



MITCHELL SHIRE COUNCIL.

Event Expression of Interest Form

The details collected on this form will provide the basis for an application to hold an event in Mitchell Shire. An e-mail response within five (5) business days will be forwarded to the contact listed on this form outlining the required actions to apply for the relevant permits and approval as required.

Events will be assessed on their impact and the type of activities involved. As a guide only, the following timelines apply:

Impact of event	Event assessment considerations	Minimum notice period
Low	<ul style="list-style-type: none">• Less than 500 people• No road closures• Less than 5 temporary structures• Minimal waste (less than 5 bins)• 1 day event• Single location• No alcohol• Food & beverage (class 1 or 2)• Outside fire danger or extreme weather periods*	8 weeks
Medium	<ul style="list-style-type: none">• 500 - 3,000 people• Road closures, parking, pedestrian impacts• Temporary structures• Amusement devices• 5-20 bins• Portable power, gas appliances• Camping• Trading• Amplified sound• 1 or more days• Single or multiple locations• Sporting or high risk activities• Alcohol• Food (class 1,2,3)• Declared fire danger period or in extreme weather periods.	3-6 months
High	<ul style="list-style-type: none">• More than 3,000 people• Considerations as per "Medium" impact events• 2 or more days• Fireworks	6-12 months

*Extreme weather period - generally refers to heat/high temperature during summer period and cold/stormy weather during winter period.

NOTE: If minimum notice periods cannot be met, please contact the Tourism and Promotions Officer to discuss options.

Assessment Process

The Event EOI will be assessed by the relevant departments of Mitchell Shire Council and may be distributed to emergency services and other agencies for their input. Prior to issuing approval, additional information may be requested including more detailed event plans. Approval to conduct the event is not provided until the Event Approval and any relevant permits are issued.

Please submit your EOI to:

Mitchell Shire Council
Economic Development Unit
Address: 113 High Street, Broadford VIC 3658
E-Mail: events@mitchellshire.vic.gov.au

For assistance in completing this form, please contact:

Tourism and Promotions Officer
events@mitchellshire.vic.gov.au
(03) 5734 6200

Name of event:		
Description of event:		
Name of organisation responsible for event:		
Name of event manager and contact details: (e-mail, phone number and contact details)		
Organisation status	Incorporated Not-for-Profit Charity Private business/commercial Other - please detail:	
Location of event: (Please provide map)		
Date/s and time/s of event:		
Estimated attendance:		
Is there an entry fee?	No - free entry Yes - what are the entry fees? Entry via donation Fee only for competitors or stallholders	
Is the event a one-off, annual or other?	One-off Annual Other - please detail:	
Is there current Public Liability Insurance to cover this event and each supplier/vendor? (Please attach a scanned copy of the certificate)	No Yes	
Will food/beverages be a part of the event?	No Yes, food will be supplied/created	Yes, BYO food Yes, food will be sold

<p>How many toilets will be at the event?</p>	<p>Existing permanent public toilets: Female = Male = Unisex = Accessible =</p>	<p>Portable/temporary toilets: Female = Male = Unisex = Accessible = Where will the toilets be located?:</p>
<p>Will there be stallholders or other trading as part of the event? If yes, please provide details.</p>	<p>No Yes - please provide details: Location: Start time: Finish time:</p>	
<p>Will there be fundraising, raffles or gaming on a footpath, public road or highway?</p>	<p>No Yes - if yes, what is proposed?</p>	
<p>Will alcohol be included at the event?</p>	<p>No - Yes - served (not sold) Yes - supplied (e.g. for tastings at a market) Yes - sold Yes - BYO</p>	
<p>Does the event include any of these structures?</p>	<p>Stage or platform exceeding 150m² Tent, marquee or booth with a floor area greater than 100m² Seating stand that accomodates more than 20 people Prefabricated building with a floor area exceeding 100m²</p>	
<p>Will the event be fenced off?</p>	<p>No Yes - if yes, what is proposed?</p>	
<p>Details of public road or car park closures. Will the event require the closure or partial closure of any public road or car park?</p> <p>Event organisers are responsible for providing Traffic Management Plans for approval and all necessary signange for the closure of public roads and car parks. Please refer to Events Guide for details.</p>	<p>No Yes - if yes, please provide details of the affected roads and/or car parks and dates/ times of closure.</p>	
<p>Will there be camping?</p>	<p>No Yes If yes, what is proposed?:</p>	
<p>Will you be using advertising signage?</p>	<p>Township Entrance Sign Real Estate Boards Flyers in shop windows Signage on naturestrips and in parks/ gardens On Private Property Other:</p>	