



Event Application Guidelines



RURAL CITY OF
WANGARATTA

Objective

The purpose of this guide is to assist event organisers to coordinate an event or festival within the Rural City of Wangaratta. The event organiser must ensure that events are managed in a safe and equitable manner. The following information is provided to ensure that all of Council's requirements are met in regards to approvals, use of public land, public safety, traffic management, risk management and setup.

Contents

Important Information	3
Contacts	3
Emergency Services	3
Event Notification	3
Event Application & Event Application Checklist – Lodgement	3
Fireworks	3
Insurance	3
Marketing	3
Public Spaces, Parks & Facilities	3
Risk	4
Toilets	4
Traffic Management	4
Waste Management	4
Waste Wise Planning – Holding a sustainable event	5
Waste Wise Resources	5
Waste Wise Strategy	5
Blank Page	6
Event Application Form	7
Event Application Checklist	8-10

Published by Wangaratta Rural City Council, May 2011

Also published on www.wangaratta.vic.gov.au

Prepared by:

Tanya McAlpin - Events Coordinator

Important Information

Contacts

Wangaratta Rural City Council	03 5722 0888
Ambulance	03 5338 5000
Consumer Affairs	1300 558 181
Country Fire Authority (CFA)	03 5721 4122
Environmental Protection Agency (EPA)	03 9695 2722
Liquor Licensing – Dept of Justice	1300 650 367
Police	03 5759 3535
VicRoads	13 11 71
WorkCover	1800 136 089

Emergency Services

It is essential that the emergency services be notified of events. Event organisers are responsible for ensuring that if emergency services are required to be in attendance on the day, that this is arranged with the service provider at least six weeks prior to the event.

See **Events Application Checklist** Page 9, 9c)

Event Notification

Events held on public land, such as Council's parks, gardens or roads; require approval, whilst events held on private land may require a Planning Permit or other permits such as a Local Law Permit. Any event held within the Rural City of Wangaratta must be notified to Council.

Event Application & Event Application Checklist - Lodgement

Event organisers are required to submit an Event Application Form & Event Application Checklist (enclosed) at least 6 weeks prior to the proposed commencement date of the event. The Event Application Form & Event Application Checklist should be lodged with any other supporting documentation, as outlined in the form.

Fireworks

Only licensed pyrotechnicians, persons under their direct supervision, or persons with a valid single occasion licence are allowed to discharge fireworks in Victoria.

For advice on safety issues, view Part 8 of the Dangerous Goods (Explosives) Regulations 2000, available from www.legislation.vic.gov.au.

See **Events Application Checklist** Page 9, 6f)

Insurance

It is compulsory for all event organisers to have their own current Public Liability Insurance. The Public Liability Insurance must cover all aspects of the event including signage and be for a minimum of \$10 million. Copies of a Certificate of Currency must be submitted to Council prior to the event. If the event involves the inclusion of individual stallholders, bands, entertainers etc, the organising committee must ensure that each of these also holds current public liability insurance.

For community groups or not for profit organisations who do not have public liability insurance, there are some companies that offer Community Insurance schemes. These companies include but are not limited to:-

- JLT (Jardine Lloyd Thompson) www.communityinsurance.com.au
- GIO 0282966707
- Community Care 1800 023456 www.community-care.com.au

Marketing - What's on in Wangaratta

The Rural City of Wangaratta 'What's On' guide is a useful resource for promoting your event. For further information on including your event in the What's On guide please contact the Wangaratta Visitor Information Centre on 1800 801 065 or by email tourism@wangaratta.vic.gov.au

Public Spaces, Parks & Facilities

Council permission is required for the use of public spaces, parks and facilities. No ground markings, stakes/pickets, vehicles, marquees or other temporary structures are permitted without approval. A site meeting will be arranged to confirm location of underground services. Fees will apply if services are damaged.

See **Events Application Checklist** Page 6, 3a-e)

Risk

Wangaratta Rural City Council categorises events based on their potential level of risk. Depending on the level of risk of the event, a risk management plan may have to be submitted to Council prior to the event. Event classifications are as follows:

Classification	Event Description (<i>may include but not limited to</i>):	
A	<ul style="list-style-type: none">• Parade with floats• Events using roads and/or Council land• Road closures• Multiple volunteers• Council staff field assistance• Crowds & participants >500• Alcohol	Risk Management Plan required with submission of Event Application & Event Application Checklist
B	<ul style="list-style-type: none">• Multiple volunteers• Incorporated committee• Road closures• Crowds>200• Static displays (no vehicles)• May include alcohol	Risk Management Plan required with submission of Event Application & Event Application Checklist
C	<ul style="list-style-type: none">• Multiple volunteers• Incorporated committee• No alcohol• Static displays• Crowds <200	Risk Management Plan required with submission of Event Application & Event Application Checklist
D	<ul style="list-style-type: none">• Appeals• No congregation of participants	Risk Management Plan may be required upon Council's request

Toilets

If public toilets are being used during the event the event organiser is responsible for maintaining cleanliness and supplies during the event.

