

# EVENT AND FESTIVAL NOTIFICATION TO COUNCIL TO HOLD AN EVENT

RETURN FORM TO  
Horsham Rural City Council  
Horsham Municipal Offices –Cnr. Roberts Ave & Urquhart St  
P.O. Box 511 Horsham Vic. 3402 Ph. 03 5382 9706 Fax 03 5382 1111



Email form to:  
[records@hrcc.vic.gov.au](mailto:records@hrcc.vic.gov.au)

Amended May 2017

This form must be completed if you are planning or organising an event in the Horsham Rural City Council Municipality.

**YOU ARE REQUIRED TO LODGE THIS FORM A MINIMUM OF 12 WEEKS BEFORE YOUR EVENT.**

Large or maior events requiring a Planning Permit, etc may require a minimum of six months notification period.

Name of Event \_\_\_\_\_

Name of Organisation \_\_\_\_\_ ABN (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email Mandatory \_\_\_\_\_ Website \_\_\_\_\_

Location of Event – Street / Road / Reserve (You are required to book your own venue)

Name: \_\_\_\_\_

Locality \_\_\_\_\_

Will the event be staged on one of the following lands Council  Crown  Private   
Identify the facility to be used \_\_\_\_\_

Proposed Date / s of Event Monthly  Quarterly  Annually  Single Event

Event start date \_\_\_/\_\_\_/\_\_\_ Event end date \_\_\_/\_\_\_/\_\_\_

Event start setting up time \_\_\_\_\_ Event packing up time \_\_\_\_\_

**Expected Audience Numbers** \_\_\_\_\_

Is entry to the event **Free** Yes / No or **Ticketed** Yes / No Cost \$

Brief Description and type of Event – describe the event and its main purpose

## **Emergency Contacts**

Will the event possibly require the service of the following emergency services?

If YES, you must contact each individual organisation listed below and advise them of your event.

Police 03 5382 9200 Yes  No  Ambulance 03 9090 5909 or email [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au) Yes  No   
Hospital 03 5381 9111 Yes  No  CFA 03 5382 6672 Yes  No

DECLARATION & SIGNATURE BY INDIVIDUAL OR ON BEHALF OF ORGANISATION

Date Submitted \_\_\_\_\_ Event Organiser's Signature \_\_\_\_\_

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation. By signing this document I will make a commitment to control the risks that have been identified in the risk assessment that I have provided to the council and I will implement the risk treatments.

**If you tick YES to any of the following questions then you MUST contact that relevant department.**

Technical Service / Parks & Gardens		
<b>Contact Persons:</b>	Rob Moir Operations Manager (including matters relating to use of parks)	Ph: 03 53829610 Mobile: 0409 196 615 Email: <a href="mailto:rob.moir@hrcc.vic.gov.au">rob.moir@hrcc.vic.gov.au</a>

**Do you require any of the following?**

Access to power	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access to water – potable (drinking water)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access to water – non potable:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access through locked gates/ bollards	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access to public toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provision of public toilets cleaning service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provision of Council waste receptacles (garbage bins)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provision of <b>free</b> recycling trailer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Traffic signage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Road closure - signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Temporary footpath or street signs,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site prepared cleaned / grass mowed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the event require security fencing barriers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Installation of street banners / flags	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Please note if declared highways are involved separate permission is required from VicRoads Horsham contactable on 03 5381 9400**

Planning Department		
<b>Contact Person:</b>	Nick Carey Town Planner  Adam Moar Town Planner	Ph. 03 5382 9701 Email: <a href="mailto:nick.carey@hrcc.vic.gov.au">nick.carey@hrcc.vic.gov.au</a> Ph: 03 5382 9762 Email: <a href="mailto:adam.moar@hrcc.vic.gov.au">adam.moar@hrcc.vic.gov.au</a>

**You are required to contact the Planning Department in regard to all events held in the Horsham Municipality area.**

Has the Horsham Rural City Council Planning department been contacted? Yes  No

If YES who was the contact person that you spoke to?

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**A Planning Permit may be required for your event**

Do you possess a Planning Permit? Yes  No

**If a Planning Permit is not required**

Do you have Council correspondence to confirm this?  
If YES please attach to the notification form Yes  No

Do you currently have a Planning Permit application lodged with Council Yes  No

Do you have a site plan of your event, if so please attach. Yes  No

If you tick YES to any of the following questions then you MUST contact that relevant department.

