



EVENT PERMIT APPLICATION FORM

MOONEE VALLEY CITY COUNCIL
9 Kellaway Avenue
Moonee Ponds, Victoria, 3039
Phone: 03 9243 8888
Fax: 03 9377 2100
Email: council@mvcc.vic.gov.au

TRIM No (office use only) _____

Application lodgement date _____

Permit No: (office use) _____

The City of Moonee Valley welcomes events which contribute to the vitality of the area and to the social, cultural and economic development of the city. If you have any questions throughout the application process, please contact the Sport and Recreation unit on 9243 8888.

To assist you with organising your event application, please read the Moonee Valley Event Planning Guide and Fact Sheets, available from Council's [website](#).

Please ensure you are submitting your complete permit application within 4 weeks for private celebrations or 12 weeks for community events.

Please tick all boxes that apply to your event:

Number of people (select one only):

- Involves between 100- 200 people
- Involves more than 200 people

Type of event (select one only):

- Private celebration or gathering
- Community event

Other (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Celebrates or conducts a wedding | <input type="checkbox"/> Fairs or festivals |
| <input type="checkbox"/> Construction of domestic marquees 6x3 metres and under | <input type="checkbox"/> Live artist performances, live music or entertainment |
| <input type="checkbox"/> Temporary structures including, but not limited to, staging, lighting and/or any commercial marquees | <input type="checkbox"/> Vendors, entertainment, amusements or inflatables |
| <input type="checkbox"/> Requires the use of power | <input type="checkbox"/> Road closures or changes to normal traffic conditions |
| <input type="checkbox"/> Selling food or drink | <input type="checkbox"/> Will have a significant impact on parking in vicinity of event |
| <input type="checkbox"/> Involves fireworks | |

Council will issue you with an Event Permit if it is satisfied that:

- the event does not conflict with other events at the same time or place
- your aims and objectives, resources and planning are achievable and realistic
- the event will be managed safely and in accordance with any relevant regulations
- you have satisfactory arrangements in place for insurance, protecting the environment, removing rubbish and other necessary precautions
- the event will not have a negative impact on our community
- the event is not in conflict with Council Plan and General Purposes Local Law
- you have obtained all other necessary permits

Provided all relevant information has been supplied, assessment of your application or notification of further information or other permits required will be forwarded to you within 4 weeks of your application. Please note that larger scale events may require additional time for processing.

APPLICATION FORM

Throughout this application we will ask you to include specific documentation in order for your application to be assessed. Please note that we cannot assess your application without this information.

APPLICANT DETAILS

Applicant Name _____

Contact Number _____

Contact Address _____

ABN _____

Email _____

EVENT DETAILS

Event name _____

Event description (and activities planned)

Event location (please specify area within park where you intend to host your event)

Event date _____

Event time (from) _____ (to) _____ Expected number of attendee's _____

Contact for public enquiries _____

SITE PLAN

The site plan is vital and must show an aerial view of the park or reserve and highlight key areas planned for your event including, but not limited to, the position of any temporary structures, bins/recycling points, security, first aid, food stalls as well as any other information relevant to the assessment of your application.

I have attached a detailed site plan

SITE ACCESS

Vehicle access to parks and reserves for private functions is not permitted.

Vehicle access to parks may be organised for community events, however this will be determined at the time of your application. You will be informed of the requirements you must meet. If applicable, please ensure proposed site access points are listed on your site plan.

RISK MANAGEMENT

In order to ensure you have considered all risks associated with your event, a completed and signed risk management control plan must be submitted with your application. This will assist us in assessing the potential risks associated with your event being held on Council managed land. You can find this form [here](#)

- I have attached a signed Risk Management Control Plan

 Fact Sheet 22

PUBLIC LIABILITY INSURANCE (community events)

In order to ensure that you and your guests are financially protected in the event of an incident, Council requires you to have adequate public liability insurance cover.

- I have attached a Certificate of Currency for the described event.

