

La Larr Ba Gauwa Park Application for Event Permit

EVENT ORGANISER

1. Business name and status of the of organisation proposing the event:

Business name	
Business structure	Individual Company Sole trader Incorporated Association Charity Not for profit
What is your ACN	
What is your ABN?	
Registration number?	
Registered for GST?	Yes No

Please provide evidence of the status/structure of your business with your application ie. A copy of the organization constitution or articles of association with an acceptable not for profit clause

2. Business address:

Street number and name	
Suburb State Postcode	

3. Postal address: Same as business address

OR

Street number and name	
Suburb State Postcode	

4. Name of Event Organiser:

Name	
Position title	
Email	
Phone numbers	

5. Event Day Contact:

These will be used on the day of the event by relevant La Larr Ba Gauwa Committee of Management member.

Name	
Position title	
Email	
Phone numbers	

With permission the Organisation's name, phone number and website will be included on the La Larr Ba Gauwa Facebook page and website.

Are you willing to have the Event Day Contact details published on social media?

Yes

No



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EVENT DETAILS

6. Event name:

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7. Proposed event date/s in order of preference:

a)	b)	c)	d)
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8. Provide a detailed description of proposed event:

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9. Detail the event location within the Park:

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SITE MAP - Proposed event course or site For events such as cross country running or mountain bike riding events, please provide a detailed course map. For social events such as weddings we also require detailed area for event, reception, parking. Refer to *Attachments* for further instructions.

Your Map should:

- Scale - minimum 1:1,000, for course based events – minimum 1:25,000 for non-motorised)
- Include map grid coordinates, the proposed location of activities, area required and (where applicable) positioning parking areas, camping areas, portable toilets, temporary structures to define event site, entry and exit points and relevant) event course, catering locations, waste management, alcohol consumption areas, detailing competitive (timed), spectator, water access, first aid, transport and staging/service areas.
- Note: You can produce marked up maps using DELWP's MapShareVic.

10. Has this event been held previously? No Yes, please advise date and location

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Proposed event schedule:

Event date:	Bump-in commences	Bump-out completed	Event start time:	Event finish time:

11. Event numbers:

Expected number of Participants/Guests:	
Expected number of Spectators:	
Expected number of Vehicles of Participant/Guests:	
Expected number of Operational Vehicles:	
Number of Marshals/Organisers:	
Other:	

12. Please provide details of entry fees for participants and/or spectators:

Free Donation Ticketed – if ticked proposed fee details are:

Note: Public entertainment events involving proceeds or profit must obtain a public entertainment occupancy permit from the council's municipal building surveyor. Copy of this permit is required to be submitted with your completed application.

13. Has this event been advertised (media, social media etc) No Yes

If yes, please detail how it was and will be advertised, whether tickets have already been be sold or registrations taken and cancellation policy and management should the event permit application be refused



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EVENT SUPPLIERS

Catering

14. Will food be available at your event? No Yes

If yes tick to identify those below that apply and advise of numbers.

Where food handling permits are required from Council, the Committee will need to sight them before an event application can be approved. Note – Food Handling Permits may be required by Mount Alexander Shire Council.

Catering options	If yes, provide numbers and name of catering provisions	Catering options	If yes, provide numbers and name of catering provisions
Self-catered		Ice Cream Van	
Service Club		Professional Catering Company	
Coffee Cart		Other food / drink vendor	
Food Van		Other	

Alcohol

15. Will alcohol be available at your event? No Yes

Yes (please attach a site plan showing proposed consumption areas for consideration by the Committee prior to the liquor licence application being made.)

How will alcohol be served at your event?

Note: A Victorian Commission for Gambling and Liquor Regulation liquor licence for the event may be required before event application can be approved. Please ensure responsible serving of alcohol certification is acquired.

Note: The Event Organiser must ensure glass free of the use of shatterproof plastic cups/glasses.

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Infrastructure/Facilities

16. Do you propose using any infrastructure items for your event? **No** **Yes**

Indicate 'Yes' in the table below where this applies and refer to **Notes 1, 2, 3, 4 and 5** below

Infrastructure list	Indicate yes	Detail type, size, total numbers and include location on SITE MAP required at question 6.
Generators		
Hydration stations		
Inflatable arch/gantry		
Marquees		
Portable flooring		
Public toilets		
Stages		
Temporary barriers		
Temporary fencing		
Temporary seating		
Temporary toilets		
Other		

Note 1: If you have answered *yes* please attach the site plan showing proposed location(s), the event schedule confirming bump in/out times, and indicate further details above where appropriate.

