

Event Permit Application - Community Events - 2021

Form Preview

Introduction

Please ensure you include all requested information, as it is required to process your application.

Approval of applications may take up to **12 weeks** to be processed, dependent on the size of your event and complexity of your application. Any required information that is not provided in this form will delay your permit approval.

For all enquiries please contact Activation, Sport and Recreation on **9243 8888**.

Do I need an event permit?

An event permit is required if your event:

- involves more than 100 people
- involves temporary structures (e.g. marquees, stages, lighting)*
- is a fair or festival
- involves the sale of food or drink
- requires road closures or changes to normal traffic or parking conditions
- involves vendors, performances, entertainment, amusements or inflatables
- requires the use of power
- involves fireworks

You will **not** require an event permit for

- social gatherings of less than 100 people (excluding weddings - please see separate [wedding permit application](#))
- passive recreational activities
- indoor events

* One marquee (sized 3m x 6m or under) is allowed without requiring a permit, provided it is weighted to manufacturers instructions. Pegging of any structures is not permitted.

Additional support for your event

To assist you with organising your event, please read the [Victorian Guidelines for Planning Safe Public Events](#)

It is also important to read and understand the State Government guidelines in relation to Covid Safe Events. It is your responsibility that your event meets all of these criteria. <https://www.coronavirus.vic.gov.au/business-events-information-organisers#know-which-rules-apply-to-your-event><https://www.coronavirus.vic.gov.au/public-events>

COVIDSafe Events

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- Event Organisers are responsible for the implementation of and compliance with the approved COVIDSafe Event Plan for their public event.
- The event organiser controls and accepts sole responsibility, risk and liability for all aspects of their public event.
- Any event permit issued to an event organiser is contingent on the organiser completing all requirements under the Public event Framework where required.

Helpful information for completing this form:

Please remember to click SAVE as you go! This form may take some time to complete, so you are able to log out and return to your saved form at another time.

How to upload documents:

1. Scan or take a very clear photo of the document
2. Save the file to your computer or an external drive
3. Select the relevant file by clicking Browse and upload

How to PRINT or download application as a PDF:

1. Go to the navigation menu on the left side of the screen
2. Click on 'Review & Submit' at the bottom of the list (don't worry, it will not submit your application)
3. Click on the '**Download PDF**' button at the top of the screen
4. You may now save, and email or print form

Applicant Details

* indicates a required field

Applicant *

☐ Individual

☐ Organisation

Organisation Name

First Name

Last Name

If you are representing a community group, organisation, school or business, please apply as an organisation

Applicant Project Contact *

Title

First Name

Last Name

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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Phone Number *

Email *

Must be an email address.

Contact for public enquiries

Same as above? *

☐ Yes

☐ No - please provide below:

Public enquiries contact: *

Title

First Name

Last Name

Phone Number *

an Australian phone number

Email *

an email address

ABN

Do you have an Australian Business Number (ABN)? *

☐ Yes

☐ No

Please provide your ABN: *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	

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Main business location

Event Details

* indicates a required field

Event name: *

Event description (and planned activities): *

Please be as descriptive as possible, listing all activities and the purpose for the activity.

Event Location *

Please specify area within Council managed land you intend to host your event: *

On the next page you will be asked to upload a detailed site plan

Event date:

Must be a date.

Event start time: *

Event end time: *

Set up time: *

Pack up time: *

Expected number of attendees: *

Site Plan

* indicates a required field

The site plan is vital and must show an **aerial view of the park or reserve and highlight key areas planned for your event** including, but not limited to:

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- the position of any temporary structures
- the position of any planned activities
- bins/recycling points
- security
- first aid
- food stalls
- site access (see below)
- any other information relevant to the assessment of your application.

Please attach a Site Plan: *

Attach a file:

A file must be attached here in order to submit this form

Site Access

Vehicle access to parks may be organised for community events, however should not be assumed and will be determined at the time of your application. If approved, you will be informed of the requirements you must meet.

If applicable, please provide the number and type of vehicles you wish to enter the park, ensure proposed site access points are listed on your site plan and provide a detailed plan for entry and exit of vehicles.

Do you require vehicle access to the site?

