

# Application Form & Additional Information:

## MINOR EVENTS (under 500)



*Lifestyle Capital of Victoria*

### 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:

Birthday Party/Family Gathering ☐

Promotion ☐

Corporate Function ☐

Sporting Event ☐

Other ☐

Details of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_

Please explain how your event will benefit Frankston (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected number of participants:

Expected number of spectators:

## INSURANCE

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

☐ Yes ☐ No

\* This can include your house and contents insurance cover as this provides public liability Australia wide

If Yes, please attach copies with this event Application.

If No, Council will provide Public Liability Insurance for your event for a fee of \$15.00.

*An invoice will be attached to your Event Permit once the event is approved.*

## ROADS

**NB:** All road closures or road sharing activities require a Traffic Management Plan (TMP), which must accompany this application and be developed by an Authorised Traffic Management Company (TMC),

Do you want to close off a road:

☐ Yes ☐ No

(NB: This will incur a cost to you as you must provide a TMP developed by an authorised TMC)

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

Have you considered the location for patron parking:

☐ Yes ☐ No

## STRUCTURES

Are you erecting any 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 application). **NB: Place of Public Entertainment or Occupancy Permit may be required.**

Type of **Place of Public Entertainment** proposed (*tick applicable box*):

- ☐ A **Building** with a floor area greater than **500m<sup>2</sup>** to be used or intended to be used for entertainment for which admission is charged or giving of other consideration.
- ☐ A **Place** with a an area greater than **500m<sup>2</sup>** that is enclosed or substantially enclosed (e.g. fencing etc) or charges an entrance fee or giving of other consideration.
- ☐ A combination of the above.

If any of the above are ticked, you are required to obtain an **Occupancy Permit**.

Type of **Temporary Structures** proposed (*tick applicable box*):

- ☐ Tent, Marque or Booth greater than 100m<sup>2</sup>
- ☐ Pre-fabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on ground
- ☐ Seating Stands for more than 20 persons
- ☐ Stages or Platforms (including Sky Borders & Stage Wings) greater than 150m<sup>2</sup>

**If you have ticked any of the above Structures, you are required to obtain the following approval:**

[• Occupancy Permit & Temporary Structure - Siting Consent](#)

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

☐ Yes ☐ No

Indicate how this was achieved, i.e. flyers, visit? \_\_\_\_\_

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.

## FOOD/BEVERAGES

What is your alcohol management policy for this event? ☐ Alcohol free ☐ Limited license ☐ Full Licensed

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

<https://www.vcglr.vic.gov.au/liquor/sporting-and-community-club/apply-new-licence/apply-temporary-limited-licence>

Will there be food vendors/organisations selling food at this event?

☐ Yes ☐ No

All food vendors require to be registered on [www.streatrader.com](http://www.streatrader.com)

Please note the new 'Outdoor Dining Smoking Bans' Regulations – for more information go to [www.health.vic.gov.au](http://www.health.vic.gov.au)

Will there be amusements at this event?

☐ Yes ☐ No

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

Other (please specify) \_\_\_\_\_

**If Yes, please attach the following details: name(s) of organising company or operators, copies of Public Liability Insurances and supporting Safety Check statements as well as a site plan of placement or rides on site, site sizes and weights, so that suitability of site can be assessed.**

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)

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 return to:**

Recreation Department Administration  
Minor Events  
Frankston City Council  
PO Box 490  
**FRANKSTON VIC 3199**  
e-mail: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

Please note that applications should be submitted a minimum of 3 months before the event – Please see notes below.

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 contact Recreation Department Administration on 1300 322 322

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**EVENT DEPARTMENT CHECKLIST (Office Use Only)**

Documents received -

☐ Public Liability Insurance ☐ Risk Assessment ☐ Food Handling

☐ 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

## **Additional Information**

### **INFORMATION FOR APPLICANT**

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

<ul style="list-style-type: none"><li>▪ 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</li></ul>
<ul style="list-style-type: none"><li>▪ A Building Permit or Occupancy permit may be required</li></ul>
<ul style="list-style-type: none"><li>▪ To ensure that your preferred site to conduct your event is available</li></ul>
<ul style="list-style-type: none"><li>▪ To enable adequate time to apply for liquor permits</li></ul>
<ul style="list-style-type: none"><li>▪ To enable adequate time to advise Vic Roads and Victoria Police of an acceptable traffic management plan and obtain their approval</li></ul>

**Your application form must contain the following information:**

<ul style="list-style-type: none"><li>▪ Name of the organisation, address, phone numbers (work, private &amp; mobile)</li></ul>
<ul style="list-style-type: none"><li>▪ All specific event details including proposed event date (alternative date also required)</li></ul>
<ul style="list-style-type: none"><li>▪ 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)</li></ul>
<ul style="list-style-type: none"><li>▪ A description of the event giving relevant details as to the exact timings of the event. Include set up and pack up time frames.</li></ul>
<ul style="list-style-type: none"><li>▪ Specify the number of event participants and spectators anticipated.</li></ul>
<ul style="list-style-type: none"><li>▪ 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?</li></ul>
<ul style="list-style-type: none"><li>▪ A mobile phone contact number available during the course of the event to ensure Council staff can contact you if required.</li></ul>
<ul style="list-style-type: none"><li>▪ 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.</li></ul>
<ul style="list-style-type: none"><li>▪ Copies of all insurances and food handling certificates from food vendors/ organisations providing food at the event</li></ul>

## 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, aluminum 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 (e.g. 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 and some additional costs may be incurred.

## 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.**

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