The number of toilets required is outlined as follows:

- One closet fixture for every 200 female patrons
- One closet fixture or urinal for every 200 male patrons, at least 30% must be in the form of closet fixtures
- One wash basin for every 200 patrons
- One unisex accessible facility for every 100 closet fixtures

See **Events Application Checklist** Page 9, 6a-b

Traffic Management

Event organisers should determine whether road closures are necessary for their event. Consideration is advised on issues such as participant safety, impact on retail outlets and the duration of the event.

The event organiser is responsible for creating a Traffic Management Plan. Council approval is required for any road closure. In the case of an event utilising a Vic Roads managed road, approval will also be required from Vic Roads. It is essential that you communicate with residents and business operators who may be affected by the road closure to inform them of the changes. Council will advertise approved road closures in the local paper at least one week prior to the event.

See **Events Application Checklist** Page 8, 1a-b)

Waste Management

Disposing of waste into landfill not only costs a lot of money, it is a waste of resources and pollutes the environment. It is estimated that up to 90% of the waste generated by the general public within venues will be from food and beverage packaging sold by catering contractors. This can all be recycled with some forward planning.

Waste collection and management is also essential to prevent litter. Littering is an offence under the Environment Protection Act and organisers are responsible for steps to minimise litter. It is important to clearly communicate the Waste Wise message to suppliers, stallholders and contractors early in the planning stage of the event, so that they are aware of the requirement to minimise packaging and can purchase recyclable materials (no polystyrene).

NB: A fee will be charged if additional cleaning is required for the removal of litter after the event.

Waste Wise Planning – Holding a sustainable event

Waste management is an important component of a successful event and also has the power to drastically reduce an event’s waste footprint on the local community and environment.

A good starting point for organisers is the **6 Steps to Holding a Waste Wise Event**.

Step 1: Commitment - Make a commitment to avoiding and reducing waste at your event.

Step 2: Packaging - Eliminate unnecessary packaging. Select materials that reduce waste or are easily recycled.

Step 3: Planning – Plan the locations of your bin stations, taking in to account location of food stalls & seating.

Step 4: Standards - Use standard waste signage, with red representing garbage and yellow recycling.

Step 5: Communicate - Tell vendors and participants about your program before, during and after the event.

Step 6: Evaluate - How effective has your waste wise program been?

While these steps are a good starting point, you should also consider other issues, such as:

- Patron volume and the potential waste generation that corresponds to the quantity of available bin stations, including existing bins.
- Strategic placement of bin stations (i.e. near eating areas, exits and entrances)
- Effective media coverage to promote waste management details for day
- Access to waste stations for removal
- Consistent monitoring of stations throughout the event’s duration
- Waste management required before, during and after the event
- Who is responsible for what actions before, during and after the event

See **Events Application Checklist** Page 8, 2a-e)

Waste Wise Resources

The table below shows what resources are required for the waste your event will produce.

Expected Waste	Resource required
Cardboard boxes, aluminium cans, paper cups, milk containers	Co-mingled recycling 240L Bin
Biodegradable plates and cutlery, food scraps	Garbage 240L Bin

Placement of bin stations - Good bin management is about correctly estimating the number of bin stations needed, and placing them in the most appropriate positions. Waste and recycling bins should be placed together at a bin station so that people are given identical choices at each location, which encourages correct bin use and minimises contamination.

Completion of the event - After the event is finished disassembling the bin stations and bin caps is an important task. All bin caps should be returned to Council as they were obtained this means cleaning of the bin lids. Simply wipe down the bin lids with soapy water. Once dry stack in to their coordinated piles and leave for Council staff to collect.

Separate garbage and recycling bins to make it easier for collection and place in an easy location for large trucks to access safely.

Collection of resources - Please note that bin collections are only available from Monday to Friday. Weekend collections are available on request, and at a cost.

Please advise if you require the use of Council bins on the **Events Application Checklist** Page 8, 2a-c)

Waste Wise Strategy

A Waste Wise strategy is required if you are having vendors at your event. The strategy should be used to advise all vendors of the events waste wise policies, and should be a condition of their admission to your event.

