

Event application



Submitted on	4 April 2025, 4:56PM
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Related form version	27

Applicant details

Name of applicant:	TEST
Name of organisation:	TEST
Address:	TEST
Phone number:	12345
Email address:	xxx@xxxxxx

Event details

Event name:	TEST
Event start date:	04/04/2025
Event end date:	04/04/2025
Event time:	TEST
Phone number:	123456
Email address:	xxx@xxxxxx
Website:	TEST
Social media account Facebook:	TEST
Social media account Instagram:	TEST
Social media other:	TEST
Admission / Entry fee:	\$123

Estimated number of people expected to attend:	200
Brief description of the event:	TEST
Will your event be held?	In a Council controlled building, park or garden?
Please indicate which Council controlled building, park or garden:	4. Hopwood Gardens, 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

Managing a public event includes ensuring the safety of event managers, event staff and/or volunteers, contract staff, suppliers and the public.

As the event is being held on Council land or Crown land managed by Council, please provide a copy of the Public Liability Insurance Certificate to Council highlighting that this particular event is covered. Events on Crown land must have the same insurance coverage because Council may be the Committee of Management for the land but the Crown is the owner.

The policy must include the following clause:

The policy must jointly name Campaspe Shire Council (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. This indemnity will apply out of any negligent act committed or allowed to be committed by the event organiser. It does not cover Campaspe Shire Council, its agents or servants against any negligent act they may commit.

Please note:

Campaspe Shire Council's Public Liability Insurance Policy **does not** extend coverage to external groups and or businesses or their events. As the hirer you are required to have your own Public Liability Insurance coverage to use our facilities and or spaces. Council may be able to facilitate access to low cost public liability insurance for non-incorporated groups under certain circumstances. Please contact Council for more information.

Please upload your Certificate of Currency: [Event-application-example.pdf](#)

Insurance details - Private land

Managing a public event includes ensuring the safety of event managers, event staff and/or volunteers, contract staff, suppliers and the public.

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:

[Event-application-example.pdf](#)

Child safety

Will this event involve children or young people aged 0-17 years? Yes

Campaspe Shire Council is committed to child safety. Council has zero tolerance for abuse, harm or neglect towards children and young people. By law, we must adhere to the Child Safe Standards as part of the Child Wellbeing and Safety Act 2005. The Child Safe Standards help prevent harm, guide us in addressing misconduct, and ensure all individuals working with or interacting with children uphold the highest standards of care and integrity. For further information about the standards, click [here](#).

Our commitment to child safety extends to event planning. Since your event involves children or young people aged 0-17 years, it is a requirement that your risk assessment includes the identification of potential risks to children, along with clear strategies to mitigate these risks and ensure their safety throughout the event.

I/we have considered child safety risks within our attached risk assessment (below): Yes

Risk assessment

Please upload your risk assessment:

[Event-application-example.pdf](#)

COVID requirements

The event must comply with the Victorian Government directions that are in place at the time of the event. The applicant must ensure they provide a COVID Safe Setting. More information at [webpage](#).

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

Entertainment zones and temporary infrastructure

Will your event be held in any of the following? In a building 500m2 or larger

You will need to complete a Place of Public Entertainment (POPE) application, available at [webpage](#).

Have you submitted a Place of Public Entertainment (POPE) application with Council's Building Department?

Date of POPE application

POPE application Reference Number (please fill in remaining five digits)

Will your event have any of the following? Seating stands for more than 20 persons

You or the hire company will need to complete a Temporary Occupancy Permit (TOP) application. Application form available on Campaspe Shire Council's [webpage](#).

Have you submitted an application for a Temporary Occupancy

Permit (TOP)?

Date of submission of Temporary Occupancy Permit (TOP):

Temporary Occupancy Permit (TOP) Reference Number

Food supply

Will your event provide or sell food and / or beverages?	Yes
Provide business / organisation name providing food and / or beverages:	TEST
Provide Foodtrader registration number:	TEST
Provide type of food:	TEST
Do you have an additional food and / beverage supplier?	No

Food provider 2

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

Provide Foodtrader 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 Foodtrader 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 Foodtrader 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 Foodtrader registration number:

Provide type of food:

Consumption of alcohol

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

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

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

Smoke and Vape free event

Is your event a smoke and vape free event? Yes

'No Smoking and Vaping' signage is available online for free by visiting the [Health Vic](#) website.

Smoking and Vaping is banned in outdoor public areas that are within 10 metres of a food stall or food vendor at an organised event (other than a food fair). Smoking and Vaping is also not permitted in:

- an outdoor dining area
- outdoor drinking areas if any part of that area is within 4 metres of an outdoor dining area or a wall that a minimum of 2.1 metres high
- food fairs and all under age events must be smoke and vape free.

For further details, visit [Health Vic](#) website.

Waste management

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

To be eligible for Campaspe waste assistance you must satisfy three conditions. You must:

- Be a not-for-profit organisation
- Host your event on Council owned-and-managed land
- Demonstrate a commitment to recycling as a One Star Waste Wise Event

Did you tick all three boxes above? Yes

Total number of bins recommended, based on the number of estimated attendees are: 4

The in-kind value of Council's waste management support is: \$60.00

Requested delivery date (must select a working week day):

Requested collection date (must select a working week day):

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? No

Roadside advertising

Is your event requesting to use roadside advertising signage? Yes

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

If required, please upload a map showing the signage placement:

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: TEST

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 Yes

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.

Will your event feature amusement rides?	Yes
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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
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Will your event feature animals, animal farms / nurseries / petting zoos and native animals?	Yes
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I agree to review advice regarding animals at events:	Yes
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Traffic management & considerations

Is your event seeking road closures, footpath closures, car park closures or car park use?	Yes
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Does your event effect or impact traffic or pedestrian flow?	Yes
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Does your event impact on any public transport (bus, train, coach, taxi) route or stop?	Yes
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If you answered "yes" to the question above, please provide further information on the affected areas and proposed closures / changes:

If required, please upload your Traffic Management Plan or map:

Are you seeking in kind support for a Traffic Management Plan to be created?	Yes
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Are you seeking in-kind support for the implementation of the Traffic Management Plan?	Yes
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Accessibility

Would you like further information on making your event accessible and inclusive to all? (eg. wheelchairs, prams, people with mobility constraints)	Yes
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Further information about accessibility at events, is available in our Guide to Creating an Accessible Event, at [webpage](#).

Portable Water / Hydration Stations

Would you like information on providing portable water/hydration stations for your event attendees? Providing	Yes
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water stations may be a condition of an event POPE (Place of Public Entertainment) or Temporary Liquor Licence.

Portable Water/Hydration Stations are a great way to provide free drinking water at your event.

Both Coliban Water and Goulburn Valley Water offer these stations for community events and can be applied for through a sponsorship arrangement.

Stations must be connected to the authorities own water supply so please make sure that you contact the correct authority. For full details on how to apply please visit:

Coliban Water - [Supporting community events | Coliban Water](#)
Goulburn Valley Water- [Choose Tap | Goulburn Valley Water \(gwwater.vic.gov.au\)](#)

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

The in-kind value of Council's portable speaker support is: \$50.00

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 (Mayor, Councillor, CEO) to attend your event? Yes

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 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.

Yes

Total in-kind support requested is:

\$110.00

Name:

TEST

Date:

The information contained in this form is collected to progress your request. This information may be disclosed to third parties if deemed necessary. The information in this form will be used in accordance with the Privacy and Data Protection Act 2014 (Victoria). To view Council's policy, please go to Policy 81, Privacy and Data Protection on our website.