)	Category / class	Building practitioner registration number

Building practitioners and / or architects engaged to prepare documents

Name(s)	Category / class	Building practitioner registration number
Name(s)	Category / class	Building practitioner registration number



Section 3: building

Name of building work - Tick as applicable

- | | |
|---------------------------------------|--|
| Construction of a new building | Demolition of a building |
| Alterations to an existing building | Removal of a building |
| Extension to an existing building | Re-erection of a building |
| Change of use of an existing building | Construction of swimming pool or spa barrier |
| | Other |

Proposed use of the building Describe how the building will be used (eg. dwelling)

Floor area (m2)

Owner builder (only required for domestic works if they are over \$16,000)

Do you intend to carry out the work as an owner builder? Yes No

Owner Builder Certificate of consent number (if applicable)

Please attach a copy of your owner builder certificate

Cost of building work

Is there a contract for the building work? Yes No

If **yes**, please state the contract price \$

If **no**, state the estimated cost of the building work (including the cost of labour and materials) by completing the following table: \$

If you do not have a contract please provide details of method of estimation

I have attached an extract of the contract with names of parties and a certificate of insurance if applicable

Stage of building work - If application is to permit a stage of the work

Please note if your application is to authorise a stage of the work, please indicate the stage's details

Extent of the stage Cost for this stage \$

Declaration

I declare that all information in this application is true and correct

Name

Signature

Date



Section 3: building

Checklist

The following documents must be attached to your application for it to be assessed and processed. If documents are missing the application will take longer than anticipated.

Energy rating report: new buildings and extensions are required to provide a 6 star or Part J energy rating report

Soil report: new buildings and large extensions are required to provide a soil report

Architectural plans: full set of architectural plans showing elevations, floor plans, site plans, details of the electricals and building materials, etc.

Title including plan of subdivision: including copies of any covenants or section 173 agreements

Building contract: An extract of the contract with names of parties and a certificate of insurance if applicable

Structural plans

Structural computations

Engineers certificate of compliance for design (Reg, 126)

Builders warranty insurance when a registered builder is doing domestic work and cost exceeds \$16,000

Owner builder certificate

Bush fire attack level (BAL): If you are in a bush fire prone area you are required to provide a bush fire attack level assessment

To determine if a BAL is needed check here:
www.alpineshire.vic.gov.au/residents/building-and-planning/online-maps-and-reports/online-property-report



Section 4: transfer a food, accommodation, caravan park, health or beauty-related business

Declaration

By signing the declaration below, I hereby authorise and consent for **Alpine Shire Council** to disclose business details in regard to said premises, information and documents to the applicant, inclusive of information and documentation obtained during the administration of the relevant registration legislation.

Current business owner 1

Name Signature

Date

Current business owner 2

Name Signature

Date

Proposed business owner 1

Name Signature

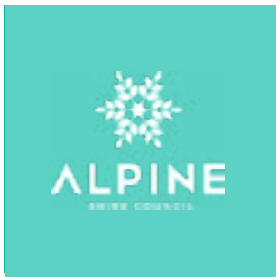
Date

Proposed business owner 2

Name Signature

Date

Proposed settlement date



Section 5: register or alter a food business

Opening or altering a food-related business? You will need to lodge details of your alterations or register your premises with Council. You may need to register with other agencies as per below.

- Starting a **fixed-location food business** (including home-based premises) → Complete this section
- Planning to alter your **existing food business** (including home-based premises) → Complete this section
- Planning to have a **temporary or mobile premises** → Apply for a permit using: streetrader.health.vic.gov.au
- Does your business primarily involve the **manufacturing or production of dairy, red meat, poultry or seafood?** → Register your business with **Dairy Food Safety Victoria** (dairysafe.vic.gov.au) or **PrimeSafe** (primesafe.vic.gov.au) **instead of Council**

Food Business Description

Describe the type of business you are proposing to operate e.g. café, restaurant, bar or manufacturer. Indicate the type of food / drink you intend to prepare / sell at the food premises.

