

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Event Permit Advice

This permit has a fee of \$113.00. Not for Profit Organisations do not pay a fee.
We recommend you apply 3 months before the date of event for the application to be processed.

Event Questionnaire:

You will need an event permit if your event is on or impacts the use of public land or normal public activities. This document will give you an understanding of the needs for events in East Gippsland and give you advice on other permits needed.

All events are categorised into three components from low, medium and high risk. Please tick which category you believe your event is:

<input type="checkbox"/> Low Risk Events	<input type="checkbox"/> Medium Risk Events	<input type="checkbox"/> High Risk Events
If your event contains 1 (one) or more of the below, please tick above	If your event contains 1(one) or more of the below, please tick above	If your event contains 1(one) or more of the below, please tick above
FOOD (Serving, Selling, External Vendors)	IMPACT TO TRAFFIC/ROADS (Where an event is held on or near a road that requires road closures or traffic management)	HIGH RISK ACTIVITIES (Includes amplified noise, music, entertainment or activities, fencing, stage, audio/visual equipment, tiered seating, Road Closures or impacts normal use of roads or additional public transport provisions)
AMPLIFICATION (Amplified music, announcements)	INFRASTRUCTURE (Total footprint is between 51m2 and 150 m2)	LIQUOR (Where liquor is sold and consumed)
MINOR INFRASTRUCTURE (Total space of temporary structures does not exceed 50m2)	FOOD (Serving, Selling, Non-Alcoholic service or sales, External Vendors)	AMUSEMENTS Multiple mechanical amusement rides
HOURS OF OPERATION (Held between 6am and 6pm)	PATRONS (Between 100 and 500 patrons per day)	FIREWORKS (Indoor and/or outdoor pyrotechnics display)
	HOURS OF OPERATION (Finishes between 6pm and 9pm)	PATRONS (More than 500 patrons in one day)
		MAJOR INFRASTRUCTURE Total space of temporary structures is larger than 151m2
		HOURS OF OPERATION (Finishes after 9pm)

Privacy Statement

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All events will provide a copy of the following material with your Event Permit Advice if needed.

1. The details of or copy of your public liability insurance documents with minimum value of \$20 million.
2. A site plan including locations of temporary fencing, toilets, parking, bins, first aid post etc. You will need to develop a plan for any risk that may happen. You must include first aid services.

http://www.eastgippsland.vic.gov.au/Arts_and_Leisure/Events/Planning_an_Event.

3. For events on Council land, your Event Permit application is your request for permission to use the land. However, if using the Kiosk and/or Stage Area in Bairnsdale you will need to make contact with Bairnsdale Service Centre to find out if the area/s are available.
4. You will need written permission from the venue or land manager, such as Council, grounds Committee of Management, Vicroads, Department of Environment, Land, Water and Planning (DELWP), Gippsland Ports or other public land.
5. You will need to tell, in writing or email, the suitable people of your event i.e. Police, Vicroads, CFA, SES local hospitals and Ambulance. All events must tell the local Police.
6. All competitive on-road events (i.e. fun runs, bicycle or car racing) will need written permission from the Chief Commissioner of Police.

7. Will the event need additional waste services? Yes No

If yes, please attach details or required support. Please note Council will not supply additional waste services to events which Council fund through another program or where a fee is charged as part of the event.

8. Will the event need temporary fencing? Yes No

If yes, please attach details on Site Plan

9. Will the event require roadside advertising? Yes No

If yes, please complete and attach the Temporary Advertising on Roadside form.

10. Do you have access to acceptable drinking water for participants and spectators? Yes No

11. Is the event being held in a public building (e.g. hall), is the venue larger than 500 m²? Yes No

If yes, you may need to apply for a Place of Public Entertainment Permit from Council's Building Department.

12. Will the event have a temporary structure larger than 100 m²? Yes No

For example, a marquee or grandstand etc. If yes, you may need to apply for a Place of Public Entertainment Permit from Council's Building Department.

13. Will there be fireworks? Yes No

If yes, please attach details and permit from Gippsland Ports, CFA and Work Safe Victoria.

14. Will the event include the sale or drinking of alcohol? Yes No

*If yes, you will need a Liquor License, available from www.vcglr.vic.gov.au
You will also need permission for your event from Local Police.*

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15. Will the event be playing recorded music and/or music video? Yes No

If yes, you will need to apply for a Licence from APRA AMCOS, available from www.apraamcos.com.au.

16. Will the event need road or car park closures? Yes No

If yes, you will need to indicate on your site plan and provide a Traffic Management Plan. You will also need to complete and attach an Application for Temporary Road Closure form available from Councils website.

17. Will the event have food and drinks supplied or sold there? Yes No

If yes, you will need to register on Stretrader and complete a Statement of Trade. For further information, refer to website Health department page or contact Councils Health Department.

18. Will the event have security or crowd controllers? Yes No

If yes, please attach details.

22. Is your event within 200 meters of coastal waters and held on Crown Land (any public land including roads, recreation reserves and foreshore areas)? Yes No

If yes, you may require Coastal Management Act (CMA) consent or other approvals from the State Government. Please email the Department of Environment, Land, Water and Planning's office at Gippsland.planning@delwp.vic.gov.au for further advice.

For further advice, please refer to Council's Event Planning Guide or contact Council's Events team on 03 5153 9500.

Applicant

Organisation:								
Person Responsible:								
Postal Address:				Postcode				
Phone Number: Home:			Work:		Mobile:			
Email Address:					Fax:			
Website: (if applicable)								

Event

Name of Event:												
Entry Fee: \$_____				Spectator Fee: \$_____								
How many people do you think will be at the event?												
Location or venue of event:												
								Postcode				
Event Start Date: ____/____/____				Event Finish Date: ____/____/____								
Event Start Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm				Event Finish Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm								
Number of people expected to attend:												

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Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Business Centre: 26 Pyke Street. Bairnsdale Corporate Centre: 273 Main Street. Bairnsdale Service Centre: 24 Service Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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