

East Gippsland Shire Council

Postal Address

PO Box 1618
Bairnsdale Vic 3875
Website www.egipps.vic.gov.au
Email feedback@egipps.vic.gov.au



Corporate Centre

273 Main Street
Bairnsdale Vic 3875
Telephone: 03 5153 9500
Facsimile: 03 5153 9576
Residents Information Line 1300 555 886

INITIAL EVENT PERMIT ADVICE

Please complete this form to determine what permits or permissions are required to host your event within the East Gippsland Shire Council and to provide authority to include your event on our Calendar of Events web page. Please allow 3 months prior to the date of event for the assessment time of a permit.

Commercial events will be required to pay a fee of **\$80.00**.

EVENT CALENDAR DETAILS: (to be included in calendar)

Name of Applicant/Organisation: _____

Postal Address of Applicant/Organisation: _____

Event Title: _____

Type of Event: Arts Sport/Recreation Festival Parade/Street March

Family Entertainment Conference/workshop

Event Contact Name: _____

Telephone Numbers: Home _____ Business: _____

Mobile Number: _____ Email: _____

Event Website: _____

Event Location/Venue/Route: _____

Address of Location/Venue: _____

Event Date/s: _____ Event Start Time: _____ Event Finish Time: _____

Please Indicate (✓) if your event has the following access facilities for people with a disability.



Accessible Parking ()



Accessible Venue ()



Assistive Listening System ()



Accessible Toilet ()

East Gippsland Shire Council

Postal Address

PO Box 1618
Bairnsdale Vic 3875
Website www.egipps.vic.gov.au
Email feedback@egipps.vic.gov.au

**Corporate Centre**

273 Main Street
Bairnsdale Vic 3875
Telephone: 03 5153 9500
Facsimile: 03 5153 9576
Residents Information Line 1300 555 886

Number of customers/persons expected to attend: _____ Event Entry Fee: _____ Spectator Fees: _____

Brief Description of the Event and Location: _____

Please attach a final copy of your event program. Inclusion of event activities after this may deem the event permit void.

Disclaimer: Council makes every effort to avoid errors in event listings. However, Council accepts no responsibility of liability for any errors and requires that organizers check their event listings. The administrator on the advice of the organizer may edit any errors. Council reserves the right to either reject or remove any event listing from its calendar for any reason whatsoever. Council will not accept events listings that appear to be contrary to any law. Council is not liable for any loss or damage incurred by an event organizer as a result of any failure or delay in listing an event.

I agree that the information above is true and correct, and can be used by the East Gippsland Shire Council for use on Council and other website, and may be used for promotion through electronic and print media (radio, television, website, newspapers, magazines etc).

Signature: _____ Name: _____ Date: ____/____/____

Office Use Only:

Receipt to: PP/LL/_____ Amount Paid: \$_____ Receipt Number: _____

Date: ____/____/____ Cash Cheque Credit Card/EFTPOS

Privacy Statement

The East Gippsland Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purposes) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). You may obtain further information about Council's Privacy Policy by contacting our Information and Privacy Officer on 5153 9500 or e-mail feedback@egipps.vic.gov.au

East Gippsland Shire Council

Postal Address

PO Box 1618
Bairnsdale Vic 3875
Website www.egipps.vic.gov.au
Email feedback@egipps.vic.gov.au



Corporate Centre

273 Main Street
Bairnsdale Vic 3875
Telephone: 03 5153 9500
Facsimile: 03 5153 9576
Residents Information Line 1300 555 886

EVENT PERMIT DETAILS

If yes, please supply the appropriate documentation.

1. Has the event received Council Funding? Yes No

2. Do you need a Planning Permit? Yes No

Please contact the Planning Department to determine if you need a permit. Attach Planning Permit if applicable.

3. Do you have permission from the venue/land manager? Yes No

Please attach permission documentation eg; letter from the grounds committee

4. Have you organised public liability insurance? Attached Yes No

Please attach a current policy, minimum value of \$10 million for all events.

5. Is this event being held in a public building (hall etc)? Yes No

Please attach a Place of Public Entertainment Permit from EGSC Building Department if venue is greater than 500m²

6. Will the event have temporary structures greater than 100m²? Yes No

Please attach a Place of Public Entertainment Permit from EGSC Building Department

7. Does the event have a risk/emergency management plan? Attached Yes No

A copy is available on the Council website www.egipps.vic.gov.au

8. Will the event require roadside advertising signage? Yes No

Please attach Temporary Advertising on Roadside application which is available on the Council website www.egipps.vic.gov.au

9. Have all other affected authorities eg. Police, Vic Roads, CFA and Rural Ambulance Victoria been advised?

Please attach details of all contact. Yes No

10. Will the event require additional garbage and recycling services? Yes No

Please attach details of removal times (if applicable).

11. Does the event have provision for first aid? Yes No

Please attach details.

12. Will the event provide food and beverage? Or sale of the same? Yes No

Please attach Temporary Food Premises Permit from EGSC Health Department.

13. Will there be fireworks? Yes No

Please attach details and Permit from the CFA/Worksafe

14. Will the event use a Public Address or sound system? Yes No

Noise must not exceed 85 DBA

East Gippsland Shire Council

Postal Address

PO Box 1618
Bairnsdale Vic 3875
Website www.egipps.vic.gov.au
Email feedback@egipps.vic.gov.au



Corporate Centre

273 Main Street
Bairnsdale Vic 3875
Telephone: 03 5153 9500
Facsimile: 03 5153 9576
Residents Information Line 1300 555 886

15. Will the event include the sale or consumption of alcohol? Yes No

Please attach Liquor License. Available from www.consumer.vic.gov.au

16. Traffic considerations – does the event require:

a) Road closures/car park closures? Yes No

b) A traffic management plan? Yes No

Please provide traffic management plan and/or additional maps.

c) Road signs and barricades? Yes No

d) If traffic marshals are to be used, are they trained and competent? Yes No

e) Will your event disrupt any public transport (bus, train, coach) route? Yes No

Please check the Department of Infrastructure event information kit
www.doi.vic.gov.au/eventnotification

17. Will the event require temporary fencing? Yes No

No star pickets are not to be used.

18. Does the event have access to sufficient public toilets for the estimated crowd? Yes No

19. Does the event have parking available? Yes No

20. Do you have access to water? Yes No

21. Does the event have security/crowd controllers? Yes No

An event site plan is necessary for locations of road closures, temporary fencing, toilets, parking, rubbish bins, etc. – see Questions 6, 10, 11, 16, 17, 18, 19 & 20. Please attach a detailed event site plan

Please attach company details

Authorisation: I have read and completed my/our event application form in good faith and have adhered to all requirements specified by East Gippsland Shire Council. I am aware that the personal information on this form is being collected for the issuing of an event permit or directly related purposes. I understand this application contains predetermined triggers which may require the full event permit to be completed. Council staff will contact the event organizers if these circumstances exist.

Signature: _____ Date: ____/____/____

Privacy Statement

The East Gippsland Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purposes) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). You may obtain further information about Council's Privacy Policy by contacting our Information and Privacy Officer on 5153 9500 or e-mail feedback@egipps.vic.gov.au