

# EVENT NOTIFICATION FORM

Private Events

## Introduction

Please complete this form if you are planning to hold an event, celebration or function and are inviting a group of friends, families or colleagues to attend. This form should only be completed if the event is not open to the public. For public events, please complete the Event Notification Form.

## Event Notification Process

Event notifications should be submitted using this form only, no later than 30 days prior to the event taking place. All Event Notifications will be reviewed and contact may be forthcoming from a Council department depending upon the information included in your Event Notification.

Where an event is likely to cause changes, cancellations or delay to regular public transport, notification will need to be made to the Public Transport Division. For events attracting more than 10,000 people, the Public Transport Division must be notified at least 150 days prior to the event, and for events attracting less than 10,000, at least 120 days notice must be provided. If the date is not known or set by this time, notification must be made as soon as practicable. You may then be asked to submit a Public Transport Plan which will set out how regular public transport is going to be implemented and how this will be addressed. The plan will need to be discussed with the Council's Traffic Management Department, as well as transport providers before it is submitted to the PTD. More information can be obtained through the information kit for event organisers at <http://tinyurl.com/yzrpmge>.

## Responsible Events in Kingston

All Event Notifications should be completed with the following outcomes in mind:

- Ensuring the safety of volunteers, participants, visitors, attendees and surrounding residents;
- Minimising the inconvenience to surrounding residences and businesses;
- Considering access issues for people with disabilities, older people or people with prams;
- Protecting parks, reserves and areas of natural vegetation from damage;
- Being proactive in minimising the impact of noise on surrounding residents;
- Minimising the impact of pollution on the local environment;
- Complying with all relevant laws and regulations.

## Best Practice Reference Documents

Crime Prevention Branch, Commonwealth Attorney-General's Department, Planning Safe Public Events Practical Guidelines, 2002. Available at <http://tinyurl.com/yl6t5ds>

Department of Transport, Information Kit for Event Organisers: Events Affecting Public Transport, 2007. Available at <http://tinyurl.com/yzrpmge>

Energy Safe Victoria, Gas Safety Self-Check List for Caterers, Food Outlets and Others at Major Events, 2006. Available at <http://tinyurl.com/yktao4j>

Volunteering Australia, Running the Risk? Risk Management Tool for Volunteer Involving Organisations, 2003. Available at <http://tinyurl.com/yd54nqj>

WorkSafe Victoria, Advice for Managing Major Events Safely, 2006. Available at <http://tinyurl.com/yc069bc>

WorkSafe Victoria, Crowd Control at Venues and Events, 2007. Available at <http://tinyurl.com/y9x4nk2>

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<b>Office Use Only:</b>				
Date Received:		TRIM Ref:     /		
<b>Event Coordinator</b>				
Contact Name				
Telephone				
Email Address				
Postal Address				
Preferred Contact Method	<input type="checkbox"/> Email <input type="checkbox"/> Post   Please help us be sustainable by selecting the email option.			
<b>Event Details</b>				
Name of Event				
Proposed Event Location				
Date of Event				
Time of Event	Start		Finish	
Time of Set Up	Start		Finish	
Time of Set Down	Start		Finish	
Contact Name during Event				
Contact Number during Event				
Describe the Event				
Who will be attending?				
<b>Public Liability Insurance</b>				
Do you hold Public Liability insurance? If yes, please attach a copy to this form.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your public liability insurance cover this event?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you hiring staff for this event?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, do you have Workcover Insurance? If yes, please attach a copy to this form.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Permits and Licences</b>				
<b>Location</b>				
Please provide detailed information on the exact location of your event. Please contact the Community Events Coordinator if you would like to be provided with an aerial photograph to mark your location.				

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<b>Fireworks</b>	
Are you planning a fireworks display?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you have a certificate of currency and safety plan for the qualified pyrotechnician? If yes, please attach a copy to this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you advised the local fire station?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you advised the Aviation Authority	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you notified local residents warning of the possible effects on pets and ways to minimise impact on pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Food Sales</b>	
Will food be sold or provided at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be provided by a vendor who is registered under the Victorian Food Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, do you have a temporary food license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Liquor</b>	
Will alcohol be sold or served at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what measures will be put in place to prevent under-age drinking and promote responsible serving?	
If alcohol is being sold, do you have a Liquor Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Road Closures and Traffic Management</b>	
Will the event occur on and/or alter normal access to a public footpath, roadway or nature strip?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event disrupt or alter normal trading for local businesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to either, have you sought approval of your Traffic Management Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Public Transport Disruptions</b>	
Will the event result in any disruption to public transport services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you notified the Public Transport Division?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of notification to the PTD	
Are you required to submit a Public Transport Plan to the PTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you discussed this Plan with the Council and relevant transport providers before submitting to the PTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the Council Officers and transport providers you have liaised with.	
If yes, have you submitted your Plan to the PTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date of submission	

