

Major Event Application Form

PLEASE SUBMIT TO:

EMAIL: frankstonevents@frankston.vic.gov.au

IN PERSON:

Major Events
Frankston City Council
30 Davey Street
Frankston VIC 3199

POST:

Major Events
Frankston City Council
PO BOX 490
Frankston VIC 3199

PLEASE NOTE: APPLICATIONS MUST BE SUBMITTED 90 DAYS PRIOR TO THE EVENT.

This is to ensure all permits are approved and provide the best opportunity for your preferred venue and other details required. Please be aware that in some instances a bond will be charged. The bond is determined by the size, type, location and duration of the event and must be paid prior to its commencement.

APPLICANT DETAILS

Organisation:

Contact name:

Email address:

Mobile number:

Postal address:

Organisation ABN number:

EVENT DETAILS

Event Name:

Event Location/Address:

Event Date:

Alternate Date:

Start Time:

Finish Time:

Bump In Date and Time:

Bump Out Date and Time:

Contact details for :

Chief Warden

Deputy Warden

Type of Event:

Launch

Festival

| | |
|---|---|
| | <p>Circus <input type="checkbox"/></p> <p>Sporting event <input type="checkbox"/></p> <p>Promotion <input type="checkbox"/></p> <p>Concert <input type="checkbox"/></p> <p>Religious Occasion <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Indoor <input type="checkbox"/></p> <p>Outdoor <input type="checkbox"/></p> <p>Council land <input type="checkbox"/></p> <p>Private Land <input type="checkbox"/></p> <p>(For commercial events, please see fees on page 5)</p> |
| Details of Event: | |
| Purpose of Event: | |
| Why would you like to hold your event in Frankston's municipality? | |
| Has the event, or similar been held before? <i>If yes provide a brief history</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Does your event have the potential to generate revenue for commercial gain? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Entrance fee (if any): | |
| Expected number of participants/spectators: | |
| Have you carried out a site inspection? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will you be serving alcohol at the event? | Yes <input type="checkbox"/> No <input type="checkbox"/> (you need to apply to the Liquor Licensing Commission) |

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| <p>Will you be serving food at the event?</p> <p>Please note the new 'Outdoor Dining Smoking Bans' Regulations – for more information go to health.vic.gov.au.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(All food vendors require to be registered on streetrader.com;)</p> |
| <p>Will there be rides and amusements at this event?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Do you have a Waste Management Plan? (Disposal of waste, additional bins, cleaners, etc.) Please note, all waste must be removed from site at the conclusion of your event.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Have you considered terrorism (please include in your Risk Management Plan)</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Do you have insurance to cover the proposed event? (if your event is accepted, we require a minimum of \$20M public liability insurance – Australia wide – where Council is listed as an interested party)</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |

TRAFFIC MANAGEMENT

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|---|--|
| <p>Will your Event impact local residents/local business?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Will your event impact on traffic? If so, please provide a Traffic Management Plan.</p> | <p>Road closure <input type="checkbox"/></p> <p>Influx of traffic <input type="checkbox"/></p> <p>Road sharing <input type="checkbox"/></p> <p>Car park closure <input type="checkbox"/></p> <p>Car park sharing <input type="checkbox"/></p> <p>No impact to traffic <input type="checkbox"/></p> |

FACILITIES

| | |
|---|--|
| <p>How many toilets will you have at your event, in addition to those already on site?</p> | |
|---|--|

EMERGENCY SERVICES

| | |
|---|---|
| <p>Have you notified Emergency services?</p> | <p>SES will be in attendance <input type="checkbox"/></p> <p>Have/will be made aware of event <input type="checkbox"/></p> <p>Not required <input type="checkbox"/></p> |
| | <p>Police will be in attendance <input type="checkbox"/></p> <p>Have/will be made aware of event <input type="checkbox"/></p> |

