**Applications require an average of 3 months to process.**

Please read the Outdoor Event Guidelines before completing this form.

|  |  |
| --- | --- |
| **Event Title:**  | Click or tap here to enter text. |

|  |
| --- |
| **Location:** *The Events Team can assist in recommending locations or providing site maps.*  |
| Preferred Location:  | Click or tap here to enter text. |

|  |
| --- |
| **Applicant Details:** *Note the event permit issued is in this name and must match the certificate of currency* |
| Name of Organisation: Click or tap here to enter text.(as per registered business name)      | ABN: Click or tap here to enter text.  |
| Postal Address: Click or tap here to enter text.  |
| Suburb: Click or tap here to enter text. | State: Choose an item. | Postcode: Click or tap here to enter text.  |
| Main Contact: Click or tap here to enter text. | Position: Click or tap here to enter text. |
| Phone: Click or tap here to enter text. | Alternate Phone: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | Website: Click or tap here to enter text. |

|  |
| --- |
| **Event Day Contact:** These details will be included on the permit and used by Council officers on event day. |
| Contact Person: Click or tap here to enter text. | Position Title: Click or tap here to enter text. |
| Mobile Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |

|  |
| --- |
| **Event Details** |
| Event Dates:  | Start: Click or tap to enter a date. | Finish: Click or tap to enter a date. |
| Event Times:  | Start: Click or tap here to enter text. | Finish: Click or tap here to enter text.  |
| Set Up | Date: Click here to enter a date. | Times: Click or tap here to enter text. |
| Removal  | Date: Click here to enter a date. | Times: Click or tap here to enter text. |
| Alternative Event Date: | Start: Click here to enter a date. | Finish: Click here to enter a date. |
| Estimated Attendance:  | Participants: Click or tap here to enter text. | Spectators: Click or tap here to enter text.       | Staff/Marshalls: Click or tap here to enter text. |
| Target Audience:  | Click or tap here to enter text.       |
| Entry Fee/Ticket Price:  | Adult: $ Click or tap here to enter text. | Child: $ Click or tap here to enter text. | Concession: $ Click or tap here to enter text. |
| Other participant charges: | Click or tap here to enter text. |

|  |
| --- |
| **Event Description:** |
| Aim/Purpose of the event:  | Click or tap here to enter text. |
| Detailed description of the event:  | Click or tap here to enter text. |
| Provide a brief history of the event: | Click or tap here to enter text. |
| If your event has run before are there any notable changes?  | Click or tap here to enter text. |

|  |
| --- |
| **Fundraising:** |
| Is your organisation registered as Not for Profit?  *Note: If yes, a copy of charitable or not-for-profit status must be supplied*  | [ ] No [ ] Yes |
| If your event is raising money for charity please complete the following: |
| What charity or community group/s are you raising funds for? | Click or tap here to enter text. |
| How much money do you expect your event to raise for the charity? | **$** Click or tap here to enter text. |
| How are funds raised? *– tick all that apply* | What percentage goes directly to the charity? |
| [ ]  Direct donation | Click or tap here to enter text. |
| [ ]  Ticket sales | Click or tap here to enter text. |
| [ ]  Individual fundraising | Click or tap here to enter text. |
| [ ]  Other | Click or tap here to enter text. |

|  |
| --- |
| **Media:** *Outline how this event will be promoted and the subsequent media reach* |
| What is the media reach of your event?  | Click or tap here to enter text. |
| What avenues are used to promote or market your event? | [ ] Social Media [ ] Print [ ] Website and EDMs[ ] Media release/editorial [ ] Radio [ ] TV[ ]  Other: Click or tap here to enter text. |

|  |
| --- |
| **Traffic Management:** *Traffic management plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns.*  |
| [ ]  Traffic Management Plan required  |
| What road/s will be affected? | Click or tap here to enter text. |
| Times:  | Close: Click or tap here to enter text. | Open: Click or tap here to enter text. |
| Other details:  | Click or tap here to enter text. |

|  |
| --- |
| **Parking:**  *All vehicles must be removed from the reserves and foreshore areas before the start of the event* |
| What provisions have been made for attendees parking? | Click or tap here to enter text. |
| Will there be any parking restrictions requested (including during set up and removal times)? | Click or tap here to enter text. |

|  |
| --- |
| **Food:**  |
| **[ ]** Selling or Serving Food or Drink:  | Click or tap here to enter text. |
| Do you plan to use gas at the food stalls? [ ] Yes [ ] No | Click or tap here to enter text. |

|  |
| --- |
| **Alcohol:**  *A Liquor Licence will be required if alcohol is to be sold or served*  |
| **[ ]**  Any Selling or Serving of Alcohol  |
| Times and Details: | Click or tap here to enter text. |

|  |
| --- |
| **Child Protection:**  *People working or volunteering with children need to apply for a Working with Children (WWC) Check.* |
| Will your event involve children 18 years and under participating in activities? **[ ]**   |

|  |
| --- |
| **Infrastructure:** Mark any of the following that apply to your event and provide details*Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure** *Permission must be given prior to the pegging of any infrastructure*
	+ *Underground irrigation lines must be identified by council officers before any pegging.*
 |
| **[ ]** Food Vendors  | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Other Vendors | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Marquees  | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Stage | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Lighting Equipment | Number: Click or tap here to enter text.  | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Generators  | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** General Waste Bins | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Recycling Bins | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Portable Toilets  | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| **[ ]** Other structures  | Number: Click or tap here to enter text. | Size: Click or tap here to enter text. | Details: Click or tap here to enter text. |