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Temporary Structures		
Will the event include marquees or tents or 100m <sup>2</sup> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include a stage over 150m <sup>2</sup> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include bank seating for more than 20 people?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, do you have a Building Permit?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have any small marquees or shade tents?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will these be secured with weights or pegged? Please note that it is the City of Kingston's preference that all temporary structures are secured with weights and you may not be permitted to use pegs in certain areas.		
Will you have any tables or chairs?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many?		
Will you have any other temporary structures?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe.		
Management Plans		
Have you notified Victoria Police in writing of this event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which station?		
Have you notified St John's Ambulance about your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which branch?		
Have you notified the Fire Brigade about your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which station?		
Have you notified the State Emergency Service about your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which branch?		
Site Layout Plan		
Have you prepared a site layout plan?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you considered the following?		
<input type="checkbox"/> Amenities (power, tap water)	<input type="checkbox"/> Amplification equipment	<input type="checkbox"/> Amusement rides
<input type="checkbox"/> Access points incl. vehicles	<input type="checkbox"/> Information Tent	<input type="checkbox"/> Lighting equipment
<input type="checkbox"/> Marquees and stalls	<input type="checkbox"/> Other temporary structures	<input type="checkbox"/> Public hydration station
<input type="checkbox"/> Parking	<input type="checkbox"/> First Aid	<input type="checkbox"/> Refuse and recycling
<input type="checkbox"/> Road closures	<input type="checkbox"/> Signage	<input type="checkbox"/> Stages
<input type="checkbox"/> Toilets	<input type="checkbox"/> Water hazards	<input type="checkbox"/> Exclusion zones

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Emergency and Risk Management		
Have you prepared an Emergency and Risk Plan?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you considered the following?		
<input type="checkbox"/> Crowd management	<input type="checkbox"/> Electrical and gas safety	<input type="checkbox"/> Hazardous equipment
<input type="checkbox"/> Hazardous substances	<input type="checkbox"/> Responsible Alcohol Service	<input type="checkbox"/> Sharps and syringes
<input type="checkbox"/> Contractor's safety plans	<input type="checkbox"/> Contractor's certificate of currency	<input type="checkbox"/> Adverse weather conditions
<input type="checkbox"/> Marking of exclusion zones	<input type="checkbox"/> Security	<input type="checkbox"/> Slip, trip, fall & burn hazards
<input type="checkbox"/> Fire hazards	<input type="checkbox"/> Water hazards	<input type="checkbox"/> Venue specific hazards
<input type="checkbox"/> Evacuation plans	<input type="checkbox"/> Safety warden document	<input type="checkbox"/> UV radiation
Name of Safety Officer		
Contact Number of Safety Officer		
Are you hiring security staff for this event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of company?		
If yes, how many staff?		
Have you read the Best Practice Reference documents listed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental Management		
Do you agree to leave the site as you found it?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you arranged for post event clean up, including rubbish removal?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you arranged for sun protection and shade?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be music or other amplified sounds at the event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have measures to reduce noise?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe your noise reduction plans.		
Have you provided adequate toilets for event visitors?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Access		
Have you included accessible parking bays?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are accessible toilets available?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does signage include use of symbols?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have clear, unobstructed paths of travel both inside and out?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need ramps for any area?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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## Other

Is there any other information you would like to provide?

## Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centres.

## Declaration

I/we have read and understood the contents of the Events Guide and this Event Notification Form and agree to accept responsibility for the safe operation and management of the Event and the suitability of any Management Plans prepared. Further, I/we accept responsibility for obtaining any necessary permits and licenses and for complying with all relevant laws and regulations. I/we understand that a copy of this Event Notification Form and any relevant attachments will be provided to Victoria Police for their information. 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.

Signature:

Print Name:

Organisation:

Position:

Dated:

## Contact

Please forward your application to:  
 Community Events Coordinator  
 City of Kingston  
 PO Box 1000  
 Mentone VIC 3194  
 Email: [events@kingston.vic.gov.au](mailto:events@kingston.vic.gov.au)  
 If you have any queries please contact 9581 4729.