

Intention to Hold an Event



Council encourages and supports the efforts that contribute to the rich and vibrant calendar of events that makes our region such a desirable place to live and visit. This form is used to notify various Council departments of your intention to hold an event and the services that may be needed in order to conduct the event.

Please ensure that this form is lodged no less than 12 weeks before your event or 6 months for Larger Events that require a Planning Permit. This will give Council adequate time to contact you if further information or services need to be organised. If your event is being held on Council or public land or on private land but open to the public you will be required to load your **Emergency Management Plan** and your current public liability form into this online form. Please have this ready. However you can save the form at any time and complete sections later.

Event Organisers Details

Is your event organised by an individual or an organisation? (Select 1 option) Required

- Individual
- Organisation

Answer this question if you selected 'Organisation' in *Event Organisers Details > Is your event organised by an individual or an organisation?*

Name of Organisation Required

Answer this question if you selected 'Organisation' in *Event Organisers Details > Is your event organised by an individual or an organisation?*

Is your Organisation a Not-for-profit Community based organisation? (Select 1 option) Required

- Yes
- No

Name of Event Organiser Required

Address Required

Contact phone number Required

Email Required

Website

Event details

Event name Required

Description of the event Required

Name of the venue (s) being used Required

Street location (s) of the event Required

Is your event held over more than one location (Select 1 option) Required

Yes

No

Has the location (s) of your event been booked? Required

Event Start Date Required

D	D	M	M	Y	Y	Y	Y
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Event Start time Required

Event End Date Required

D	D	M	M	Y	Y	Y	Y
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Event End time Required

Approximate set up and pack up date and time Required

Is your event held on other dates too? (Select 1 option) Required

- Yes
- No

Answer this question if you selected 'Yes' in *Event details > Is your event held on other dates too?*

Please list the other dates below: Required

Estimated peak number of participants/audience: (Select 1 option) Required

- 0-50
- 50-100
- 100-250
- 250-500
- 500-1000
- 1000-5000
- 5000+

Entry to the event is? (Select 1 option) Required

- Free
- Ticketed
- Gold Coin

Answer this question if you selected 'Ticketed' in *Event details > Entry to the event is?*

Ticket prices Required

Emergency Agencies

Is it anticipated that you will require the service of any emergency agencies during your event? (Select 1 option)

- Yes
- No

This information applies if you selected 'Yes' in *Emergency Agencies > Is it anticipated that you will require the service of any emergency agencies during your event?*

You must contact each individual emergency agency regarding your event.

Answer this question if you selected 'Yes' in *Emergency Agencies > Is it anticipated that you will require the service of any emergency agencies during your event?*

Please indicate which Agency's you have contacted. (Select 1 or more options)

- Vic Police: 5382 9200
- Wimmera Base Hospital: 538 19111
- Ambulance Victoria: 03 9090 5909, events@ambulance.vic.gov.au
- CFA: 5382 6672

Promotional Support

If you would like Council to promote your event, the event will be uploaded to the ATDW (Australian Tourism Data Warehouse) which sends your event listing to websites such as:

- visithorsham.com.au
- visitgrampians.com.au
- visitwimmeramallee.com.au
- visitvictoria.com.au

Would you like assistance from Council to promote your event? (Select 1 option) Required

- Yes
- No

Answer this question if you selected 'Yes' in *Promotional Support* > *Would you like assistance from Council to promote your event?*

Please upload a photo/image of your event with no branding or text on the image



Please attach all files to the end of this form before submitting it.

Answer this question if you selected 'Yes' in *Promotional Support* > *Would you like assistance from Council to promote your event?*

Please upload a PDF A4 poster of your event Alternatively, the poster can be dropped off at the Visitor Info Centre located at the Town Hall



Please attach all files to the end of this form before submitting it.

Do you require City Entrance Signage? (Select 1 option) Required

- Yes
- No

This information applies if you selected 'Yes' in *Promotional Support* > *Do you require City Entrance Signage?*

- Signs are to be made with core flute board and are to be 900mm high by 2300mm wide to fit frames provided.
- Signs must be delivered to the Council Depot Office in Selkirk Drive 3 weeks prior to the event.
- Signage displayed 2 weeks prior to event subject to availability.
- You are required to upload the sign layout design below (or alternatively Email tourism@hrcc.vic.gov.au) If no proof is presented for approval, your request for temporary event signage will not proceed.

