

# Notification of Event Form

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

For Wellington Shire Council purposes, an event is defined as a public and/or social gathering of people for a community or commercial function or activity.

When organising an event, it is important to notify Council to ensure it complies with all current rules and regulations. Activities such as road closures, assembly of structures, food sales, etc, require a council permit.

The Events Coordination Team (**1300 366 244**) can also assist, and will act as liaison between yourself (as event organiser) and relevant Council departments to ensure your event complies with Council requirements.

Information on how to navigate through the event organisation process can be found in our Events Guide located on our website (<http://www.wellington.vic.gov.au/Enjoying-Wellington/Events/Hosting-an-Event>).

## How to complete this form

- Step 1 Self-assessment**  
Complete the **Do I need to let Council know about my event?** self-assessment on page 2
- Step 2 Complete**  
Complete the Event Notification Form
- Step 3 Submit**  
Submit your completed Event Notification Form to Council

## How to submit this form

<b>In person</b>	<b>Sale Service Centre</b> 18 Desailly Street, Sale Monday-Friday 8:30am – 5:00pm	<b>Yarram Service Centre</b> 156 Grant Street, Yarram Monday, Tuesday, Thursday, Friday 10:00am – 2:00pm (closed Wednesday)
<b>By Post</b>	Wellington Shire Council, PO Box 506, Sale Victoria 3850	
<b>By Email*</b>	<a href="mailto:enquiries@wellington.vic.gov.au">enquiries@wellington.vic.gov.au</a>	

## What happens next?

Council's Event Coordination team will assess the information you have provided.

Once assessed you will be provided with an event information pack specifically tailored to the information you have supplied in this form. You may be contacted by a Council Officer to discuss your event information.

Allow for up to 10 business days for your event notification form to be assessed and if you have not heard anything after this time, please contact our Event Coordination team on 1300 366 244.

## Privacy

Information requested on this form is collected for the purpose of event notification applications and maintaining an event register. Any personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose part or all of this information as required to assist in the coordination, risk management and/or approval process of this event (including third parties and/or other agencies as required). The applicant understands that the personal information provided is for the purpose of notifying of an event and they may apply to Council for access to/or amendment of the information.

# Event Self-assessment

## Do I need to notify Council of my event?

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We understand that at times it can be hard to navigate through event requirements. Events may require approvals under many pieces of law, departments and agencies.

Wellington Shire Council has an Events Coordination Team to help assist you through this process. This means that you will have one contact point with Council to help you through any permit and approval processes.

The first step is to see if you need any Council approval for your event. To do this, please complete the self-assessment questions below.

**Is your event on Council managed land?**

**Yes**

**No**

E.g. Park, playground area, road, car parking area, road reserve, footpath, nature strip etc.

Note - this does not include venues that are managed by a committee of management appointed by Council. If you are hiring a venue through a committee of management, please treat this as a NO to this question.

**Is your event open to the public?**

**Yes**

**No**

Your event is not by invitation only. Members of the public can attend your event, whether a fee is charged or not. You have advertised your event to promote attendance. This can also include one-off sporting events.

**Is a fee being charged as entry to your event?**

**Yes**

**No**

An entry 'fee' includes, but is not limited to, a monetary fee, barter, exchange for services, trade and other similar payment arrangements.

**Is the event location area greater than 500m<sup>2</sup> and/or will you be using temporary structures?**

**Yes**

**No**

As a guide, a sporting club venue, halls and function room locations would generally be 500m<sup>2</sup> or greater in size. Temporary structures include tents, marquees or booths with a floor area greater than 100m<sup>2</sup>, seating stands for more than 20 persons, stages and/or platforms (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area, prefabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on the ground surface.

**Will your event impact on the normal use of public land?**

**Yes**

**No**

A public space that would not normally have this type of activity on a normal day. Normal daily access may be altered due to the event (e.g. event in a carpark or open mall space, a road race, a private event at a public park etc).

### **If you answer YES to any of the above questions**

You must notify Council of your event by completing and submitting the attached Notification of Event Form

### **If you answer NO to all of the above questions**

You do not need to notify Council of your event. Note – while your event does not require Council approval you may require approval from other agencies and/or landowners i.e. liquor licence, fireworks approval, Crown land manager. Please see our [Event Management – Other things to consider](#) information flyer.

# Notification of Event Form

## ▼ Event Details

Event Title:

Event Date:

Event Time:

Start:

Finish:

Expected number of :

Attendees:

Event staff/  
volunteers:

Event location/address:

Location description:

*e.g. clubroom, northern BBQ area.*

Land owner of location:

I have attached a site map: *e.g. marked google map, line drawing*

Yes, required

Is this event reoccurring?

Annually

Monthly

Weekly

Once off

Other

Have you obtained the required number of toilets for patrons?

