

Events in Public Space Permit Application

Please read the Events in Public Spaces terms and conditions before completing this form



Event Title:

Location: *The Events Team can assist in recommending locations or providing site maps.*

Location:

Applicant Details

Name of Organisation:

ABN:

Postal Address:

Suburb:

State:

Postcode:

Contact Person:

Position:

Phone:

Alternate Phone:

Email:

Web Site:

Event Day Contact: These details will be included on the permit and used by Council officers on event day.

Contact Person:

Position Title:

Mobile Phone:

Email:

Event Details

Event Dates:

Start:

Finish:

Event Times:

Start:

Finish:

Set Up Date:

Date:

Times:

Pack up Date:

Date:

Times:

Alternative Event Date:

Start:

Finish:

Estimated Attendance:

Participants:

Spectators:

Staff/Volunteers:

Target Audience:

Entry Fee/Ticket Price:

Adult: \$

Child: \$

Concession: \$

Other participant charges:

Event Description:

Aim/Purpose of the event:

Detailed description of the event:

Provide a brief history of the event:

Have you held this event before:
When and Where?

If your event has run before are
there any notable changes?

Traffic Management:

Traffic management plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns.

☐ Traffic Management Plan required (Please attach)

What road/s will be affected?

Times:

Close:

Open:

| | | | |
|---|--------|--------|----------|
| What road/s will be affected? | | | |
| Times: | Close: | Open: | |
| What road/s will be affected? | | | |
| Times: | Close: | Open: | |
| Who is implementing the traffic plan: | | Phone: | |
| Other details: | | | |
| Will there be any impacts on Public Transport? | Yes | No | Details? |
| Will the event have an impact on access to local businesses, residents, places of worship or other organisations? | Yes | No | Details? |
| If you answered 'Yes' to the above question, please provide details on how you propose to minimise disruption? | | | |

| | | | |
|---|-----|----|---|
| Parking: | | | |
| What provisions have been made for attendees parking? | | | |
| Will there be any parking restrictions requested (including during set up and removal times)? | | | |
| Will there be any occupation of paid parking or permit only parking bays for your event? | | | |
| Will a plan be developed to encourage visitors to use public transports or alternative means of transport (other than driving)? | | | |
| Will bike racks be provided? | Yes | No | Details and location/s: |
| Food: | | | |
| BYO Food | Yes | No | Details: |
| Will the event be selling or providing food and beverages? | Yes | No | Details: |
| Do you intend to cook food at the event? | Yes | No | Details: |
| Will there be mobile food vendors present? | Yes | No | Details: |
| Have all food and beverage suppliers registered with Streatrader? | Yes | No | Details: |
| Alcohol: <i>A Liquor Licence will be required if alcohol is to be sold or served</i> | | | |
| Are you selling or serving alcohol? | Yes | No | |
| Start and Finish times: | | | |
| Please attach a copy of your liquor licence | | | |
| Merchandise: <i>An trading permit may be required if you are selling items and services at your event</i> | | | |
| Are you selling items other the cooked food and beverages? | Yes | No | Details: |
| Filming: | | | |
| Are you filming at your event? | Yes | No | Note - commercial filming requires a filming permit |
| If your filming is commercial, have you applied for a permit? | Yes | No | |
| Infrastructure: Mark any of the following that apply to your event and provide details <i>Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure</i> | | | |

- *Underground irrigation lines must be identified by council officers before any structures are erected*
- *All infrastructure must be weighted, no pegs or spikes can be used to hold it in place*

| | | | |
|---|---------|-------|----------|
| <input type="checkbox"/> Food Vendors | Number: | Size: | Details: |
| <input type="checkbox"/> Other Vendors | Number: | Size: | Details: |
| <input type="checkbox"/> Marquees | Number: | Size: | Details: |
| <input type="checkbox"/> Stage | Number: | Size: | Details: |
| <input type="checkbox"/> Lighting Equipment | Number: | Size: | Details: |
| <input type="checkbox"/> Generators | Number: | Size: | Details: |
| <input type="checkbox"/> Litter Bins | Number: | Size: | Details: |
| <input type="checkbox"/> Recycling Bins | Number: | Size: | Details: |
| <input type="checkbox"/> Portable Toilets | Number: | Size: | Details: |
| <input type="checkbox"/> Other structures | Number: | Size: | Details: |

Site Details: Mark any of the following that apply to your event and provide details.

