



EVENT APPLICATION FORM

INFORMATION FOR APPLICANT

Frankston City needs your application form at least 3 months ahead of your event for the following reasons:

- A planning permit may be required. If there are objections, the hearings can take up to 3 months which may affect the outcome of your event
- A Building Permit or Occupancy permit may be required
- To ensure that your preferred site to conduct your event is available
- To enable adequate time to apply for liquor permits
- To enable adequate time to advise VicRoads and Victoria Police of an acceptable traffic management plan and obtain their approval

Your application form must contain the following information:

- Name of the organisation, address, phone numbers (work, private & mobile)
- All specific event details including proposed event date (specify an alternative date as well)
- A detailed map highlighting where structures will be set up on the day (such as marquees, rides, toilets, generators, stages, food vendors, waste, finish lines etc)
- A description of the event giving relevant details as to the exact timings of the event. Include set up and pack up time frames.
- Specify the number of event participants and spectators anticipated.
- Have you thought about whom will be affected? Specify how other local clubs and businesses will be able to gain access to their facilities during the conduct of your event. What arrangements do you intend to have in place to address issues of public access and residential amenity?
- A mobile phone contact number available during the course of the event to ensure Council staff can contact you if required.
- List at least two referees and their phone numbers. It is preferred that the referees are the approving authorities of other events which you held, or who can vouch for the overall quality and standards of events which you have conducted.
- Copies of all insurances and food handling certificates from food vendors/organisations providing food at the event
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ENVIRONMENTAL

- Arrangements for waste/recycling removal. (All waste and recycling removal is the responsibility of the event organiser).
- Arrangements for recycling of any glass bottles, aluminium cans and/or PET plastic generated in the course of the event.
- Arrangements to protect parks, reserves and areas of natural vegetation from damage, and measures to minimise disturbances to native birds and other fauna (where applicable).

TRAFFIC

- A detailed traffic management plan which includes: Police & Marshall points, timetable of events, road closure equipment to be used etc (if applicable).
- Measures to minimise inconvenience to the residential and business community from increased motor traffic and parking.
- Measures to minimise the incidence of pollution (eg. dust, smoke etc).
- Measures to minimise the impact of noise (both in terms of absolute levels and duration).
- Copies of approvals from Frankston Police Traffic Management Unit and VicRoads.

RISK MANAGEMENT

- A thorough Hazard & Risk Assessment based on Australian Standards Risk Matrix must accompany your application form.
- Alcohol Management Plan – if applicable

INTERVIEWS

In certain circumstances deemed appropriate, Council Officers may wish to interview event applicants. This will be at Council's discretion and is only likely to occur if there are two similar ranking applications or if a proposed event is of an unusual nature.

SITE FEE & BOND

A site fee and bond will be charged according to the size, scale, nature and location of the event and is for the use of the designated site only. A refundable bond against damage and litter will also be charged according to the size and impact of the event. **Other services provided by Council** eg Waste & Recycling Bins will be on a separate fee for service basis.

CONCLUSION

Frankston City's appeal as a clean, safe and environmental friendly city makes it a popular haven for residents, visitors and tourists alike. Council welcomes festivals and events that enhance these aspects and respect the City's natural assets.

Please do NOT assume your event is approved until you receive written confirmation.

APPLICATIONS

Event Application Forms should be sent to:

Judi Krznaric
Administration Officer – Minor Events
Frankston City Council
PO Box 490
FRANKSTON 3199