

# EVENT AND FESTIVALS NOTIFICATION TO COUNCIL TO HOLD AN EVENT

(PLEASE NOTE THIS IS NOT AN EVENT REGISTRATION FORM)

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



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

Approved October 2011

- This form must be completed if you are planning or organising an event in the Horsham Rural City Council municipality.
- **Please lodge this form a minimum of 12 weeks before your event.**
- Large or major events requiring a Planning Permit, etc may require a minimum of six months notification period.

Name of Event: \_\_\_\_\_  
Name of Organisation \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email – (Mandatory): \_\_\_\_\_ Website: \_\_\_\_\_

**Location of Event:**

Street / Road/ Reserve 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

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

**Expected Audience Number** \_\_\_\_\_

**Event Entry** Free Yes / No OR Cost Amount \_\_\_\_\_

***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 53829 200	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ambulance	03 53385 000	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hospital	03 53819 111	Yes <input type="checkbox"/>	No <input type="checkbox"/>	St John's Ambulance	0407 750 274	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CFA	03 53826 672	Yes <input type="checkbox"/>	No <input type="checkbox"/>				

**Public Liability Insurance** Do you have Public Liability Insurance of \$10 million? Yes  No

Please provide a copy of the current insurance policy.

It is the responsibility of the event organiser to hold public liability insurance to the minimum value of \$10 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.

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

**Please answer the following questions and if you tick YES to any of the following questions then you MUST contact that relevant department:**

<b>Planning Department</b>		
<b>Contact Person:</b>	Mr. Brodie Paul Town Planner	Ph: 03 5382 9798 Email: <a href="mailto:planning@hrcc.vic.gov.au">planning@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? \_\_\_\_\_

**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? **Yes**  **No**
- If "Yes" please attach to the notification form
- Do you currently have a Planning Permit application lodged with Council? **Yes**  **No**

<b>Technical Services / Environment &amp; Recreation Services Department</b>		
<b>Contact Persons:</b>	Mr. David Eltringham General Manager, Technical Services	Ph: 03 53829 737
	Mr Patrick Barrett, Manager, Environment and Recreation Services	Ph: 03 5382 9739 Mobile: 0419 591 615
	Mr. Martin Duke Operation Engineer	Ph. 03 5382 9610 Mobile 0408 892 642

**Do you require-**

- Access to power? **Yes**  **No**
- Access to water - potable (drinking water)? **Yes**  **No**
- Access to water - non potable? **Yes**  **No**
- Access through locked gates/ bollards **Yes**  **No**
- Access to public toilets **Yes**  **No**
- Provision of public toilets cleaning service **Yes**  **No**
- Provision of Council waste receptacles (Rubbish bins) **Yes**  **No**
- Signage – traffic **Yes**  **No**
- Site prepared / grass mowed **Yes**  **No**
- Is it a waste wise (recycling) event **Yes**  **No**
- Will the event require security fencing barriers **Yes**  **No**
- Installation of street banners / flag **Yes**  **No**

**Please note if declared highways are involved separate permission is required from VicRoads Horsham contactable on 03 53819400**

**Please answer the following questions and if you tick YES to any of the following questions then you MUST contact that relevant department:**

<b>Building Department</b>		
<b>Contact Person:</b>	Mr. Ian Maria Cadet Building Surveyor	Ph: 03 5382 9703 Mobile 0419 663 745

**Public Toilet Facilities**

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

If "Yes" describe number of toilets to be provided \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Marquees or Temporary Structures**

- Do you intend to install marquees or temporary structures? Yes  No

If "Yes" describe size of structure \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Do you intend to install any temporary fencing or other barriers to enclose the area?  
 If so, please attach a site plan. Yes  No

**Please Note:**

- Marquees or other temporary structures having an area greater than 100 square metres require a certificate of occupancy which are issued by the Building Commission Ph 03 9285 6400 and must be erected by registered building practitioners.
- Evidence of the occupancy permit must be made available on site for verification.