Will you be selling tobacco?	Yes	No
Will you have dining on premises?	Yes	No
Number of seatings proposed		
Number of tables proposed		

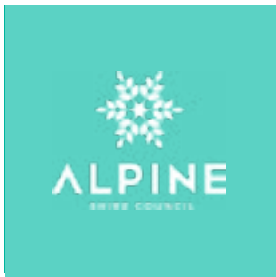
Section 5: register or alter a food business

Food class

The type of food you prepare and sell will determine your risk classification. Examples have been provided in the table below. If you are unsure which classification applies to your business, head to the Victorian Food Safety website. <https://www2.health.vic.gov.au/>

Please select what food class your business is going to be:

Class	Description	Examples include (but not limited to)
Class 1	Food prepared or served exclusively for vulnerable groups	- Aged care service, hospital, child care or meals on wheels service
Class 2	Food premises selling or handling unpackaged food <u>requiring</u> temperature control	- Cafés, delis, take-away premises, restaurants or any home based businesses that manufacture high risk food - Community group or not for profit preparing high risk food - Supermarket or manufacturer - Sporting club and other food business handling unpackaged high risk food
Class 3	Food premises selling or handling unpackaged food that <u>does not</u> require temperature control and/or pre-packaged food requiring temperature control	- Grocer that only sells cut fruit, vegetables and/or packaged food - Home based business selling low risk baked products such as cakes without cream, and/or custard - Wholesaler/distributor/importer of food - Re-packaged food that does not require temperature control
Class 4	Activities considered to be very low risk such as the sale of shelf stable pre-packaged foods, sale of uncut fruit and vegetables, and sausage sizzles.	



Section 5: register or alter a food business

Class 1 and 2 food businesses

This section is only required to be completed by **class 1 & class 2 food businesses**. All class 1 businesses must have an independent Food Safety Program.

Further information can be obtained from the [Food Safety Victoria website](#)

Class 1 and **Class 2** food businesses require **at least one person who has completed food safety supervisor training**.

Please **submit a copy of their certificates of competency to Council prior to commencing trading**

Name of food safety supervisor

I have attached a copy of the food safety supervisor's certificate/s with this application

Food safety supervisor is enrolled to do a course at

Date

Food Safety Program (FSP) Declaration

DHHS (Department of Health and Human Services) **Class 2** Standard Food Safety Program template

Other DHHS approved Food Safety Program - Registered template number

Non-Standard Food Safety Program (Independent FSP) - Requires annual third party audit

Sale or consumption of liquor

Do you plan on selling liquor at your food business?

Yes

No

If yes, please contact Council's Planning Team to discuss further approvals that may be required.

Community Group

Are you a community group that sells food up to two consecutive days at a time and most food handlers are volunteers?

Yes

No

Type of food premises*

Food Vehicle details (if applicable)

Registration number

Make

Model

Checklist

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

I have attached fit out plans, drawn to scale with dimensions that shows every part of the premises. Please ensure the plans include the following details:

- Indicate specific use/work processes to be carried out in each room or part of establishment.
- Include the location and type of all fittings and fixtures, surface finishes, furniture, shelving, benches
- Specify the finishes of walls, floors, ceiling, benches, shelves and splash backs throughout the premises
- Indicate the location and proposed use of sinks and basins throughout the premises.

I have attached a copy of my proposed menu.



Section 6: register an accommodation business

If you are proposing to provide accommodation you will need to complete this section if it falls into one of the following classes of prescribed accommodation in the **Public Health and Wellbeing** regulations.

Registration of your accommodation business applies until 31 December each calendar year. Once your application has been received it will be allocated to the Council's Environmental Health Team. Please note: If your business will provide food to guests or the public then you also need to complete section 3 of this form (register or alter a food business).

Type of business

Motel / hotel

Residential accommodation

Holiday camp

Bed and Breakfast

Rooming house

Rooming house operators licence number (for rooming houses only)

Number of rooms available

Maximum number of guests

I have attached plans of the layout including:

- Size of all rooms
- Proposed occupancy limits of each room
- Location and number of facilities
- Floor areas (in m²)



Section 7: register a health related business such as hair, beauty or tattooing

If your business is health related, and you are proposing to provide any of the following services, you must complete this section.

