



Application for a Festival / Carnival on Council Land Permit Application

Under Local Law No 1 Community and Environment 2013

APPLICANT DETAILS:

Contact Name _____

Business Name _____

Address _____

Phone _____

Email _____

Event name _____

Location of event _____

Dates & times of event _____

Details of event _____

Estimated number of people attending event _____

Event information

Have you ensured a POPE permit isn't required?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If no refer below
Is alcohol being served by licenced persons?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If yes refer below
Are any roads being closed?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If yes refer below
Is food being served?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If yes refer below
Is there a fee to enter event?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	
Is alcohol being consumed (BYO)?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If yes refer below
Is the event being held on a Council reserve	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If yes refer below
Will normal parking conditions be disrupted?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If yes refer below
Will there be fireworks?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	If yes refer below
Have neighbours been advised of event	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	
Is the event public or private?	Public [<input type="checkbox"/>] Private [<input type="checkbox"/>]	

Privacy Notification

The personal information requested on this form is being collected by Council for the purpose of evaluating a Local Laws Permit application. This information will be used solely by Council for that primary or directly related purposes. The applicant understands that the personal information provided is for the purpose of evaluating a Local Laws Permit application and that they may apply to Council for access and / or amendment of the information

Places of Public Entertainment (POPE)

In certain circumstances a POPE permit may be required from Council's Building Department. Events not organised by community groups, where a fee is charged for entry or that are fenced in or contained in a building are likely to need a POPE. For example a Circus requires a POPE permit. To check if you require a POPE please call Council's Building Department on (03) 5734 6200.

Alcohol

If alcohol is being served or sold by licenced businesses or persons a copy of the liquor licence(s) for all businesses involved must be provided with this application.

If alcohol is being consumed (BYO) by attendees at an event on Council land a permit may be required. Please indicate in the event information if this is the case.

Road Closure

If you are planning to hold an event that requires a public road closure it is recommended you discuss this proposal with Councils Engineering Services Team prior to lodging this form.

A Traffic Management Plan for any road closure must be prepared and submitted for approval in accordance with Australian Standards and Work Site Safety – Traffic management Code of Practice -2010 along with a [Road Closure Permit Application form](#)

Food

Permission to serve food on Council land forms part of this permit.

A festival/carnival permit is not a streatrader registration. All food vendors must obtain permits from Councils Health Department or they may be liable to receive infringements or be closed down upon inspection. For further information visit www.streatrader.health.vic.gov.au or call Council's Health Department on (03) 5734 6200.

Council Reserve / Park Bookings

If you are holding your event on a Council reserve or park you must complete a park booking application form and submit this to Council's Recreation Department for approval. A bond may be required for any event held on Council owned land. More information can be obtained by calling Council on (03) 5734 6200.

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Fireworks

Permission to discharge fireworks does not form part of this permit. If fireworks are planned a permit is required. Please see www.mitchellshire.vic.gov.au for further information.

Parking

You must demonstrate that you have considered the impacts that your event will have on parking availability in the area. A parking plan must be attached to this application showing designated parking areas for patrons to your event.

Where traffic controllers are proposed to halt traffic on public roads to assist traffic flow in and out of the event, A Traffic Management Plan is required to be prepared for Council approval.

Signage

A permit or approval is required to place advertising signage on Council land. If you would like to place a banner or real estate promotional board on Council land you should email your request to mitchell@mitchellshire.vic.gov.au. Make sure you include dates, location and the size of the sign in your message.

Township Entrance Event frames are located at township entrances in Broadford, Kilmore, Seymour, Wallan and Wandong. Download the Township Entrance Event Frames Booking Form from www.mitchellshire.vic.gov.au or contact Council's Economic Development department on (03) 5734 6200.

Notifying Businesses and Residents

Where adjoining businesses and residents may be affected by this event Council recommend that you contact them to discuss well in advance of the event date.

FESTIVAL / CARNIVAL CHECKLIST:

Road Closure Permit application included (if applicable)	[]
Completed and signed application form	[]
Public liability insurance of a minimum of \$10 million	[]
Food Vendors have streetrader registration	[]
Liquor Licences attached (if applicable)	[]
Parking plan attached	[]

*Not for profit community groups may apply for the fee to be waived. This must be requested in writing at the time of application.

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CONDITIONS

- I am aware that if a permit is issued there will be conditions that I must adhere to.
- Failure to fully provide the required information will result in my application being returned and a delay in processing.
- I am aware that if this permit application is refused the application fee is not refundable.
- The applicant understands that the personal information provided is to assess your application and record your permit and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the Local Laws Unit.

Signature

Date

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