

Submitting this application form is the first step in applying for approval to stage your event in Benalla Rural City. This application form should be used in conjunction with Benalla Rural City's [Event Planning Guide](#).

In addition to completing this application, activities associated with your event may require additional permits. Reference to additional permits required can be found in the Event Planning Guide.

**Note:** not all sections of this application form may be applicable to your event.

## What are the stages to gain event approval?

### Stage 1

Submit your completed Event Application form.

Completion of the form will assist you in identifying what you will be required to do to stage your event.

### Stage 2

Event approval will be provided once your event plan and associated documents have been assessed and all necessary permits granted.

*Before you proceed, we suggest you check Benalla Rural City Council's event calendar ([benalla.vic.gov.au](http://benalla.vic.gov.au)) and [enjoybenalla.com.au](http://enjoybenalla.com.au) to see what other events are scheduled for your proposed event date.*

Name of the event: \_\_\_\_\_

Date(s)/time(s): \_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_

\_\_\_\_\_ Start \_\_\_\_\_ Finish \_\_\_\_\_

Event location: \_\_\_\_\_

(Tick one option)      Private property       Council owned or managed land       Crown land

## Section 1: Event applicant information

Event coordinator(s): \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_



**Please remember to download and save this form to your computer before commencing your application.**

## Section 2: Event details

### Describe the event

In describing the event, please include event details such as the proposed event program and activities. *(Please add another sheet if needed.)*

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Is there an entry fee?    Yes     No     If yes, what is the cost? \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_

Proposed bump-in/bump-out times *(setting up and clearing the site after the event)*

Date: \_\_\_\_\_    Bump-in: \_\_\_\_\_    Date: \_\_\_\_\_    Bump-out: \_\_\_\_\_

Is Benalla Rural City Council contributing any funds to this event?

Yes     Amount \_\_\_\_\_    No     Application for funding submitted

Funding support may be available depending on the nature of your event. Please refer to the Event Planning Guide for further information.

## Access for all

Have you considered any disabled requirements?

Please describe how you will ensure that your event is accessible for people of all abilities (for example parking, toilets, wheelchair accessibility):

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## Accommodation

Are you providing accommodation on site?

Yes  No

## Advertising/promotion

Would you like this event listed in Benalla Rural City Council's events calendar and/or enjoybenalla.com.au?

Yes  No  If yes, please supply a suitable image to accompany the listing.

If yes, which contact number would you like listed?

Please be aware that this number will be made public. \_\_\_\_\_

Would you like this event promoted through the Council's and Enjoy Benalla Facebook sites?

Yes  No

How will surrounding residents and commercial properties be advised of the event?

Letter drop with organiser's details  Public notice  Other (please specify below)

## Alcohol

Is alcohol being made available at your event? Yes  No

If yes, tell us more on how you are proposing to serve alcohol. A liquor licence will be required from Liquor Licensing Victoria and permission obtained from the Council's Compliance Department.

I/we have applied for a liquor licence Expected approval date: \_\_\_\_\_

Liquor licence approved  Copy provided to Council

## Assets: trees/bollards/seats/fencing/poles/bike racks

Will your event require installation of decorations/ornaments to be installed on assets?

Yes  No

If yes, tell us more on where you are proposing to install the decoration/ornaments?

## COVIDSafe events

With many people moving and interacting with each other, events can present a high risk related to the transmission of coronavirus (COVID-19). Events should be planned and managed in line with COVIDSafe principles to reduce the risk and help slow the spread of the virus.

To support the safe return of public events of all sizes, the Victorian Government has established a Public Events Framework (PEF). The purpose of the PEF is to guide approvals and the phased resumption of public events.

The PEF can be found at [coronavirus.vic.gov.au/public-events-information-for-organisers](https://coronavirus.vic.gov.au/public-events-information-for-organisers)

The Victorian Government public events self-assessment tool has been created to determine which tier category your event belongs to and what documents and approvals are required by the Victorian Government, in addition to specific licenses, approvals and permits.

