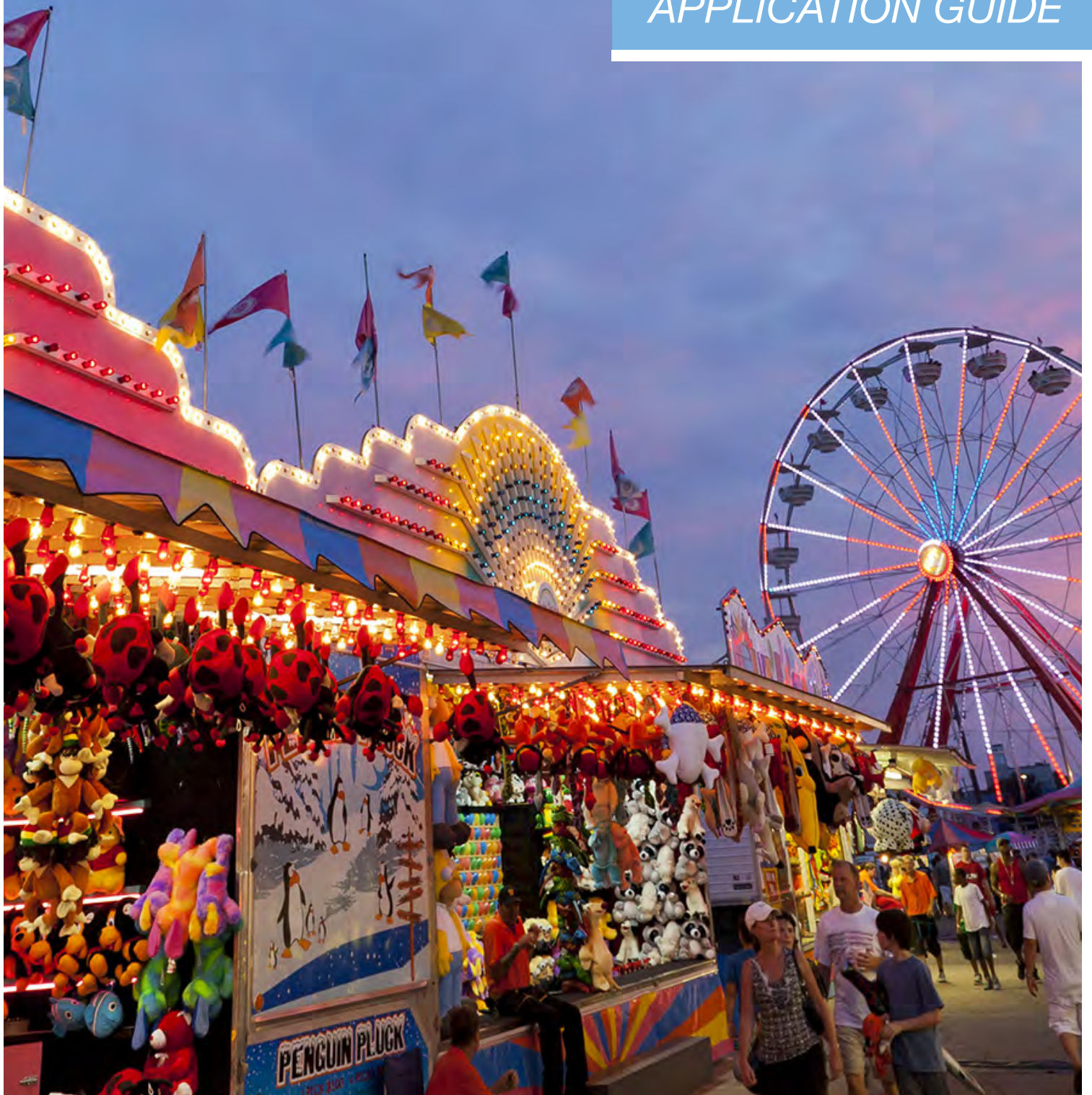


// BALLARAT EVENT
APPLICATION GUIDE





// BALLARAT EVENT APPLICATION GUIDE

Ballarat has extensive parks, waterways, and sporting reserves that can be utilised for a wide range of events and activities. However, to manage these resources on behalf of the wider community, those responsible for planning and delivering the event (Event Manager), must apply to Council for a permit to use the public space (Venue).