Type of business

Hairdressing

Beauty therapy

Colonic irrigation

Tattooing, ear piercing, dermal rolling, permanent makeup or other process involving the penetration of skin in a living human being

Is your business a mobile business? Yes No

Please Note: **mobile skin penetration is not permitted.**

Checklist of documents to include with your application

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

Please make sure you include in your floor plans the following details:

- Indicate specific use / work processes to be carried out in each room or part of establishment
- Include the location and type of all fittings and fixtures, surface finishes, furniture, shelving,

For mobile businesses, please attach a detailed fit out of the mobile premises along with a plan of your business proposal including equipment storage and cleaning processes



Section 8: register or alter a caravan park

If you are proposing to register or alter a caravan park, you must complete this section.

Caravan park details

Caravan park name and address

Number of sites

Number of long-term sites

Number of short-term sites

Number of camp sites

Long-term sites

Means a site in the caravan park designed for a movable dwelling and intended for use by a resident

Short-term sites

- 1. Means a site in the caravan park designed for a movable dwelling and intended for use by a short term occupier
- 2. Does not include a camp site

Camp sites

- 1. Not provided with individual electrical power or any individual site services, and
- 2. Used for the placement of a tent or motor vehicle
- 3. Is intended for use by a short term occupier

Number of

toilets

showers

urinals

sinks

Waste water disposal

septic

sewer

Checklist of documents to include with your application

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

Site plan of the caravan park clearly indicating the location and number of all buildings and facilities (including long term, short term and camp sites) and facilities (including numbers and locations)

Safety report: a caravan park fire safety report from the CFA.

Emergency management plan for the caravan park.

Schedule of works or the caravan park and evidence of the status of compliance with the schedule of works, if applicable

Other details (as relevant): including type and location of the waste water disposal system(s): Private water supply; Pool and/or spa facilities; Sale of any food



Section 9: septic tank

Septic Tank (If your property is connected to the mains you do not need to complete this section)

Please use this form if you wish to install or alter a septic tank on your property or apply to alter an existing permit. You may need to work with your plumber to complete this section.

For more information on septic tanks please contact the Environmental Health Team on: (03) 5755 0555 or by email at health@alpineshire.vic.gov.au

Application type

- New installation
- Alteration to existing septic system
- Permit alteration
- Permit extension

Licensed plumber / drainer proposed (1)

Title	Name(s)	Surname	
Email address	Licence number		
Phone number	Postal address	Town	Postcode

Licensed Plumber / Drainer Proposed (2)

Title	Name(s)	Surname	
Email address	Licence number		
Phone number	Postal address	Town	Postcode

Building Surveyor

Please tick here if you don't have a building surveyor

Title	Name(s)	Surname	
Email address	Licence number		
Phone number	Postal address	Town	Postcode



Section 9: septic tank

Property and system specification complete all relevant specifications

Type of premises

House

Factory

Office

Shop

Other

Number of rooms that could be used as bedrooms (including a study)

Water supply

Rain water

Reticulated / bore water

Septic tank volume

3000 Litres

3200 Litres

Other litres

Primary treatment tank type

Concrete

Plastic

Worm farm: brand

Other

Secondary treatment system (if applicable)

Model name

Section 9: septic tank

Distribution method

Primary method for distribution

Gravity

Pump

Computerised

Method of effluent disposal

Method by which the waste water from the septic tank system will be discharged:

Subsurface pressurised drip irrigation

Mound

Absorption / evapotranspiration trenches / beds

Low pressure effluent distribution (LPED)

90mm slotted UPCVC

Dome drain

Other

Irrigation system

Sub-surface /
drip (m²)

Length (m)

Width (m)

Depth (m)

Absorption / evapotranspiration trenches / beds

Length (m)

Width (m)

Depth (m)



Section 9: septic tank

Supporting documents to be supplied

It is required that you provide the following:

