

Please attach a copy of the following with your application form:

- Evidence of insurance cover for your event, with a minimum value of \$10 million
- A detailed site plan / event map including bin station locations, food providers, stage etc. (see help notes for further details).
- A risk / emergency management plan

The following information will help officers assess your application:

1. Will your event be held:

- a. in a Public Assembly Building >500m² YES NO
- b. in a place >500m² used for entertainment that is enclosed YES NO
- c. in a place >500m² substantially enclosed YES NO
- d. in a place >500m² to which admission is charged YES NO

If you answer "yes" to any of the above questions, please complete the application for a Place of Public Entertainment (POPE)

2. Will your event have:

- a. Seating stands for more than 20 persons? YES NO
- b. Tents or marquees with a floor area more than 100m²? YES NO
- c. Stage exceeding 150m² in floor area? YES NO
- d. Orchestra Pit Covers YES NO
- e. Prefabricated buildings not placed directly on the ground exceeding 100m²? YES NO

If you answer "yes" to any of the above questions, please complete the application for a Temporary Occupancy Permit (TOP)

3. Will your event be held in a council controlled building, park or garden?

YES NO

If yes, please provide the following details:

PLEASE NOTE: Your reservation is subject to confirmation and may be subject to fees and charges

Name of Facility:
Booking start time and date:
Booking end time and date:
<i>Note booking times are to include set up and pull down times</i>

4. Will the event provide or sell food and/or beverages?

YES NO

If yes, please provide a list of organisations/businesses proposing to provide food and/or beverages and note that all vendors will need to lodge a 'Statement of Trade' via Streatrader at least 5 days prior to the event. For further information contact Councils Environmental Health Department.

Vendor/Business Name	strEATrader Registration Number	Type of Food
	- - - - -	
	- - - - -	
	- - - - -	
	- - - - -	
	- - - - -	

5. Will the event include the sale or consumption of alcohol (including BYO)?

YES NO

If yes, please contact Victorian Commission for Gambling and Liquor Regulation (VCGLR) to seek the relevant licences.

6. Will the event require additional rubbish bins and/or collection services?

To be eligible for waste assistance you must demonstrate a commitment to waste minimisation and recycling as a One Star Waste Wise Event, be a non for profit organisation, event must be held on council owned and managed land. (The in-kind value of this support is valued at \$7.00 per bin.) YES NO

If yes, how many bins are required?

Waste: _____ Recycle: _____

(Calculate by referring to page 9 of the Campaspe Shire Council Waste Wise Events Guide)

Do you require any other waste facilities (such as skips or cardboard cages)? Please specify whether skips are to be waste or recycle and how many.

Exact location of where bins are to be delivered:

Requested delivery date: __/__/__

Requested collection date: __/__/__

Multi-day events: do you require additional bin collections (eg in between event days)? If so, when?

Please confirm that you will agree to:

Gain verbal or written agreement from stallholders to recycle materials: YES NO

Place bins (with caps) on site as per site map of bin locations: YES NO

Check that bins are located in key areas; major entry/exit points, food areas, near existing food areas, near existing litter bins: YES NO

Ensure site is left clean and litter free: YES NO

CONGRATULATIONS on obtaining a 'One Star' Waste Wise Certification for your event.

Would you like to apply for Two or Three Star Waste Wise Certification? YES NO

7. Will the event require roadside advertising signage?

YES NO

If yes, please provide details of the sign/s, including materials, design and proposed location.

8. Will there be fireworks?

YES NO

If yes, please advise company name: _____

9. Traffic considerations - does the event require:

a. Road closures, footpath closures, car park closures or car park use?

YES NO

b. Effect or impact traffic or pedestrian flows?

YES NO

c. Will your event impact on any public transport (bus, train, coach, taxi) route or stop?

YES NO

10. Will the event have an inflatable jumping castle or similar device?

YES NO

If yes, ensure the commercial operator of the inflatable device has appropriate insurance and adheres to the requirements of Australian Standard 3533.4.1. This standard includes consideration of setup, anchorage methods, design, supervision, the use of safety mats in connection with the installation of the device and is compulsory for commercial operators.

11. Would you like further information on making your event accessible and inclusive to all? e.g. wheelchairs, prams, people with mobility constraints.

YES NO

12. Will you require Campaspe Shire promotional banners at your event?

YES NO

If yes, please send an invitation, including time, date and location, to either PO Box 35, Echuca VIC 3564 or shire@campaspe.vic.gov.au at least three weeks prior to your event.

Authorisation: I have read and completed my/our event application form in good faith and have adhered to all requirements specified by Campaspe Shire Council. All details provided are accurate and true and the event will be organised and managed as I have described unless advised otherwise by Council officers. I am aware that the personal information on this form is being collected for the issuing of an event permit or directly related purposes.

Signed: **Date:**

Help Notes

<https://www.campaspe.vic.gov.au/assets/Discover-tab/Form-Event-application-help-notes.pdf>

POPE and TOP

<https://www.campaspe.vic.gov.au/build/building/occupancy-permits-for-events/>

Streatrader 'Statement of Trade'

<https://www.campaspe.vic.gov.au/work/food-health-and-other-businesses/food-safety/>

Victorian Commission for Gambling and Liquor Regulation website

<https://www.vcglr.vic.gov.au/i-want/get-new-licence>

Waste Wise Events Guide

<https://www.campaspe.vic.gov.au/discover/events-2/event-planning-and-permits/>