

This application is to be used for low impact events, where the following ALL occur:

- There is less than 500 people attending at any one time and,
- There are less than 5 caterers or food vendors and,
- Limited temporary infrastructure is present, two marquees up to 3 metres x 3 metres, inflatable amusements or a small stage,
- There is no noise above 65db and,
- There is limited impact on parking and no need for road closures or changes to traffic conditions.

If you are unsure if your event is considered low impact, please contact the Rural City of Wangaratta events team via events@wangaratta.vic.gov.au or on 03 5722 0888.

Throughout this application at various sections you will find a notes, site plan or attachment required information box. please reference this information in order to ensure that you are providing all of the correct details on your application, site plan and attachments to be submitted with your application.



NOTES



SITE PLAN



ATTACHMENT REQUIRED

Part 1 - Checklist

Prior to submitting your application, please double check that you have included all your attachments and that your site plan lists everything as indicated by your proposed activity.

- Section 1 is completed with your details
- A certificate of Currency for Public Liability Insurance for \$20 million
- Risk Management Form (Low Impact Events) or your own Risk Management Plan
- Liquor License if required
- Traffic management plan (for road events)
- List of food vendors including:
 - Trading name
 - Stretrader trading number
 - Name and contact number
 - Type of food to be served/sold
- Site Plan with:
 - Infrastructure Locations including marquees, structures, stages and seating
 - Toilet facilities
 - Water Points
 - Electrical outlets required
 - Bin collection points
 - First Aid Locations
 - Food Vendors
 - Red-Line (for events where alcohol is consumed)
 - Alcohol service points
 - Free Water Locations

Where a POPE is required please ensure that your site plan has a scale and that there are 3 copies supplied with your application.

Part 1 - About Your Event

Organisation Name		
Event Applicant's Name		
Address		
Contact Number		
Email		
Are you a Community or not for profit organisation?*		
Event Name		
Location of Event		
Is this a road event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Roads being affected		
Date(s) and Time(s) of Event (Start/Finish)		
When is the area required (Set Up and Pack Down)	From Date:	Time:
	To Date:	Time:
Estimated Number of attendees throughout the duration of event		
What is the MOST anticipated number of people at the event at any one time?		
Description of your event		
Is entry to your event?	<input type="checkbox"/> Free <input type="checkbox"/> Ticketed <input type="checkbox"/> Gold Coin / Donation	

*A community or not for profit organisation is defined as an organisation where no members get paid and the profits raised go back in to the running of the organisation.

SITE SIZE

Is your proposed site over 500m ² in area? (length x width = m ²)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will your proposed site be enclosed by structures or fencing?	<input type="checkbox"/> YES <input type="checkbox"/> NO



NOTES: If you have ticked yes to either of the above questions, then it is likely that you will need a Place of Public Entertainment Permit (POPE).

A (POPE) is required under the Building Act 1993 and is defined as an area used for public entertainment which is greater than 500m² under Building Regulation 2018 (Regulations 186).

It is essential that the event organiser discuss this with a Council officer before completing this section to ensure that the application has been completed correctly.



SITE PLAN: You will need to provide a site plan of your event area. As you complete this application, you may see these green boxes that will indicate what you must include on your site plan.

If your event requires a (POPE) you will need to attach 3 scaled plans of the event site when you submit your application.

Marquees, tents and other structures

Do you propose to erect tents or marquees?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any structures over 100m ² in size?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please list the quantity and dimensions of any marquees or tents	
Are you installing stages?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What is the size of the stages being installed?	
Are you installing seating stands for more than 20 people?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What is the total capacity of the seating stand?	



NOTES: If you have a large structure over 100m², scaffolding, stages or platforms then a Victorian Building Authority Occupancy Permit may be required.

In general, pegging marquees is not permitted on Council Land. For standard 3 X 3 metre and 6 X 3 metre marquees, please ensure that there is at least 40kg of weights on each leg for marquees that have walls and 20kg weight on each leg for marquees without walls.



SITE PLAN: Please mark the location of any marquees, tents, structures, platforms, scaffolding or seating stands on your site plan.



ATTACHMENT REQUIRED: Please attach design plans for any large structures, staging, scaffolding and platforms.

Part 2 - Event Layout and Infrastructure

Amenities

Will you be using existing toilet facilities at your event site?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
How many additional toilets will you be providing?	Male	Female	All Abilities
	Hand Basins	Hand Basins	Hand Basins
How many drinking fountains will be present at the event site?			



NOTES: A general rule of thumb is to provide 1 Male WC per 200 persons and 1 Female WC per 100 persons. Wash basins should be provided at 1 per 150 persons and drinking fountains at 1 per 150 persons. These ratios will be affected by the duration of the event, time of year/day and whether alcohol is served.



SITE PLAN: Please mark the location of any toilet facilities or drinking fountains on your site plan.

Event Utilities

Do you require the use of Council's power supply? (where available)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Please list the number and location of outlets required			



NOTES: Access to power outlets may require keys dependent on the event location. Key deposits may be required.



SITE PLAN: Please mark the location of power outlets utilised by the event.

Part 2 - Event Layout and Infrastructure

Waste Management

Many of the open spaces within Wangaratta have permanent bins, managed by Council. These facilities are for use by normal park patrons. For events it is your responsibility as an event organiser, to ensure that there are bins available for the number of people attending your event.

