

# Warrnambool Event Application

**Holding a successful and safe event requires careful planning. Events often affect the day-to-day running of the city. They usually involve the public and often involve additional elements such as road closures, pedestrian management, health and local laws considerations and promotional activity.**

Events may also require the assistance of public authorities including Victoria Police, public transport providers and emergency services.

Before completing the event application form ensure you read the Event Planning Guide to understand your responsibilities. For more information visit [warrnambool.vic.gov.au](http://warrnambool.vic.gov.au)

## SECTION 1: EVENT INFORMATION

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

Type of Event: \_\_\_\_\_

Proposed dates: \_\_\_\_\_

Location of event: \_\_\_\_\_

\*Please note: if you are planning to host an event at the Warrnambool Botanic Gardens, Lake Pertobe, the Civic Green, sporting ground, recreation reserve or public space, you are required to complete the relevant application form to start the process with Council.

## SECTION 2: EVENT APPLICATION INFORMATION

Event Applicants Name. (eg Business/Club/Group Name) \_\_\_\_\_

ABN/CAN (if applicable) \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Is this a community based Club/Group/Org/Assoc or Sporting Body:  Yes  No

### Event Coordinator Details

Event Coordinator Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION 3: EVENT OVERVIEW

Briefly describe your event...

---

---

---

---

---

### Event dates/times

When will you be setting up? Date: \_\_\_\_\_ Time: \_\_\_\_\_

When does your event start? Date: \_\_\_\_\_ Time: \_\_\_\_\_

When does your event finish? Date: \_\_\_\_\_ Time: \_\_\_\_\_

When will you finish packing up? Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Event History

Has this event been held before?  Yes  No

If yes... Year: \_\_\_\_\_ City/Town: \_\_\_\_\_

Who will attend your event? \_\_\_\_\_

Estimated number of spectators: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Estimated (combined) peak attendance number at any given time \_\_\_\_\_

Is entry to your event: \_\_\_\_\_

Free  Yes  No

Ticketed  Yes  No

Gold Coin Donation  Yes  No

Will the event be enclosed or substantially enclosed by a fence, barrier, or other feature?  Yes  No

Is the event footprint/area greater than 500m<sup>2</sup>?  Yes  No

\*Please refer to Permit Guide for more information regarding your permit requirements.

### SECTION 4: EVENT INFRASTRUCTURE

\*Please provide an aerial view Site Plan of your event venue with the location of each item below that you are planning to include.

Are you installing fencing or temporary barriers?  Yes  No

If yes, list type (star pickets, free standing etc.) and size: \_\_\_\_\_

Are you installing a marquee(s)?  Yes  No

If yes, list each marquee size(s) (Please note: Dial before your dig...) \_\_\_\_\_

Are you installing a stage(s)?  Yes  No

If yes, list each stage size(s) \_\_\_\_\_

Are you installing temporary grandstand style tiered seating?  Yes  No  
If yes, list type and size \_\_\_\_\_

Are you installing prefabricated building(s) exceeding 100m<sup>2</sup> other than the ones placed on the ground surface?

Yes  No

If yes, list type and size \_\_\_\_\_

Will there be jumping castles/inflatable items?  Yes  No

If yes, describe each one, including details of trained operators \_\_\_\_\_

Will there be mechanical rides?  Yes  No

If yes, describe each one, including details of trained operators \_\_\_\_\_

What other infrastructure are you using? List type, size and number of additional infrastructure

\*Please refer to Permit Guide for more information regarding your permit requirements.

## SECTION 5: TRAFFIC MANAGEMENT

Could your event impact the normal use of roads in and around your event site?  Yes  No

If yes, show on your Site Map, or separate Traffic Management Map:

- What roads and/or car parking bays may be impacted or closed
- Show the direction /course/usage of the roads including any start/finish areas
- Show where you suggest the public and participants park
- Show where you suggest contractors and event staff park

\*Please note: If you are proposing to close a road or change normal traffic conditions you will be required to apply for a road closure permit and provide a traffic management plan that should be developed by a qualified traffic management company.

