

Intention to Hold an Event



Horsham Rural City
Council urban rural balance

Horsham Rural City Council PO Box 511, Horsham Vic 3400 5382 9777 <https://www.hrcc.vic.gov.au> tourism@hrcc.vic.gov.au

Information

This form is used to notify Council of your intention to hold an event. It is used to populate our 'What's On' Calendar and for complex events to notify the various departments within Council of your event and what activities/services you will be conducting. This form is an integral part of your event planning process for all events within Horsham Rural City Council Municipality. Please ensure that this form is lodged no less than 12 weeks before your event. This will give Council adequate time to contact you if further information or services need to be organised. For larger events that require a planning permit or may require other services from Council a minimum of 6 months notification is required. 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)

- ☐ Individual
- ☐ Organisation

Complete this field if you selected 'Organisation' in *Event Organisers Details: Is your event organised by an individual or an organisation?*

Name of Organisation

Complete this field 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)

☐ Yes

☐ No

Name of Event Organiser

Address

Contact phone number

Email Required

Website

Event details

Event name

Description of the event

Name of the venue (s) being used

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Street location (s) of the event

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

- ☐ Yes
- ☐ No

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

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Event Start Date

D	D	M	M	Y	Y	Y	Y
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Event Start time

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Event End Date

D	D	M	M	Y	Y	Y	Y
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Event End time**Approximate set up and pack up date and time****If your event is held on other dates please list these.****Anticipated audience numbers****Anticipated participant numbers****Entry to the event is? (Select 1 option)**

- ☐ Free
- ☐ Ticketed

Ticket prices

Emergency Agencies

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

- ☐ Yes
- ☐ No

The information in the field below 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.

Complete this field 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

Additional Council Services

If you answer yes to the following questions you will be contacted for further information by Council

Promotional Support

Please be advised additional costs may be associated

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

- ☐ Yes

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

- ☐ Yes

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

☐ Yes

Do you require promotional information packs? (Select 1 option)

☐ Yes

Does your event require 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

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)

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

The information in the field below applies if you:

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

Or if you:

- selected 'Council/Crown Land and 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

The information in the field below applies if you:

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

Or if you:

- selected 'Council/Crown Land and Private 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](https://www.communitydirectors.com.au/icda/risk/) <https://www.communitydirectors.com.au/icda/risk/>, 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.

Complete this field 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.

Complete this field if you selected 'Council/Crown Land' in *Further Event Information: Is your event being held on*

Do you have Public Liability Insurance of \$20 Million? (Select 1 option)

- ☐ Yes
- ☐ No

Complete this field 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.

The information in the field below 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

The information in the field below 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

Complete this field 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)

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

Other

Complete this field if you selected 'Yes' in *Further Event Information: Live or amplified music*

What are the expected start and finish times of your entertainment

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)

☐ Yes

Animals? (Select 1 option)

☐ Yes

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

☐ Yes

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

☐ Yes

The information in the field below 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 https://streatrader.health.vic.gov.au/](https://streatrader.health.vic.gov.au/) 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 https://streatrader.health.vic.gov.au/](https://streatrader.health.vic.gov.au/) For further information please contact Council Environmental Health Department on environmentalhealth@hrcc.vic.gov.au

Complete this field 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)

☐ Yes

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

☐ Yes

Will the event be held on private land? (Select 1 option)

☐ Yes

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

☐ Yes

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

☐ Yes

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

☐ Yes

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 or installation of signage? (Select 1 option)

☐ Yes

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

☐ Yes

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:

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

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