

RURAL CITY OF WANGARATTA

PUBLIC GATHERINGS NOTIFICATION

If your birthday party, BBQ or picnic has under 100 people and/or you are planning on having an 'extra' e.g marquee, a jumping castle, a petting zoo or a food vendor, Council will need to be notified 14 days prior to the date.

Events of this nature require a notification to Council rather than a permit.

Public gatherings with up to one additional contractor/extras can be processed under this category. If your event has more than one of these additional extras, you will be required to complete a Low Impact Event Application to obtain an event permit.

Council requires that party organisers in this category have their own Public Liability Insurance to the value of \$20m. Please check with your own Home and Contents insurer to see if you are already covered by your policy.

When notification is received, Council will book the public space or reserve or advise you of any other activities taking place there however, please note that this does not give you exclusive use of the space.

Organisation Name		
Applicant Name		
Address		
Contact Number		
Email		
Location of gathering		
Date and times of gathering		
When is the area required (Set Up and Pack Down)	From Date:	Time:
	To Date:	Time:
Approx. number of guests		
Reason for gathering: (wedding, BBQ etc)		
Name of Contractor/supplier attending		
What is the Contractor providing? (e.g. bringing one jumping castle)		

- Please attach a copy of your Contractor's Public Liability Insurance
- Please attach a site map showing the area required and any infrastructure.



Declaration

I have completed this form to the best of my knowledge and all information provided is correct.

Signature	Date
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