



EVENTS AND FESTIVALS

NOTIFICATION TO COUNCIL TO HOLD AN EVENT



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



Horsham Rural City Council
urban rural balance

Email -records@hrcc.vic.gov.au

NOTIFICATION NO. ____/____

- This form must be completed if you are planning or organising an event in the Horsham Rural City Council municipality.
- This event notification form registers your intent to hold an event.
- **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.
- By definition, an event and/or festival covered by this Policy is an event and/or festival that provides for access by the public but is not an event and/or festival normally carried out "as of right" by the landowner and/or manager.

Name of Event: _____
 Name of Organisation: _____
 Contact Name: _____
 Address: _____
 Telephone: _____ Mobile: _____ Fax: _____
 Email: _____ 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:

Proposed Event Monthly Quarterly Annually Single Event
 Start Date _____ End Date _____ Start Time _____ Finish Time _____
Expected Audience Number _____ Event Entry Free OR Cost (Amount) \$ _____

Type of Event

What is your Target Audience? Art / Culture Sport Community/Club Festival
 Music Live Show Market Street Party
 Circus Charity Private Party Other
 (Please specify below)

Brief Description of Event:

Describe the event and its main purpose _____

Public Liability Insurance

Do you have Public Liability Insurance of \$10 million? Yes No Please provide a copy of the current 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:

Planning Department

Contact Person:	Ms. Michelle Bos, Town Planner	Ph: 03 5382 9701
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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**

Technical Services / Environment & Recreation Services Department

Contact Persons:	Mr David Eltringham, General Manager, Technical Services	Ph: 03 5382 9724 Mobile: 0418 147 482
	Mr Patrick Barrett, Manager, Environment and Recreation Services	Ph: 03 5382 9739 Mobile: 0419 591 615

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 **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

Building Department

Contact Person:	Mr Roger Gillett Building Surveyor	Ph: 03 5382 9740 Mobile: 0427 861 893
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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 _____

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.

Environmental Health Department

Contact Person:	Mr Luke Mitton, Environmental Health Officer	Ph: 03 5382 9768 Mobile: 0428 312 956
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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) _____

Local Laws and Fire Prevention Department

Contact Person:	Mr Maurice Rudolph, Law Enforcement Officer	Ph: 03 5382 9767 Mobile: 0407 825 453
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Traffic 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

Promotions Department

Contact Person:	Mr Chris McClure, Promotions Manager/Major Events Co-ordinator	Ph: 03 5382 9702 Mobile: 0427 357 220
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Event Marketing

- What Marketing will you be undertaking for the event?
 Television Radio
 Local Newspaper Out of Region Newspaper

Horsham Visitor Information Centre

Contact Person:	Mrs. Debra Shipway Manager Horsham & Grampians Visitor Information Centre	Ph: 03 5382 1832
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Promotional Signage

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

Council Risk Management Department

Contact Person:	Mr Tony Schneider, Corporate Services Officer	Ph: 03 5382 9719
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- If your event is to be conducted on **Council owned or controlled land**, you are required to complete the attached Council Risk Management Form.
- Please forward a copy of the completed Risk Management form to:
Horsham Rural City Council
Risk Management Department
P.O. Box 511
Horsham VIC 3402

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 53829200	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ambulance	03 53385000	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hospital	03 53819111	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
CFA	03 53826672	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Public Transport – Contact Details

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

Note:

- 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.

Office Use Only

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"/>

Things you should Know...

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.