System plan:

The system plan must indicate the exact proposed location of the septic tank or waste water treatment system and the layout of the proposed effluent disposal area as well as the reserved disposal area. If applicable, irrigation plans should indicate the location of all taps, valves and flush points drippers

Land capability assessment (LCA):

Is required for most non sewered developments and must be prepared by a suitably qualified and experienced professional. It is an assessment of the capability of the site to sustainably manage waste water within the allotment boundaries, design the layout of the waste water treatment system including the sizing and location of the land application and formulate a sustainable management plan

For further information please visit:

<https://www.alpineshire.vic.gov.au/residents/building-and-planning/onsite-wastewater-disposal-systems>

Additional information: Any other document requested by Council during the pre-application meetings



Section 10: footpath trading

Foothpath trading permit

If you would like to use public land to conduct your business, such as the footpath outside your business, you will need to apply for a Local Laws permit from the Council. These permits apply to outdoor dining, advertising signs and the display of goods on the footpath.

The permit obtained expires on 1 July each year unless otherwise indicated.

Please select an option/s below if you wish to apply for a Local Law permit.

Advertising

Banner / flag sign

A-frame signage (1 sign per premises)

Size of A-frame / advertising sign

Foothpath trading - dining

NB: Please supply plans or photos indicating the proposed footpath trading layout

Tables and chairs (per square metre)

Number of:

Chairs

Tables

Planter boxes / pots

Umbrellas

Barriers

Foothpath trading - display of goods

Size of goods (m²)

Section 10: footpath trading

You will need to comply with the following:

Only one (1) A-frame sign per business of a maximum of 1m per side, and 800mm wide, and 1.2m high

Banner or flag type signs are to be a maximum of 2.4m high and not be able to move over or obstruct any pathway

Umbrellas associated with footpath dining are to provide a minimum of 1.9m clear space underneath and must not protrude into pedestrian access or roadway areas

Goods for sale – placed to cover a total area no larger than 3m². Goods must not have a continuous display area larger than 1.5m long by 1m wide by 1.5m high and must have a minimum of 1m clear space between any other display of goods.

All items placed must be 600mm from the kerb and allow 1800mm clear area adjacent to the building line.

All foods areas to be kept clean, tidy and free of food scraps and dirty dishes

Businesses must provide details of current **public liability insurance**.

All tables and chairs to be removed by 11:00pm. Barricades removed daily at close of trade unless fixed.

Liquor License details for footpath dining and a Red Line Plan must be provided by businesses planning to serve alcohol at outdoor tables

Checklist for footpath trading application

Please ensure the following documents are attached to your application to ensure it can be processed without delay.

Liability insurance: A copy of certificate of currency for public liability insurance for a minimum sum of \$5 million

Site plan: A detailed and to scale site plan of the external areas relevant to this application with proposed layout of footpath trading with appropriate clear areas

Sign details: Provide sign details eg. design or photograph

For more information
please visit
Council's
footpath trading
policy and
guidelines

Declaration

I have read and understood Council's Footpath Trading Policy and Guidelines and agree to comply with them.

Name

Signature

Date



Section 11: events

I have read, understood and accept the **Event Permit Application Guidelines** and **Event Permit Terms and Conditions**. <https://www.alpineshire.vic.gov.au/business/events/holding-event>

Event details

Name of event

Event status

New event

Established event

If yes, number of times held

Description/purpose of the event (including target audience, type of activities, goals and objectives)

Event website / Facebook page

Can the general public attend the event?

Yes

No

Estimated number of attendees

Entry to this event will be

Free

Admission charged

Have you applied for Alpine Shire Council event funding?

Yes

No



Section 11: events

Dates and times

Event start date	Event start time	Event end date	Event end time
Set-up start date	Set-up start time	Pack-down date	Pack-down time
Is your event part of a series?	Yes	No	

If yes, please add event series dates and times

Event location

Primary location name	Land owner/s	
Location address		
Does your event have multiple locations?	Yes	No

If yes, please add other location details, including name, address and land owner

- A Place of Public Entertainment or a Temporary Occupancy Permit is required for events that include:
- Places with an area of greater than 500 square metres, which is substantially enclosed and where admission is charged. (Exemption may apply for an event or activity which is organised and controlled by a community-based organisation and the number of persons in the place at any one time during the event or activity does not exceed 5,000.)
 - Class 9b buildings with an area greater than 500 square metres and/or prescribed temporary structures.

