

Please note,

A Medium Impact Event is an event where ANY of the following occur;

- There is between 500 and 3000 people present or,
- There is less than 15 caterers or food vendors or,
- Moderate temporary infrastructure required (10 Marquees up to 3 metres x 6 metres, temporary stage over 8 metres x 8 metres) or,
- There is amplified music or noise above 65db or,
- Live animals are present at the event or,
- The event precinct is substantially enclosed, or
- An admission fee is required for entry to the event space.

A High Impact Event is an event where ANY of the following occur;

- Over 3,000 people are expected or,
- Over 15 caterers or food vendors are operating or,
- There is substantial temporary infrastructure required including marquees over 10m x 10m in size, large stages and amusement rides or,
- There is a display of fireworks or pyrotechnics or,
- Amplified music is operating with an Environment Protection Authority (EPA) exemption in place or,
- There is substantial additional traffic to the area and changes to traffic conditions or road closures are required.

If you are unsure which category your event fits into, 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

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
- Public Liability Insurances for \$20 million each for your contractors (Fireworks, Amusement Rides and Animals)
- Risk Management Plan
- Risk Management Plans for your contractors (Fireworks, Amusement Rides and Animals)
- Emergency Management Plan
- Design documents for prescribed temporary structures
- Traffic Management Plan for road events
- Liquor License if required
- Event schedule or running order for live or amplified music events
- List of food vendors including:
 - Trading name
 - Streatrader 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
 - Emergency Evacuation Points
 - Emergency access routes
 - Firefighting equipment
 - First Aid Locations
 - Food Vendors
 - Red-Line (for events where alcohol is consumed)
 - Alcohol service points
 - Free Water Locations
 - Overnight camping locations
 - Entertainment Stages
 - Speaker Directions
 - Fireworks Exclusion Zones
 - Amusement Ride Locations
 - Animal Enclosures

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?*	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Event Name		
Location of Event		
Is this a road event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Roads being affected		
Does your event access any unsealed roads?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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:
Size of Event	<input type="checkbox"/> Medium Impact (Up to 3000)	<input type="checkbox"/> High Impact (Over 3000)
Estimated Number of attendees for 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.

Part 2 - Event Layout and Infrastructure

The below information will help determine if your event will require an Occupancy Permit for a Place of Public Entertainment or a Prescribed Temporary Structure Siting Approval. In making application for either of the above; enough information must be provided, and additional fees are payable. An applicant may be requested to provide additional information to satisfy requirements of the Building Act and Regulations and to satisfy the Municipal Building Surveyor regarding specific requirements for the safety of occupants and/or the public.

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
Please list the quantity and dimensions of any marquees or tents		
Are there any structures over 100m ² in size?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you installing stages?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
What is the size of the stages being installed?		
Are you installing fencing or other barriers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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.

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. Meter readings may be taken during your site handover with power charges applicable as per Council's Fees and Charges.



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

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.

When requesting green bins, it is a requirement that you have a bin monitor person to monitor the waste going in the bin. This avoids any contamination of green waste.



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.



ATTACHMENT REQUIRED: Please attach your risk assessment to this application.

Emergency Management Planning

A comprehensive Emergency Management Plan should be developed. This may involve consultation with local emergency services including Victoria Police, Ambulance Victoria, CFA and SES. Emergency Management Plans should detail any emergency command structures relevant to your event and procedures for different types of emergency/s and evacuations.



NOTES:

Crowded Places Security Audit

For high impact events, Victoria Police have requested that event applicants ensure that they contact the local Wangaratta Police unit and complete a Crowded Places Security Audit to assist in reviewing and approving the event.

Information on completing the audit and additional resources can be found at <http://www.nationalsecurity.gov.au/CrowdedPlaces>



ATTACHMENT REQUIRED: Please attach your Emergency Management Plan.



SITE PLAN: Please show evacuation points, emergency entry routes, firefighting appliances and first aid locations on your site plan.

Emergency Management Planning [CONTINUED]

For events where a (POPE) is required additional qualified Safety Officer or Fire Wardens may be required. Council will advise you as to whether this is a requirement based on the size and nature of the event. For all events where a POPE applies, there will be additional requirements for Fire Safety Equipment to be present.

For all Events that require a POPE, please complete the following:

Qualified Safety Officer details	Name	
	Phone	
	Email Address	
Quantity and Type of Fire Safety Equipment on site	Existing	Temporary
	Fire Blankets	
	Firehoses	
	Extinguishers	
	Fire Alarms	

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, even one qualified first aider is always required on your event.

Please provide details of first aid contractors engaged for your event.

Qualified First Aid	Company/Organisation
	Number of Personnel/Aid Stations
	Contact 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:

- Be registered with or have notified their Local Council in Victoria.
- Have a Streatrader account.
- 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.


Is amplified music or live performance proposed?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Is outdoor or live cinema proposed?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
What will be the duration of amplified music?	<table border="1"> <tr> <td>Start time</td> <td>End time</td> </tr> </table>	Start time	End time
Start time	End time		

 **NOTES:** Under the State Environment Protection Policy, amplified music or live performance are managed by the Environmental Protection Agency of Victoria. Events must ensure that noise must not exceed 65 dbA at the closest residential premises to the event site and that operating times must be between 12:00pm and 11:00pm or 12:00pm and 10:00pm for events longer than 5 hours. Exemptions to these requirements may be requested from the EPA via their website.

Dependent on the extent and duration of amplified music and/or noise, extensive communication may be required including (but not limited to) letter box drops, on-road signage prior to the event and advertising in local newspapers.

