

## Proposed Event Notification Form

This form can be used as a checklist to help you identify any issues you haven't thought of when planning your event. It will also help us to understand more about your event so that we can assist you in running a safe and successful event.

This form should be submitted **no later than eight weeks** before your event to make sure that things like road closures and permits can be processed in time.

Note: this form does not indicate that your event has been endorsed or approved by Council.

### Event Organiser – contact details

Contact Person:

Group/Organisation:

Phone:

Email:

Postal Address:

Town:

State:

Postcode:

### Event details

Event:

Proposed Event Location:

Note: ensure you provide the venue name and address. If the event is being held in a park or reserve, please be as specific as possible about the area that will be occupied.

Have you booked and confirmed your venue?

☐ Yes

☐ No

Note: for information about hiring a Council facility, see [Find a Facility](#).

Date of event:

Time of event:

Date of setup:

Time of set up:

Date of clean/pack up:

Time of clean/pack up:

Start:

Finish:

Start:

Finish:

Start:

Finish:

Describe the event:

(If you have held this event previously, provide details of when and where and attach a copy of previous marketing material)

Number of people attending:

(approximate estimate if unsure)

Event target audience:

### Food and beverage permits/licences

Will you be providing or selling food at your event?

☐ Yes ☐ No

Are the food providers registered under the Victorian Food Act?

☐ Yes ☐ No

Further information: [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

If no, has an application for temporary food premises permit been made?

☐ Yes  
☐ No  
☐ Applying

Will alcohol be served or sold at your event?

☐ Yes ☐ No

If yes, do you have a liquor licence?

Further information: [www.responsiblealcohol.vic.gov.au](http://www.responsiblealcohol.vic.gov.au)

☐ Yes  
☐ No  
☐ Applying

### Activity on a road and traffic management

Will the event be conducted on a road?

☐ Yes ☐ No

If yes, have you completed an [Activity on a Road Application Form?](#)

☐ Yes  
☐ No  
☐ Applying

### Other notifications for events related to roads

Have you notified Victoria Police of this event?

☐ Yes ☐ No

Have you notified the CFA about your event?

☐ Yes ☐ No

Have you notified Ambulance Victoria about your event?

☐ Yes ☐ No

Have you notified SES about your event?

☐ Yes ☐ No

Have you notified VicRoads of your event?

(if one of the affected roads is not a Council-maintained road)

☐ Yes ☐ No

Have you notified neighbouring businesses and residents that the event is taking place?

☐ Yes ☐ No

## Temporary structures

- Will there be marquees or tents the size of 100m<sup>2</sup>? ☐ Yes ☐ No
- Will the event include a stage over 150m<sup>2</sup>? ☐ Yes ☐ No
- Will there be a seating stand for more than 20 pax? ☐ Yes ☐ No
- If you answered yes to any of the above, do you have a building permit?  
☐ Yes  
☐ No  
☐ Applying

## Gaming/raffles

- Are you running a raffle, bingo or other gaming activity? ☐ Yes ☐ No
- If yes, do you need a permit? See: [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au) ☐ Yes ☐ No

## Public liability insurance

- Do you have public liability insurance? ☐ Yes ☐ No
- Does your public liability cover this event? ☐ Yes ☐ No

## Signage

- Will there be event signage displayed? ☐ Yes ☐ No
- If yes, have you read the [Community Signage Policy](#) or discussed your requirements with Council's Local Laws unit? ☐ Yes ☐ No

## Noise

- When the noise will start and finish: \_\_\_\_\_
- Type of noise : (for example, amplified bass guitar noise, acoustic folk band) \_\_\_\_\_
- What direction any speakers, amplifiers and PA systems will be pointed: \_\_\_\_\_

## Other important issues to consider

Have you considered the following?

- Amenities (power, tap water) ☐ Yes ☐ No
- Car parking ☐ Yes ☐ No
- Rubbish bins at the event ☐ Yes ☐ No
- Toilet facilities ☐ Yes ☐ No
- Bushfire season ☐ Yes ☐ No
- First aid ☐ Yes ☐ No
- Responsible alcohol service ☐ Yes ☐ No
- Sun protection and shade ☐ Yes ☐ No
- Post event clean up, including rubbish removal ☐ Yes ☐ No
- Workcover insurance if hiring staff for the event ☐ Yes ☐ No

Access and facilities for the disabled

☐ Yes ☐ No

Security

☐ Yes ☐ No

Minimising the impact on the event site

☐ Yes ☐ No

Measures to reduce noise levels

☐ Yes ☐ No

## Declaration

By submitting this form:

- I/we agree to accept responsibility for the safe operation and management of the Event.
- I/we agree to accept responsibility for obtaining any necessary permits and licenses and for complying with all relevant laws and regulations.
- I/we acknowledge that this form is provided by Council for information only, is not legal advice and that no liability rests with the Council for any failure on my/our part to take or not take any required action.

First name:

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Last name

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Group/Organisation:

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Position:

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## Privacy

Macedon Ranges Shire Council will not sell, trade or rent any personal information obtained from you (such as your name, email address or physical address) to a third party without your consent, unless required to do so by law. Macedon Ranges Shire Council reserves the right to disclose demographic and summarised information about visitors to the site, provided that this information does not in any way disclose the identity of any individual visitor. Macedon Ranges Shire Council will only use your personal information to improve its services to you, to provide you with information you have requested, and to inform you about additional services that may be of interest to you. We may also use your personal information to provide you with notices, newsletters and updates. No attempt is or will be made to identify your personal details except in the circumstances outlined above.

## Changes to MRSC Privacy Policy

We may modify or amend this policy from time to time. In an effort to keep you informed of changes to this policy, this page will display the effective date of the currently posted policy, found in the left hand column. For substantial changes to this policy, we will notify you by placing prominent notice on our homepage. Changes to this Policy will not affect our use of previously provided personal information. No personal information provided by you under the terms of this policy (or any prior version of this policy) will be used in a manner that is materially inconsistent with it, without your prior written permission.

## Security

Macedon Ranges Shire Council will endeavour to take all reasonable steps to keep any information we hold about you secure. Macedon Ranges Shire Council employees are also obliged to respect the confidentiality of any personal information held and not disclose such unless required to do so by law. Contracted service providers who undertake duties upon Council's behalf are required to act within the same privacy guidelines as Council staff. We recognise that there can be risks with transmitting information across the internet and recommend users do not submit data if they feel they do not have a clear understanding about transmitting information procedures on the internet. Macedon Ranges Shire Council is not liable for events or consequences arising from unauthorized access to your personal information. We ask you to keep your contact details and passwords confidential.

**Once completed, this form should be sent to Macedon Ranges Shire Council, PO Box 151, Kyneton VIC 3444 or emailed to [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au)**