In most cases detailed information will be required to support your Event Application. This is needed to ensure:

- The venue is reserved for your event
- The venue is appropriate for your event
- The event will be delivered in a safe manner for all those in attendance
- The event will not damage or impact the environment*

**Every event and activity using Council land MUST return the space in the same condition as it existed prior to the event or activity.*

In addition to requiring a permit to conduct your event on Council controlled land, particular activities and types of infrastructure (marquees, stages, etc.) will also require specific permits from Council and/or the relevant regulatory state government departments.

In the following pages you will find information to assist you with ensuring your venue is reserved for your activity, your event is safely delivered, and all your legal requirements are met.

// PART A
 What permits are required for your event 04

// PART B
 How to reserve your venue 07

// PART C
 Event Application Form 08



// 4 EASY STEPS TO BOOK A VENUE FOR YOUR EVENT

1. The first step in using any public space for your event is to place a reservation on the venue. (If you do not reserve the venue with Council, then anyone could take over the space before or during your event!)
2. Once you have reserved your venue, complete the Event Application Form along with any supporting documentation and submit it to Council's Event Coordination Group (ECG).
3. Once the ECG has reviewed your event application and is satisfied the proposed event and its location is suitable, you will be sent all necessary permits. Once a permit has been issued, your venue reservation will be formally booked in.
4. All that remains is for you to deliver your event as prescribed in your event application and subsequent permits.



Please note:

- You should reserve your venue as soon as you know where you wish to hold your event
- You should submit your Event Application at least twelve (12) weeks prior to your event
- Large or major events should submit an Event Application a minimum of six (6) month prior to the event



// PART A

// WHAT PERMITS DO YOU NEED FOR YOUR EVENT

In nearly all cases, an event requires a permit from the City of Ballarat to be held on Council controlled land. In many cases, particular activities as well as types and sizes of infrastructure (marquees, stages, etc.) will also require specific permits. These latter permits are issued by Council and/or the relevant regulatory state government departments.

Listed below are the permits a typical event may need;

FIREWORKS & PYROTECHNICS

A person must not conduct fireworks displays or otherwise ignite fireworks without a permit and only licensed pyrotechnicians may be issued a permit. This permit process may take up to three months and involves Council as well as several state government departments.

SERVING/PROVIDING FOOD

Only registered and licensed food vendors can sell and/or provide food to the public, this includes food businesses and community groups that sell food from a temporary site, such as a stall, van, trailer, community hall or vending machine including sausage sizzles, fete cake stalls, and other small type food arrangements. Food businesses must in addition to maintaining an existing Victorian Food Act registration lodge a statement of trade (SOT) to let all relevant councils know where and when they will be trading in their districts, this must be done online through the Streatrader website, <https://streatrader.health.vic.gov.au/Public/StreatraderWeb.aspx>.

As an event organizer you will be asked to identify the proposed vendors that will be operating at your event, to assist your vendors in relation to lodging a Statement of Trade we have made available general advice outlining their responsibilities available in the 'related downloads' section on Council's website that can be handed out.

Where an event has significant food and/or food vendors on offer, direct consultation with Council's Environmental Health Unit is recommended well in advance of the event. Council's Environmental Health Unit can be contacted on 5320 5702.

SERVING/PROVIDING ALCOHOL

Any event that intends to serve/sell alcohol must apply for a liquor licence from the Department of Justice.

Clubs or organisations that currently hold a permit to serve alcohol may still require an extension to their licence if serving outside the parameters of their existing permit. This may include serving outside their club rooms, to non members and/or outside their normal hours of operation.

In addition to a liquor licence, events will also need a permit from Council's Environmental Health Unit (see *Serving/Providing Food* section).

For further information visit:
www.vcglr.vic.gov.au

ITINERANT SALES/COMMERCIAL ACTIVITY

A permit is required if you wish to conduct any type of commercial activity on Council controlled land. There is almost no end to the types of commercial activities, but this includes events that charge an admission, require a ticket or similar, or offer goods and/or services for payment.

This includes;

- Selling raffle tickets
- Fundraising by way of public approach or other similar activity
- Holding an information stall or display
- Any other such promotional activity

For further information contact Council's Local Laws Unit on 5320 5566.

