

# EVENT AND FESTIVAL NOTIFICATION TO COUNCIL TO HOLD AN EVENT



RETURN FORM TO  
Hindmarsh Council  
Hindmarsh Municipal Offices –92 Nelson Street  
P.O. Box 250 Nhill Vic. 3418 Ph. 03 5391 4444 Fax 03 5391 1376

Email – [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au)  
Amended July 2014

This form must be completed if you are planning or organising an event in the Hindmarsh Shire Council Municipality.  
Please lodge this form a minimum of 12 weeks before your event.  
Large or major events requiring a Planning Permit, etc may require a minimum of six months notification period.

Name of Event \_\_\_\_\_

Name of Organisation \_\_\_\_\_

ABN (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email Mandatory \_\_\_\_\_

Website \_\_\_\_\_

Location of Event – Street / Road / Reserve

Name \_\_\_\_\_

Locality \_\_\_\_\_

Will the event be staged on one of the following lands

Council

Crown

Private

Identify the facility to be used  
\_\_\_\_\_

Proposed Date / s of Event

Monthly

Quarterly

Annually

Single Event

Event start date \_\_\_/\_\_\_/\_\_\_

Event end date \_\_\_/\_\_\_/\_\_\_

Event start setting up time \_\_\_\_\_

Event packing up time \_\_\_\_\_

**Expected Audience Numbers** \_\_\_\_\_

Is entry to the event

**Free** Yes / No

or **Ticketed** Yes / No

Cost \$ \_\_\_\_\_

or

**Gold Coin/Donation** Yes / No

Brief Description and type of Event – describe the event and its main purpose  
\_\_\_\_\_  
\_\_\_\_\_

## **Emergency Contacts**

Will the event possibly require the service of the following emergency services?

**If YES, you must contact each individual organisation listed below and advise them of your event.**

Police 03 5391 1022

Yes  No

Hospital 03 5391 4222

Yes  No

CFA 03 5382 6672

Yes  No

**DECLARATION & SIGNATURE BY INDIVIDUAL OR ON BEHALF OF ORGANISATION**

Date Submitted \_\_\_\_\_

Event Organiser's Signature \_\_\_\_\_

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation. By signing this document 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 treatments.

## Planning Department

Contact Person:

Pam Cannell

Ph. 03 5391 44423

Email: [pcannell@hindmarsh.vic.gov.au](mailto:pcannell@hindmarsh.vic.gov.au)

**You are required to contact the Planning Department in regard to all events held in the Hindmarsh Municipality area.**

Has the Hindmarsh Shire Council Planning department been contacted?

Yes

No

If YES who was the contact person that you spoke to? \_\_\_\_\_

### **A Planning Permit may be required for your event**

Do you possess a Planning Permit?

Yes

No

### **If a Planning Permit is not required**

Do you have Council correspondence to confirm this?

Yes

No

If YES please attach to the notification form

Do you currently have a Planning Permit application lodged with Council

Yes

No

Do you have a site plan of your event, if so please attach.

Yes

No

| Building Department |  |   |
|---------------------|--|---|
| Contact Person:     | Municipal Building Surveyor<br>Terry Baker | Ph: 03 5391 4444<br>(Wednesday)<br>Email: <a href="mailto:tbaker@hindmarsh.vic.gov.au">tbaker@hindmarsh.vic.gov.au</a>          |
|                     | Building Inspector<br>Ryan Slater          | Ph: 03 5391 4402<br>(Tuesday – Friday)<br>Email: <a href="mailto:rslater@hindmarsh.vic.gov.au">rslater@hindmarsh.vic.gov.au</a> |

**Places of Public Entertainment (POPE) – (Occupancy Permit)**

- Is the event catering for 5000 or more persons at any one time during the event      Yes       No
- Is the event organised and controlled by a non for profit *community-based organisation*      Yes       No
- Does the event place have an area greater than 500 square meters      Yes       No
- Is the building or place/venue enclosed or substantially enclosed OR  
Do you intend to install any temporary fencing or other barriers to enclose the area?      Yes       No
- Is admission to the building or place/venue gained by payment of money, ticket or donation?      Yes       No

**Public Toilet Facilities**

- Will the event use public toilets?      Yes       No
- Will the event install portable toilets?      Yes       No

**Marquees or Temporary Structures (Siting Approvals)**

- Do you intend to install a tent, marquee, booths and or prefabricated buildings greater than 100 square meters, if Yes how large \_\_\_\_\_M2      Yes       No
- Does the event have a stage or platform greater than 150 square meters      Yes       No
- Does the event have a seating stand for more than 20 people      Yes       No

**Note: You will receive a letter from Councils building department with relevant application forms, if your event requires an occupancy permit and or siting approval.**

**Community-based organisation** means a body, whether or not a corporate body, that -

- (a) Is not established primarily for the purpose of profit or gain, and
- (b) Does not distribute any part of any profit or gain made in the conduct of its activities to any member or the organisation, and
- (c) Operates in a community wholly for –
  - i. A philanthropic or benevolent purpose, including the promotion of art, culture, science, region, education or charity, or
  - ii. Any sporting or recreational purpose, including the benefiting of any sporting or recreational club or association.

