



Application Form Minor Events (Under 500)

Applications MUST BE submitted a minimum of 3 months before the event.

To: Judi Krznic
Events Unit
Frankston City Council
PO Box 490
Frankston 3199

Civic Centre
Corner Young and Davey Streets Frankston
Phone: (03) 9768 1503
Fax: (03) 9768 1511
Email: judi.krznic@frankston.vic.gov.au

APPLICANT DETAILS

Name of Organisation:

Nominated Contact Person:

Contact Address:

Contact Phone:

Mob:

Contact Phone during Event:

Email:

Date:

Applicant Signature:

EVENT DETAILS

Event Name:

Event Date(s):

Alternate Date(s):

Location of Event:

Timing of Event: Start:

Finish:

Type of Event

Indoors

Outdoors

Tick which box best describes your event:

Corporate Function

Sporting Event

Promotion

Birthday Party

Wedding

Other

Details of Event: _____

(please attach any brochures/leaflets/flyers/media releases)



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Has the Event been held before? If so, please provide a brief history of the event: _____

Please explain how your event will benefit Frankston

Expected number of participants:

Expected number of spectators:

Do you have Public Liability Insurance that is valid Australia-wide?

Yes No

If Yes, please attach copies with this event Application.

Council can provide Public Liability Insurance for your event for a fee of \$15.00.

Would you like to use this service

Yes No

A cash payment slip will be attached to your Event Permit once the event is approved.

Is a temporary road closure/car park or road sharing requested:

Yes No

Please state the actual road/ car park to be closed :

All road closures or road sharing activities require a Traffic Management Plan, which must accompany this application.

Are you erecting and temporary structures? (e.g. Stage, marquees, toilets, etc)

Yes No

If Yes, please describe in full, including dimensions by square metre. These structures must be drawn on your site map (to be included with this application).

NB: Place of Public Entertainment or Occupancy Permit may be required.

Have you notified nearby residents/business's of your proposed event?:

Yes No

(indicate how this was achieved, i.e. flyers, visit? _____)

Have you considered the location for patron parking:

Yes No



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A Risk Management Plan may need to be attached to this application. Do you require further information on how to prepare a Hazard & Risk Assessment Plan on your event? Yes No

If Yes, an Event Risk Management Checklist will be forwarded to you.

Please attach your Emergency Evacuation Plan and include egress routes on your site plan.

Will you be erecting roadside signage? Yes No

If Yes, an application form will be sent to you – you will need to lodge this directly with Council's Local Laws Unit.

What is your alcohol management policy for this event? Alcohol free Limited licence Fully licensed

Please attach copies of Liquor Permits and your alcohol management policy.

Will there be food vendors/organisations selling food at this event? Yes No

If yes, copies of Food Handling Certificates must be attached. Additionally, liaison with Council's Environmental Health Unit must take place.

Will there be amusements at this event? Yes No

Please circle if applicable: Animal Farm Pony Rides Jumping Castle Clown / Magician

If Yes, please attach the following details : name(s) of the organising company or operators as well as full descriptions of rides and copies of their Public Liability Insurances and supporting Safety Check statements

Are you requesting additional services from Council, other than those existing at the site?

(NB: Services provided by Council may incur a charge, which may be required to be paid in full prior to the event)

Access to Power Yes No

Additional Bins Yes No

Rubbish Removal Yes No

Additional cleaning of Public Toilets Yes No

Other (please specify) _____

Please provide the names and telephone numbers of two referees who can vouch for the standard overall quality of the events which you conduct

Name: _____ Organisation: _____

Position: _____ Phone No (BH): _____

Name: _____ Organisation: _____

Position: _____ Phone No (BH): _____

Please attach a site map with this event application.



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Please return to:

Judi Krznic
Minor Events Officer
9768 1503
Judi.krznic@frankston.vic.gov.au
Frankston City Council
PO Box 490
FRANKSTON 3199

Please note that applications MUST BE submitted a minimum of 3 months before the event.

This is to ensure all permits are approved and provide the best opportunity for your preferred venue and other details required. Also, we can provide necessary support and assistance.

Please be aware that a bond must be paid prior to the event – the bond is determined by the size and type of event, location and duration.

If you have any questions regarding this form, please call Judi or Helen on 9768 1555

EVENT DEPARTMENT CHECKLIST (Office Use Only)

Documents received -

- Public Liability Insurance Risk Assessment Food Handling Certificates
- Traffic Management Plan
- Distribution to Council Officers Completed

- Approved Declined If declined, please specify reason

Permit Number _____ Approved by _____

Has all equipment/keys been returned Yes No

Was equipment returned in original condition Yes No