If you do not currently hold Public Liability Insurance, it can be arranged by contacting the following:

Website: localcommunityinsurance.com.au

Telephone: Jardine Lloyd Thompson on 1300 853 800.

Or by contacting any other suitable Public Liability Insurance provider for your event.

In addition, a permit can only be issued if all providers hold current Public Liability Insurance

- I have attached a Certificate of Currency for each vendor/provider

 Fact Sheet 24

PUBLIC LIABILITY INSURANCE (private events)

For private events you must ensure that all vendors and providers you engage hold current Public Liability Insurance.

- I have attached a Certificate of Currency for Liability Insurance for each vendor/provider

 Fact Sheet 24


PARKING AND TRAVEL

Number of public parking spaces within vicinity of event _____

- I am aware of the parking restrictions in the area surrounding my event location, and agree to inform patrons to utilise allocated car parks in line with parking conditions as entitled like any other road user.

You may also be required to notify residents, public transport providers and traders of your event if there is an impact to their regular services. You will be informed of these requirements at the time of your application assessment.

In some instances, you may be required to submit a Traffic Management Plan prepared by an accredited traffic management company. If required, you will be advised at the time of your application assessment.

 Fact Sheet 24

TRAFFIC MANAGEMENT AND ROAD CLOSURES

Do you require any roads to be closed for your event?

- Yes
- No

If you require the closure of any part of a road for the purpose of conducting your event, you must apply for a temporary road closure permit by submitting a [Road Occupancy Permit Application](#).

You will also be required to submit a Traffic Management Plan (TMP) at your expense

- I have attached a copy of a TMP prepared by an accredited traffic management company

 Fact Sheet 16 & 17

TEMPORARY STRUCTURES

Will there be any marquees or other temporary structures erected at the event, for example a stage, canopy, lighting?

- Yes – please list details

- No

Note: Placing pegs in the ground or digging is not permitted in Council parks and may not be permitted in other public places. You will need to secure any structures with weights rather than pegs. Domestic marquees sized 6m x 3m and under must be to Australian Standards and be weighted according to manufacturer's instructions in order to comply with the conditions of your permit.

 Fact Sheet 2

FOOD SAFETY AND OTHER STALL HOLDERS

Please provide details of vendors selling food or beverages at the event? Please attach additional pages if required.

Trading Name	Streatrader No (if known)	Contact Telephone Number

In addition to the Streatrader registration, all food vendors must submit a Statement of Trade for your event.

Will there be any other stall holders? Please list

Please note you are also required to provide a Certificate of Currency for Public Liability Insurance for all vendors.

 Fact Sheet 3 & 8

WASTE MANAGEMENT

It is your responsibility to coordinate the removal of waste from your event.

Dependent on the size and location of your event, you may be required to engage the services of a waste removal company. You will be informed of this at the time of your application assessment.

 Fact Sheet 1

TOILETS

Are there public amenities at the location of your event?

- Yes
- No

You may be required to hire toilets or water facilities for your event. You will be informed of this at the time of your application.

 Fact Sheet 15

AMUSEMENTS

Will you have amusements at your event (inflatable amusements, rides)?

- Yes – please list details

- No

For each amusement provider you will be required to supply copies of:

- Certificate of Currency for Public Liability insurance
- Safe Work Method Statements
- Job Safety Analysis

A reputable vendor should be able to provide you with this information.

 Fact Sheet 4


POWER

If you intend to power anything at your event, you must do so with a generator. All generators need to be barricaded and have a fire extinguisher on site.

FIREWORKS AND PYROTECHNICS

Will you be having fireworks at your event?

- Yes. Your pyrotechnician is required to submit a 'Notification of Intention to Discharge Fireworks'. Please attach a copy of this documentation with your application.
- No

 Fact Sheet 11

NOISE

Please list details of any musical or public address systems you will have at your event

Please note that you are required to adhere to the 'State environment protection policy' when considering noise in an outdoor venue. More information can be found on the [EPA website](#).