With packaging being the highest item of waste produced at events, forward planning on packaging initiatives is required to take steps to reduce waste to landfill. Event organisers should consider developing Stallholder Guidelines that clearly outline what packaging requirements are acceptable and unacceptable at your event.

Event Application Form

This form must be received six (6) weeks prior to the commencement of the event

Event Applicant Details

Type of Event

- | | | |
|---------------------------------------|---|--|
| <input type="radio"/> Festival /Show | <input type="radio"/> Major Event | <input type="radio"/> Carnival |
| <input type="radio"/> Street Party | <input type="radio"/> Sporting Event | <input type="radio"/> Children's Activity |
| <input type="radio"/> Fete/Fair | <input type="radio"/> Fun Run/Walk | <input type="radio"/> Market/Sales |
| <input type="radio"/> Exhibition | <input type="radio"/> Fundraising Event | <input type="radio"/> Private Event |
| <input type="radio"/> Lecture/Seminar | <input type="radio"/> Parade/March/Procession | <input type="radio"/> Other, please specify: |

Event Organising Body:

Event Organiser (person to liaise with Council):

Organisation/Group Name & Position:

Phone:

(B)

(H)

(M)

Address:

Email:

Website:

Event Name

Event Date(s) and Time(s)

Event date(s):

Time(s):

Setup date(s):

Time(s):

Pack down date(s):

Time(s):

Event Venue

Event Venue:

Address:

Has permission been obtained from the venue?

- | | | |
|---|--|-------------------------------------|
| <input type="radio"/> Owner | <input type="radio"/> Land Manager | <input type="radio"/> Council Venue |
| <input type="radio"/> Committee of Management | <input type="radio"/> Other, please specify: | |

Please attach a letter and/or email confirming approval to use the venue

Event Attendance

Total number expected at event:

Number of people expected per day:

Event Description

EVENT APPLICATION CHECKLIST

1. Traffic Management			
a)	Will the event require any street or road closures, or the use of any road?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approval required from Council and/or VicRoads. Traffic Management Plan to be submitted with this form.
b)	Will you be erecting any directional roadside signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify.
2. Waste Management			
<i>NB: Council only accepts solid general waste, and will not accept offensive or hazardous waste.</i>			
a)	Will access to Rural City of Wangaratta bins be required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, waste receptacles may be accessed through Council or from commercial suppliers. Fees will apply, as per Council's Fees & Charges Register
b)	How many general waste and recycling bins will be required? <i>NB: It is compulsory to have recycling bins at your event.</i>	General _____ (\$7.00 per bin, includes delivery, collection and disposal) Recycling _____ (\$7.00 per bin, includes delivery, collection and disposal) Waste and recycling bins should be placed together at a bin station so that people are given identical choices at each location, encouraging correct bin use and minimising contamination.	
c)	If yes to 2 a), provide details and dates for bin delivery. <i>Delivery must be undertaken during business hours</i>		
d)	Has a Waste Wise Strategy been prepared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Only required if vendors (caterers, stallholders, retailers) are servicing the event
e)	What packaging initiatives will the event take to reduce waste to landfill? <i>Please circle</i>	Recyclable plastic plates and cutlery YES NO Recyclable plastic cups YES NO No plastic bags YES NO No polystyrene YES NO Other:	
f)	Will waste water be generated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Council's Environmental Health Officer
3. Venue			
a)	Is a Public Park/Space or Recreation Reserve required for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, the venue must be booked through Rural City of Wangaratta Customer Service. A bond and hire fee will apply.
b)	If using a Council venue, will site preparation be required? <i>E.g. Lawn mowed NB: A fee may apply</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide details and dates for required site preparation
c)	Will the irrigation system need to be switched off for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please advise Council if the date/s you would like the irrigation turned off for differ from your event date/s.
d)	Will line marking be required? <i>Attach a site plan providing all details.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, line marking can be done by Council but is not available to all venues. Fees may apply.
e)	Will there be ground markings, pickets, vehicles, marquees, stakes or other temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, no ground markings, stakes/pickets, vehicles, marquees or other temporary structures are permitted without approval from Council's Planning & Building Department. <i>Attach a site plan providing all details.</i>
4. Food and Beverages			
a)	Will there be food and beverage served or sold at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Temporary Food Permit, copy of your Food Act Registration and Food Safety Plan are required. Permit required from CFA on Total Fire Ban Days if gas bottles/flames used. A list of vendors and a waste wise strategy must be provided.
b)	Will food be cooked on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c)	Will food vans be attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Alcohol			
a)	Will alcohol be sold or served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a Liquor Licence, Council permission, Temporary Food Permit and a copy of your Food Act Registration are required.
b)	If alcohol is being sold, have you applied for a Liquor Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must have a Liquor Licence to sell liquor. Contact Consumer Affairs for details on licensing and all licence application enquiries.