Will you be providing additional bins at your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Number of Bins Provided	General waste _____	Recycling _____
Do you require additional bins from Council?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Number of additional Bin sets Required <i>(Bins ordered in pairs general waste and recycling)</i>	_____ (\$22 per bin set, includes delivery, collection and disposal)	
Do you require event bin lids?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Will you be undertaking green waste management at your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Please detail how you will be actively managing green waste at your event <i>(See note below regarding management of green waste)</i>		
Number of Green Bins Required	_____ (\$11 per bin, includes delivery, collection and disposal)	



NOTES: Council only accepts solid general waste and will not accept offensive or hazardous waste. It is recommended that food and beverage vendors remove all waste and packaging from site to reduce the number of bins you will require as an event organiser.

Council will only provide bins where equal numbers of general waste and recycling is requested. Council will deliver bins to the event site on the closest business day to your event. Bins will be collected as per normal scheduled waste collection. Should additional bin empties, collection or deliveries be required outside of these scheduled times, additional charges may apply.

Green Waste services may be supplied where an event actively manages the collection of green waste. Green waste bins should be monitored to ensure that no contaminants are added, and bins are kept separate to general waste and recycling until collection. Please note that currently green waste services are limited to specific areas of the community. This service may not be available to your area.



SITE PLAN: Please mark the location of proposed bin collection points, additional waste areas or skip bins on your site plan.

Public Liability Insurance

Public Liability Insurance Cover for a minimum of \$20 million must be supplied for all event permit applications. Rural City of Wangaratta will not approve any application unless evidence of Public Liability Insurance is supplied that covers the date of the event and activities.



ATTACHMENT REQUIRED: Please attach a current Certificate of Currency from your insurer for \$20 Million Public Liability Insurance.

Risk Management Planning

A Risk Assessment is compulsory no matter the event concept or size. Risk Assessments should detail any hazards associated with the venue, your event, and behavior of your event patrons. Council has example templates for risk assessments that may be used as a starting point.

Council has created a risk assessment form, which provides details of the minimum standards required for some activities and equipment at your event. It also provides guidelines on other OH&S requirements that should be considered.



ATTACHMENT REQUIRED: Please attach your risk management plan or the Risk Management Form (Low Impact Events) to this application if you are not using your own.

Emergency Management Planning

Who will be responsible for contacting emergency services should an emergency occur?	Name
	Event Role
	Mobile Phone Number
Does your event or organisation have evacuation processes in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have Victoria Police, SES and CFA been advised of your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO

First Aid

The provision of first aid is essential for all events. Even for minor events, a minimum of one qualified first aider is always required on your event.

Please ensure that your first aider has an appropriately stocked first aid kit at the event site.

Qualified First Aid Details	Name
	Qualification
	Mobile Phone Number

Food

Will food be provided at your event?

YES

NO

See below for attachment required detailing your event vendors.



NOTES: Under the Victorian Food Act 1984, any person/group (either not for profit community groups or commercial businesses) intending to sell or offer samples of food or drink to the public at an event or from a temporary or mobile food premises must:

1. Be registered with or have notified their Local Council in Victoria.
2. Have a Streatrader account.
3. Submit a Statement of Trade through Streatrader. Any person/group selling food will need to complete an application for registration/notification online at Streatrader



SITE PLAN: Please mark the location of any food vendors on your site map.



ATTACHMENT REQUIRED: Prior to your event date, you will need to submit a list of food vendors to Council so we can check that all your vendors have been registered with Streatrader. Please ensure a list is sent through to Council no later than 3 days prior to your event and includes:

- Trading name,
- Streatrader trading number,
- Name and contact number,
- Type of food to be served/sold.

Alcohol

Will alcohol be served at your event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
What will be the duration of the alcohol service?	Start time	End time
Are you seeking an in-principle support from Council for your liquor license application?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Will there be BYO alcohol consumed at your event?		



NOTES: If you are selling alcohol, a liquor license must be obtained from the Victorian Commission for Gambling and Liquor Regulations. Council may provide a letter of in-principle support as the landowner for application purposes at its discretion once it has confirmed the event organiser has enough Public Liability Insurance and that all hazards and risks associated with alcohol consumption have been addressed in your event risk plan.

Additional permission is required to consume alcohol in public spaces in Wangaratta. This permission will be provided through your event permit once enough Public Liability Insurance and that all hazards and risks associated with alcohol consumption have been addressed in your event risk plan.



SITE PLAN: Please provide a **RED LINE** on your site plan to indicate the areas where alcohol will be served and consumed. Please indicate on your site plan locations for free drinking water and alcohol service places.



ATTACHMENT REQUIRED: Your event permit will only be issued once Council has been provided with your liquor license. Please ensure that you forward a copy of your license once you have obtained it from the VCGLR.

Part 5 – Declaration

I have completed this application to the best of my knowledge and have read, understood and accepted the Event Permit Terms and Conditions.

Please visit the Rural City of Wangaratta website for full Terms and Conditions related to Event Permits at www.wangaratta.vic.gov.au/events

Signature

Date

Address

Phone

Email

Information requested on this form is collected for the purpose of Council's event administration. The personal information supplied will be used solely by the Rural City of Wangaratta for that primary purpose or directly related purpose and will not be disclosed to any other party except as required by law.