

Help Notes for event application form

Applicant details

Details of the applicant are for internal purposes only and will be used to advise the status of your permit and to seek further information where necessary.

Events details

Details supplied in this section (only) may be supplied to third parties, such as Echuca-Moama and District Tourism Association, to appear in events listings and otherwise promote your event. Please indicate by ticking the box available if you would not like these details passed on.

Please note, event organisers remain responsible for the overall marketing and promotion of their events. Council's Economic Development team can assist to identify low cost marketing opportunities.

Information you should attach to your application

1. Evidence of public liability insurance cover, with a minimum value of \$10million, is required for all events. Provide a copy of the insurance certificate which will cover your event, often referred to as a "certificate of currency". All coverage must indemnify the Shire of Campaspe and, for events held on Crown land managed by Council, The Crown.¹

Only events with adequate and current coverage will be granted an event permit.

2. A detailed site plan / event map indicating all structures (permanent and temporary), entry and exit points for vehicles and foot traffic, car parking, limited mobility access, toilet locations (including universal access toilets) and emergency evacuation points
3. A risk / emergency management plan should identify potential risks, hazards or emergencies for the event, outline the likelihood of these occurring and the actions required to mitigate or reduce these risks, hazards or emergencies. A sample RISKMAP Risk Assessment Form can be found in the Events Ready Reference (available on the Events Page at www.campaspe.vic.gov.au) or can be supplied by contacting Council's Tourism Development Officer or Major Events Officer.

¹ The policy must jointly name the Shire of Campaspe (and 'the Crown' if the event is to be held on Crown land managed by Council) against all actions, claims, costs, charges expenses and damages, whatsoever which may be brought or made against them or any of them, arising out of or in relation to the (event/granting of this permit). This indemnity will apply out of any negligent act committed or allowed to be committed by the (event organizer/permit holder). It does not cover the Shire of Campaspe, its agents or servants against any negligent act they may commit.



Question 1 & 2

If you answer yes to any questions in 1 or 2 you will likely require a Place of Public Entertainment (POPE) Occupancy permit or a Temporary Occupancy Permit (TOP) and should completed the application for an Occupancy Permit & Temporary Occupancy – Form 5

Question 3

If you would like to hold your event in a Council controlled building, park or garden please indicate the name of the facility on the application form. Once your application has been received, availability of the requested facility will be confirmed with you directly and a booking for this facility made on your behalf.

Council commonly receives requests for the following venues and availability can be limited:

- Hopwood Gardens, Echuca
- Aquatic Reserve, Echuca
- Onion Patch, Echuca

Where applications indicate events will not be held in Council controlled buildings, parks or gardens your application will be referred to Council's planning department to assess if the event is permitted under the planning scheme.

Question 4

This question relates to any food or beverages (including alcoholic and non-alcoholic beverages) available for giveaway or sale.

If you answer yes to question 4 Council's Environmental Health team will contact you to seek further information.

Question 5

Any person or organisation that intends to supply liquor in Victoria must apply for a licence. Contact the Victorian Commission for Gambling and Liquor Regulation (www.vcqlr.vic.gov.au or 1300 182 457) to assess which licence you will require, which may include a "Temporary Limited Licence" or a "Major Events Licence".

Question 6

Council can provide additional waste and recycling bins for events upon request and can arrange additional collections if necessary for the duration of your event. Waste and recycling bins should be placed together in strategic locations around your event site where litter/waste/recycling is likely to be generated. Council's Environmental Project Officer – Education is available to assist with bin placement if required. Council encourages all events to be "Waste Wise" and to recycle wherever possible.

Question 7

Roadside advertising signage will only be considered where it is not illuminated, is temporary and is on a frangible base (eg. is not a solid object).

Conditions regarding what type of signage and location of signage will be provided once this application has been considered by the relevant Officer.



Question 8

Any fireworks must be conducted by a licensed Pyrotechnician who will be required to supply Council with a plan of fireworks activities.

Question 9

If you answer yes to any of these questions it is likely you will require a Traffic Management Plan. Council's Road Services Team will be in contact to discuss these requirements.

Questions 10

Council's Rural Access Project Officer will contact you to further discuss your event if you require further information on making events accessible.