

Office Use Only
Submitted 5 February 2020

- ┆ Approve
- ┆ Decline



FESTIVALS, EVENTS AND ACTIVITIES

APPLICATION FORM

The City of Stonnington recognises that festivals and events are important to the city's wellbeing, diversity and sense of community. They are energetic and vibrant, encouraging the community to feel welcome, belong, contribute and participate.

To hold an event in a public space managed by the City of Stonnington, you must obtain an Event Permit to ensure events are run safely and comply with Council regulations, local laws and other relevant authorities

IMPORTANT INFORMATION

Please read the [Event Guidelines](#) prior to completing this Application Form.

Who should complete this form?

- A. Anyone wishing to hold an event, festival or activity on Council land (e.g. Council's parks, reserves or open spaces).
- B. Anyone wishing to hold an activity that requires a street closure or footpath usage with the exception of neighbourhood street parties, street sampling, fundraising and busking (please refer to the website).

Please consider the following prior to submitting an Event Application:

1. If you plan to use one of Council's parks or gardens, you must make a park booking **before** submitting this form – please refer to the website for further information.
2. Please ensure you attach **all** required documents with your application (refer to pages 4 and 5)
3. Permits may take up to 30 days to process depending on the scale of your event
4. If your event/festival or activity is approved a permit will be issued a minimum of 28 days prior to the event.
5. Event Applications incur a non-refundable processing fee of \$66.14 per application
6. Event Permits include a number of standard and special conditions relating to your activity that must be met as a requirement of the permit.

APPLICATION TIMING

Category A (Community Events) must be submitted at least **60 days** prior to the event.

Category B (Major Events & Festivals) must be submitted at least **120 days** prior to the event.

Category C (Trader & Commercial Precinct Events) must be submitted **60 days** prior to the activation (late applications may be considered)

Note: Council reserves the right to request documentation or information up to 120 days prior to your proposed event.

Applications can be submitted via email or post:

- Email: filmandeventpermits@stonnington.vic.gov.au
- Post: Festivals and Events, City of Stonnington, PO Box 58, Malvern 3144

For further information, please contact the Festivals and Events team on 03 8290 1231 or filmandeventpermits@stonnington.vic.gov.au

APPLICANT INFORMATION

Applicant/Organisation

ABN or ACN

Street Address

Suburb

Postcode

Type of organisation Private Commercial Non-Profit Organisation (attach evidence)

Primary contact **Full Name**

Telephone **Business** **Mobile**

Email

Is this person also the best contact for public enquires Yes No
If NO please provide public contact details:

Have you received a Council grant in relation to this application? Yes No

If yes, please provide grant number (SmartyGrants reference number)

EVENT DETAILS

Event Name

Event Date(s)

Event Time(s)

Start

Finish

Permit Date(s) required
Including bump in/out

from

to

Permit Time(s)

from

am/pm

to

am/pm

Proposed Location

- | | |
|---|--|
| <input type="radio"/> Central Park | <input type="radio"/> Como Park |
| <input type="radio"/> Grattan Gardens | <input type="radio"/> Malvern Gardens |
| <input type="radio"/> Princess Gardens | <input type="radio"/> Phoenix Park |
| <input type="radio"/> Sir Zelman Cowen Park | <input type="radio"/> Victoria Gardens |
| <input type="radio"/> Other (Please detail) | |

Is this event Ticketed?

Yes

No

If yes, please provide details (ticket prices, ticketing provider, tickets on sale date)

How will this event be promoted? (Provide details)

Attendees - Expected number of attendees/patrons

Participants - Expected number of participants (Stallholders, vendors, artists etc.)

Event Description

(please provide a detailed description of your event, including: Purpose of the event and target audience)

Event Type

- | | |
|--------------------------------|---|
| <input type="radio"/> Event | <input type="radio"/> Business Events |
| <input type="radio"/> Festival | <input type="radio"/> Product & store launches |
| <input type="radio"/> Fete | <input type="radio"/> Precinct Activations |
| <input type="radio"/> Marathon | <input type="radio"/> Parade / Procession / March |

Will your Event include fireworks or pyrotechnics? Yes No

Name of Company

- Please attach your Emergency Management Plan, Risk Assessment and Worksafe Licence to Discharge Fireworks

Will you have qualified security personnel attend? Yes No

Name of Company

Have you notified Victoria Police and other Emergency services of your intention to hold an event? Yes No

If no, please detail the reason

Will you have qualified a Public Safety Officer attend? Yes No

If yes, Name of Public Safety Officer and Licence Number

Will your Event include Temporary Signage? Yes No

If yes, please provide details below, including type of structure and size in metres (e.g. 8m Flag Banners)

Will your Event include temporary structures? (stages, marquees etc) Yes No

If yes, please provide details below, including type of structure and size in metres (e.g. Marquee 3m x 3m)

AGREEMENT

The conditions included with this application apply to any permit issued as a result of this application. Please ensure you read carefully before signing.

I _____ in my position as _____
(Full name) (Position/role)

I confirm that I am over the age of 18 years, am authorised to make this application.

I confirm the truth and accuracy of all details provided in this application and attached documents.

I understand that the activity cannot proceed on Council land or property unless permitted by Council.

I understand that submitting an Event Application does not guarantee Council will issue an Event Permit.

I agree to the terms stated Yes No

Signature

Date:

ATTACHMENTS (REQUIRED)	ATTACHED (Please tick)
<input type="checkbox"/> Public Liability Insurance – Certificate of Currency minimum \$20,000,000	
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> Risk Management Plan	
<input type="checkbox"/> Event Management Plan	
<input type="checkbox"/> Safety and Emergency Management Plan	
<input type="checkbox"/> Daily Site Safety Checklist	
<input type="checkbox"/> Infrastructure (including signage) and facilities list	
<input type="checkbox"/> Site Manager Bump in & Out Checklist	
<input type="checkbox"/> Evidence of Park, Garden or Venue booking	
<input type="checkbox"/> Lost Child Process	
<input type="checkbox"/> Incident Report Form – Staff, contractor and/or member of public	
<input type="checkbox"/> Resident/Trader Event Notification	
<input type="checkbox"/> Evidence of notification to Victoria Police Local Area Commander Prahran Police Complex – 396 Malvern Rd, Prahran, VIC 3181 email: STONNINGTON-PSALOCALAREACOMMANDER-OIC@police.vic.gov.au	

Additional Attachments – (may be required)

- Worksafe Licence to Discharge Fireworks (if applicable)
- Evidence of correspondence with Victoria Police (if applicable)
- Road Closure Diagram (if applicable)
- Traffic Management Plan (if applicable)
- Temporary Food Permit documentation (if applicable)
- Temporary Liquor Licence (if applicable)
- Alcohol Management Plan including Liquor Licence (if applicable)
- Places of Public Crowding – Security Audit ([National Security Document AUS/NZ](#))
- Caterers Daily Safety Checklist (if applicable)
- Contractor Job Safety Analysis (JSA) (if applicable)

□ Contractor Safe Work Method Statement (SWMS) (if applicable)

Applications can be submitted via email or post:

- Email: filmandeventpermits@stonnington.vic.gov.au
- Post: Festivals and Events, City of Stonnington, PO Box 58, Malvern 3144

Application for Festivals, Events and Activities

CITY OF STONNINGTON

Festivals and Events

PO Box 58 Malvern, Victoria 3144

T: 03 8290 1333

F: 03 9521 2255

E: filmandeventpermits@stonnington.vic.gov.au

Please submit your completed application and all required document 60 days prior to your planned event/activity