# Key Information

**Assessment timeframes**

* Opens Monday 23 November 2020
* Closes Friday 11 December 2020, 5.00 pm
* Assessment January to March 2021
* Decision March 2021

An indicative **site plan** must be included with your application.

**Assessment**

* It is recommended that applicants read the following documents before applying:
  + All applications will be assessed against the Outdoor Events Policy and Events Strategy.
  + The Outdoor Events Guidelines provide operators with an outline of what is required to operate an event within the municipality.

**Interviews**

* Interviews will be held in December 2020/ January 2021 – all applicants with new events and past event providers with proposed changes for 2021/22 events will be required to attend an interview.
* Times for these interviews will be set in November/ December 2020.

**Application Fee**

* All applications will be subject to a non-refundable $100 application fee
* The application fee must be paid by Friday 11 December 2020
* An invoice will be issued upon receipt of application
* Applications will not be processed unless this fee is paid.

**Event fees**

* Event permit fees will be quoted for your event during the EOI assessment timeframe being January to March 2021.
* We require acceptance of quoted fees within five business days from the fee estimate issue date, to progress your permit.
* Except for exceptional circumstances only the following events will be eligible for fee discounts:
  + Local Community Events
  + Events occurring outside peak times and sites
  + Events who have ‘Deductible Gift Recipient’ (DGR) status.
* Ability to pay full fees will be a consideration for Council during the assessment process.
* For the 2021/22 season a Fee Subsidy Application form will also be provided at this stage of the process should you wish to request a fee discount or subsidy due to the impact of the COVID-19 Pandemic.

**Previous history**

* New event providers are required to provide references
* For events previously held in Port Phillip, prior performance will form part of the assessment, including (but not limited to) meeting deadlines, quality of documentation, safe and professional event delivery, timely payment of invoices and event debrief.

**Multi-year permits**

* Multi-year permits are available for events that have a history of high quality event management at City of Port Phillip and meet the Outdoor Event Policy and Event Strategy objectives/criteria
* Permits of up to two years are on offer
* Dates past 2021/22 cannot be confirmed at this point but provisional approval will be provided.

**Exclusion dates**

* Major events cannot be permitted on New Year’s Eve or New Year’s Day
* St Kilda sites will not be available between 26 January and 17 February 2022, due to St Kilda Festival requirements.

**Lodgement Details**

All applications are required to be emailed to[eventpermits@portphillip.vic.gov.au](mailto:eventpermits@portphillip.vic.gov.au)

Any provisional approval is subject to be changed in order to align with Council’s responsibility to safeguard public safety and respond to the current public health situation with the COVID-19 Pandemic.

**Enquiries**

Jane Lyon

Phone: (03) 9209 6657

Email: [jane.lyon@portphillip.vic.gov.au](mailto:jane.lyon@portphillip.vic.gov.au)

**Application 2021/22**

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

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

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| **Applicant Details** | | | |
| 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. |
| Contact Person: 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. | Fax: Click or tap here to enter text. | | |
| Web Site: Click or tap here to enter text. | | | |

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| **Event Details** | | | | | | |
| Event Dates: | Start:Click here to enter a date. | | Finish: Click here 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. | | |
| 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. | | | | | |
| Is the event date negotiable? | Yes (select alternate dates) | | No (provide a reason below) | | |
| Alternative Event Date/s: | Click or tap here to enter text. | | | | |
| If no provide details: | Click or tap here to enter text. | | | | |

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| **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. |
| How many years has this event been held in Port Phillip (where relevant)? | Click or tap here to enter text. |

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| **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. |

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| **Road closures (where applicable):** | | |
| What road/s will be closed? | 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. | |

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| **Food & Alcohol** | |
| Selling or Serving Food or Drink | Selling or Serving of Alcohol |

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| **Infrastructure:**  *Details of all proposed infrastructure is to be included on the site map* | | |
| Marquees | Number: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| Stage | Number: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| Fencing | Details: Click or tap here to enter text. | |
| Other structures | Details: Click or tap here to enter text. | |

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| **Noise Management:**  *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 with drums/or sub-bass | | Amplified speech or music via low power sound system (PA) | |
| Other: Click or tap here to enter text. | | | |

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| **Multi-year permit**  *To be eligible, events must have been based at City of Port Phillip for over 3 years.* | | |
| **2 Years Approval** |  |  |
| Why do you require a long-term licence? | | |
| Click or tap here to enter text. | | |

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| **Event organiser’s experience -** *please provide information on previous experience you or your organisation has in delivering similar types of events.* |
| Click or tap here to enter text. |

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| **Other Information** |
| Click or tap here to enter text. |

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| **Reference Details**  *Provision of two referees with full contact details are to be provided*   * *It is preferred that the referees are the approving authorities of other events which you have held* * *For on road events, at least one referee needs to be from Vic Roads or another Municipal Council* | |
| **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. |
| **Referee Two:** | |
| 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. |

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| **Documentation:** |
| **With your application** – assessment of your activity cannot begin until the site plan has been provided. |
| Initial Site Plan (including location of sound systems and speakers) |
| **Further Documentation** *may be requested in January/February to support your original application.* |

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| **Agreement:** By submitting this form you are agreeing with the following declaration: | | |
| 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 key information and relevant documentation and accept the conditions for events. * I agree to comply with all permit conditions, local laws and all relevant legislation. * 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 understand that this Event Application does not constitute event approval. | | |
| **Name:**  Click or tap here to enter text.  A signature is not required | **Position:**  Click or tap here to enter text. | **Date:**  Click here 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. | | |