

# Event Permit Advice



This permit has a fee of \$133.00. Not for Profit Organisations do not pay a fee.

## Event Questionnaire:

You will need an event permit if your public event is on or impacts the use of public land or normal public activities. This document will give you an understanding of the needs for events in East Gippsland and give you advice on other permits needed. We recommend you apply 3 months before the date of event for the application to be processed.

Your Event Permit application is your request for permission to use the land. However, if using community sites typically used for fundraising such as the Nicholson Street Mall Kiosk, please go to the Community Site Booking Application (search in Find a Form) or call a Council Service Centre to book the site.

All events are categorised into three categories from low, medium and high risk. To determine which category your event sits, go to Event Category page 18 of the Event Planning Guide A-Z on [www.eastgippsland.vic.gov.au/leisure/events](http://www.eastgippsland.vic.gov.au/leisure/events)

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Low Risk Events</b>                                                        |
| If your event contains 1 (one) or more of the below, please tick above                                 |
| <b>FOOD</b><br>(Serving, Selling, External Vendors)                                                    |
| <b>AMPLIFICATION</b><br>(Amplified music, announcements)                                               |
| <b>MINOR INFRASTRUCTURE</b><br>(Total space of temporary structures does not exceed 50m <sup>2</sup> ) |
| <b>HOURS OF OPERATION</b><br>(Held between 6am and 6pm)                                                |

|                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Medium Risk Events</b>                                                                             |
| If your event contains 1(one) or more of the below, please tick above                                                          |
| <b>IMPACT TO TRAFFIC/ROADS</b><br>(Where an event is held on or near a road that requires road closures or traffic management) |
| <b>INFRASTRUCTURE</b><br>(Total footprint is between 51m <sup>2</sup> and 150 m <sup>2</sup> )                                 |
| <b>FOOD</b><br>(Serving, Selling, Non-Alcoholic service or sales, External Vendors)                                            |
| <b>PATRONS</b><br>(Between 100 and 500 patrons per day)                                                                        |
| <b>HOURS OF OPERATION</b><br>(Finishes between 6pm and 9pm)                                                                    |

|                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>High Risk Events</b>                                                                                                                                                                                              |
| If your event contains 1(one) or more of the below, please tick above                                                                                                                                                                         |
| <b>HIGH RISK ACTIVITIES</b><br>(Includes amplified noise, music, entertainment or activities, fencing, stage, audio/visual equipment, tiered seating, Road Closures or impacts normal use of roads or additional public transport provisions) |
| <b>LIQUOR</b><br>(Where liquor is sold and consumed)                                                                                                                                                                                          |
| <b>AMUSEMENTS</b><br>Multiple mechanical amusement rides                                                                                                                                                                                      |
| <b>FIREWORKS</b><br>(Indoor and/or outdoor pyrotechnics display)                                                                                                                                                                              |
| <b>PATRONS</b><br>(More than 500 patrons in one day)                                                                                                                                                                                          |
| <b>MAJOR INFRASTRUCTURE</b><br>Total space of temporary structures is larger than 151m <sup>2</sup>                                                                                                                                           |
| <b>HOURS OF OPERATION</b><br>(Finishes after 9pm)                                                                                                                                                                                             |

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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**All events seeking a permit must provide a copy of the following material with your Event Permit Application.**

1. Copy of your public liability insurance documents with minimum value of \$20 million.
2. Risk Management Plan listing all potential risks at your event and how you plan to mitigate those risks. A template is available on Council's event website.
3. A site Plan. Please include locations of temporary fencing, toilets, parking, bins, first aid post etc. A site plan checklist is available on Council's event website.
4. Waste Management Plan this plan outlines the resource recovery and waste management strategies for the event.

**Some events may need to provide additional approvals or permits from other land managers and regulatory organisations. These may include:**

- Major events must notify local police and emergency services such as CFA and ambulance in writing of your event. You will also need to ensure local residents and business community are notified.
- For events on Department of Energy, Environment and Climate Action (DEECA) managed land, you will need written permission from DEECA. If you are unsure whether your event site is on DEECA land, please contact a Council Event Officer.
- For events on waterways that engage in non-normal activities (for example, open water swimming), you will need written permission or permit from Gippsland Ports.
- For events on major roads, you may need a permit from VicRoads.
- All competitive on-road events (i.e. bicycle or car racing) will need written permission from the Victorian Police.