Complete Section 12: Place of Public Entertainment and Temporary Structures

A Planning Permit is likely to be required for events held on private land. If you are unsure if you need a planning permit for your proposed event, please contact the Alpine Shire Council's Planning Department on 03 5755 0555. **See Section 2: Planning**



Section 11: events

Effect on the environment and public

Tick all boxes applicable to your event and provide details as requested

STRUCTURES: (e.g. tents/marquees, stages, portable toilets, amusement rides, inflatable structures, fencing, portable lighting, generators, terraced seating, prefabricated buildings etc.) Please provide details

A Temporary Occupancy Permit is required for events that include: tents, marquees or booths with a floor area greater than 100m square; terraced seating (seating stands) for more than 20 persons, and/or prefabricated buildings exceeding 100m square other than ones placed directly on the ground.

Complete Section 12: Place of Public Entertainment and Temporary Structures

NOISE: (e.g. live music, megaphones, PA System, DJ etc.) Please provide details

SPECIAL EFFECTS: (e.g. fireworks, theatrical fireworks etc.) Please provide details

AIRSPACE ACTIVITY: (e.g. drones, paragliding etc.) Please provide details

ANIMALS: Please provide details

SIGNAGE: Please provide details

You may be required to obtain a permit for erecting or placing portable advertising signage on a footpath or roadside. **See Section 10: Footpath Trading**



Section 11: events

Effect on the environment and public (cont.)

FOOD AND DRINK:

Food and non-alcoholic drink vendors Please provide name and Streatrader registration number

Alcoholic drink vendors Please provide name and Streatrader registration number

All food premises are required to have a Food Act registration before selling food and drinks and are to lodge a Statement of Trade for each of their events. Businesses and groups can do so via streatrader.health.vic.gov.au

GAMING OR RAFFLE Please provide details

USE OF COUNCIL UTILITIES (if available)

Public toilets

Power Please provide details of usage

Water Please provide details of usage

Existing lighting Please provide details of usage



Section 11: events

Effect on the environment and public (cont.)

Waste management - View the [Waste Wise Guide](#). Council can provide wheelie bin sets (1 set = 1 waste + 1 recycle bin). A fee is payable for this service unless a funding agreement is in place.

Are you responsible for waste management? Yes No

If no, please provide contact details for person responsible

Name Email Preferred contact number

Waste and recycles generated (e.g. food waste, plastic packaging, plastic bottles, wrist identification bands, waste generated from food vendors etc.)

Single use items used (e.g. food waste, plastic packaging, plastic bottles, wrist identification bands, waste generated from food vendors etc.)

Actions to AVOID waste and single use items Consider the waste you have identified above, could something be avoided.

How many sets of recycling and waste bins do you estimate you will require

(Set = 1 waste + 1 recycle bin)

Bin sets will be delivered to the event venue address at set-up time and collected at event pack-down time, unless otherwise instructed. Bin placement instructions are required for all venue locations.

Actions to monitor and manage waste and litter Describe the actions you will take DURING your event to monitor and manage waste and litter. Consider who will check bins are being used correctly and who will monitor food vendors to make sure they are meeting your commitment.

Waste wise communication plan Describe how you will communicate the waste wise actions you are taking with your event team, suppliers, vendors and people attending your event.

Other waste management strategies

33

Do you require assistance with identifying waste avoidance strategies?

Yes

No



Section 11: events

Effect on the environment and public (cont.)

