

Event application



Submission date: **28 July 2022, 10:19AM**
Receipt number: **129**
Related form version: **8**

Applicant details

Name of applicant: **EXAMPLE**
Name of organisation: **EXAMPLE**
Address: **EXAMPLE**
Phone number: **0000000000**
Email address: **abcd@efgh.com.au**

Event details

Event name: **EXAMPLE**
Event start date: **31/08/2022**
Event end date: **31/08/2022**
Event time: **EXAMPLE**
Phone number: **0000000000**
Email address: **abcd@efg.com.au**
Website: **EXAMPLE**
Social media account Facebook: **EXAMPLE**
Social media account Instagram: **EXAMPLE**
Social media other:

Admission / Entry fee: **\$**

Estimated number of people expected to attend: **0000**

Brief description of the event:

Will your event be held? **In a Council controlled building, park or garden?**

Please indicate which Council controlled building, park or garden: **1. Alton Reserve, Echuca**

Please indicate address of private land for event:

I acknowledge that I have read the Recreation Casual Booking Terms and Conditions: **Yes**

Do you need a planning permit?

Insurance details - Council

Please upload your Certificate of Currency: [EXAMPLE.docx](#)

Insurance details - Private land

Is the Certificate of Currency ready to be uploaded?

Please upload your Certificate of Currency (if available on application):

If your Certificate of Currency is not available at the time of application, please indicate the date it will be submitted to shire@campaspe.vic.gov.au:

Site plan

Please upload your site plan: [EXAMPLE.docx](#)

Risk assessment

Please upload your risk assessment: [EXAMPLE.docx](#)

COVID requirements

I agree to comply with the Victorian Government CovidSafe requirements in place at the time of this event: **Yes**

Entertainment zones and temporary infrastructure

Did you answer yes that your event will be held in any of the above? **Yes**

Did you answer yes that your event will have any of the above? **Yes**

Food supply

Will your event provide or sell food and / or beverages? **Yes**

Provide business / organisation name providing food and / or beverages:

Provide strEATrader registration number:

Provide type of food:

Do you have an additional food and / beverage supplier? **No**

Food provider 2

Provide business / organisation name providing food and / or beverages:

Provide strEATrader registration number:

Provide type of food:

Do you have an additional food and / beverage supplier?

Food provider 3

Provide business / organisation name providing food and /
or beverages:

Provide strEATrader registration number:

Provide type of food:

Do you have an additional food and / beverage supplier?

Food provider 4

Provide business / organisation name providing food and /
or beverages:

Provide strEATrader registration number:

Provide type of food:

Do you have an additional food and / beverage supplier?

Food provider 5

Provide business / organisation name providing food and /
or beverages:

Provide strEATrader registration number:

Provide type of food:

Consumption of alcohol

Will the event include the sale or consumption of alcohol **Yes**
(including BYO)?

I agree to contact the Victorian Commission for Gambling **Yes**
and Liquor Regulation (VCGLR) to seek the relevant
licences:

Do you require a Council permit to consume alcohol in a **Yes**
public space?

Smoke free event

Is your event a smoke free event? **Yes**

Waste management

Will your event require additional rubbish bins and/or collection services? **Yes**

Did you answer yes to all three points of the above? **Yes**

Total number of bins recommended, based on the number of estimated attendees are: **0**

The in-kind value of Council's waste management support is: **\$0.00**

Requested delivery date (must select a working week day): **01/08/2022**

Requested collection date (must select a working week day): **01/08/2022**

Please confirm that you will agree to the following: **Yes**

Would you like to apply for 'Two Star' or 'Three Star' Waste Wise Certification to further reduce your waste? **Yes**

Roadside advertising

Is your event requesting to use roadside advertising signage? **Yes**

Please attach details of the signs, including materials, design and proposed location:

If required, please upload a map showing the signage placement: [EXAMPLE.docx](#)