AMPLIFIED MUSIC/PUBLIC ADDRESS SYSTEMS

Council's Local Law 15 restricts the use of amplified equipment unless a permit for it has been issued. For large events an approved Noise Management Plan may be required to mitigate impact on surrounding occupants and residents.



// PART A

// WHAT PERMITS DO YOU NEED FOR YOUR EVENT

For advice and further information contact Council's Environmental Health Unit on 5320 5702.

For large music events compliance with the State Environment Protection Policy (Control of Music Noise from Public Premises) is required; please refer to the Environmental Protection Agency (EPA) website for more information

www.epa.vic.gov.au/noise/noise_publications.asp

ANIMAL FARMS AND JUMPING CASTLES

Animal Farms and Jumping Castles are required to obtain a Local Laws permit, even if they offer free entry.

TEMPORARY STRUCTURES NEEDING PERMITS

Each of the following temporary structures will require an Occupancy (temporary building) Permit;

- Grandstand style tiered/bank seating with more than 20 seats
- Marquees or prefabricated buildings with a floor area greater than 100m²
- Stages or platforms exceeding 150m²

Generally the hire company supplying the large structure(s) will facilitate the Occupancy Permit, but you should ensure they do so.

(Please note you cannot penetrate the ground with tent pegs, fencing, or other forms of spikes, on nearly all Council land, contact the relevant Council Venue Manager for more information.)

TICKETED AND/OR FENCED EVENTS

If an event is charging admission and/or is held in an area that is enclosed or substantially enclosed, it may require a POPE permit (Place of Public Entertainment).

This permit application process can be quite detailed and it is recommended events that may require a POPE liaise directly with Council's Building Department on 5320 5563.

TEMPORARY ROAD CLOSURE

Any event, such as running, walking, or cycling events, that requires a full or partial closure of a road, will require a Memorandum of Agreement (MOA) from Council. It is strongly recommended that you employ an accredited Traffic Management Company to develop your Traffic Management Plan (TMP), which will form the basis of the MOA documentation. Please note an MOA issued by VicRoads may also be required.

For more information contact Council's Asset Management Unit on 5320 5855.

Where an event does not require road closure(s) but may present a risk to traffic and/or pedestrians, or otherwise impacts on the normal road and car parking usage of the area, a TMP is required to illustrate how this risk(s) will be mitigated.

PLACING SIGNAGE

If you intend to place promotional or advertising signs before or during your event, you will need a permit. This also includes the display of goods, whether for promotion or sale.

All relevant permits must be kept onsite during the event with the nominated Event Coordinator (permit holder). Non compliance with any of the conditions or requirements of the permit will render the event permit invalid.

// PART A

// OTHER USEFUL INFORMATION

TOILET FACILITIES

Every event should aim to provide adequate facilities. For small events, public toilets may be adequate but larger events usually need to hire additional toilet units.

Depending on the number of people present at any particular time (and whether the event is licensed) will determine how many toilets will be required. The number of persons should include the general public, participants, contractors, vendors, and the event employees.

The general rule for non licensed events is:

- 1 closet fixture for every 200 female patrons or part thereof
- 1 closet fixture or urinal for every 200 male patrons or part thereof, at least 30% of which must be closet fixtures.
- One wheelchair accessible toilet is required for every 100 closet fixtures or part thereof. The wheelchair accessible toilet can be either one unisex unit, or one male and one female closet fixture where facilities for males and females are provided separately.

PUBLIC LIABILITY

Every event conducted on Council controlled land is required to hold current public liability insurance. A copy of your current Public Liability Certificate of Currency will be required with your Event Application.

DRINKING WATER

It is recommended that one drinking water fountain/tap be provided for every 200 persons. Alternatively drinking water may be provided at food and bar outlets.

WASTE MANAGEMENT

If there are large amounts of rubbish, including litter, generated from an event, it is the responsibility of the Event Organiser to dispose of this rubbish. It is generally not adequate to rely on existing street bins for this. Additional wheelie bins can be organised at a cost, from Council.

For further information contact Council's Waste Services Unit on 5320 7417.

GAS BOTTLES

Any gas cylinders used at your event must comply with AS 1596-1989 and AG601-1995, and should be checked and approved prior to your event by Energy Safe Victoria.

