



EVENT APPLICATION INFORMATION

INFORMATION FOR APPLICANT

Frankston City needs your application form at least 6 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, 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. **Are you willing for the number to be published alongside your event listing in Council's What's On brochures and other similar publications?**
- 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. **For on-road events, at least one referee needs to be from a Victorian Police Branch which has had involvement with your events previously. The second reference needs to be from a local or State Government agency eg. Vic Roads or another Municipal Council.**
- Include a statement (no more than half a page) as to what benefits your event would bring to Frankston.

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).

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

A site fee 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.

CONTACTS

Attached is a listing of Council contacts and other contacts for your information.

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.

We look forward to receiving your application.

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

APPLICATIONS

Event Application Forms should be sent to:

Maxine Sando
Events Co-ordinator
Frankston City Council
PO Box 490
FRANKSTON 3199



EVENT APPLICATION FORM

1. Name of Organisation:.....

2. Nominated Contact Person:.....

Address:.....

Suburb/Town:.....Post Code:.....

Phone: BH:.....AH:.....

During Event:.....

Email:.....

Fax:.....

3. Name of Event:.....

4. Date/s of Event:..... Alternative Date:.....

5. Location of Event:.....

6. Timing of Event: Start:.....Finish:.....

7. Details of Event:.....

.....

.....

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

.....
.....
.....

9. Is a temporary road closure or road sharing requested?

YES NO (if no, please proceed to point 10)

Is your event a full road closure or sharing of the road:.....

Time of closure/sharing: Close:.....Open:.....

Please include a clear route map siting location of marshals, barricades and the specific part of the road/s required for a road sharing/closing. Please note how you intend to manage the crossing of major roads and intersections.

10. a) Expected Crowd:

Expected numbers of participants:.....

Expected numbers of spectators:.....

b) Would you expect participators and/or will require accommodation over the course of the event?

YES NO

11. Are you requesting additional services from Council, other than those existing at the site? This may include access to power, additional rubbish bins, rubbish removal, additional cleaning of public toilets etc.

.....
.....
.....

(Please note: Council may impose additional services not requested by the event organiser. This is to cope with the load on existing facilities and is at the cost of the event organiser.)

Have you considered: parking requirements, toilets, rubbish removal, cleaning up after your event. Do NOT assume Council will provide a service, it must be requested for it to be completed.

12. The following associated activities require Council permits:

- Advertising roadside signage
- Use of Amplification equipment
- Sale of liquor
- Sale of food

.....
.....

Please include additional information with this application if your event requires any of the above permits. Including location of roadside signage, type of food being sold, times for use of amplification equipment etc.

All applications will be individually assessed to determine if other Council permits will be required.

13. Please explain how your Event will benefit Frankston?

.....
.....
.....
.....
.....
.....
.....
.....
.....

14. Please provide the names and telephones of two referees who can vouch for the standard overall quality of the events which you conduct.

Name:.....Organisation:.....

Position:.....PH (bh):.....

Name:.....Organisation:.....

Position:.....PH (bh):.....

15. Include with this application form:

- a. Copy of your current public liability insurance to cover this event (if available at this early stage). Please note: Frankston City is to be noted as an interested party to the event.
- b. Detailed site map- with marquees, rides etc located on map
- c. Any other associated maps
- d. Additional information if other permits are required to conduct the event and associated activities.

Please return to:

Maxine Sando
Events Co-ordinator
Frankston City Council
PO Box 490
FRANKSTON 3199

Please note that applications MUST BE submitted a minimum of 6 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, Council can provide necessary support and assistance.

If you have any questions regarding this form please ring Maxine Sando on 9784 1988

.....
POST EVENT CHECKLIST (Office use only)

- Has all litter been removed from the site?
- Have all keys been returned to Council (ie keys to gates)?
- Has the playing surface been damaged by vehicular movement?
- Has the surface been damaged by unauthorised placement of equipment?
- If equipment has been borrowed by from the tenant club of the reserve, has all the equipment been returned?
- Bond to be returned?

**FRANKSTON CITY EVENTS
CHECKLIST**

Do you require:				Date Required	
Rubbish					
Toilets					
Cleaning of grounds					
Cleaning of toilets					
Post event clean up					
Security					
Ambulance					
SES					
Power					
Youth counsellor					
D & A counsellor					
Photographer					
Have you got:					
Insurance					
Bond					
Rental fee					
Market research					
Letters to residents					
Traffic/Parking plans					
Site plan					
Alcohol permit					
Planning permit					
Occupancy permit					
Conditions of hire					
Have you contacted:					
Public transport					
Frankston Cabs					
All buslines					
Frankston Police					
Frankston Hospital					
Metro ambulance					
CFA					
Residents					
Schools					
Local media/daily media					
Post event					
Site check					
Damage					
Cost to repair damage					
Market research					
Bond to be returned					