**Have you completed the public event self-assessment tool?**

Yes  No

**What Tier category applies to your event?**

Tier 1  Tier 2  Tier 3

Event is not a public event as defined in the Public Events Framework

All public event organisers must register their events with the Victorian Government.

## Council venue hire

**Do you need to hire a Council venue?** (e.g. Town Hall, Drill Hall, Senior Citizens Centre) Some venues have regular users and may not be available. A current list of fees and charges is available from [benalla.vic.gov.au](https://benalla.vic.gov.au) or from Customer Services.

Yes  No

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Emergency services

**Emergency services must be notified of your event.**

Emergency authority	Region address	Date written notification sent
Ambulance	Events Department, Ambulance Victoria, 75 Brady Street, South Melbourne, 3205 <a href="mailto:events@ambulance.vic.gov.au">events@ambulance.vic.gov.au</a>	
Fire Brigade	Operations Manager, Country Fire Authority District 23, P O Box 565, Wangaratta 3677 <a href="mailto:admin.d23@cfa.vic.gov.au">admin.d23@cfa.vic.gov.au</a>	
Hospital	CEO, Benalla Health, PO Box 406, Benalla 3671 <a href="mailto:executive@benallahealth.org.au">executive@benallahealth.org.au</a>	
Municipal Emergency Response Officer	Benalla Rural City Council, P O Box 227, Benalla 3671 <a href="mailto:mero@benalla.vic.gov.au">mero@benalla.vic.gov.au</a>	
Police	Benalla Local Area Commander, Eastern Region/Division 3, Benalla Police Complex, 7-13 Bridge Street West, Benalla 3672 <a href="mailto:benalla.uni@police.vic.gov.au">benalla.uni@police.vic.gov.au</a>	
State Emergency Service:	Controller, Benalla SES, 64 Sydney Road, Benalla 3672 <a href="mailto:nedutyofficer@ses.vic.gov.au">nedutyofficer@ses.vic.gov.au</a>	

## Emergency management plan

**Emergency management plan supplied** *(An emergency management plan is a written set of instructions and contacts of what your employees, contractors or volunteers should do in the event of an emergency. You can use the Council's template or your own format – refer to the Event Guidelines for further information).*

## Entertainment

### STRUCTURES

Will your event include temporary structures such as portable stages, temporary seating, marquees, amusement rides or other constructions?

Yes                       **No**

If yes, please provide details including dimensions and structural details. For amusement rides accreditation is required along with a copy of current public liability insurance.

Note: You may need to obtain a [Application for Occupancy Permit for a Place of Public Entertainment \(POPE\)](#). Refer to the Event Planning Guide for further information.

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### NOISE

Will your event include amplified music or speeches?

Yes                       **No**

If yes, please provide details including what will be amplified, and times. Refer to the Event Planning Guide or contact the Environmental Health Officer for more information.

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## Environment

Will your event impact on any environmental assets such as any waterways, for example Lake Benalla, or any native vegetation.

Yes                       **No**

If yes, please provide details of your event that could impact on the environment.

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## Fireworks

**Will your event include fireworks or other pyrotechnics?**

If yes, please refer to the Event Planning Guide if your event includes any fireworks or other pyrotechnics and provide details below.

Yes                       No

Launch site: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pyrotechnic contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

You will need to provide:

- Contractor’s risk management assessment
- WorkSafe permit
- Public liability insurance certificate of currency
- Emergency management plan
- Copy of notification to fire brigade
- Copy of public notice advertising fireworks
- Site plan

**First Aid**

**Will First Aid be available at your event?** *Please note: most events will require a First Aid presence. Refer to the Event Planning Guide for more information.*

Yes                       No

If no, please give details as to why First Aid is not needed at your event: \_\_\_\_\_

\_\_\_\_\_

Name of First Aid provider: \_\_\_\_\_

\_\_\_\_\_

**Food and beverages**

**Will food and/or beverages be available at your event?**

Yes                       No

If yes, please provide a list of food vendors/providers attending your event

Vendor/Provider \_\_\_\_\_

Vendor/Provider \_\_\_\_\_

Vendor/Provider \_\_\_\_\_

Vendor/Provider \_\_\_\_\_

Vendor/Provider \_\_\_\_\_

*[please add an additional sheet if needed]*

The provider(s) will need to register online at [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au). Refer to the Event Planning Guide for more information or contact the Council’s Environmental Health Department.