 Fact Sheet 6

OTHER STAKEHOLDERS

Please list details of any other organisations, stakeholders and/or sponsors involved in the event

COMMUNICATIONS

Your event may be eligible to be listed on the Community Events Calendar. Please go to <http://mvcc.vic.gov.au/calendar/2016/1.aspx> to submit your event for consideration.

 Fact Sheet 23

ACCESSIBILITY

- Event planners should ensure their activities are accessible and inclusive for all. Please tick to indicate you have read and understand the information available on our fact sheet relating to planning your event to eliminate barriers to services and activities.

 Fact Sheet 18

Please ensure you complete this checklist prior to submitting your application. Incomplete applications **will not be assessed** and your event date will not be secured.

- I have completed all relevant sections
- I have attached all required insurance documentation
- I have attached a detailed site plan
- I have read and agreed to the risk management control plan and attached a signed copy
- I have read, understood and agreed to the terms and conditions (overleaf)

TERMS AND CONDITIONS

The City of Moonee Valley reserves the right to impose conditions or decline any event proposed for a public domain. It should be noted that granting of an Event Permit should not be assumed, and no commitments should be made to prospective event participants by the Applicant until after such notification is received.

1. An event permit will not be issued until the Applicant has:
 - a) supplied all information
 - b) obtained any other required permits
 - c) met all safety requirements
 - d) met any other requirements requested by Council (ie. consultation)
2. An event permit does not provide exclusive use of the land. All land under the permit is considered public open space and therefore may be used by other park users.
3. The Applicant occupies and uses the event area at the Applicant's own risk.
4. The event must only be conducted during the times and dates specified in this proposal, including bump in and out time.
5. Prior to the event the Applicant is required to notify residents, traders, public transport providers and community within the surrounding area that the event will be taking place, and advise of any traffic or parking impacts.
6. The Applicant is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
7. Only the equipment and other structures shown in the approved site plan are to be erected at the event site.
8. The Applicant must ensure that the event area and surrounding area is kept free from rubbish and that waste is placed in proper containers or bins provided. Any waste that cannot fit in Council bins must be removed from the site by the Applicant.
9. It is the responsibility of the Applicant to ensure that event attendees observe and comply with areas and times where alcohol restrictions apply and terms outlined in Part 6 of the General Purposes Local Law. Visit [our website](#) for further information.
10. The event may not restrict any path, causing access issues for people with disabilities, or persons with prams.
11. At the conclusion of the event the Applicant must remove all displays and promotional material and all other equipment associated with the staging of the event and the event area left in a clean and tidy condition. The reinstatement of the event area is the responsibility of the Applicant. Any damage to Council property, including trees, shrubs or flowerbeds will be repaired at the Applicant's cost.
12. It is the responsibility of the Applicant to comply with all laws including local laws and all other legal requirements relevant to the operation of the event and to ensure that employees, agents and other persons associated with the event also comply.
13. The Applicant must comply with all reasonable requests or directions given by any Authorised Officer of Moonee Valley City Council or members of Victoria Police or other emergency services. All traffic is to be controlled by Victoria Police and/or a VicRoads Accredited Traffic Controller.
14. The Applicant indemnifies and releases the Council from all liability arising from the use or occupation of the event area or the conduct of the promotional event by the Applicant or any of the Applicant's agents, including:
 - a) Any claim made by any person for injury, loss or damage arising in any manner;
 - b) Any loss or damage to any property belonging to the Applicant or other persons located in the vicinity of the event area caused by the Applicant or the Applicant's agents; and
 - c) Any loss, damage, injury or illness sustained or incurred by the Applicant or any of the Applicant's agents.
15. The Applicant must not charge admission to events in parks under this permit without prior written permission from Council and adherence to a number of condition requirements.
16. Should the Applicant not comply with terms and conditions of their permit, it is within the rights of Moonee Valley City Council to reject any future event permit applications.

Applicant Signature: _____ Date: _____