## SECTION 6: AMENITIES & SERVICES

Do you wish to access the venue's electrical outlets?  Yes  No

If yes, list each piece of electrical equipment you will use and their amperage requirements  
(Include power outlet location(s) on your proposed site plan)

Do you wish to access water outlets from the venue?  Yes  No

If yes, list what you will use the water for, and which water points/taps do you wish to access

---

---

### SECTION 7: WASTE MANAGEMENT & TOILETS

Do you wish to access public toilets at the venue?  Yes  No

If yes, which public toilets will you use?

---

---

If no, how many and where will you locate portable facilities? (include all toilet location(s) on your proposed site plan)

---

---

Do you wish to access existing bins at the venue?  Yes  No

If yes, consider if they are adequate for the expected level of waste. \_\_\_\_\_

If no, how will you manage the waste? \_\_\_\_\_

### SECTION 8: FOOD & BEVERAGE

Will food be available at the event?  Yes  No

Will alcohol be available at your event?  Yes  No

If yes, answer the following points

Name and contact details of the party holding the liquor licence? \_\_\_\_\_

Will alcohol be sold?  Yes  No

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

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

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

\*Please note: If you or any other persons are selling food and/or beverages at your event the vendor must be registered on Streatrader.

\*Please refer to Permit Guide for more information regarding Liquor Licensing.

### SECTION 9: ENTERTAINMENT MANAGEMENT

Will there be animals?  Yes  No

If yes, list nature of animal involvement and details for trained operator \_\_\_\_\_

Will there be fireworks or other pyrotechnics?  Yes  No

If yes, list type of fireworks and details of trained operator  
(Include the fireworks launch site and fall out area on your proposed site plan)

---

---

Will there be amplified sound such as music, announcements or presentations?

Yes

No

If yes, list the following;

Duration of amplified sound (occasional announcements, ongoing music etc.)

---

---

\*Please refer to [Permit Guide](#) for more information regarding permit requirements.

## Section 10: RISK MANAGEMENT

As part of your Risk Management obligation, the evidence of the following must be attached to this Event Application:

- A copy of your Public Liability insurance (Certificate of Currency) which must be valid at the time of your event and provide indemnity for not less than 20 million dollars
- Evidence of an assessment of the risks associated with staging your event

## SECTION 11: ADDITIONAL INFORMATION

Is there anything you would like to tell us about your event?

## SECTION 12: FINALISING YOUR EVENT APPLICATION

To be read and signed by authorised Event Coordinator.

- I have read and completed the Event Application in good faith. All details provided are accurate and true and I am authorised to act on behalf of the applicant / event organiser.
- The event will be organised and managed as I have described unless advised otherwise by Warrnambool City Council and/or its authorities.
- By signing this Event Application form, the Applicant agrees to indemnify and to keep indemnified Warrnambool City Council, its servants and agents (the Council), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Event being applied for. The Applicant's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council directly contributed to the loss or liability.
- By signing this Event Application form the Applicant agrees to hold harmless Warrnambool City Council its servants and agents (the Council), and each of them in connection with all claims resulting from damage, loss, death or injury in connection with the Event being applied for, which may otherwise be brought or made or claimed by the Applicant against the Council, except to the extent that the Council is grossly negligent.
- I understand that this Event Application does not constitute event approval.
- I understand that a Council Officer will advise me of the next steps required for my event to gain approval.

Event Coordinator Full Name \_\_\_\_\_

Event Coordinator Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Privacy Policy

The information collected on this form is required by Council to ensure measures are in place for events management within the Warrnambool City Council. If this information is not collected the application cannot be processed. Council is required to notify various parties (e.g. authorities and emergency services) of upcoming events and may disclose this information to these parties in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to Council for access and/or amendment of the information by contacting Council's Freedom of Information/Privacy officer on 03 5559 4800 or [privacy@warrnambool.vic.gov.au](mailto:privacy@warrnambool.vic.gov.au)