Answer this question if you selected 'Yes' in *Promotional Support > Do you require City Entrance Signage?*

Where do you want these signs? (6 maximum, at event organisers own expense) (Select 1 or more options)

- Henty Highway (Dooen Road)
- Henty Highway (Hamilton Road)
- Western Highway (Dimboola Road)
- Western Highway (Stawell Road near bridge)
- Wimmera Highway (Natimuk Road)
- O'Callaghan's Parade (Facing Capital Restaurant)
- O'Callaghan's Parade (Facing Harvey Norman)
- O'Callaghan's Parade (Facing Betta Electrical)
- O'Callaghan's Parade (Facing Atlas Fuels)
- Western Highway (Melbourne Entrance)
- Dimboola Road (across from Emmett's)

Answer this question if you selected 'Yes' in *Promotional Support > Do you require City Entrance Signage?*

Please attach your Event Signage Layout



Please attach all files to the end of this form before submitting it.

Installation of Firebrace or Hamilton street banners/flags (At event organisers own expense) (Select 1 option)

- Yes
- No

Does your event require any of the following? Please be advised additional costs may be associated

Access to Power (Select 1 option)

- Yes

Access to water - Potable (drinking water) (Select 1 option)

- Yes

Access to water - Non-potable (Select 1 option)

- Yes

Access through locked gates or bollards (Select 1 option)

Yes

Access to public toilets (Select 1 option)

Yes

Provision of public toilet cleaning service (Select 1 option)

Yes

Site prepared, cleaned, or grass mowed (Select 1 option)

Yes

Outdoor Furniture (request to hire at a cost) (Select 1 option)

Yes

Will the event require security fencing barriers (Select 1 option)

Yes

Provision of Council waste receptacles (garbage bins) (Select 1 option)

Yes

Provision of FREE recycling trailer (Select 1 option)

Yes

Traffic Signage (Select 1 option)

Yes

Road Closure - Signs (Select 1 option)

Please note that if declared highways are involved in your event you will require permission from Vic Roads Horsham, contactable on 03 5382 9400

Yes

Will you require reserved parking bays? (Select 1 option)

Yes

Temporary footpath or street signs (Select 1 option)

Yes

Further Event Information Will your event have any of the following

Is your event being held on (Select 1 option) Required

- Council/Crown Land
- Private Land
- Council/Crown Land and Private Land

Do you require fencing to be installed at Sawyer Park? (Select 1 option)

- Yes
- No

This information applies if you:

- selected 'Council/Crown Land and Private Land' in *Further Event Information > Is your event being held on*

Or if you:

- selected 'Private Land' in *Further Event Information > Is your event being held on*

As your event is being held on private land, depending on the zone, a Planning Permit may be required. Please contact Councils Planning Department to discuss your event and ascertain if a Permit is required. If your event is open to the public you will be required to complete an Emergency Management Plan. Council's Planning Department can be contacted on telephone: 03 5382 9781 or planning@hrcc.vic.gov.au

This information applies if you:

- selected 'Council/Crown Land and Private Land' in *Further Event Information > Is your event being held on*

Or if you:

- selected 'Council/Crown Land' in *Further Event Information > Is your event being held on*

As your event is being held on Council or Crown Land you will be required to complete an Emergency Management Plan and include this with your application. If you need help with insurance or risk management please see our [local community website](#), here you will find fact sheets, checklists and other documents designed to help event organisers introduce and improve risk management in their not for profit organisation in order to provide a safe environment for their volunteers, members and visitors. it includes information on risk management, insurance and has many useful links to support the safe planning of your event.

Answer this question if you selected 'Council/Crown Land' in *Further Event Information > Is your event being held on*

Please upload a copy of your Emergency (including) Risk Management Plan



Please attach all files to the end of this form before submitting it.

Answer this question if you selected 'Council/Crown Land' in *Further Event Information > Is your event being held on*

Do you have public liability insurance of \$20million? (Select 1 option) Required

- Yes
- No

Answer this question if you selected 'Council/Crown Land' in *Further Event Information > Is your event being held on*

Please upload a copy of your current insurance policy



Please attach all files to the end of this form before submitting it.