☐ Yes

☐ No

Public Liability Insurance

* indicates a required field

Council requires all organisers of community events to have adequate public liability insurance cover, with a minimum of \$20 million coverage. It protects against claims of personal injury or property damage that a third party suffers (or claims to have suffered) as a result

If you do not currently hold Public Liability Insurance, it can be arranged by contacting providers such as:

- [Local Community Insurance Services](#)
- [Not For Profit Insurance Brokers](#)
- Or by contacting any other suitable Public Liability Insurance provider for your event.

Note. Council does not endorse any of the above mentioned insurance providers.

Please note that your public liability insurance must be in the name of the permit applicant.

Please attach a Certificate of Currency for Public Liability Insurance for your event: *

Attach a file:

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Please ensure your certificate is current and not expired. A file must be attached in order to submit this form.

Vendors and Providers

* indicates a required field

Do you have vendors or providers delivering services, providing infrastructure or entertainment (including the sale of food and beverages) at your event? *

☐ Yes

☐ No

Vendors and providers

A permit can only be issued if all vendors and providers hold current Public Liability Insurance, with a minimum of \$20 million coverage.

All food vendors must have valid **Stretrader** registration and submit a **Statement of Trade** for your event via the Stretrader system.

For each vendor and provider at your event:

- Please attach **Certificate of Currency for Public Liability Insurance, with a minimum of \$20 million coverage**
- If the vendor is selling food and beverages, please include their **Stretrader** number, if known.

*Details regarding **amusements** (rides, jumping castles, etc.) will be provided on the **next page***

You may add more rows below by clicking 'Add more'

Vendor / provider name:	Stretrader No.	Phone number:	Certificate of current Public Liability Insurance:

Event Risk Management

* indicates a required field

Risk Management Plans

It is the event organisers responsibility to ensure the safety of the community at your event.

A risk management plan is vital to a successful event to ensure you have adequately considered all risks associated with your event.

You are required to undertake appropriate event risk management control planning prior to your activity. If you are unsure, you will find useful information relating to risk management

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under the The Victorian Guidelines for Planning Safe Public Events found online <https://www.police.vic.gov.au/events>

I have read and understand these requirements and will ensure my event has a risk management plan in place: *

☐ Yes

COVIDSafe Events

As the event organiser it is your responsibility to ensure that you are designing a COVID Safe event that does not risk the spread of coronavirus (COVID-19).

COVID Safe settings can vary depending on the type of venue where the event is held.

The State Government provides COVID Safe Guidance for community event organisers for events held in Victoria.

For community events with less than 30,000 patrons visit <https://www.coronavirus.vic.gov.au/business-events-information-organisers#know-which-rules-apply-to-your-event>

For large events with more than 30,000 patrons visit <https://www.coronavirus.vic.gov.au/public-events>

The event organiser controls and accepts sole responsibility, risk and liability for all aspects of their public event.

I have read and understand these requirements *

☐ Yes

Please attach a copy of your COVID Safe Plan and COVID-19 Public Events Frameworks approval (if applicable).

Attach a file:

Child Safety Conditions

Child Safe Standards

Where applicable, the applicant acknowledges that their processes and operations are compliant with the Child Wellbeing and Safety Act 2005 and associated legislation. This includes, but is not limited to:

- Senior leadership endorsement of a child safe policy or commitment statement
- Compliance with Child Safety Standards
- Working with Children's checks for staff and volunteers in accordance with the Working with Children Regulations 2016

National Redress Scheme:

In accordance with the National Redress Scheme Institutional Child Sexual Abuse Act 2018, where the applicant is an eligible institution, the applicant acknowledges that they have complied with joining the scheme or confirmed their intention to join.

I have read, understood and agree to the conditions in relation to Child Safety and the National Redress Scheme

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☐ Yes

Event Notifications

* indicates a required field

As the event organiser, it is your responsibility to notify Police, Ambulance and Fire services of your intended activities. Contacts for these organisations can be found on our [website](#).

Please attach copies of your notifications here *

Attach a file:

Attach a file:

Attach a file:

Temporary Structures

* indicates a required field

You are permitted to erect **one** domestic marquee (sized 6 x 3 metres and under).

