

Applications must be submitted a minimum of 3 weeks prior to the planned event.

SECTION 1 - EVENT INFORMATION

EVENT NAME _____

TYPE OF EVENT _____

START DATE _____ TIME _____

FINISH DATE _____ TIME _____

PROPOSED LOCATION _____

LAND OWNER _____

SECTION 2 – EVENT APPLICANT

NAME OF APPLICANT _____

ABN / ACN _____

POSTAL ADDRESS _____ POSTCODE _____

PHONE _____ EMAIL _____

SECTION 3 - EVENT COORDINATOR DETAILS

COORDINATOR NAME _____

POSITION _____

POSTAL ADDRESS _____ POSTCODE _____

PHONE _____ EMAIL _____

SECTION 4 – EVENT OVERVIEW

Describe your event _____

Bump In Date _____ Time _____

Event start Date _____ Time _____

Event close Date _____ Time _____

Bump Out complete Date _____ Time _____

Will your event be conducted fully or partially on a roadway? YES NO

Event attendance - number of people expected to attend

Is entry to your event by fee or payment or other consideration? YES NO

SECTION 5 – EVENT INFRASTRUCTURE

A scaled site plan of your event must be provided. It must include the description, size and location of each item below that you are planning to include.

Are you installing fencing or temporary barriers? YES NO

Are you installing tents or marquees? YES NO

Are you installing prefabricated buildings not directly placed on the ground? YES NO

Are you installing stages? YES NO

Are you installing seating stands for more and 20 persons? YES NO

What other infrastructure are you using?

If you have answered 'Yes' to any of the above, you need to provide a schedule of all prescribed temporary structures referenced to the site plan together with a copy of the relevant Victorian Building Authority Occupancy Permit/s. Use the table below or provide schedule as a separate attachment.

Structure No.	Description	Size	VBA Occupancy Permit No.
Example 1	4 king pole circus tent	Diameter 31m Height 15 m	TSC 2011-00XX

SECTION 6 – ADDITIONAL INSPECTION

SECTION 7 – DECLARATION

I declare and understand that:

- the information provided in this application is true and complete to the best of my knowledge
- it is an offence under section 246 of the *Building Act 1993* to knowingly give false or misleading information.

Name (please print)

Signature

Date