This information applies if you selected 'Council/Crown Land' in *Further Event Information > Is your event being held on*

PLEASE NOTE: It is the responsibility of the event organiser to hold public liability insurance to the minimum value of \$20 Million for the event. This policy must be extended to specifically cover the event, if it does not already do so. If the event is to be staged on Council owned or controlled property, Council requires that Horsham Rural City Council is specifically mentioned on this policy

Live or amplified music (Select 1 option)

- Yes

This information applies if you selected 'Yes' in *Further Event Information > Live or amplified music*

Please be mindful that amplified music can become annoying to the surrounding residents, depending on the location of your event. Council recommends that you regularly monitor the level of amplified music from your event and adjust the volume when required. It may also be a good idea to notify your surrounding neighbours prior the event by distributing a notice via mail outlining that there may be amplified music and the anticipated duration of this music to ease any concerns. If you require any further information on noise please contact the Environmental Health Department at environmentalhealth@hrcc.vic.gov.au

Answer this question if you selected 'Yes' in *Further Event Information > Live or amplified music*

What type of entertainment will be provided at your event? (Select 1 or more options) Required

- Live Band
- Recorded Music
- Busker/s
- Solo Performer
- Live Show
- Indoor Entertainment
- Other

Other

Answer this question if you selected 'Yes' in *Further Event Information > Live or amplified music*

What are the expected start and finish times of your live or amplified music Required

Rides or Fairground Attractions? (Select 1 option)

Yes

Other attractions such as face painting or jumping castle? (Select 1 option)

Yes

Fireworks? (Select 1 option) Required

Yes

No

Animals? (Select 1 option)

Yes

Will alcohol be served or sold or brought to the event? (Select 1 option) Required

Yes

No

Will food be sold at your event? (Select 1 option) Required

Yes

No

This information applies if you selected 'Yes' in *Further Event Information > Will food be sold at your event?*

The Sale of Food may require a registration or notification with Council. Activities such as a simple sausage sizzle or cake stall only require notification. This notification can be submitted by registering on the [Streatrader database](#) and submitting a statement of trade for your event. Other activities where you may be handling un-packaged low risk foods and high risk foods that require refrigeration will require a registration with council. You may already be registered with Council, in which case you do not need to complete another registration, or you can obtain a single food permit from Council. Any food vendors selling food at your event will also need to be registered with Council or have a single food permit. Those vendors who are from out of town will need to be registered in their own council and submit a Statement of Trade in the [Streatrader database](#) For further information please contact Council Environmental Health Department on environmentalhealth@hrcc.vic.gov.au

Answer this question if you selected 'Yes' in *Further Event Information* > *Will food be sold at your event?*

Please describe the food that you plan to prepare and sell or a list of vendors organised to sell food at your event

Will the event install portable toilets? (Select 1 option)

Yes

Are there any road closures or changes to traffic conditions likely for your event? (Select 1 option)

Required

Yes

No

Answer this question if you selected 'Yes' in *Further Event Information* > *Are there any road closures or changes to traffic conditions likely for your event?*

Street name (s) of road closure (s) Required

Will there be camping provided on site? (Select 1 option) Required

Yes

No

Will there be any individual marquees, tents, or prefabricated buildings greater than 100 m²? (Select 1 option)

Required

Yes

No

Will there be temporary stages or platforms greater than 150 m² (Select 1 option) Required

Yes

No

Any temporary seating or stands for more than 20 people? (Select 1 option) Required

- Yes
- No

Does the event place have an area less than 500 m2 (EG 20m x 25m) (Select 1 option)

- Yes

Is the event catering for 5000 or more people at any one time? (Select 1 option)

- Yes

Will there be any structural building works? (Select 1 option) Required

- Yes
- No

Will there be installation of fixed / advertising signage? (Select 1 option) Required

- Yes
- No

Will a component of the event be held on a lake or river? (Select 1 option) Required

- Yes
- No

Declaration

I declare that all information supplied in this application is true and correct and I am authorised to provide this information on behalf of the organisation. By acknowledging this I will make a commitment to control the risks that have been identified in the risk assessment that I have provided to the Council and I will implement the risk controls.

Name of person submitting this form: Required

Authority to complete this form (Such as President or Secretary): Required

Please note that when finalised this form will be shared with other agencies such as the Emergency Services listed.

End of form

Don't forget to attach all files before submitting this form