For further information contact
www.esv.vic.gov.au/For-Consumers/gas-and-electricity-outdoors

A SAFE EVENT

All reasonable care should be taken to ensure your event is safe for all involved. This applies to event staff, volunteers, performers, the audience, and the public in surrounding areas.

There are resources online that are designed assist event managers to plan for safe events. Major Events: Advice for Managing Safely; www.worksafe.vic.gov.au/

COMPLIANCE

Authorised Council Officers may have need to enter your event to ensure all permit requirements are being complied with. If you have any specific considerations regarding this they should be outlined in your Event Application Form, this may include the provision of entry/security passes.

// HOW TO RESERVE YOUR VENUE

To reserve Council land as a venue for your event we will need some general information about your event. This is to ensure your desired venue is appropriate, can accommodate your activity safely, and is available.

Please contact the nominated Council staff listed below and outline your event including;

- Nature of event
- The type of activities you are planning for your event
- Number of people expected to attend (include staff, contractors, and others)
- Time, date, and duration of your event

Once you have successfully placed a reservation on your desired venue, your next step is to complete the more detailed Event Application (See Part C below).

EVENT RESERVATION DIRECTORY

Sports Grounds

Contact: Recreation Support Officer
Sport and Recreation
Telephone 5320 5558

Parks and Other Open Space

Contact: Business Support Assistant
City Wide Services
Telephone 5320 7441

Lake Wendouree and Botanical Garden Precinct*

Contact: Parks and Gardens
Telephone 5320 5193

The Lake Wendouree and Botanic Garden Precinct includes;

- Ballarat Botanical Gardens
- Buninyong Botanic
- Lake Wendouree Foreshore
- Victoria Park
- Eureka Stockade Memorial Park

*If you are organising a wedding in the Lake Wendouree and Botanical Garden Precinct contact :

The Robert Clark Centre,
Telephone : 5320 5133
Email : rccadmin@ballarat.vic.gov.au



// PART C

// EVENT APPLICATION FORM

Please complete this section in full, print, and send to the Community Amenity Department (see page 15 for full address details).

// SECTION 1: EVENT INFORMATION

Name of Event

Type of Event

Proposed Date(s)

Proposed Event Location

// SECTION 2: EVENT APPLICATION INFORMATION

Event Applicants Name
(eg Business/Club/Group Name)

ABN/CAN
(if applicable)

Postal Address

Phone Email

Is this a community based Club/Group/Org/Assoc or Sporting body : Yes No

// EVENT COORDINATOR DETAILS

Event Coordinator Name

Position

Address

Phone (BH/AH) Mobile Phone

Email

// SECTION 3: EVENT OVERVIEW

Briefly describe your event

Event dates/ times

When will you be setting up?	Date	<input type="text"/>	Time	<input type="text"/>
When does your event start?	Date	<input type="text"/>	Time	<input type="text"/>
When does your event finish?	Date	<input type="text"/>	Time	<input type="text"/>
When will you finish packing up?	Date	<input type="text"/>	Time	<input type="text"/>

Event history

Has this event been held before? Yes No

If yes, when and where was it held?
(Year, City/Town)

Who will attend your event?

Estimated number of spectators

Estimated number of participants

Estimated (combined) peak attendance number at any given time

What is the expected percentage of participants and/or spectators that are from Ballarat

Is entry to your event:

Free	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will the event be enclosed or substantially enclosed by a fence barrier, or other feature?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ticketed	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Gold Coin/Donation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the event footprint/area greater than 500m ² ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

This section is to be completed by ALL event organisers, for all events.

In some cases an Occupancy Permit and/or Siting Consent is required to use land or buildings for 'public entertainment'. There are many exemptions from these requirements in the Building Regulations so we need additional information about your organisation and your event so that we can decide whether or not an Occupancy Permit is required. Please work through the following questionnaire.