Building Department		
Contact Person:	Municipal Building Surveyor Terry Baker	Ph: 03 5382 9740 (Monday to Thursday) Email: <a href="mailto:terry.baker@hrcc.vic.gov.au">terry.baker@hrcc.vic.gov.au</a>
	Manager Planning & Regulations Officer	Ph: 03 5382 9728 Email:

#### Places of Public Entertainment (POPE) – (Occupancy Permit)

- Is the event catering for 5000 or more persons at any one time during the event Yes  No
- Is the event organised and controlled by a non for profit *community-based organisation* Yes  No
- Does the event place have an area greater than 500 square meters Yes  No
- Is the building or place/venue enclosed or substantially enclosed OR  
Do you intend to install any temporary fencing or other barriers to enclose the area? Yes  No
- Is admission to the building or place/venue gained by payment of money, ticket or donation? Yes  No

**Note:** Community-based organisation means a body, whether or not a corporate body, that -

- (a) Is not established primarily for the purpose of profit or gain, and
- (b) Does not distribute any part of any profit or gain made in the conduct of its activities to any member or the organisation, and
- (c) Operates in a community wholly for –
  - i. A philanthropic or benevolent purpose, including the promotion of art, culture, science, region, education or charity, or
  - ii. Any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association.

#### Public Toilet Facilities

- Will the event use public toilets? Yes  No
- Will the event install portable toilets? Yes  No

#### Marquees or Temporary Structures (Siting Approvals)

- Do you intend to install a tent, marquee, booths and or prefabricated buildings greater than 100 square meters, if Yes how large \_\_\_\_\_M2 Yes  No
- Does the event have a stage or platform greater than 150 square meters Yes  No
- Does the event have a seating stand for more than 20 people Yes  No

**Note:** You will receive a letter from Councils building department with relevant application forms, if your event requires an occupancy permit and or siting approval.

If you tick YES to any of the following questions then you MUST contact that relevant department.

## Community Safety Unit

Contact Person:

Community Safety Unit

Ph: 03 5382 9767

Mobile: 0407 825 453

Email:

### Parking Control

Will your event require reserved parking bays?

Yes

No

If YES please specify number \_\_\_\_\_

Will you require traffic cones?

Yes

No

If YES please specify number required \_\_\_\_\_

Describe what will be required and at what location \_\_\_\_\_

- \_\_\_\_\_

### Alcohol

Will alcohol be served or sold?

Yes

No

If YES, complete the following:

Name and contact details of party holding the liquor licence?

\_\_\_\_\_

How many individual alcohol outlets will there be? \_\_\_\_\_

What serving sizes will the alcohol be available? \_\_\_\_\_

What types of alcohol will be available? \_\_\_\_\_

Will the event allow BYO alcohol?

Yes

No

If YES please provide details \_\_\_\_\_

Have you obtained a liquor licence?

Yes

No

If YES please provide a copy \_\_\_\_\_

### Fireworks

Will the event involve fireworks or pyrotechnic displays?

Yes

No

If YES Have you obtained CFA approval?

Yes

No

Have you obtained Council approval?

Yes

No

Have you prepared a fire prevention / protection plan?

Yes

No

If YES please provide a copy \_\_\_\_\_

### Street Entertainment (Buskers / Bands / Activity Policy)

Will the event involve Street Buskers

Yes

No

If YES you will need to complete a busking approval form, obtain your copy from Council Reception.

Before any Street Busking is to occur, permission will need to be given by the adjacent business proprietor.

Has the business proprietor given approval?

Yes

No

**If you tick YES to any of the following questions then you MUST contact that relevant department**

Environmental Health Department		
Contact Person	Luke Mitton Environmental Health Officer	Ph: 03 5382 9768 Mobile: 0428 312 956 Email: <a href="mailto:luke.mitton@hrcc.vic.gov.au">luke.mitton@hrcc.vic.gov.au</a>

**Food**

Will food be sold? Yes  No

If YES describe food services \_\_\_\_\_  
\_\_\_\_\_

If YES, list below or attached a list of food vendors details:

1. Vendor business name \_\_\_\_\_  
Vendor contact information \_\_\_\_\_  
Type of food offered \_\_\_\_\_

2. Vendor business name \_\_\_\_\_  
Vendor contact information \_\_\_\_\_  
Type of food offered \_\_\_\_\_

**Entertainment**

Will there be entertainment? Yes  No

If YES type of entertainment Band  Solo Performer  Recorded Music   
Live Show  Live Band  Other  (please specify below)  
\_\_\_\_\_  
\_\_\_\_\_

Horsham & Grampians Visitor Information Centre		
Contact Person:	Debra Shipway Centre Manager	Ph: 03 53821832 Email: <a href="mailto:tourism@hrcc.vic.gov.au">tourism@hrcc.vic.gov.au</a>

**Promotional Signage**

Will your event require promotional signage? Yes  No

If YES then you are required to complete a Temporary Event Signage form as per the attached appendix 1:

**Signs are to be made at your own expense.**

However, there may be marketing funds through the Tourism Event & Festival funding application (TEFFA), which could possibly assist with funding of two event signs.