It is up to the event coordinator to ensure that appropriate approvals regarding copyright are sought from relevant authorities including APRA-AMCOS, PPCA and cinema licencing distributors.

 **SITE PLAN:** Please mark the location of entertainment stages including speaker direction on your site plan.

 **ATTACHMENT REQUIRED:** For live performances, please include a running order for your event including rehearsal and sound check times. If you are applying for amplified music at a duration longer than prescribed by the EPA policy (above) please include a copy of the SEPP-2 Exemption as provided by them.

Part 6 - ROAD EVENTS

Any event with road closures or changes to traffic conditions will require additional approval from Council, Victoria Police and/or VicRoads dependent on the road. In all instances, a suitably qualified traffic management company should be engaged to design traffic management plans and ensure compliance with relevant law. Council does not provide personnel or equipment to manage road events.

Are Road Closures or changes to traffic conditions required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please list any affected roads/intersections	
Traffic Management Company Details	Company Name
	Contact
	Contact Number
How will you advise residents and businesses about the traffic changes or road closure?	



NOTES: Where events include a combination of Council and VicRoads Roads, Council may provide provisional approval of your event prior to you submitting to VicRoads and Victoria Police. This provisional approval will be provided at its discretion on review of traffic management plan, public liability insurance and risk management plan.

Dependent on the extent and duration of road closures and traffic condition changes, extensive communication may be required including (but not limited to) letter box drops, on-road signage prior to the event and advertising in local newspapers.



ATTACHMENT REQUIRED: Please attach your Traffic Management Plan from a qualified contractor.

Is it proposed to have a fireworks display?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Pyrotechnician Company Details	Company Name
	Contact
	Contact Number
Proposed duration of display	From Time:
	To Time:
How do you propose to advise neighbours of your fireworks display?	



NOTES: Fireworks displays are regulated by Worksafe Victoria and must be conducted by a licensed pyrotechnician. Council will only approve events involving fireworks where a Notification of intention to discharge fireworks has been submitted to Worksafe Victoria. Fireworks displays will not be permitted on Total Fire Ban Days and may not be conducted within 50 metres of a dwelling

Dependent on the extent and duration of fireworks displays, extensive communication may be required including (but not limited to) letter box drops, on-road signage prior to the event and advertising in local newspapers.



SITE PLAN: Please provide details of exclusion zones and fire fighting equipment provided by your pyrotechnician on your site plan.



ATTACHMENT REQUIRED: Please ensure that the following is attached to your application:

- Copy of lead pyrotechnician's license
- Pyrotechnician Public Liability Insurance Certificate of Currency for a minimum of \$20 million
- Copy of Pyrotechnician Risk Management Plan
- Screenshot of submitted Notification of Intention to Discharge Fireworks

Part 8 - amusement rides

Is it proposed to have a amusement rides?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Amusement Company Details	Company Name
	Contact
	Contact Number
Number and description of rides	



NOTES: Each amusement ride should be registered with Worksafe Victoria as required under OH&S legislation. Each amusement ride should also have current Certificate of Registration of Plant Design and Records of Annual Inspection of Amusement Rides. It is strongly recommended that the event organiser inspects these documents prior to the event to ensure that the rides are compliant.



SITE PLAN: Please show the location of amusement rides on your site plan including vehicle access points and proposed driving path.



ATTACHMENT REQUIRED: Please ensure that the following is attached to your application:

- Public Liability Insurance Certificate of Currency for a minimum of \$20 million for all amusement ride providers
- Copy of Risk Management Plan for amusement ride providers

Does your event involve live animals? (including petting zoos)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Animal contractor details	Company Name
	Contact
	Contact Number
Description of animals used	



NOTES: There are various animal welfare acts, regulations and codes of practice that must be upheld as detailed on the Victorian State Government Agriculture and RSPCA Victoria websites. Events must ensure that they comply with all animal welfare legislation.

Events organisers should also ensure that hand cleansing facilities are provided at points where members of the public can interact with animals.



SITE PLAN: Please show the location of any animal enclosures, rest points, feed and water points on your site map.



ATTACHMENT REQUIRED: Please ensure that the following is attached to your application:

- Public Liability Insurance Certificate of Currency for a minimum of \$20 million for all petting zoo or animal demonstration contractors.
- Copy of Risk Management Plan for animal management, transport and public interaction.

Part 10 - CAMPING

Does your event require people to stay overnight at the event site to provide security for equipment or infrastructure?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of people to stay on-site	
Washing and Laundry Facilities available	



NOTES: For overnight camping at any Council owned property, additional permits are required. These permits will only be issued where approved ablution facilities are provided for showers, toilets and laundry facilities.



SITE PLAN: Please show the location of any proposed camping areas on-site.

Does your event propose to have overnight camping available for the public?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proposed location of camping ground	
If on private land, does the event have the landholder's permission?	
Number of people to stay on-site	
Number of camping sites	
Washing and Laundry Facilities available	



NOTES: For overnight camping at any Council owned property, additional permits are required. These permits will only be issued where approved ablution facilities are provided for showers, toilets and laundry facilities.



SITE PLAN: Please provide a separate site plan detailing proposed campground layout including location of campsites, ablution facilities, vehicle access routes, power, lighting and emergency management routes.



ATTACHMENT REQUIRED: Please attach a **separate** Risk Management Plan and Emergency Management Plan for the proposed campground and facilities. Where your location of camping facilities is on private property, please attach a letter from the property owner providing permission to use their land.

Part 11 – 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

Signed	Date
Address	
Name	
Contact Number	
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.