Please note: Placing pegs in the ground or digging is not permitted in Council parks and may not be permitted in other public places. You will need to **secure all structures with weights rather than pegs**. Domestic marquees sized 6m x 3m and under must be to Australian Standards and be weighted according to manufacturer's instructions in order to comply with the conditions of your permit.

Will there be any other marquees or other temporary structures erected at the event? *

☐ Yes ☐ No

For example a stage, canopy, lighting, movie screen etc.

Please provide details and sizes of all temporary structures: *

Temporary Road Closures

* indicates a required field

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Do you intend to close any roads for your event? *

- ☐ Yes ☐ No

In the first instance, we recommend you discuss your proposed temporary road closure for the purpose of your event with Council.

Please contact Sport and Recreation on 9248 8888 for more information.

Where do you require a road closure?

From intersection of: *

To intersection of: *

Traffic Management Plan

In most instances, in order to close a road for your event, you will be required to submit a traffic management plan, prepared by an accredited traffic management company.

You will be advised of these requirements at the time of your application.

If you are unsure about the requirements for your proposed road closure, please contact Sport and Recreation on 9243 8888.

Public Liability

Public Liability Insurance of value no less than \$20 million is required to obtain a temporary road closure.

Please confirm that you have attached Public Liability Insurance (no less than \$20 million) on Page 6? *

- ☐ Yes

Insurance and Indemnity Information

Insurance

- It is a requirement that all contractors and individuals that Council deals with have in place current Public and Products Liability (where products are sold or supplied) insurance.
- This is necessary because of the indemnity above and also to ensure a financial remedy to the contractor or individual in the event of a claim by a member of the public or a class action.

Indemnity

- In this increasingly litigious environment it is vital that the Council take steps to ensure the protection of its asset base.
- The signing of an indemnity protects Council by removing the blame for loss or damage in circumstances where Council itself is not the negligent party. The indemnity shifts the attention onto those who are legally liable and responsible.

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- Council requires contractors to provide proof of insurance in what is called a "Certificate of Currency". This is a summary of the insurance cover showing pertinent details. The certificate is available at request from the insurer or broker and is common in the insurance industry.
- You must ensure that the certificate is stamped and signed by the insurer and that it shows the expiry date. The cover must include Council as a named insured and include what is called a cross liability clause.
- Before Council can agree to accept any application, you will need to provide this certificate.
- In circumstances where Council is legally liable then Council has in place Public Liability insurance to protect it.

Insurance and Indemnity Agreement

Indemnity:

By checking 'Yes' to the 'Agree' box below, I, the Applicant, hereby agree to **indemnify and keep indemnified** and to hold harmless the Moonee Valley City Council, its servants, agents and contractors from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made against them or any of them arising out of or in connection with the activity, except to the extent that Moonee Valley City Council, its servants, agents and contractors, is liable at law.

Agree: *

☐ Yes

Amusements

* indicates a required field

Will you have amusements at your event (inflatable amusements, jumping castles, rides, etc.)? *

☐ Yes

☐ No

For each amusement provider you will be required to supply copies of:

1. Certificate of Currency for Public Liability insurance.
2. A document outlining the safe systems of work for each amusement (eg. Job Safety Analysis, Safe Work Methods Statement)

A reputable vendor should be able to provide you with this information.

Please list details for each amusement: Attach ALL required documentation as specified above:

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Sustainability

Making your event sustainable

Event organisers should ensure their activities have a low impact on the environment wherever possible. Please refer to our [Sustainable Events Toolkit](#) for ideas and a checklist.

Please note that during Covid, some sustainability measures may not apply due to Covid Safe measures and requirements for single use items.

Please let us know what actions you are taking to minimise water use, reduce energy use and greenhouse emissions, limit waste production and material use and avoid single use plastics (e.g. bags, cups).

Tell us how you plan to:

Minimise water use?

Reduce energy use and greenhouse emissions?

Limit waste production and material use and avoid single use plastics?

Other?

Fireworks and Pyrotechnics

* indicates a required field

Will you have fireworks at your event? *

☐ Yes ☐ No

If your event includes fireworks, your pyrotechnician is required to submit a '[Notification of Intention to Discharge Fireworks](#)' to **WorkSafe Victoria** at least 7 days prior to your event. Please attach a copy of this form here.