6. Public Health and Safety			
a)	Will public toilets be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Event Organiser is responsible for maintaining cleanliness and supplies during the event.
b)	Please provide the total numbers of toilets to be available at the event	Males (closet): Urinals: Hand basins: Females (closet): Hand basins: Accessible toilets:	
c)	Will event involve any form of camping?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach permission from venue owner. Permit may be required under Local Law.
d)	Will event involve sound amplification? (e.g. PA systems, speeches, music etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, noise must not exceed levels determined by EPA.
e)	Has First Aid been organised?	<input type="checkbox"/> Yes <input type="checkbox"/> No	First Aid services should be provided in accordance with recognised guidelines.
f)	Will event involve fireworks, firecrackers or pyrotechnics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must have a licensed pyrotechnician and WorkCover approval. Council, CFA and Police must also be notified.
7. Temporary Structures			
a)	Will temporary structures (e.g. marquees, stages, seating and fencing) be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Building Permits may be required from Council's Planning Department.
b)	If yes to 7 a), please provide details of temporary structures:	<i>Attach a separate page if required</i>	
c)	Will event have amusement rides, jumping castles, entertainment vendors etc? <i>Location of amusements etc to be included on the site plan.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must provide a copy of Public Liability Certificate of Currency of the external contractor to Council. The device must meet current Australian Standards.
d)	Do you require access to Council's onsite electricity, if available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, access to onsite services can be arranged. Fees will apply in accordance with Council's Fees and Charges Register.
e)	Will the event be using gas cylinders or other sources of gas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, gas appliances to be secured, tested and tagged.
8. Other			
a)	Do you have admission fees to attend this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Council must be notified to determine event classification. Fees may apply.
b)	Will live or recorded music be played?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a licence may be required from APRA, www.apra.com.au , or PPCA, www.pcca.com.au
c)	Will raffles, lotteries or fundraising activities take place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a permit may be required from Consumer Affairs Victoria, www.consumer.vic.gov.au , and/or Victorian Commission for Gambling Regulation, www.vcgr.vic.gov.au
9. Risk Management			
a)	Please identify any potential risks associated with the proposed event: <i>Risks may include crowd behaviour, fire risks, electrical safety etc</i>		
b)	Indicate steps that you have taken to alleviate the potential risks identified:		
c)	Have you had any consultation with:	<input type="checkbox"/> Police <input type="checkbox"/> Country Fire Authority (CFA) <input type="checkbox"/> Ambulance <input type="checkbox"/> State Emergency Services (SES)	

10. Attachments	Yes	No	Not Applicable
Certificate of Currency for Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan <i>must include ground markings, stakes/pickets, vehicles, marquees or other temporary structures, waste receptacles/bins</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk / Safety Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Wise Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquor Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits from other authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Acknowledgement and authorisation for event information release

I am authorised to lodge this application seeking approval to host an event within the Rural City of Wangaratta. I information contained in this form is true and correct and the event will fully comply with the conditions of the event approval and other conditions as required by the Rural City of Wangaratta. This information will be subject to the Rural City of Wangaratta's Privacy Policy and will be used for the purposes of promoting the event. I understand I may apply to the Rural City of Wangaratta to amend/update this information.

I acknowledge that this application is not a guarantee of event approval. The Rural City of Wangaratta will consider the suitability of this event and respond accordingly.

Contact name:

Position:

Organisation:

Signature:

Date:

Council will assess this Event Application, liaise with all relevant Rural City of Wangaratta departments, and issue a coordinated response to the Event Organiser. The response will note if the Wangaratta Rural City Council has any objections to the application, and will outline what the Organiser needs to do to meet the event compliance requirements. The letter will also indicate any support or services that the Rural City of Wangaratta can provide.

OFFICE USE ONLY

Q	Action
ALL	Refer doc to Customer Service & Events Coordinator
1	Refer to Technical Services
2a-e	Refer to Customer Service & Environment
2f	Refer to Environmental Health
3a-e	Refer to Customer Service
3e	Refer to Planning & Building
4	Refer to Environmental Health
5	Refer to Environmental Health
6	Refer to Environmental Health, Planning and Environment
7a-b	Refer to Planning
7c	Refer to Business Planning
7d-e	Refer to Customer Service & Facilities and Open Spaces
8a	Refer to Customer Service
9	Refer to Business Planning
10	Refer to Business Planning