- *Council Noise Management Guidelines, EPA guidelines & Local Laws are to be observed for all events*

| | |
|--|---|
| | Details |
| <input type="checkbox"/> Vehicle Access | |
| <input type="checkbox"/> Water requirements | |
| <input type="checkbox"/> Power requirements | |
| <input type="checkbox"/> Entertainment | |
| <input type="checkbox"/> Amplified Sound | Complete the Noise Management section below |
| <input type="checkbox"/> Security | |
| <input type="checkbox"/> Fencing | |
| <input type="checkbox"/> Signage/flags/banners | |
| <input type="checkbox"/> First Aid | |
| <input type="checkbox"/> Emergency Vehicles | |
| <input type="checkbox"/> Other (Confetti) | |

A separate site plan to be attached as per checklist

Noise Management: Mark any of the following that apply to your event and provide details.

A noise management plan may be required.

Also complete this section if your event has:

- Any **amplified sound** or
- Other elements that will be louder than general crowd noise (e.g. **Speakers, bands, drums, PA systems, horns, starter pistols etc.**)

| | | |
|--|---|---------|
| <input type="checkbox"/> Live Music | List what type/style of music will be played | |
| | List what instruments will be used | |
| | Performance times: | |
| <input type="checkbox"/> Other amplified sound | <input type="checkbox"/> Amplified speech / announcements <input type="checkbox"/> Music playback <input type="checkbox"/> Starter pistols/horns <input type="checkbox"/> Other – list details | |
| Performance times: | Start: | Finish: |
| Please attach a full run sheet which includes sound checks | | |

| | | |
|--|---|--|
| Type of loudspeaker systems | <input type="checkbox"/> Low-powered loud speakers | <input type="checkbox"/> Stacked boxes |
| | <input type="checkbox"/> Distributed low-powers systems | <input type="checkbox"/> Sub-woofer |
| | <input type="checkbox"/> Directional line array systems | Other: |
| Please list ALL the sound producing equipment that is not already listed above. Attach additional information if necessary. | | |
| | | |
| Will a generator be used? | | YES NO |
| Please attach a site plan showing the location of the stage, mixing desks, generator/s, speakers and the direction they are facing | Attachment included? | YES NO |
| Please explain on how you intend to manage noise to minimise the impact on the local amenity? Attach information if necessary | | |
| | | |
| A separate noise management plan may be requested in order to assess your application | | |

Previous Experience

Brief explanation of your organisation's previous experience conducting similar events

Reference Details

It is preferred that the referees are the approving authorities of other events which you have held

Referee One:

| | |
|---------------|-------------|
| Event: | Event Date: |
| Organisation: | |
| Contact Name: | Position: |
| Phone: | Email: |

Documentation:

With your application – assessment of your activity cannot begin until the site plan has been provided.

☐ Initial Site Plan (including location of sound systems and speakers)

Additional documentation

*Timeframes for submission of this documentation will be outlined by your assigned Events Permits Officer. Please allow a minimum of **3 months** for your event and documentation to be assessed.*

| All Events | As requested |
|---|---|
| <input type="checkbox"/> Copy of Certificate of Currency | <input type="checkbox"/> Detailed Traffic Management Plan |
| <input type="checkbox"/> Noise Management Plan | <input type="checkbox"/> Community consultation plan |
| <input type="checkbox"/> Detailed Site Plan | <input type="checkbox"/> Liquor Licence details (if you intend to serve alcohol) |
| <input type="checkbox"/> Emergency Management Plan | <input type="checkbox"/> Statement of Trade (if selling or serving food or drink) |
| <input type="checkbox"/> Waste Management Plan | <input type="checkbox"/> Signage Permits |
| <input type="checkbox"/> Risk Management Plan | <input type="checkbox"/> POPE Permit/Siting Approval |
| <input type="checkbox"/> Resident Notification Letter | <input type="checkbox"/> Other approvals e.g./ Vic Police, Parks Victoria, VicRoads |
| <input type="checkbox"/> Proof of Not-for-Profit Status if applicable | |

Agreement:

By submitting this form you are agreeing with the following conditions:

I declare that I am an authorised person to apply for the Event Permit and that all information in this application is true and correct. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that all details provided are accurate and this event will be organised and managed as described unless advised otherwise by the City of Yarra and/or its authorities. I accept this application requires final council approval before a permit will be issued. I acknowledge reading and agree to abide by all the [Conditions of Hire](#).

Name:

Position:

Date:

A signature is not required.

Privacy Notification

The City of Yarra is collecting the personal information requested on this form for the purpose of determining the provision of events within the City of Yarra. The personal information will be used solely by the City of Yarra for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information.