A	BUILDINGS AND STRUCTURES	
	<i>Will you be using any of the following:</i>	
	Building more than 500 square metres floor area	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Tent or marquee more than 100 square metres	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Seating stand for more than 20 people	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Stage or platform more than 150 square metres	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Prefabricated building more than 100 square metres which is not placed directly on the ground	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If you answered 'Yes' to any of the above, you will need an Occupancy Permit and a Siting Consent for the Building or Structure.</p> <p>If you are hiring the building or structure, it is likely that the hire company already has an Occupancy Permit. You should ask for a copy of the permit and carefully read the conditions on the permit. You should check that the hire company has any necessary equipment (such as fire extinguishers etc) that the Occupancy Permit requires. You will also need to provide a site plan of any temporary building or structure showing where it will be located, for the approval of Council's Building Surveyor. If you are using an existing permanent building, there should already be an Occupancy Permit in place.</p>		
B	OPEN SPACES	
	<i>Are you using an area of open space (such as a park or reserve) of 500 square metres or more?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<p>If you answered 'No' then an Occupancy Permit is not required for Open Spaces. You've finished this questionnaire. If you answered 'Yes':</p>	
	<i>Are you a community based organisation? This means:</i>	
	Not for profit organisation AND	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Does not give or pay funds to any members AND	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Is a philanthropic or benevolent or sporting or recreational group	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Will there be less than 5000 people present at all times?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<p>If you answered 'Yes' to all of the above, then an Occupancy Permit is not required for Open Spaces. You've finished. If you answered 'No' to any of the above:</p>	
	<i>Is the event area enclosed or substantially enclosed?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Is there a charge for admission?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>If you answered 'Yes' to either of the above, you will need an Occupancy Permit for the event. If you answered 'No' to both questions, you will not need an Occupancy Permit.</p>		
<p>If the questionnaire shows that you will need an Occupancy Permit for the open space, you will need to complete an application form and provide some additional information about the event.</p>		

// SECTION 4: EVENT INFRASTRUCTURE

**** Please provide an aerial view Site Plan of your event venue with the location of each item below that you are planning to include.**

1. Are you installing fencing or temporary barriers? Yes No

If yes, list type (star pickets, free standing, etc.) and size

(Include fencing location(s) on proposed site plan)

(Please note you cannot penetrate the ground with star pickets or other, on nearly all Council controlled land)

2. Are you installing marquees? Yes No

If yes, list each marquee size(s)

(Include all marquee location(s) on your proposed site plan)

(Please note you cannot penetrate the ground with tent pegs on nearly all Council controlled land, marquees must be weighted)

3. Are you installing a stage(s)? Yes No

If yes, please describe each stage size and height

(Include stage location(s) on your proposed site plan)

4. Are you installing temporary grandstand style tiered seating? Yes No

If yes, list type and size

(Include seating location(s) on your proposed site plan)

5. Are you installing prefabricated building(s) exceeding the ones placed on the ground surface? Yes No

6. Will there be Jumping Castles/Inflatable Items? Yes No

If yes, describe each one, including details of the trained operators
(Include the inflatable location(s) on your proposed site plan)

7. Will there be Mechanical Rides? Yes No

If yes, describe each one, including details of the trained operators
(Include the rides location(s) on your proposed site plan)

8. What other infrastructure are you using? List type, size and number of additional infrastructure
(Include all location(s) on your proposed site plan)

// SECTION 5: TRAFFIC MANAGEMENT

1. Could your event impact the normal use of roads in and around your event site? Yes No

- If yes, show on your Site Map, or separate Traffic Management Map:
- What roads and/or car parking bays may be impacted or closed
 - Show the direction/course/usage of the roads including any start/finish areas
 - Show where you suggest the public and participants park
 - Show where you suggest contractors and event staff park

Please note: If you are proposing to close a road or change normal traffic conditions, you will be required to provide a traffic management plan that should be developed by a qualified traffic management company.

// SECTION 6: AMENITIES & SERVICES

1. Do you wish to access the venue's electrical outlets? Yes No

If yes, list each piece of electrical equipment you will use and their amperage requirements
(Include power outlet location(s) on your proposed site plan)

2. Do you wish to access water outlets from the venue? Yes No

If yes, list what you will use the water for, and which water points/taps do you wish to access
(Include water outlet location(s) on your proposed site plan)

// SECTION 7: WASTE MANAGEMENT / TOILETS

1. Do you wish to access public toilets at the venue? Yes No

If yes, which public toilets will you use?

