



# Event Application Form

An application form must be submitted to Council at least two months prior to your event. We strongly recommend you contact the Events Officer and discuss your event prior to submitting an application.

If you have questions please contact the Events Unit on 5624 2411 or email [events@bawbawshire.vic.gov.au](mailto:events@bawbawshire.vic.gov.au). Please download a copy of the Community Event Planning Guide from the Council website to assist you in completing this form.

## Section 1 - Contact Details

Name of Organisation:

Event Coordinator:

Postal Address

Town/Suburb

Post Code

E-mail

Contact Phone:

Mobile Number During Event:

Website:

Please select your organisation type:

## Section 2 - Event Details

Event Name

Event start date (dd/mm/yy)

Event end date (dd/mm/yy)

Event start time

Event finish time

Bump in from

Bump out finish

Proposed event location

Type of event:

Arts, Culture and Heritage

Community Celebrations

Motor Sport

Agricultural and Gardens

Food and Wine

Major Event

Sport and Recreation

Music

Market

Other (please specify)

Please provide a brief description of your event, including all activities being held and all private/external organisations taking part.

#### Event Entry Cost

Expected number of people attending at any one time:

Number of event volunteers and staff:

Please provide a percentage breakdown of where your attendees live (%):

Baw Baw Shire

Gippsland

Melbourne Suburbs

State/National

#### Roads

Will you be using Council owned/managed roads for the event? If yes, you must attach a Traffic Management Plan and TMP Submission Form (available from Council) to your application.

Yes      No

Will you be using VicRoads owned/managed roads for the event? If yes, approval is required from VicRoads (phone 13 37 78). You must attach a Traffic Management Plan to your application and provide proof of VicRoads' approval prior to the event.

Yes      No

#### Power and Water

Do you require access to power and/or water?

Yes  
No

If yes, what will you use the power for?

#### Rubbish Bins

Do you require additional bins?

Yes  
No

If yes, how many:

A hire fee per bin applies. Council promotes environmental sustainability at events and one recycling bin must be ordered for each general rubbish bin hired.

## Signage

Do you intend to erect temporary event signage on road reserves or other Council land? If yes, you will require Council's permission prior to the erection of such signage. Please attach details of proposed location(s), dimensions and artwork.

If you intend to erect signage on roads controlled by VicRoads, e.g. the highway, you will require VicRoads' approval prior to the event.

Yes          No

## Music

Will you use a public address system or play amplified or acoustic music at the event? If yes, please contact the Environmental Protection Agency (5173 9800) to determine their requirements in relation to the use of amplification equipment.

Yes          No

Please provide details:

## Alcohol

Will you consume or sell alcohol at the event? A liquor license from the Victorian Commission for Gambling and Liquor Regulation is required if alcohol is sold. A permit from Council is required if alcohol is consumed at any time in a public place.

Yes (Sale, if permitted)          Yes (BYO, if permitted)          No

## Food

Will you provide or sell food or drinks at the event?

Yes          No

If yes, will the food be sold or provided free of charge?

Sold                  Free of charge

If you intend to supply food and/or beverages at your event for sale or as an inducement, please note the following requirements: All businesses and community groups supplying food and/or beverages must hold a current Food Act 1984 registration with a Victorian Council and be registered online with Streatrader. A statement of trade must be completed by each food provider and submitted via the [Streatrader website](#) to the Baw Baw Shire online 7 days prior to the event. Please feel free contact the Public Health Unit on 5624 2411 for any queries

## Fireworks

Will you have fireworks at your event? Please refer to the Community Event Planning Guide for a comprehensive list of requirements in relation to fireworks.

Yes          No

## Temporary Structures

Will you erect any temporary structures at your event?

Marquees

Stage

Seating Stand

Temporary Fencing

None

Please provide the dimensions of your temporary structures.

## Neighboring Properties and Businesses

Specify how residents and businesses will be able to gain access to their property during your event or how they would be affected otherwise.

## Promoting your Event

Do you wish Council to promote this event via its online Events Calendar? If yes, please email a flyer/poster to [events@bawbawshire.vic.gov.au](mailto:events@bawbawshire.vic.gov.au), if available.

Yes

No

### Section 3 - Attachments

Please ensure the following attachments are included with your application. If documents are not available at time of submission, please provide them prior to the event at the latest.

	Yes	No	Not Applicable
Certificate of Currency (Public Liability Insurance) for your organisation (minimum of \$20million)			
Certificate of Currency (Public Liability Insurance) of all private / external organisations taking part in the event (minimum of \$20million)			
Event Management Plan			
Risk Assessment			
Detailed Site Plan			
Traffic Management Plan (TMP)			
MoA (VicRoads) / TMP Submission Form (Council)			
Registered on Streatrader			
Notification (to be) sent to residents / businesses			

### Section 4 - Declaration

I have read and completed the event application form in good faith and have adhered to all requirements specified by Baw Baw Shire Council. All details provided are accurate and true and this project/event will be organised and managed as I have described unless advised otherwise by Baw Baw Shire Council.

Full name:

Date (dd/mm/yy):

Signature:

(Electronic submissions are deemed signed by the applicant).

Name of organisation:

Please return completed application to:

Baw Baw Shire Council  
 Events Unit  
 PO Box 304  
 Warragul 3820  
 or by email to the Events Coordinator:  
 events@bawbawshire.vic.gov.au

#### Privacy Statement

The information collected on this form is required by Council to ensure measures are in place for events management within the Baw Baw Shire. If this information is not collected the application cannot be processed. Council is required to notify various parties (e.g. authorities and emergency services) of upcoming events and may disclose this information to these parties in accordance with the Privacy and Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/ privacy officer on 5624 2436.