Please upload a copy of your Notification of Intention to Discharge Fireworks form: *

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Attach a file:

Additional information

* indicates a required field

Please check the box under each section to acknowledge you have read and understand the requirements and your responsibilities.

Please access the [Victorian Guidelines for Planning Safe Public Events](#) for more information.

Parking and Travel

You may be required to notify residents, public transport providers and traders of your event if there is an impact to their regular services. You will be informed of these requirements at the time of your application assessment.

You must be aware of the parking restrictions in the area surrounding the event location, and inform patrons to utilise allocated car parks in line with parking conditions as entitled like any other road user.

In some instances, you may be required to submit a **Traffic Management Plan** prepared by an accredited traffic management company. If required, you will be advised at the time of your application assessment.

I have read and understand these requirements: *

☐ Yes

Noise

Please note that you are required to adhere to the 'State environment protection policy' when considering noise in an outdoor venue. More information can be found on the [EPA website](#).

Will there be any music or public address systems at your event? *

☐ Yes

☐ No

Please provide details of any musical or public address systems you will have at your event: *

Toilets

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You may be required to hire toilets or water facilities for your event. You will be informed of this at the time of your application.

Are there public amenities at the location of your event? *

☐ Yes ☐ No ☐ Unsure

Waste Management

It is your responsibility to coordinate the removal of waste from your event.

Dependent on the size and location of your event, you may be required to engage the services of a waste removal company. You will be informed of this at the time of your application assessment.

I have read and understand these requirements: *

☐ Yes

Power

If you intend to power anything at your event, you must do so with a generator. All generators need to be barricaded and have a fire extinguisher on site.

I have read and understand these requirements: *

☐ Yes

Accessibility

Event planners should ensure their activities are accessible and inclusive for all. Please tick to indicate you have read and understand the information available in our Include Everyone Guide.

- [Include Everyone Guide](#)

I have read and understand these requirements: *

☐ Yes

What measures have you implemented to ensure your event is accessible for all? *

Other Stakeholders

Please list details of any other organisations, stakeholders and/or sponsors involved in the event:

Stakeholder:

Role:

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Communication

Your event may be eligible to be listed on the Community Events Calendar. Please go to <https://valleyview.mvcc.vic.gov.au/events/submit-an-event> to submit your event for consideration.

Additional Information

Is there any other information you would like to share with us that will assist in the assessment of your application?

Additional Documents

Attach a file:

Additional Information

Terms & Conditions

* indicates a required field

Checklist

BEFORE YOU SUBMIT

Please ensure you have completed the following or your application will be incomplete:

- ☐ I have completed all relevant sections
- ☐ I have attached all required insurance documentation
- ☐ I have attached a detailed site plan
- ☐ I have read and agreed to undertake the risk management control plan
- ☐ I have read, understood and agreed to the terms and conditions (below)
- ☐ I have included all relevant COVIDSafe documentation as requested

Your application will only submit once all required sections and documents are provided and attached.

If you do not receive a confirmation email, your application has not been submitted and you must check the application for missing information.

If you are unsure about any element of the application, please contact Council for assistance **before you submit:**

- Phone: 9243 8888

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- Email: active@mvcc.vic.gov.au

Terms and conditions

The City of Moonee Valley reserves the right to impose conditions or decline any event proposed for a public domain. It should be noted that granting of an Event Permit should not be assumed, and no commitments should be made to prospective event participants or suppliers by the Applicant until after such notification is received.

1. An event permit will not be issued until the Applicant has:

- supplied all information
- obtained any other required permits
- met all safety requirements
- met any other requirements requested by Council (ie. consultation, COVIDSafe requirements)

It is the responsibility of the event organiser to ensure their event is a COVID Safe event and follows the appropriate State Government guidance and directions.