Note 2: Pegging is **not permitted**, all infrastructure (including marquees and signage) must be weighted.

Note 3: **Tree Protection Zone**, erection of infrastructure is not allowed within 3 meters of the base line or drip line of any tree in the park (whatever is greater).

Note 4: Events with **high numbers of participants** should not rely on available on-site toilets. Toilet facilities available for the event should be sufficient for the proposed number of participants.

Note 5: Where **temporary structures** such as a booth, tent, marquee or other temporary enclosures are to be used, a permit may be required from the Victorian Building Authority (refer www.vba.vic.gov.au for further info).

Power and Water

17. Does your event require access to power? **No** **Yes**

18. Does your event require access to tap water? **No** **Yes**

Water and Power

Note 1: Access to power is not available at the Park

Note 2: Water is not available at the Park, but in town at the Harcourt pool
A shower is accessible to Park users at the Harcourt pool



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Additional Vendors and Entertainment¹

19. Do you propose having any of the following items at your event? **No** **Yes**

Vendor or entertainment	Indicate yes	Detail type, size, total numbers Include location on SITE MAP required at question 6.
Amplified noise		Refer to <i>Question 23</i>
Animal farm, pony rides etc		
Drones		Refer to Attachments Section for additional documentation
Fireworks/pyrotechnics		Fireworks will only be considered for state or nationally significant events and require confirmation of Victoria Police/WorkSafe and Civil Aviation Safety Authority (CASA) notification and approval. Refer to Attachments Section for additional documentation
Inflatable amusements		If you have answered <i>yes</i> please attach the site plan showing proposed location(s), the event schedule confirming bump in/out times, and indicate further details above where appropriate. Pegging is not permitted , all infrastructure (including marquees and signage) must be weighted. Tree Protection Zone – not within 3 meters from base or drip line of any tree in the park (whichever is greater) for erection of infrastructure
Media coverage		
Merchandise		
Music (recorded or live)		Refer to <i>Question 23</i>
Photography/filming		
Other		

Amplified sound

20. Do you propose having amplified noise/music for your event? **No** **Yes**

Specify the likely noise that may be generated by your event in the table below.

Consider how this may impact on the public land users or adjacent neighbours and the measures you will take to remove or mitigate the noise impacts of your event as well as monitoring activities proposed during the event.

Expected sound level:	More than 65dB(A)	Between 55dB(A)-65dB(A)
	Less than 55dB(A)	
Type of sound:	Live music with drums/or sub-bass	Live music without drums/or sub-bass
	Live music with small sound system	Amplified speech or music via lower sound system (PA)
Other:		
Type of speakers	Low-powered loud speakers	Stacked boxes
	Distributed low-powers systems	Sub bass
	Directional line array systems	Other:
Further information:		

¹ Public entertainment events involving proceeds or profit must obtain a public entertainment occupancy permit from the council's municipal building surveyor. Copy of this permit is required to be submitted with your completed application.

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SITE SERVICES

Traffic Management and Car Parking

21. Could your event impact the normal use of roads in and around your event site? No Yes (complete table below)

Refer to Traffic Management in Guidelines for Events at LLBG Park. If you are proposing to close a road or change normal traffic conditions, potentially causing disruption to parking or pedestrian safety, you will be required to provide a **Traffic Management Plan** and traffic management services for your event. Additional permits from Mount Alexander Shire Council may also be required.

What road/s will be affected?			
Date:	Times:	Close:	Open:
Other details:			

22. Please detail arrangements for car parking (include in the Site Plan and Traffic Management Plan). Refer to Traffic Management in Guidelines for Events at LLBG Park

At minimum include location, marshalling, bump in and bump out times, parking restriction and signage required.

Have you attached a Site Plan and Traffic Management Plan? No Yes

23. Will you be charging a fee for parking? No Yes

If so, what is the proposed fee?

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Rubbish Collection/Waste Management

24. Please detail the waste management arrangements that will be in place for the event:

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Note: The Event Organiser is responsible for all litter removal from the event site both during and following the event. A **Waste Management Plan** may be requested in order to assess your application. Additional event waste management information may be available from Mount Alexander Shire Council events team.



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Toilets

25. Adequate provision of toilets should be made for event participants and spectators. Refer to Guidelines for Events at LLBG Park for advice. Please detail (if to be provided), the number of portable toilets that you have in place for your event?

Bollards/Gates

26. Will you require access to any locked areas within or adjacent to the proposed event site?

No Unsure Yes – please provide details

Signage

27. Please provide details on size, number, type, message, proposed sites and bump in/bump out details (include a Signage Map as per question 8):

Note: All signage is subject to the approval of The Committee of Management and must be free standing. Signage and banners. They are not permitted to be attached to trees or park infrastructure.

