

Collection Notice

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. 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 principle exemption applies.

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

Applicant Details *

Name (if individual):

Business/Organisation Name:

Postal Address:

Contact Name:

Phone:

Contact Email:

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

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	Watersport/Rowing Regatta
Ceremony	Rodeo	Air (Aviation Shows)

If other, please specify 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:

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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 Vic Roads if this will be required.

Are you applying for more than one Permit? Yes/No (circle other applicable permits and ensure application forms for each other 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			

Application Checklist*

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

	Public Liability Insurance \$20million minimum cover (A copy of your Certificate of Currency)
	Parks and Reserves Hire Agreement
	Risk Management Plan
	Site Plan which includes the following detail: <ul style="list-style-type: none"> • 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.)

The following additional documents **may** be requested by Council depending on the type of Event being applied for, 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

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 the Council against all actions resulting from the Hire of Parks and Reserves (Includes Road Reserves and Footpaths) for the purposes of an event.



LOCAL LAWS

APPLICATION FOR EVENTS IN PUBLIC PLACES

Signature of Applicant:

Name printed:

Date:

On behalf of:

(Organization/Club)