TRAFFIC AND PEDESTRIAN MANAGEMENT

Close road/s or alter the flow of traffic please provide details

Erect traffic management signage please provide details

Exemption from Road Rules (e.g road race or parade) please provide details

View VicRoads Maps of Declared Roads (vicroads.vic.gov.au) to search and determine the classification of a road i.e. VicRoads-managed roads and/or road reserves or Council-managed roads, road reserves and/or car parks.



Section 12: place of public entertainment and temporary structures

Form 15: Building Act 1993 Building Regulations 2018 (Regulation 186)

To: Municipal building surveyor - D Bruce Howie BS-U 1117 hereby appointed under section 78 of Building Act 1993

Temporary structures

Is it proposed to have any of the following temporary structures?

Terraced seating (seating stands) for more than 20 persons	Yes	No
Stages exceeding 150 m ²	Yes	No
Tents, marquees with a floor area bigger than 100m ²	Yes	No
Prefabricated buildings bigger than 100m (i.e. portable toilets) not placed directly on the ground	Yes	No

If you answered YES to any of the above, please provide details below.

Temporary structures details (to be obtained from the hire company)

Structure 1

Type of structure	Size/capacity	
VBA* permit number	Hire company name	Hire company phone number

Structure 2

Type of structure	Size/capacity	
VBA* permit number	Hire company name	Hire company phone number

Structure 3

Type of structure	Size/capacity	
VBA* permit number	Hire company name	Hire company phone number

Structure 4

Type of structure	Size/capacity	
VBA* permit number	Hire company name	Hire company phone number

Please Note: location of all temporary structures to be indicated on the site plan for the event



Section 12: place of public entertainment and temporary structures

Building practitioner details (to be obtained from the hire practitioner / company)

Practitioner erecting the structure

Name Surname
 Phone number Registration number

Practitioner providing certificate of compliance

Name Surname
 Phone number Registration number

Period of occupation

	Date	Start time	End time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Toilet facilities

Please detail the number and location of all existing and portable / temporary toilet facilities

Location (also indicate location on the plan of the site)	Number of female		Number of male			Number of disabled	
	Closet fixture	Wash basins	Closet fixture	Urinals	Wash basins	Closet fixture	Wash basins
Total:							

1 closet fixture every 200 female persons or part of thereof
 1 closet fixture or urinal every 200 male persons or part of thereof, at least 30%: closet fixture.
 Each 600 mm of continuous urinal equals 1 urinal
 1 wash basin every 200 persons
 1 unisex disabled closet fixture and wash basin every 20,000 persons or part thereof



Section 12: place of public entertainment and temporary structures

Attendance

Maximum number of persons attending the event at one time

Security crowd control

Please detail provisions for crowd control and security

Name of the security company

Number of crowd control officers to be used

Contact phone number during event

Email address

Safety officer details

Safety officer (1)

Title Name(s)

Surname

Mobile number

Qualifications

Email address

Safety Officer (2)

Title Name(s)

Surname

Mobile number

Qualifications

Email address

First aid

Name of first aid provider

Number of first aid officers

Emergency evacuation

Has an emergency evacuation plan for the event been provided? Yes No

First aid rooms must:

- 1. be readily accessible
- 2. have a floor area not less than 24m²
- 3. be provided with suitable wash basin or sink
- 4. Location to be indicated on the site plan for the event



Section 12: place of public entertainment and temporary structures

Unsafe areas

Are there any unsafe areas where public access should be restricted i.e. portable generators, stages, etc?

Yes No

If yes, please provide details

I have nominated the location of any unsafe areas on the site plan

Exits

I have nominated the location and widths of all exits on the site plan

Drinking water (potable)

Number of drinking water fountains / taps

I have nominated the location of all drinking water facilities on the site plan

1 drinking water fountain / tap should be provided every 200 persons. This ratio may be negotiated by consulting with the Municipal Building Surveyor. Alternatively, drinking water may be provided at all food and bar outlets free of charge. The location of all proposed drinking water fountains / taps must be nominated on the site plan for the event

Other features

Is it proposed to have any of the following features?

