



Intention to Hold an Event Form
 RETURN FORM TO
 Hindmarsh Shire Council Customer Service Centre
 92 Nelson Street, Nhill
 P.O. Box 250 Nhill Vic. 3418 Ph. 03 5391 4444
 Email form to: info@hindmarsh.vic.gov.au

Amended January 2019

This form must be completed if you are planning or organising an event in the Hindmarsh Shire Council Municipality.
YOU ARE REQUIRED TO 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) _____

Is the event organised and controlled by a non for profit community-based organisation? Yes / No

Contact Name _____

Address _____

Telephone _____ Mobile _____ Fax _____

Email Mandatory _____ Website _____

Location (s) of Event – Street / Road / Reserve **(Do you have a confirmed venue / space booking for your event YES / NO)**

Name (s): _____

Locality (s): _____

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 _____ **Expected Event Participant Numbers** _____

Is entry to the event Free Yes / No or Ticketed Yes / No Cost \$

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 Ambulance 03 5391 2025 or email events@ambulance.vic.gov.au Yes No

Hospital 03 5391 4222 Yes No CFA 03 03 5391 2071 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.

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

IMPORTANT: If your event is held on public or Council owned land you are required to provide your Emergency Management Plan and your public liability insurance certificate for \$20 million.

Do you require any of the following promotional support? If so there may be a cost associated.

- Would you like assistance from Council to promote your event? Yes No
- Do you require City entrance event signage? These will be at the event organisers cost. Yes No

Do you require any of the following? If so there may be a cost associated.

- Access to power Yes No
- Access to water – potable (drinking water) Yes No
- Access to water – non potable: Yes No
- Access through locked gates/ bollards Yes No
- Access to public toilets Yes No
- Provision of public toilets cleaning service Yes No
- Provision of Council waste receptacles (garbage bins) Yes No
- Traffic signage Yes No
- Road closure - signs Yes No
- Reserved Parking Bays Yes No
- Temporary footpath or street signs, Yes No
- Site prepared cleaned / grass mowed Yes No
- Will the event require security fencing barriers Yes No
- Installation of street banners / flags Yes No

Please note if declared highways are involved separate permission is required from VicRoads Horsham contactable on 03 5381 9400

Will your event have:

- Live or amplified music? Yes No
- Rides or fairground attractions? Yes No
- Other entertainment such as jumping castle Yes No
- Fireworks? Yes No
- Animals? Yes No
- Will food be sold at the event? Yes No
- Are there any road closures or changes to traffic conditions likely for your event? Yes No
- Will there be camping provided on site? Yes No
- Any individual marquees, tents, and or prefabricated buildings greater then 100m2? Yes No
- Any temporary stages or platforms, greater then 150m2? Yes No
- Any temporary seatings stands for more than 20 people? Yes No
- Does the event place have an area less than 500m2 (Eg. 20m x 25m) Yes No
- Is the event catering for 5000 or more persons at any one time. Yes No
- Will there be any structural building works or installations of signage? Yes No
- Will the event install portable toilets? Yes No
- Will alcohol be served or sold or brought to the event? Yes No
- Will the event be held on private land? Yes No
- Will a component of the event be held on a lake or river? Yes No