

Event Summary

Name

Event summary

Event name

Proposed start date

Start time

End time

Proposed end date

Start time

End time

Is your event reoccurring?

Information Privacy

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Event Application Form

The event is to be held on

- ☐ Private property
- ☐ Council owned land
- ☐ Crown land
- ☐ Lake Benalla or other waterway

Events that are on waterways are subject to Goulburn Murray Water Approval, please contact Council on 03 5760 2600 to discuss.

Event coordinator / ☐ contact person for the event

Name of responsible organisation

Event address

Phone

Email

Describe the proposed event

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Event Application Form

Is there an entry fee?

☐ Yes

☐ No

How much does an adult ticket cost?

Estimated number of people attending

Proposed bump-in date

Bump-in time

Bump-out date

Bump-out time

Event details - A to Z

Accessibility

Please describe how your event is accessible for people of all abilities.

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Accommodation

Are you providing accommodation on site?

- ☐ Yes
☐ No

Advertising and Promotion

Website Listings

If you'd like your event featured on enjoybenalla.com.au, please make sure you create your own listing on the ATDW website first by visiting this link - [ATDW Registration](#).

Please contact tourism@benalla.vic.gov.au should you require any assistance with registering or to supply an image to support your event application.

Social Media Listings

Would you like this event promoted through the Enjoy Benalla Facebook page?

- ☐ Yes
☐ No

Which contact number would you like listed

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

- ☐ Letterbox drop with organiser's details
☐ Public Notice
☐ Other

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Provide details on how you will advise residents and commercial property owners of the event.

Alcohol

Is alcohol being made available at your event?

- ☐ Yes
☐ No

Tell us more on how you are proposing to serve alcohol.

Liquor license

- ☐ I/we have applied for a liquor license
☐ Liquor license approved

Expected approval date

Assets

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Will your event require decorations or ornaments to be installed on Council assets

☐ Yes

☐ No

Where are you proposing to install the decorations or ornaments?

Council Venues

Do you need access to Council parks or gardens restricted by bollards?

☐ Yes

☐ No

Will your event require pegging or sprinklers to be turned off?

☐ Yes

☐ No

Will your event require mowing of lawns on Council land?

☐ Yes

☐ No

Do you need to hire a Council venue?

☐ Yes

☐ No

Please go to

<https://www.benalla.vic.gov.au>

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Which venue would you like to hire?

Emergency Management Plan

Emergency Management Plan

- ☐ Completed and attached
- ☐ To be supplied

Date to be supplied

Please note that Council will inform Emergency Services of your event.

Entertainment - Structures

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

- ☐ Yes
- ☐ No

Provide details including dimensions and structural details. For amusement rides accreditation is required along with a copy of current public liability insurance.

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Planning an event in Benalla?

If your event requires a POPE (Place of Public Entertainment) permit, make sure to apply early!

Visit the Benalla permit portal to find all the information and submit your application online:

[Apply for a POPE here](#)

Entertainment - Noise

Will your event include amplified music or speeches?

☐ Yes

☐ No

Provide details including what will be amplified and times.

Fireworks

Will your event include fireworks or other pyrotechnics?

☐ Yes

☐ No

Launch site

Launch date

Launch time

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Pyrotechnics contractor

Contact phone

Refer to the [Event Planning Guide](#) if your event includes any fireworks or other pyrotechnics. You will need to provide:

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

First Aid

Will First Aid be available at your event?

☐ Yes

☐ No

Please provide details of your First Aid provider

Please explain why First Aid is not needed at your event.

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Food and Beverages

Will food or beverages be available at your event?

☐ Yes

☐ No

List all vendors/providers

Insurance

PLI Certificate of Currency

☐ Attached

☐ To be supplied

Date to be supplied

Official Attendance

Would you like to request the attendance of the Mayor or Councillors at your event?

☐ Yes

☐ No

The Executive Assistant to the Mayor and Councillors will be in contact.

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Parking

What arrangements for parking have you made?

Power and Lighting

Will you require power onsite?

- ☐ Yes
- ☐ No

Briefly describe what you intend using the power for on your event site.

Power box onsite?

- ☐ Yes
- ☐ No
- ☐ Not sure

Access required from

Access required to

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Generators hired?

☐ Yes

☐ No

How many?

Generator provider name

Will your event require lighting?

☐ Yes

☐ No

Light towers hired?

☐ Yes

☐ No

How many?

Lighting provider name

Risk Management Planning

Risk assessment

☐ Completed and attached

☐ To be supplied

Date risk assessment to be supplied

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Security

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

☐ Yes

☐ No

Name of security provider

Contact person at security provider

Phone number of contact person at security provider

Provide details as to why security personnel are not required.

Signange

If you wish to advertise your event on the Community Bridge board signs, please contact Customer_Relations@benalla.vic.gov.au.

If your event is expected to attract visitors to Benalla Rural City and you wish to request use of the town entry event signage, please contact tourism@benalla.vic.gov.au.

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Are you considering other locations for placement of signage?

- ☐ Yes
☐ No

Describe where this signage will be placed. Please provide as much detail as possible.

Site Plan

Site plan

- ☐ Site plan attached
☐ To be supplied

Date site plan to be supplied

Toilets

Are there toilets on site?

- ☐ Yes
☐ No

If these are council facilities provide location

Will you be supplying additional toilets for your event?

- ☐ Yes
☐ No

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Number of additional toilets hired

Toilet 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

Briefly describe what you would like assistance with

Traffic Management

Is traffic management required for your event?

☐ Yes

☐ No

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Please list all roads being affected by your event, this includes closures, changed traffic conditions, lane or turning lane closures.

Would you like for BRCC to implement the traffic management?

☐ Yes

☐ No

Provide details of the qualified person or company being used for Traffic Management

Volunteers

Will you be using volunteers at your event?

☐ Yes

☐ No

Record names and details on your event volunteer register for insurance purposes

Waste Management

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Will your event require additional waste management?

☐ Yes

☐ No

Benalla Rural City Council can supply additional wheelie bins for your event.

Please review Council's Fees and Charges at

<https://www.benalla.vic.gov.au/wp-content/uploads/2025/01/2025-2026-BRCC-Fees-and-Charges>
[ion will be invoiced after the event.](#)

General waste - Number of bins required

Recycle - Number of bins required

To be delivered to

Delivery date

Delivery time

Pick up date

Pick up time

If you are engaging a private contractor please provide company name

Private contractor's phone

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Number of bins

Number of skips

Water

Is there a water point on the site that your propose gaining access to?

- ☐ Yes
☐ No

Briefly describe what you intend using the water for

Will free drinking water be available at your event?

- ☐ Yes
☐ No

Finalising your event

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 Event Planning Guide for further information.

If you need help with completing the Event Application please contact our Tourism and Events Officer on 03 5760 2649.

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Event application checklist

- ☐ I have checked on enjoybenalla.com.au and with Benalla Council and other relevant groups that my proposed event does not clash with any other planned event
- ☐ I have answered all the questions accurately
- ☐ Public Liability Certificate of Currency is attached
- ☐ Risk assessment is attached
- ☐ Emergency management plan is attached
- ☐ Preliminary site plan is attached
- ☐ Traffic management plan is attached

Authorisation

- ☐ I agree

I have read and completed the Event Application in good faith and have adhered to all the requirements specified by 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 Benalla Rural City Council.

On behalf of the responsible organisation, I acknowledge that this event will be conducted at the organisation's own risk and release 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.

Name

Signature

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Please use this space to let us know if you encountered any problems when filling in the form.

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