ALPINE
SHIRE COUNCIL

Event Permit Application

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 event** proposal with the **Events Team**

If, YES who have you discussed it with? **When**?

Event organiser - personal details

Title

Name(s)

Surname

Organisation / business name

Preferred contact number

Secondary contact number

Postal address

Town

Postcode

Email address

Business details (If applicable)

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

Section 2: 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 2: 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: 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. **Complete: Planning permit**

Section 2: 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: 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. **Complete: Footpath Trading permit**

Section 2: 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 2: 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

Do you require assistance with identifying waste avoidance strategies? Yes ○ ○ No

Section 2: 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.