Music

Will music be played at your event? **Yes**

I agree to check if any approvals are required through One Music: **Yes**

I agree to contact the EPA to discuss the event and find out requirements: **Yes**

Drone usage

Do you plan to use a drone at your event? **Yes**

I agree to seek required approvals through CASA: **Yes**

Fireworks

Will there be fireworks? **Yes**

Provide details of company providing the fireworks:

Entertainment

Will your event have an inflatable jumping castle, or similar device? **Yes**

I agree to 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. **Yes**

Will your event feature amusement rides? **Yes**

I agree that amusement rides cannot be used unless registered with the Victorian WorkCover Authority or regulatory authority. The design registration certificate for the amusement device should be permanently marked on the plant and must hold a current certificate as 'registered plant' and testing or maintenance records can be viewed if requested. **Yes**

Will your event feature animals, animal farms / nurseries / petting zoos and native animals? **Yes**

I agree to review advice regarding animals at events: **Yes**

Traffic management & considerations

Is your event seeking road closures, footpath closures, car park closures or car park use? **Yes**

Does your event effect or impact traffic or pedestrian flow? **Yes**

Does your event impact on any public transport (bus, train, coach, taxi) route or stop? **Yes**

If yes, to the above, please provide further information and on the affected areas and proposed closures / changes?

If required, please upload your Traffic Management Plan or map: [EXAMPLE.docx](#)

Are you seeking in kind support for a Traffic Management Plan to be created? **Yes**

Are you seeking in-kind support for the implementation of the Traffic Management Plan? **Yes**

Accessibility

Would you like further information on making your event accessible and inclusive to all? (eg. wheelchairs, prams, people with mobility constraints) **Yes**

Cycle friendly events

Would you like to make your event more cycle friendly by booking in Campaspe's pop-up bike racks? **Yes**

Number of bike racks requested (maximum of 25)

The in-kind value of Council's bike rack support is: **\$0.00**

Date of collection from Echuca Depot, Sutton Street
(working week day):

Date to be returned to Echuca Depot, Sutton Street
(working week day):

Event fencing

Would you like to order temporary fencing? **Yes**

How many fence panels are requested:

The in-kind value of Council's temporary fencing support is: **\$0.00**

Date of collection from Rochester Depot, Bayne Street
(working week day):

Date to be returned to Rochester Depot, Bayne Street
(working week day):

Event bunting

Would you like to order bunting? **Yes**

How many lengths of bunting are requested:

The in-kind value of Council's bunting support is: **\$0.00**

Tally counters

Would you like to order tally counters? **Yes**

How many tally counters are requested?

The in-kind value of Council's tally counter support is: **\$0.00**

Branded marquee

Would you like to order a marquee? **Yes**

How many marquees:

The in-kind value of Council's marquee support is: **\$0.00**

Portable speaker

Would you like to order the portable speaker? **Yes**

Synthetic grass

Would you like to order synthetic grass? **Yes**

How many rolls of synthetic grass are requested?

The in-kind value of Council's synthetic grass support is: **\$0.00**

Cordless headsets

Would you like to order cordless headsets? **Yes**

How many cordless headsets are requested?

The in-kind value of Council's cordless headset support is: **\$0.00**

Campaspe promotional banners

Do you require Campaspe Shire promotional banners at your event? **Yes**

What type of promotional banner would best suit your needs?

Council representation

Would you like to invite a Campaspe Shire representative **Yes**
(Mayor, Councillor, CEO) to attend your event?

Tick applicable representative:

Would you like the representative to:

Exact location:

Date and time:

On the day, who will be the contact person for Council's representative to meet (name and contact mobile)?

Authorisation

I have read and completed my/our event application form **Yes**
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. I am aware that the personal information on this form is being collected for the issuing of an event permit or directly related purposes, and may be forwarded to emergency services.

Total in-kind support requested is: **\$0.00**

Name: **EXAMPLE**

Date: **01/08/2022**