|  |
| --- |
| **Site Details:** Mark any of the following that apply to your event and provide details.* *Council Noise Management Guidelines, Sustainability Guidelines, EPA Guidelines & Local Laws are to be observed for all events*
* *Consideration must be given to disability inclusion and accessibility*
 |
|  | Details |
| **[ ]** Vehicle Access  | Click or tap here to enter text. |
| **[ ]** Water requirements*Note: Access to water may not be available at some sites* | Click or tap here to enter text. |
| **[ ]** Power requirements*Note: Access to power may not be available at some sites* | Click or tap here to enter text. |
| **[ ]** Musical Entertainment | Click or tap here to enter text. |
| **[ ]** Amusement Rides | Click or tap here to enter text. |
| **[ ]** Amplified Sound  | *Complete the Noise Management section below*  |
| **[ ]** Security | Click or tap here to enter text. |
| **[ ]** Fencing  | Click or tap here to enter text. |
| **[ ]** Emergency Vehicles | Click or tap here to enter text. |
| **[ ]** Signage  | Click or tap here to enter text. |
| **[ ]** Other | Click or tap here to enter text. |
| *A separate site plan to be attached as per checklist* |

|  |
| --- |
| **Noise Management:** Mark any of the following that apply to your event and provide details.* *A noise management plan may be required.*
 |
| Complete this section if your event has:* any **amplified sound** or
* other elements that will be louder than general crowd noise (e.g. **Speakers, bands, drums, PA systems, horns, starter pistols etc.**)
 |
| Expected sound level  | **[ ]**  more than 65dB(A) | **[ ]** 55dB(A) - 65dB(A) | **[ ]** less than 55dB(A) |
| **Type of sound:**  |
| **[ ]** Live Music  | What type of music?  | [ ] Rock [ ] Electronic [ ] Folk [ ] DJ[ ]  Urban/Hip Hop [ ] Other: |
| What instruments will be used?  | [ ] Drums [ ] Guitar [ ] Bass [ ] Other:      |
| Performance times:  | Click or tap here to enter text. |
| **[ ]** Other amplified sound | **[ ]** Amplified speech **[ ]** Music playback **[ ]** Starter pistols/horns**[ ]** Other: Click or tap here to enter text.      |
| Details: Click or tap here to enter text. |
| Type of loudspeaker systems  | **[ ]**  low-powered loud speakers | **[ ]**  stacked boxes |
| **[ ]**  distributed low-powers systems | **[ ]**  sub bass |
| **[ ]**  directional line array systems | Other:       |
| Details: Click or tap here to enter text.       |
| **[ ]** Further information:  | Click or tap here to enter text.  |

|  |
| --- |
| **Previous Experience***Brief explanation of* your organisation’s *previous experience conducting similar events* |
| Click or tap here to enter text. |
| **Reference Details** * *It is preferred that the referees are the approving authorities of other events which you have held*
 |
| **Referee One:**  |
| Event: Click or tap here to enter text. | Event Date: Click here to enter a date. |
| Organisation: Click or tap here to enter text. |
| Contact Name: Click or tap here to enter text. | Position: Click or tap here to enter text. |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |

|  |
| --- |
| **Documentation:**  |
| **With your application** – assessment of your activity cannot begin until the site plan has been provided.  |
| [ ]  Initial Site Plan (including location of all infrastructure, sound systems and speakers) |

|  |
| --- |
| **Additional documentation***Timeframes for submission of this documentation will be outlined by your assigned Events Adviser. Please allow a minimum of* ***3 months*** *for your event and documentation to be assessed.*  |
| **All Events**  | **As requested**  |
| Copy of Certificate of Currency | Detailed Traffic Management Plan |
| Noise Management Plan  | Detailed plan of foreshore access |
| Detailed Site Plan  | Liquor Licence details (if you intend to serve alcohol) |
| Emergency Management Plan | Statement of Trade (if selling or serving food or drink) including registration with local Council.  |
| Waste Management Plan | Signage Permits |
| Risk Management Plan & COVID-19 Safe Plan | Occupancy Permit/Siting Approval (Large Temporary Structures or Fencing) |
| Resident Notification Letter | Other approvals e.g. Vic Police, Parks Victoria, VicRoads |

|  |
| --- |
| **Agreement:** By submitting this form you are agreeing with the following conditions:  |
| I declare that I am an authorised person to apply for the Event Permit and that all information in this application is true and correct. I have read the guidelines and accepted the conditions for events. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that all details provided are accurate and this event will be organised and managed as described unless advised otherwise by the City of Port Phillip and/or its authorities. I accept this application requires final council approval before a permit will be issued. |
| **Name:**  Click or tap here to enter text.A signature is not required.  | **Position:**  Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Privacy Notification**The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining the provision of events within the City of Port Phillip. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information. |

**Lodgement Details:**

**Email:** (preferred method)

eventpermits@portphillip.vic.gov.au

**Post:**

Attn: Event Services

Private Bag No 3

PO St Kilda Vic 3182

**Deliver:**
Attn: Event Services

St Kilda Town Hall

99A Carlisle Street

St Kilda Vic 3182

**Enquiries:**

Event Services

Ph. 03 9209 6355

eventpermits@portphillip.vic.gov.au