## Grass mowing / pegging of lawns / irrigation lines / other park works

Will your event require mowing of any lawns on Council property?

Yes  No

Will your event require pegging of any lawns or irrigation to be turned off?

Yes  No

If yes, please provide details. The Council will arrange pre and post site inspections to identify all underground services.

Are you aware of any locked areas or bollards that you may require access to?

Yes  No

Details:

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## Insurance

You must supply a Certificate of Currency of your public liability insurance (minimum amount insured \$10 million)

Certificate of Currency copy supplied

## Official attendance

Would you like to request the attendance of the CEO, Mayor, and/or Councillor/s at your event?

If yes, the Executive Assistant to the CEO, Mayor and Councillors will be in contact.

Yes  No

## Parking

As the event organiser, you must ensure that there is adequate parking for attendees that does not interfere with the usual parking provisions for residents/businesses. Please provide details about parking arrangements for your event. Parking areas should also be shown on your site plan.

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## Power and lighting

POWER: Will you require power onsite? Yes  No

If yes, briefly describe what you intend using the power for on your event site

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Power box onsite: Yes  No  Not sure

Access required from \_\_\_\_\_ to \_\_\_\_\_

Generators hired: Yes  How many? \_\_\_\_\_ No

Provider: \_\_\_\_\_

LIGHTING: Will your event require lighting? Yes  No

Light towers hired: Yes  How many? \_\_\_\_\_ No

Provider: \_\_\_\_\_

*Note: All appliances must have a current tested tag. ALL power cords crossing an access, footpath or road must be covered by a ramp.*

### Risk management planning

As part of your event's risk management planning, the following must be provided:

- copy of your Public Liability Insurance Certificate of Currency
- risk assessment plan including COVIDSafe measures (you can use the Council's risk template or your own format)

*For more information on risk assessments refer to the Event Planning Guide.*

### Security

Will you have qualified security personnel in attendance at your event?

Yes  No

If yes, please provide details:

Name of provider: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

If no, please give details as to why security personnel are not required:

\_\_\_\_\_  
\_\_\_\_\_

### Signage

Would you like information on how to book and advertise your event on the community bridge board?

Yes  No

Would you like information on how to book and advertise on Benalla's town entry event signs if your event is a major tourism event?

Yes  No

Are you considering other locations for placement of signage? Yes  No



If yes, please provide details of proposed locations:

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(refer to the Event Planning Guide for more information about signage)

### Site plan

**Site plan supplied** (Show the area on which the event is being located or held within. The site map should show to the Event Guidelines for more information).

### Toilets

Please assess the requirements for your event based on the information provided in the Event Planning Guidelines. Note that if the event has an approved liquor licence, the requirements as stated in the licence must be complied with.

**Toilets on site:**

Yes  No

If these are Council facilities, please specify when you need access:

Access required from \_\_\_\_\_ to \_\_\_\_\_

Location of toilets you require access to \_\_\_\_\_

**Will you be supplying additional toilets/blocks for your event?**

Yes  No

**Portable toilets hired:**

Yes  No  Number of toilets \_\_\_\_\_ Provider: \_\_\_\_\_

Site location: \_\_\_\_\_

### Tourism

Would you like assistance with more information about things to see and do while in the area, marketing opportunities and accommodation options?

Yes  No

If yes, briefly describe what you would like assistance with.

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### Traffic management

You will need to submit a traffic management plan for your event if it requires a road or street closure, increases road congestion in the area, restricts access to or requires the use of footpaths, or is likely to generate a large amount of pedestrian traffic. Approval from VicRoads, Police and Emergency Services and the Department of Transport may be required depending on the scale and type of event.

