

# Expression of interest - Major events

### What you need to do

#### **Before you start!**

The fast and easy way to apply is online via

portphillip.vic.gov.au/ council-services/ pay-apply-report

Otherwise complete this form to apply via email.



## Complete and submit the form

Submit completed form and site plan via email. Further documentation will be requested to support your application.



#### Receive your invoice

Once your application is processed you will receive an invoice.



#### What comes next

We will notify you of the provisional approval of your application.

### Read before starting

An indicative site plan must be included with your application.

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 a Event within the municipality.

#### How to apply

Submit this form and required supporting documentation:

- **©** 03 9209 6777
- eventpermits@portphillip.vic.gov.au
- portphillip.vic.gov.au/explore-the-city

### 1 Declaration

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

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

I have attached an Initial Site Plan (including location of sound systems and speakers)

#### **Privacy policy**

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.

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### 2 Documentation checklist

Timeframes for submission of this documentation will be outlined by your assigned Events Adviser. Please allow a minimum of 3 months for your market and documentation to be assessed.

#### **All events**

### Copy of Certificate of

Currency

Noise Management Plan

Detailed Site Plan

**Emergency Management** 

Plan

Waste Management Plan

Resident Notification Letter

#### As requested

Detailed Traffic Management Plan

Detailed plan of foreshore access

Liquor Licence details (if you intend to serve alcohol)

Statement of Trade (if selling or serving food or drink) including registration with

local Council

Signage Permits

Occupancy Permit/Siting Approval (Large Temporary Structures or Fencing)

Other approvals
e.g. Vic Police, Parks Victoria,
VicRoads

#### 3 Event details

Event title

Preferred location

Note: The Events Team can assist in recommending locations or providing site maps.

#### 4 Applicant details

Organisation name

ABN

Organisation address

Suburb State Postcode

Best contact number Email

Website

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### 5 Event day contact

These details will be included on the permit and used by Council officers on event day

Contact Person Position Title

Phone number Email

### **Event details** Event dates/time Date ending Date commencing Time starting Time ending : AM PM : AM PM Set up date Time starting Time ending Date of set up AM PM AM PM Removal date Date of removal Time starting Time ending : AM PM AM РМ Spectators (If applicable) Staff/Marshalls Estimated attendance Attendees Target audience **Entry fee** Adult Child Concession \$ \$ \$ Other participant charges Is the event date flexible? Yes. Please select the alternative event date/s No. Please provide details below

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7 Event description	
Detailed description of the Event	
Provide a brief history of the Event	
How many years has this event been held in Port Phillip (where relevant)?	
8 Fundraising	
Is your organisation registered as Not for Profit?	
No Yes. Please complete the following:	
What charity or community group/s are you raising funds for?	
How much money do you expect your event to raise for the charity?	
<b>\$</b>	
How are funds raised? Please tick all that apply with the percentage that goes directly to the charity.  Direct donation Ticket sales Individual fundraising	
Other	
What percentage goes directly to the charity?	
9 Road closures	
What road/s will be closed?	

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AM PM

AM PM

Other details

### 10 Food

Are you selling or serving food or drink?

No Yes – If yes please specify:

Do you plan to use gas at the food stalls?

No Yes – If yes please specify:

#### 11 Alcohol

Note: A Liquor Licence will be required if alcohol is to be sold or served

Are you selling or serving alcohol?

No Yes – If yes please specify:

Alcohol service starting Alcohol service ending

: AM PM : AM PM

#### 12 Infrastructure

Other structures

Mark any of the following that apply to your Event and provide details

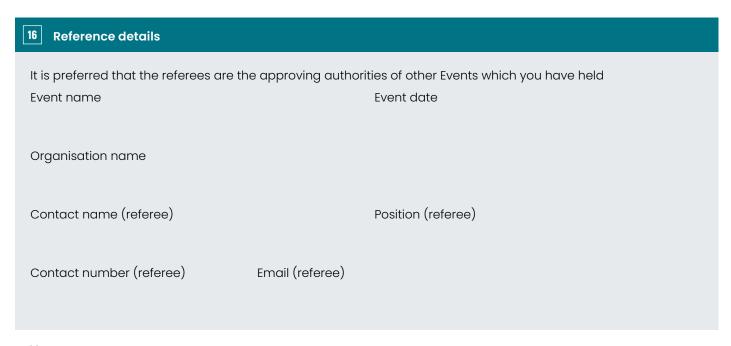
**Note:** Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure. Permission must be given prior to the pegging of any infrastructure. Underground irrigation lines must be identified by council officers before any pegging.

	Number	Details
Marquees		
	Number	Details
Stage/s		
	Number	Details
Fencing		
	Number	Details

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Noise management		
Complete this section if your Eve  ony amplified sound or  other elements that will be loud		
(e.g. Speakers, bands, drums, PA Expected sound level	a systems, horns, starter pistols etc.) <b>Type of sound</b>	
More than 65dB(A)	What type of music?	
55dB(A) - 65dB(A)	Live music with drums and/or sub-bass	Other (specify):
Less than 55dB(A)	Amplified speech or music via low-powered sound system (PA)	
14 Multi-year permit		
Would you like to apply for a mu	lti-year permit?	
No Yes		
To be eligible, events must have	been based at the City of Port Phillip for ove	er 3 years.
15 Event organiser's experience	•	
Please provide information on pevents.	revious experience you or your organisati	on has in delivering similar types of
Further information		

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# Office use only

Application number

Date lodged

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