<b>Environmental Health Department</b>		
<b>Contact Person:</b>	Mr Luke Mitton, Environmental Health Officer	Ph: 03 5382 9768 Mobile: 0428 312 956

**Food**

- Will food be sold? Yes  No

If "Yes" describe food services \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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) \_\_\_\_\_  
 \_\_\_\_\_

**Please answer the following questions and if you tick YES to any of the following questions then you MUST contact that relevant department:**

<b>Local Laws and Fire Prevention Department</b>		
<b>Contact Person:</b>	Mr Maurice Rudolph, Law Enforcement Officer	Ph: 03 5382 9767 Mobile: 0407 825 453 Email: maurice.rudolph@hrcc.vic.gov.au

**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
- 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

<b>Promotions Department</b>		
<b>Contact Person:</b>	Mr Chris McClure, Manager, Events & Tourism	Ph: 03 5382 9702 Mobile: 0427 357 220 Email: chris.mcclure@hrcc.vic.gov.au

**Event Marketing**

- What Marketing will you be undertaking for the event?

Television                       Radio  
 Local Newspaper               Out of Region Newspaper

**Please answer the following questions and if you tick YES to any of the following questions then you MUST contact that relevant department:**

<b>Horsham &amp; Grampians Visitor Information Centre</b>		
<b>Contact Person:</b>	Mrs. Debra Shipway Manager Horsham & Grampians Visitor Information Centre	Ph: 03 5382 1832 Email: tourism@hrcc.vic.gov.au

**Promotional Signage**

- Will your event require promotional signage? Yes  No   
     If "Yes" please indicate type required?  Temporary Event Signage  Gateway Sign

<b>Council Risk Management Department</b>		
<b>Contact Person:</b>	Diana McDonald Organisational Risk Officer	Ph: 03 5382 9778 Email: diana.mcdonald@hrcc.vic.gov.au

- Do you have a Risk Management form in place Yes  No
- If your event is to be conducted on **Council owned or controlled land**, you are required to complete Council Risk Management form OR forward your current Risk Management form onto:

Horsham Rural City Council  
Risk Management Department  
P.O. Box 511  
Horsham VIC 3402

<b>Public Transport – Contact Details</b>			
Public Transport Bus Operator	03 53822819	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Taxi	03 53811223	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Note:**

- **If you are organising a large event please ADD a detailed program of your event.**
- **If you answered 'YES' to any of the above questions, your event may require Horsham Rural City Council, Vic Roads or State Government permits.**
- ***Event organisers are encouraged to discuss in detail, requirements including Council costs with the appropriate Council Officer prior to making a formal application for approval.***

*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 access and/or amendment of the information.*

<b>Office Use Only</b>			
Is it included in "What's On"		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Internal Events Management Team been notified?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the applicant been notified?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Road / Lane/ Parking Bay Closure**

Please enclose a sketch or copy of a map identifying the proposed closure (or area of activity). Please note only an approved contractor is permitted to manage a road closure. An events officer will assist in providing the applicant with an approved contractor and gaining the appropriate paperwork.

**Road / Lane Use**

Please enclose a plan identifying the roads and/or lane intended to be used. Please note that all cycling events now require a completed traffic management plan, which complies with Australian Standards, to be submitted before approval for the event will be given. Please note these plans must show what / where all signage will be displayed and that all signage must comply with Australian Standards.

**Site Plan**

A site plan may be required showing where all structures / activities will be on the day of the event.

**Public Risk Insurance**

The organisation or individual must have a \$10 million insurance policy responsible that **covers** the event. The policy must have the Horsham Rural City Council noted as an interested party on the Certificate of Currency. Before a permit can be issued Council must sight the Certificate of Currency and a full copy of the insurance policy. The insurance policy must also cover the period of setting up and dismantling the event.

**Job Safety Analysis**

A job safety analysis will need to be completed for any of the event activities that are regarded to be of a medium to high risk. An event officer will determine the level of risk and guide the event organiser / contractor through the JSA process after the application form is received.

**Environmental Health**

If food or beverages are being sold or served (exposed and or packaged) during your event a temporary food permit will be required from the Horsham Rural City Council Environmental Health Department can be contacted on (03 5382 9768)

**Privacy Statement**

The personal information on this form is being collected to issue you with a permit to conduct the relevant event (s). Your personal information will be solely used by Council for that primary purpose or directly related purposes. Should you wish to access or amend this formation you may contact Council on **(03 5382 1832)**. Failure to provide the requested information may result in Council not being able to process your application. Depending on the event some details will be passed onto relevant departments with the Horsham Rural City Council as well as some other appropriate bodies such as Police.

**A FEE MAY BE APPLICABLE TO ANY EXTRA PERMITS REQUIRED AND ROAD CLOSURES.**