**ROAD CLOSURES**

Road closures need to be submitted at least 12 weeks prior to the event to allow for processing and to meet advertising requirements. If roads to be closed or subject to traffic management/control fall under the jurisdiction of VicRoads, a permit must be obtained from VicRoads.

Provide street/road location details for roads that are proposed to be closed:

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**Date and times of road closures**

Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Traffic management provider / controller(s): \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

**Traffic management plan completed**

Yes  No  attached  or to be supplied (date) \_\_\_\_\_

**Checklist**

Parties notified in writing	Date completed
Affected premises (eg businesses, residents) – please list _____ _____ _____ _____ _____	     
Ambulance	
CFA	
Hospital	
Municipal Emergency Response Officer	
Police	

Public notice / advertisement in local newspaper	
State Emergency Service	
VicRoads	

**Road use**

If your event does not require road closures but will be using roads within the Benalla Rural City for the conduct of the event, please list the roads below:

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**Volunteers**

Will you be using volunteers at your event? Yes  No

If yes, record names and details on your event volunteer register for insurance purposes.

**Waste management**

*The Council supports environmental sustainability and encourages all events to offer effective recycling facilities and minimise the use of single use plastic items.*

Will your event require additional waste management? Yes  No

Benalla Rural City Council can supply additional wheelie bins at \$20 per bin (cost subject to change). If you would like to use this service, please complete details below. You or your organisation will be invoiced after the event.

**Number of bins required:**

General Waste \_\_\_\_\_ Recycle \_\_\_\_\_ Recyclable Waste Trailer requested

To be delivered to: \_\_\_\_\_

Delivery date: \_\_\_\_\_ Time: \_\_\_\_\_ Pick up date: \_\_\_\_\_ Time: \_\_\_\_\_

**If you are engaging the services of a private contractor, please provide details:**

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of bins \_\_\_\_\_ Number of skips \_\_\_\_\_

**Water**

Is there a water point on the site that you propose gaining access to? Yes  No

If yes, briefly describe what you intend using the water for on your event site:

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Will free drinking water be available on site? Yes  No

## Waterways

Will your event involve an activity on a waterway, for example Lake Benalla? Yes  No

If yes, briefly describe what activity you intend using the waterway for:

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## Section 3: Finalising your Event Application

Thank you for completing an Event Application to stage an event in Benalla Rural City.

It is important that you understand the requirements of staging an event in the Rural City. Refer to the Events Planning Guide for further information.

## Event Application checklist

Once you have answered all the questions in your application form, use the following checklist to ensure you have provided and completed all the necessary documentation required so your application can be processed:

- Have you checked the Benalla Rural City events calendar ([enjoybenalla.com.au](http://enjoybenalla.com.au)), with Council and with other groups relevant to your event to see if the proposed dates and location for your event are available?
- Have you accurately answered all the questions?
- Have you attached a copy of your Certificate of Currency (Public Liability Insurance)?
- Have you attached a copy of your risk assessment for your event?
- Have you attached a copy of your emergency management plan?
- Have you attached a preliminary site plan that visually represents site services and activities?
- Have you attached a traffic management plan that shows the impact of your event on vehicle and pedestrian access paths?

If you require assistance to complete your Event Application form, please contact the Events Department on 03 5760 2600 as we are only too happy to help. Once you have completed your Event Application form send it to:

### Events Coordinator

Benalla Rural City Council  
PO Box 227  
Benalla Vic 3671

Fax: 03 5762 5537

Ph: 03 5760 2600

Email: [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

## Authorisation

I have read and completed the Event Application in good faith and have adhered to all the requirements specified by the Benalla Rural City Council. All details provided are accurate and true and my event will be organised and managed as I have described unless advised otherwise by the Benalla Rural City Council.

On behalf of the responsible organisation (*insert name*) \_\_\_\_\_

I acknowledge that this event will be conducted at the organisation's own risk and release the Benalla Rural City Council from all claims resulting from any damage, loss, death or injury in connection with the staging of this event.

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

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

Full name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_