- An event permit does not provide exclusive use of the land. All land under the permit is considered public open space and therefore may be used by other park users.
- The Applicant occupies and uses the event area at the Applicant's own risk.
- The event must only be conducted during the times and dates specified in this proposal, including bump in and out time.
- Prior to the event the Applicant is required to notify residents, traders, public transport providers and community within the surrounding area that the event will be taking place, and advise of any traffic or parking impacts.
- The Applicant is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
- Only the equipment and other structures shown in the approved site plan are to be erected at the event site.
- The Applicant must ensure that the event area and surrounding area is kept free from rubbish and that waste is placed in proper containers or bins provided. Any waste that cannot fit in Council bins must be removed from the site by the Applicant.
- It is the responsibility of the Applicant to ensure that event attendees observe and comply with areas and times where alcohol restrictions apply and terms outlined in Part 6 of the General Purposes Local Law. Visit our website for further information.
- The event may not restrict any path, causing access issues for people with disabilities, or persons with prams.
- At the conclusion of the event the Applicant must remove all displays and promotional material and all other equipment associated with the staging of the event and the event area left in a clean and tidy condition. The reinstatement of the event area is the responsibility of the Applicant. Any damage to Council property, including trees, shrubs or flowerbeds will be repaired at the Applicant's cost.
- It is the responsibility of the Applicant to comply with all laws including local laws and all other legal requirements relevant to the operation of the event and to ensure that employees, agents and other persons associated with the event also comply.
- The Applicant must comply with all reasonable requests or directions given by any Authorised Officer of Moonee Valley City Council or members of Victoria Police or other emergency services. All traffic is to be controlled by Victoria Police and/or a VicRoads Accredited Traffic Controller.
- The Applicant must indemnify, keep indemnified and hold harmless the Council and its Representatives from and against loss of, damage to, any property of the Council

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and any liability to any person or any claim by any person against the Council or its Representatives in respect of personal injury or death or loss of, or damage to, any property arising out of, as a consequence of, or in relation to the performance of activities of the Applicant under this event permit.

- Where required, the Applicant must, at all times while conducting the activities under this permit be the holder of a public liability insurance policy for an amount in respect of any one occurrence of not less than \$20M. The Public Liability Insurance must cover the Applicant in respect of liability to the Council and third parties in respect of any claim for loss of or damage to property or death or injury to any person arising from the acts or omissions of the Applicant, in the course of, or in connection with the activities under this event permit.
- The terms of the Public Liability Insurance and the insurer must be approved by Council. Council has the right to decline a permit application should the Insurance Requirements not be adequate for the purposes of the event.
- The Applicant must not charge admission to events in public space under this permit without prior written permission from Council and adherence to a number of condition requirements.
- Should the Applicant not comply with terms and conditions of their permit, it is within the rights of Moonee Valley City Council to reject any future event permit applications.
- Cancellation of a permit occurs immediately when:
 - Conditions of the Permit have been breached
 - Moonee Valley City Council identifies a misrepresentation in the application form
 - Moonee Valley City Council reserves the right to withdraw an application or an approved event permit at any stage. Further, Council reserves the right to demand cessation of an event.
- Council reserves the right to require an experienced and reputable security company to be engaged to provide security services as a condition of the permit if deemed necessary. The event organizer will be responsible for all costs associated with the provision of these security services.

Agreement

I declare, by selecting 'yes' and entering my name below, that:

- I am an authorised person to apply for the Event Permit and that all information in this application is true and correct.
- I have read the Application Form and accompanying guidelines and accepted the terms and conditions for this event.
- I agree to comply with all permit conditions, local laws and all relevant legislation.
- All details provided are accurate and this event will be organised and managed in line with Moonee Valley City Council's guidelines and conditions.
- I accept this application requires final Council approval before a permit will be issued.
- I provide consent to Moonee Valley City Council to contact any third parties including (but not limited to) insurer, vendor or any parties in connection with the event as an authorised party, should Council have questions in relation to this application.

**I have read, understood
and agree to the terms
and conditions ***

☐ Yes

Name *

First Name

Last Name

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Date *

Must be a date

Privacy Statement

Moonee Valley City Council is committed to protecting your privacy. The information requested on this form is being collected by Moonee Valley City Council for the purpose of assisting with the assessment of Event Permits. All information collected is securely stored in Smartygrants and Moonee Valley City Council computer systems. The personal information will be disclosed to relevant Council staff for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to Moonee Valley City Council, please contact Council via telephone 9243 8888.