**If you need advice, please contact the Council Events Unit on 03 5153 9500**

1. Will the event need additional waste services? ☐ Yes ☐ No

*If yes, please attach details or required support. Please note Council will not supply additional waste services to events which Council fund through another program or where a fee is charged as part of the event.*

2. Will the event need temporary fencing? ☐ Yes ☐ No

*If yes, please show details on Site Plan*

3. Will the event require roadside advertising? ☐ Yes ☐ No

*If yes, please complete and attach the Temporary Advertising on Roadside form.*

4. Do you have access to acceptable drinking water for participants and spectators? ☐ Yes ☐ No

5. Is the event being held in a public building (e.g. hall), is the venue larger than 500 m<sup>2</sup>? ☐ Yes ☐ No

*If yes, you may need to apply for a Place of Public Entertainment Permit from Council's Building Department.*

6. Will the event have a temporary structure larger than 100 m<sup>2</sup>? ☐ Yes ☐ No

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*For example, a marquee or grandstand etc. If yes, you may need to apply for a Place of Public Entertainment Permit from Council's Building Department.*

7. Will there be fireworks? ☐ Yes ☐ No

*If yes, please attach details and permit from Gippsland Ports, CFA and Work Safe Victoria.*

8. Will the event have excessive noise levels from event activities such as amplified music, generator, vehicles or patrons? ☐ Yes ☐ No

*If yes, please refer to section Noise Management in the Event Planning Guide A\_Z on Council's website*

Will the event include the sale or drinking of alcohol? ☐ Yes ☐ No

*If yes, you will need a Liquor License, available from [www.vcgldr.vic.gov.au](http://www.vcgldr.vic.gov.au)*

*You will also need permission for your event from Local Police.*

9. Will the event be playing recorded music and/or music video? ☐ Yes ☐ No

*If yes, you will need to apply for a Licence from APRA AMCOS, available from [www.apraamcos.com.au](http://www.apraamcos.com.au).*

10. Will the event need road or car park closures? ☐ Yes ☐ No

*If yes, you will need to indicate on your site plan and provide a Traffic Management Plan. You will also need to complete and attach an Application for Temporary Road Closure form available from Council's website.*

11. Will the event have food and drinks supplied or sold there? ☐ Yes ☐ No

*If yes, you will need to register on Foodtrader and complete a Statement of Trade. For further information, refer to website Health department page or contact Council's Health Department.*

12. Will the event have security or crowd controllers? ☐ Yes ☐ No

*If yes, please attach details.*

13. Is your event within 200 meters of coastal waters and held on Crown Land (any public land including roads, recreation reserves and foreshore areas)? ☐ Yes ☐ No

*If yes, you may require Marine and Coastal Act consent or other approvals from the State Government. Please email the Department of Energy, Environment and Climate Action's office at [Gippsland.planning@delwp.vic.gov.au](mailto:Gippsland.planning@delwp.vic.gov.au) for further advice.*

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|                          |  |  |  |       |  |  |          |  |  |  |
|--------------------------|--|--|--|-------|--|--|----------|--|--|--|
| Organisation:            |  |  |  |       |  |  |          |  |  |  |
| Person Responsible:      |  |  |  |       |  |  |          |  |  |  |
| Postal Address:          |  |  |  |       |  |  | Postcode |  |  |  |
| Phone Number: Home:      |  |  |  | Work: |  |  | Mobile:  |  |  |  |
| Email Address:           |  |  |  |       |  |  | Fax:     |  |  |  |
| Website: (if applicable) |  |  |  |       |  |  |          |  |  |  |

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# Event Permit Advice



You must include the following information with your event permit application –

- Site Plan and,
- A copy of your Public Liability Insurance.
- Risk or Emergency Management Plan

Please tick the box or boxes that apply to your venue:

|                                                      |                                                     |
|------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> <b>P</b> Accessible Parking | <input type="checkbox"/> <b>T</b> Accessible Toilet |
| <input type="checkbox"/> <b>V</b> Accessible Venue   | <input type="checkbox"/> Assistive Listening System |

|            |                      |
|------------|----------------------|
| Signature: |                      |
| Name:      | Date: ____/____/____ |

|                         |                                                                                                                                                      |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office Use Only:</b> |                                                                                                                                                      |
| Receipt Type 1235       | Method of Payment <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Eftpos <input type="checkbox"/> Credit Card |
| Amount Paid: \$_____    | Receipt Number: _____ Receipt Date: ____/____/____                                                                                                   |

## Contact Council

- 03 5153 9500
- [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)
- [eastgippsland.vic.gov.au](http://eastgippsland.vic.gov.au)
- PO Box 1618, Bairnsdale 3875

## Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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