| | |
|--|--|
| | Not required <input type="checkbox"/> |
| | CFA will be in attendance <input type="checkbox"/> |
| | Have/will be made aware of event <input type="checkbox"/> |
| | Not required <input type="checkbox"/> |
| FIRST AID | |
| Will you be providing First Aid at your event? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| SECURITY | |
| Will you be providing security at the event? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| FIREWORKS | |
| Will there be fireworks at the event? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| TEMPORARY STRUCTURES AND FENCING | |
| Are you erecting temporary structures? Tick applicable and list quantity and size of each structure | Marquee <input type="checkbox"/> Quantity and Size _____ Stage <input type="checkbox"/> Quantity and Size _____ Toilets <input type="checkbox"/> Quantity and Size _____ |
| Will the event be fenced? (including temporary or permanent fencing) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If your event is fenced is the area greater than 500m ² ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is your event being held in a building with a floor area greater than 500m ² ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will you be erecting a marquee/ booth / structure greater than 100m ² ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will you be erecting Seating Stands for more than 20 persons | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will you be erecting stages or platforms greater than 150m ² ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you answered yes to any of the above questions, you will be sent a Place of Public Entertainment (POPE) application form. | |

COUNCIL ASSISTANCE

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|---|--|
| Select the services you require from council: <i>Note: services may be chargeable</i> | Bins emptied prior to event <input type="checkbox"/> |
| | Public toilets cleaned prior to event <input type="checkbox"/> |
| | Access to power <input type="checkbox"/> |
| | Lawns mowed <input type="checkbox"/> |
| | Beach clean <input type="checkbox"/> |
| Other _____ | |
| Do you require the Mayor or Councillors present at your event? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Would you like council's assistance to promote your event? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If you would like to promote your event on Council's website, please go to the following link to find Add my Event - www.frankston.vic.gov.au/registerYourEvent

Fees and Charges

| | | |
|---|-------------------|-----------------|
| City Centre - Daily | Commercial Event | \$1,130 inc GST |
| City Centre - Weekly | Commercial Event | \$3,990 inc GST |
| Frankston Waterfront (grassed area) - Daily | Commercial Event | \$1,700 inc GST |
| Frankston Waterfront (grassed area) - Weekly | Commercial Event | \$5,680 inc GST |
| Beaches, Parks, Reserves - Daily | Commercial Event | \$855 inc GST |
| Beaches, Parks, Reserves - Weekly | Commercial Event | \$1,700 inc GST |
| Circus Large - Daily | Circus +600 seats | \$540 inc GST |
| Circus Large - Weekly | Circus +600 seats | \$2,700 inc GST |
| Circus Small - Daily | Circus >600 seats | \$300 inc GST |
| Circus Small - Weekly | Circus >600 seats | \$1,500 inc GST |
| Late Lodgement Fee (Four (4) weeks before event date) | Commercial Event | \$400 inc GST |
| Late Lodgement Fee (Four (4) weeks before event date) | Community Event | \$250 inc GST |

The Organiser acknowledges that it conducts the Event and uses and occupies the site upon which the Event is conducted at its own risk.

The Organiser releases and indemnifies the Council against any claims, losses and expenses (“claims”) of whatsoever kind and howsoever arising resulting from any act or failure to act by the Organiser or the Organiser’s servants, agents, volunteers, contractors (including sub-contractors of contractors) or any person or entity acting on their behalf in relation or incidental to the Event and the site upon which the Event is conducted save and except to the extent that Council’s act or omission contributed to such claims.

Signature:..... Date:

SUBMITTING YOUR APPLICATION – CHECK LIST

Event application form

Site plan

Public liability insurance

Risk assessment

If applicable:

Event management plan

Traffic management plan

Occupancy permit

Event bio / brochure with images for marketing

Place of Public Entertainment (POPE) permit

If approved you will be expected to send in the below, if applicable;

Liquor Licence

Fireworks permit/provider information

NEXT STEP

1. Once you have submitted your event application form with all necessary attachments you will receive a confirmation email and invoice for your application fee.
2. After an initial review of your application additional information or supporting documentation may be requested.
3. Once all preliminary information is received your application is then circulated to necessary Council departments for consideration.
4. You may receive an email with relevant feedback and/or requests for more information.
5. Once all information has been received and assessed your event will be accepted or declined.
6. If approved and site fees are applicable, another invoice will be issued.
7. If approved you will be issued with a permit that you must keep on hand during your filming
8. Please note applications are accepted or declined based on the level of information provided, event timing, purpose, location, feasibility benefit to Frankston and previous history.

PLEASE NOTE: APPLICATIONS MUST BE SUBMITTED 90 DAYS PRIOR TO THE EVENT.

CONTACT DETAILS

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Frankston City Council

30 Davey Street

Frankston VIC 3199

Phone: 1300 322 322

Email: frankstonevents@frankston.vic.gov.au