Fireworks / explosives / flammable materials	Yes	No
Amusement rides	Yes	No
Activities within Council's parks, gardens or reserves ³	Yes	No
Activities on roadways or footpaths ⁴	Yes	No

Please Note:

1. Minimum fee of \$350 must be paid when making application
2. At least 20 working days are required for processing of a division 2 Occupancy Permit
3. Any event held within Council's Parks, Gardens or Reserves must be approved by Council's Events Team
4. Any event on Council controlled roadways or footpaths must be approved by Council's Assets Maintenance Team

Applicant Declaration

I am authorised to apply for this permit on behalf of the client. And I hereby undertake to comply with the requirements of the Building Act 1993, Building Regulations 2018, the Building Code of Australia and any special conditions as requested by an Authorised Officer of the Council. I understand by making this application I will be invoiced for an application fee.

Name

Signature

Date

Fee Category

Place of Public Entertainment

TOP (Marquee, stage or structure within the event)

Pay for entry events	\$546	\$106
Non for profit events	\$275	\$53

Section 13: checklist and declaration

Documentation checklist

Section 1: applicant details

- Certificate of title
- Locality map
- Site plan (existing and proposal)
- Layout plan (existing and proposal)
- Plans for your business
- Signed letter of the owner of the land (if different to applicant)

Section 2: planning

- If required, a description of the likely effect of the proposal (e.g. traffic, noise, waste, environmental)
- Copies of any restrictions (e.g. covenants or section 173 agreements).
- Response to decision guidelines for zone or overlay

Section 3: building

- Energy rating report (if applicable)
- Soil report (if required)
- Architectural plans
- Title, including plan of subdivision
- Bush Fire attack level BAL (if required)
- An extract of the contract with names of parties and a certificate of insurance if applicable.
- Structural plans
- Structural computations
- Engineers certificate of compliance for design (Reg . 126)
- Builders warranty insurance (when a registered builder is doing the work and cost exceeds \$16,000)

Section 4: transferring a food, accommodation, caravan park, health or beauty-related business

- Signed Form

Section 5: register or alter a food business

- Copy of the food safety supervisor's certificate/s with this application (if applicable)
- Fit out plans, drawn to scale with dimensions and details (see page 18)
- Proposed menu

Section 6: new accommodation business

- Plans of the layout showing the size of all rooms and proposed occupancy limits



Section 13: checklist and declaration

Section 7: new health related business such as hair, beauty or tattooing

Floor plans, drawn to scale with dimensions and details (see page 20)

Mobile business: Detailed plan of your business proposal including equipment storage and cleaning processes

Section 8: register a new caravan park

Site plan of the caravan park clearly indicating the location and number of all buildings and facilities

Caravan park fire safety report from the CFA

Emergency Management Plan for the caravan park

Schedule of works and evidence of the status of compliance with the schedule of works, if applicable

Section 9: septic tank

System plan

Land Capability Assessment (LCA)

Additional information discussed during pre-application meeting (if applicable)

Section 10: footpath Trading

Certificate of Liability Insurance

Site plan (see page 27)

Section 11: events

Additional information that is required depending on your event requirements

Section 12: Place of Public Entertainment

Owners written consent for the proposed use of the land

Location of unsafe areas (on the site plan)

Location and widths of all exists (on the site plan)

Location of drinking water (on the site plan)

Location of all temporary structures (on the site plan)

Existing building permits of the land



Section 13: checklist and declaration

Application checklist

Please select all the permits that you applied for in this form

Planning permit application

Building permit application

Transfer a food, accommodation, caravan park, health or beauty related business permit application

Register or alter a food business permit application

Register an accommodation business permit application

Register a health related business, such as hair, beauty or tattooing permit application

Register a caravan park permit application

Septic tank permit application

Footpath trading permit application

Event permit application

Place of Public Entertainment and Temporary Structures permit application

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

Thanks for completing the form. If you are ready to lodge your form here are the options:

In person

2 Churchill Avenue,
Bright VIC 3741
9am to 5pm Monday -Friday

By email

Email your completed application
form to:
concierge@alpineshire.vic.gov.au

By mail

Alpine Shire Council
P.O Box 139, Bright, 3741