For further information visit [www.visithorsham.com.au](http://www.visithorsham.com.au) under the heading EVENTS to obtain the TEFFA funding application.

Have you completed an signage application Yes  No

**Note:**

All temporary signage must be approved by Horsham & Grampians VIC Manager and display will generally be for two weeks prior to event date, unless special permission is granted.

**If you tick YES to any of the following questions then you MUST contact that relevant department**

Promotion Department		
<b>Contact Person:</b>	Chris McClure Co-ordinator Tourism & Events	Ph: 03 53829702 Moblie: 0428 357 220 Email: <a href="mailto:chris.mcclure@hrcc.vic.gov.au">chris.mcclure@hrcc.vic.gov.au</a>
	Gloria McRae Promotion / Tourism Marketing Officer	Ph: 03 53829706 Email: <a href="mailto:gloria.mcrae@hrcc.vic.gov.au">gloria.mcrae@hrcc.vic.gov.au</a>

### Event Marketing

What marketing will you be undertaking for the event?      Television       Radio   
    Local Newspaper       Out of region newspapers

### Sponsorship / Marketing Support

There may be marketing funds through the Tourism Event & Festival funding application (TEFFA) process, which could assist with your marketing campaign.

For further information visit [www.visithorsham.com.au](http://www.visithorsham.com.au) under the heading EVENTS to obtain the TEFFA funding application.

### NOTE: Site Plans

Are available from Gloria McRae see above contact details

Where possible provide an aerial view Site Plan of the area that the event will be held at.

Please include: fencing, temporary barriers, marquees, stage(s) or grandstand / seating, jumping castles etc.

Are you conducting an event at one of the following locations:      Yes       No

If YES, please tick venue

Botanic Gardens       May Park       Sawyer Park   
 Horsham City Oval       Dudley Cornell Park       Natimuk Township (main street area)

Risk & Insurance Department		
<b>Contact Person:</b>	Diana McDonald Risk Management Co-ordinator	Ph: 03 5382 9778 Email: <a href="mailto:diana.mcdonald@hrcc.vic.gov.au">diana.mcdonald@hrcc.vic.gov.au</a>

If your event is to be conducted on Council or Crown Land, you are required to complete a Risk Management Plan and include with your Event Notification form.

Have you attached you Risk Management Plan form      Yes       No

### Need Insurance or Risk Management Help?

Visit the following link it will take you directly to the local community website:

[http://www.ourcommunity.com.au/insurance/insurance\\_article.jsp?articleId=1245](http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=1245)

Here you will find help sheets and checklists which are designed to help event organisers introduce and improve risk management processes in their not for profit organisation so they can provide a safe environment for their staff, members, contractors, visitor and volunteers. It includes information on risk management, insurance and has many useful checklists to support the safe planning of your event.

**Public Liability Insurance**      Do you have Public Liability Insurance of \$20 million?      Yes       No

Have you provided a copy of the current insurance policy      Yes       No

**Note:**

It is the responsibility of the event organiser to hold public liability insurance to the minimum value of \$20 million for the event / festival. This policy must be extended to specifically cover the event, if it does not already do so. If the event is to be staged on Council owned or controlled property, Council requires that Horsham Rural City Council is specifically mentioned on this policy.

<b>Public Transport - Contact Details</b>
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<b>Bus Operator</b>	03 5382 2819	OR	<b>Taxi</b>	03 5381 1223
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**NOTE:**

- **If you are organising a large event please ADD a detailed program of your event and where possible the inclusion of a site location plan of the area (available from Council Promotions Department).**

**For example layout of event facilities marquees / stage etc at Sawyer Park.**

- **If you answered YES to any of the above questions, your event may require Horsham Rural City Council, Vic Roads or State Government permits.**

**Please contact that relevant department and speak to the contact person as listed above.**

- **Event organisers are encouraged to discuss in detail, requirements including Council costs with the appropriate Council Officer prior to making a formal application.**

Privacy Statement: the personal information collected will be used for the primary purpose or directly related purpose as indicated on this form. The applicant understands the personal information provided is for this purpose and that they may apply to Council for assess and / or amendment of the information.

<b>Office Use Only</b>
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Is it included in What's On
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Has the Internal Events Management Team been notified?
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Has the applicant been notified?
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