

Hindmarsh Shire Council requires all event organisers wishing to hold an event in a public place to apply for an Event Permit. Permits are required to ensure public safety and manage the impact of events on the community and environment, especially for events involving significant infrastructure, road closures, or large gatherings. Permits also help manage potential risks, ensure compliance with regulations, and minimise disruption to other users of public spaces. Through the Permit Application process, Council can ensure the event is appropriate, safe and managed in accordance with Local Laws and other relevant legislation.

What you must do:

Lodge an Application for Events in Public Places Permit with Council. The application must include:

- A completed Application Form (this form)
- A Certificate of Currency of a Public Liability Insurance Policy with a minimum cover of \$20 million. The Certificate can be obtained by contacting your insurance provider and must be renewed annually and cover all proposed activity. Please note a tax invoice, a schedule of insurance or any other similar document is not a Certificate of Currency.
- A Parks and Reserves Hire Agreement form (if relevant)
- A detailed Site Plan (as detailed below in the Application Checklist)
- A Risk Management Plan (as detailed below in the Application Checklist)
- Any other relevant form or associate permit application (as detailed below in the Application Checklist)

Pay the lodgement fee of \$76.00:

- A lodgement fee of \$76.00 will be invoiced to the permit applicant at the time the application is registered with Council (usually within one week of lodgement). Payment of the fee is required prior to the issuing/receipt of the Permit.

Note:

Permit holder(s) will be responsible for the currency of their Public Liability Insurance for the duration of the Permit. Failure to keep current Public Liability Insurance instantly renders the Permit as invalid. Council may request evidence of your Public Liability Insurance at any time during the Permit period.

Areas marked with a red asterisk (*) must be filled out.

Applicant Details*:

Business/organisation/individual Name:

Business/organisation/individual Address:

Contact Person Name:

Phone Number:

Email:



Event Details (tick which applies or provide details in other) *

Event name:

Description of event:

Small Event <200 People

Medium Event > 200 People

Major Event 500+ People

School Fete

Regional Show

Motorsport Event

Farmers Market

Concert

Multi-day Festivals/Concerts

Street Party

Equestrian Event

Water sport/Rowing Regatta

Ceremony

Rodeo

Air (Aviation Shows)

If other, please specify the type and number of people:

Event location description (public place name and address):

Describe the benefit provided by the Event to Tourism and Economy within the Hindmarsh Shire:

Will you require Council assistance to access infrastructure or additional services:



Note: Events held on arterial roads may require a permit from VicRoads in addition to an Event Permit from Council. Please check with Council or VicRoads if this will be required.

Are you applying for more than one Permit? Yes No

Please circle other applicable permits and ensure application forms for each permit required are attached:

Temp. Road Closure	Street Collector	Street Trader	Liquor Permit	Food Trader
Fee Waiver (non-for profit only)	Planning (change in land use)	Building (temporary structures)		POPE Occupancy Permit

Event Duration*

Day	Date	Start Time (Commence Set Up)	Finish Time (Pack Up by)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Public Participation Times (enter dates and times that the public will participate in the event) *

Day	Date	Opening Time	Closing Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Collection Notice

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Your information will be stored in Council's Records Management System and used to identify you when communicating with Council and for the delivery of services and information. Our privacy policy contains information about how you may access your personal information and seek correction

of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principal exemption applies.

Statement of Indemnity

The applicant or authorised representative, in signing this application form, agrees to comply with Permit conditions & guidelines and to indemnify Hindmarsh Shire Council (Council) from and against any loss, damage or expense (including legal costs) arising from any claim, demand, action, suit or proceeding that may be brought by any person against the Council in respect of the death or injury of any person or the loss or damage to any property, where such death, injury, loss or damage arises out of or in connection with the owner's actions on any land owned or managed by the Council and is caused by the negligent act or omission of the owner or the owner's employee, agent, contractor or client. Provided that the owner shall not be liable for any liability or loss to the extent that such loss or damage is caused by the error, omissions or actions of the Council. Where negligence is found to have been contributory, each party shall bear full responsibility in accordance with the party's fault.

Statement by Applicant*

By signing this form, I, the undersigned, warrant that the information I have provided is true and correct. I have read and understood and above conditions and indemnify Council against all actions resulting from the Hire of Parks and Reserves (Includes Road Reserves and Footpaths) for the purposes of an event.

Signature of Applicant*:

Name printed:

Date:

On behalf of Organisation/Club:

Application Checklist*

The following documents **must** be provided with this application form:

A copy of Certificate of Currency for Public Liability Insurance

Parks and Reserves Hire Agreement (if relevant)

Site Plan which includes the following detail:

- Location of event
- Signage
- Car parks to be allocated
- Pedestrian access pathways
- Rubbish disposal areas
- First Aid locations
- Amenities (toilets)
- Food stalls
- Entertainment
- Infrastructure (lighting, electrical cords, generators etc.)

Risk Management Plan

The following additional documents **may** be requested by Council depending on the type of Event being applied (generally **Medium** and **Major** Events are likely to require the following documentation):

Event Management Plan

Emergency Management Plan

Medical Response Plan

Traffic Management Plan

Waste Management Plan

Event Schedule

Submitting your permit application:

Please return this completed application form and required documentation by:

- **Email:** to info@hindmarsh.vic.gov.au
- **Post:** PO Box 250, NHILL VIC 3418
- **In-person:** at your closest Hindmarsh Shire Council Customer Service Centre