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RISK, EMERGENCY AND ENVIRONMENT MANAGEMENT

Environmental protection

28. Specify any likely negative environmental impacts that may result from the proposed event and measures you will take to remove or mitigate impacts (consider potential impacts to vegetation, fauna, water and air quality).

An event permit is not a licence to cause damage to the environment. The event organizer is responsible to ensure minimal impact to the environment as a result of the proposed event.

Risk Management

29. Has a Risk Management Plan be completed for this event? **No** **Yes**

If **No**, the Committee does require that you complete one. Guidance on risk management to support adventure activities can be found at <http://australianaas.org.au/> At minimum consider:

- identifying site and event hazards. The site is subject to a range of inherent risks. In addition to the risks discussed elsewhere in this document, hazards which may be present at or near your event include (without limitation) falling trees/branches, steep and uneven surfaces, wildlife and conflicting use of the Park
- how you will protect event participants (including the safe separation of traffic and parking areas from event activity areas, camping areas and the general public),
- environmental protection
- protection of other users of public land in the vicinity of your event.
- crowd control and security measures are required, especially where the number of participants is large and/or admission fees are payable.

If **Yes**: The Committee does not need a copy of the risk management plan but do require that you complete one for your event.

Safety Plan

30. Has a site Safety Plan been completed for this event? **No** **Yes**

The event organizer is responsible for managing the safety of event participants (and the public who may come across/interact with the event). Please detail the safety and emergency plan information that you have considered.

Refer to Guidelines for Events at LLBG Park for advice on Emergency Management and planning considerations that apply for the public safety period from 1st November to 31st March.



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Safety Plan

Note 1: whilst the Committee requires a Safety Plan to be completed, we are not endorsing your safety plan or the adequacy of its content.

Note 2: For events associated with mountain bike riding you will need to seek input from Mount Alexander Shire prior to any permit being issued.

Note 3: Emergency service agencies include the Country Fire Authority, Ambulance Victoria, SES and Victoria Police.

Contingency Plan

31. Outline your Contingency Plan if the event is rescheduled or closed down at short notice, including how you will contact people who have purchased tickets or registered their attendance.

Note 1: The Committee may at any time before or during the running of an event withdraw approval for use of some or all areas of public land if a change in road, fire, weather conditions or the safety of the public requires it.

Community Engagement

32. Do you need to engage the relevant communities (park neighbours, Harcourt business or residents) about the event? If disruptions to the local community, other public land users and businesses are likely to result from running your event (ie due to the type or scale of the event or due to road and site access restrictions), detail in a community engagement plan how you intent to provide engage in the planning to consider and mitigate potential impacts and provide effective notification both prior to and during the event, to minimize disruptions. Refer to Guidelines for Events at LLBG Park

Additional Information

Public Liability Insurance

33. Have you public liability insurance certificate of currency covering the event for no less than \$20 million and noting La Larr Ba Gauwa Committee of Management as an interested party? **No** **Yes**

The Committee require public liability insurance (PLI) covering the event for not less than \$20 million, naming the Committee of Management, the Secretary to the Department of Environment, Land, Water and Planning and the State of Victoria on the policy in relation to the risks assumed under the permit conditions or associated with the event. The company name must match the name insured on the PLI. A permit will not be issued without current PLI. Evidence of this insurance is to be provided via a Certificate of Currency.



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Declaration and Signature

I declare that:

- I am authorised as the holder of the position cited below to make this request on behalf of the event proponent.
- To the best of my knowledge the contents of this form and any attachments are true and correct.
- I understand that this application is not consent for the event to occur.
- I understand if the event requires exemption and/or exclusion zones, the Committee of Management is required to advertise these in the statewide newspaper, Government Gazette and on its website, noting all advertising costs will be added to the event fee.

I acknowledge that if lodging this request electronically, the Committee of Management will accept this communication as containing my signature for the purposes of the *Electronic Transactions (Victoria) Act 2000 (Vic)*.

Signature of Event organiser (if lodging electronically, type name here)

..... Date.....

Printed Name

..... Date.....

Organsation and

Position.....