If no, how many and where, will you locate portable facilities?
(Include all toilet location(s) on your proposed site plan)

2. Do you wish to access existing bins at the venue? Yes No

If yes, consider if they are adequate for the expected level of waste.

If no, how will you manage the waste?

// SECTION 8: FOOD & BEVERAGE

1. Will food be available at the event? Yes No

If yes, attach to this application all food vendor details including;

- Vendor (Business) name
- Type of food offered
- Vendor contact information

(Include food vendor location(s) on your proposed site plan)

Please note: the provision of these details does not satisfy the requirements of each individual vendor to register with Street Trader at <https://streatrader.health.vic.gov.au/Public/StreatraderWeb.aspx>

2. Will alcohol be available at the event? Yes No

If yes, answer all the following points;

Name and contact details of party holding the liquor licence?

Will the alcohol be sold? Yes No

How many individual alcohol outlets will there be?

What serving sizes will the alcohol be available?

What types of alcohol will be available?

// SECTION 9: ENTERTAINMENT MANAGEMENT

1. Will there be animals? Yes No

If yes, list nature of animal involvement and details of trained operator

[Redacted]

[Redacted]

2. Will there be fireworks or other pyrotechnics? Yes No

If yes, list type of fireworks and details of trained operator
(Include the fireworks launch site and fall out area on your proposed site plan)

[Redacted]

[Redacted]

3. Will there be amplified sound such as music, announcements, or presentations? Yes No

If yes, list the following;

Nature of amplified sound (music, announcements, etc.)

[Redacted]

Duration of amplified sound (occasional announcements, ongoing music, etc.)

[Redacted]

Will you use the existing venue PA system or bring your own

[Redacted]

(Include the location(s) and direction of amplified speakers on your proposed site plan)

// SECTION 10: RISK MANAGEMENT

As part of your Risk Management obligation, the evidence of the following must be attached to this Event Application:

- A copy of your Public Liability insurance (Policy must be valid at the time of your event and provide indemnity for not less than \$5,000,000)
- Evidence of an assessment of the risks associated with staging your event.

// SECTION 11: ADDITIONAL INFORMATION

Is there anything you would like to tell us about your event?

A large rectangular area consisting of 25 horizontal light blue lines, intended for providing additional information about the event.

// SECTION 12: FINALISING YOUR EVENT APPLICATION

To be read and signed by authorised Event Coordinator.

- a) I have read and completed the Event Application in good faith. All details provided are accurate and true and I am authorised to act on behalf of this group.

- b) The event will be organised and managed as I have described unless advised otherwise by the City of Ballarat and/or its authorities.

- c) By signing this Event Application, the Event Applicant agrees to hold harmless the City of Ballarat and both releases and indemnifies and keeps released and indemnified the City of Ballarat from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property of persons in connection with the use of the public area and any work connected therewith pursuant to this Application, but excluding such liability arising from any negligent act, default or omission, on the part of the Council, its servants, agents or employees either solely or in contribution thereto. Council’s liability shall be limited to the extent, and in proportion to, the degree to which any negligent act, default or omission on its part has contributed to the loss.

- d) By signing this Event Application, I accept the “City of Ballarat Conditions of Use of Public Open Space”.

- e) I understand that this Event Application does not constitute event approval.

- f) I understand that a Council Officer will advise me of the next steps required for my event to gain approval.

Event Coordinator Full Name

Event Coordinator Signature

Date

Your personal information is being collected by City of Ballarat for the purpose of processing your application. Your information will be stored in Council’s Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council’s Privacy Policy at ballarat.vic.gov.au

// PLEASE COMPLETE ALL QUESTIONS IN PART AND POST OR EMAIL TO THE COMMUNITY EVENTS UNIT (SEE THE NEXT PAGE FOR CONTACT DETAILS).



Thank you for completing this Event Application to conduct an event in the City of Ballarat. Please send to:
Community Events Unit
City of Ballarat
PO Box 655
Email: ecg@ballarat.vic.gov.au

A Council officer will advise you of the next steps required for your event to gain approval.

Remember to attach to this application your:

- Event Site Plan
- Copy of valid Public Liability insurance
- Evidence of your event specific risk assessment
- Food vendor information (if applicable)
- Traffic Management Plan (if applicable)

Privacy Policy

Personal and or Health Information collected by Ballarat City Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The Applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.