Yes

Unsure

No

How many toilets in total will be available on the day?

Male

Female

Disabled

Unisex

## ▼ Event Contact Details

Business/Organisation name:

Contact name

Contact position / title

Contact:

Phone

Mobile

Email

Business/Organisation Address:

Business/Organisation Postal  
Address:

*If different from above.*

## ▼ Event Activities

**Please provide a brief description of the event:** i.e. BBQ, jumping castle, fun run, face painting etc.

### Management and organisation of event

**Do you have Public Liability Insurance for this event (mandatory)?**

*Certificate of Currency **must** be provided which includes:*

- A minimum \$20M public liability coverage;
- The event name listed on the Certificate of Currency; and
- Includes coverage for set up/pack up activities.

Yes  
attached

☐

No, to be  
supplied

☐

**Is a fee being charged as entry to your event?**

*e.g. monetary fee, barter, exchange for services, trade etc*

Yes

☐

No

☐

**Will there be loud noise?**

*e.g. music, PA systems etc*

Yes

☐

No

☐

### Roads and footpaths

**Will your event impact on any roads, traffic or parking?**

*This includes alteration to speed of traffic, road crossings, road closures. Footpaths and nature strips are considered as 'road'.*

Yes

☐

No

☐

**If yes, road name/s:**

**Description of impact:**

**Will you be placing any signage on streets, roadsides, reserves or footpaths?**

Yes

☐

No

☐

**If yes, road name/s:**

### Use of land

**Will you be using structures over 100sqm?**

*e.g. tents, stages, seating, carnival machinery*

Yes

☐

No

☐

**Will there be camping?**

Yes

☐

No

☐

**Will there be ground markings or the use of stakes?**

*e.g. signage pickets, fenced off areas, anchoring marquees, etc*

Yes

☐

No

☐

**Will there be an animal nursery?**

Yes

☐

No

☐

## Food, drinks and entertainment

### Will the event involve food stalls & food preparation?

*This includes coffee vendors, ice-cream vendors etc.*

Yes

☐

No

☐

### If yes to above, will there be a fee charges for **any** food/beverages?

*By selecting no you are stating that all food and beverages will be free at this event.*

Yes

☐

No

☐

### Will alcohol be sold, served or consumed?

No, alcohol  
free event

☐

Yes, B.Y.O  
event

☐

Yes, served  
(no charge)

☐

Yes,  
Sold

☐

If Yes to above, what is your liquor licence number:

### Will there be busking?

Yes

☐

No

☐

### Would you like a mobile Visitor Centre presence at your event?

(subject to availability, Visitor Centre will confirm attendance within 7 days)

Yes

☐

No

☐

### Will there be fireworks or pyrotechnics?

Yes

☐

No

☐

### Will your event involve? *Tick any that apply.*

Circus

☐

Amusement  
rides

☐

Jumping  
castle/s

☐

Carnival

☐

Side  
shows

☐

## Declaration

I/We declare that all the information provided on this form is true and correct and understand that it is an offence to provide false or misleading information.

I/We understand that it is my/event organisers responsibility to notify Council (or any other interested agency) of any changes to the event that may result in the requirement of additional approvals.

I/We understand my/our responsibilities for the following *(please tick)*:

#### Risk Assessment/Management Plan

I/we understand that it is my/the event organisers responsibility to identify and manage risks. I understand that Council has a risk assessment template available for use at [www.wellington.vic.gov.au/hosting-an-event](http://www.wellington.vic.gov.au/hosting-an-event)

#### Accessibility Needs Plan

I/we understand that it is my/the event organisers responsibility to identify and manage accessibility access requirements to ensure that this event is inclusive.

#### Rubbish Removal/Waste Management

I/we understand that it is my/the event organisers responsibility to organise rubbish removal/waste management.

#### Child Safe Standards

I/we understand it is legislation for Event Staff and Volunteers to have **Working with Children** clearance and that it is my/event organisers responsibility to ensure Child Safe Standards are in place.

#### Emergency Services

I understand that it is my/the event organisers responsibility to **notify all local emergency services** of my event and will do so.

#### Covid 19 Safety Obligations & Responsibilities

I/we understand that it is my/the event organisers responsibility to ensure that this event is compliant with any State Government restrictions, and that it is my/the event organisers responsibility to monitor current Covid advice and alter event plans to support any active requirements. For up to date information, visit <https://www.coronavirus.vic.gov.au/>

**I confirm I have completed the State Government Registration. DO NOT** proceed unless you can answer YES to this question. All event organisers MUST register their event and submit documentation via the State Government website link: <https://www.coronavirus.vic.gov.au/public-events>.

**Please include your reference number:**

By signing this Event Notification Form, I acknowledge that as the organiser I am responsible for this event, and I hereby declare that the information I have provided is true and correct.

Name

Signature

Date