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ATTACHMENTS

Mandatory attachments for the application

Supplied	Attachments
	<p>Event Site Map - Location of your event and area of event staging – include type and location of infrastructure, facilities, vendors, entertainment etc. Positioning of parking areas, camping areas, portable toilets, temporary structures to define event site, entry and exit points and (if relevant) event course, catering locations and alcohol consumption areas, waste management, detailing competition/spectator areas, water access, transport and staging/service areas.</p> <p>You can produce marked up maps using DELWP's MapShareVic. Scale - minimum 1:1,000 to 1:25,000. Include map grid coordinates</p>
	<p>A Site Plan and Infrastructure list detailing all structures, equipment, barriers, vehicles and selling locations.</p>
	<p>A copy of a Certificate of Currency showing current validity of public liability insurance. You must have a minimum of \$20m public liability insurance coverage for the event, noting La Larr Ba Gauwa Committee of Management as an interested party.</p>
	<p>Full Event Programme/running sheet of the event including bump in/bump out details</p>
	<p>Risk Management Plan</p>
	<p>A copy of your Emergency Management Plan or Safety Management Plan (SMP), if the event is operating under the rules/safety management plan of a national or state recognised body approved by the Safety Director. Include who you have spoken to when developing the EMP/SMP.</p>

Only provide where applicable:

Depending on the scale and nature of your event the following documentation may be required:

Supplied	Attachments
	<p>Community Engagement plan including a Resident Notification Plan. A notification letter to residents, typically requested for events involving road closures and amplified noise. La Larr Ba Gauwa Committee of Management will advise during the planning phase if this will be a requirement for your event.</p>
	<p>Your Cancellation Procedure at <i>Question 32</i>, attach it as a separate document.</p>
	<p>A Child Protection Plan would be recommended to be developed where your event involves children, please consider your obligations under the <i>Working with Children Act 2005</i>. This would include event staff and contractors having the appropriate working with children checks.</p>
	<p>If drones are proposed at your event, you must also provide your Aircraft Operations Plan including Take off and land zone; Proposed flight path; Proposed exclusion zone; Proposed location of spotters; Factsheets of all proposed aircrafts; Remotely Piloted Aircraft License for all proposed pilots; Operator's certificate; Operator's certificate of currency of public liability insurance; Job Safety Analysis; and CASA area approval (if required)</p>
	<p>If fireworks are proposed at your event, you must also provide on the Event Map (or a separate map), details of the fireworks fall-out zones showing minimum separation distances for loading/transportation and detonation of fireworks in accordance with the Dangerous Goods (Explosive) Regulations 2011 (reg 155). A copy of the WorkSafe approval; A copy of the Civil Aviation Safety Authority (CASA) notification and approval; Notification of Intention to discharge fireworks; Job safety analysis; Photocopies of the pyro technician licences; and Certificate of Currency from fireworks provider. Note: Fireworks will only be considered for events of state, national or international significance.</p>
	<p>Liquor Licence. La Larr Ba Gauwa Committee of Management must approve the sale and consumption of alcohol at any event, after which the event organiser needs to obtain a liquor licence from the Victorian Department of Justice and abide by conditions of the permit. For more information, please refer to their website: http://www.vcglr.vic.gov.au/home/liquor/</p>

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	<p>A Noise Management Plan outlining mechanisms to ensure compliance with State Environment Protection Policy (<i>Control of Music Noise from Public Premises</i>) No N-2. For more information please refer to the Environment Protection Authority website www.epa.vic.gov.au</p>
	<p>Public Performance of Sound Recordings (PPCA Licence) for events that involve the playing of sound recordings or music videos in public. For more information please refer to their website: www.pcca.com.au</p>
	<p>Occupancy Permits for a Place of Public Entertainment (POPE) issued by Building Commission for prescribed temporary structures. This document confirms your event complies with the Building Act and must be displayed at all times during your event.</p>
	<p>Pedestrian and Crowd Management Plan.</p>
	<p>Signage Plan for directional, promotional, emergency, flags, banners and VMS.</p>
	<p>Traffic Management Plan (TMP) using the Guidelines for Events at LLBG</p> <p>Prepared in consultation with VicRoads, local Council and The Committee of Management. The TMP must include parking, signage, signage distances, method of communication and traffic controller details and must be prepared by a qualified traffic management company engaged to provide traffic management services for your event.</p> <p>Where traffic management is required off the Park, a permit will be required from Mount Alexander Shire Council. The Committee can assist with obtaining this.</p> <p>Council also provide grants to support events and have a bus to hire for events.</p>
	<p>Victoria Police Major Events Unit notification. Notify Victoria Police with full details of the event at least 2 weeks before the event.</p>
	<p>Waste Management Plan for collection and cleaning. Sustainability principles apply.</p> <p>Where waste management is required off the Park, a permit will be required from Mount Alexander Shire Council. The Committee can assist with obtaining this.</p>