

# EVENT APPLICATION FORM

The City of Ballarat has an impressive mix of waterway corridors, natural forests, lakes, sporting reserves, community parks, playgrounds, regional parks, linkages, landscaped areas, urban spaces and conservation reserves that make up the Ballarat 'Open Space' system.

For any **PLANNED ACTIVITY**, where an open space, facility, road or structure is used by more people than are usually found in the area, the event organiser is required to submit an event application form along with the requirement supporting documentation.



This Event Application Form should be read in conjunction with the **City of Ballarat Regulatory Guide to Events** and **Condition of Use for Public Open Space**.

Submitting this application form is the first step in applying for approval to conduct your event in the municipality. All questions must be answered for your application to be processed.

Please allow a **MINIMUM OF TWELVE (12) WEEKS** for your event application form to be processed. Large or major events will require a minimum six (6) month planning period. Early notification to Council's Event Coordination Group may assist in securing your preferred date and location for your proposed event.

## CONDUCTING AN EVENT – REMINDER FOR EVENT ORGANISERS

For event operators, 'Duty of Care' requires all reasonable actions to be taken to prevent any foreseeable risk of injury, loss or harm to people directly affected by or involved in the event. This includes staff, volunteers, performers, the audience, and the public in surrounding areas.

The **event manager** plays a critical role in the planning, coordination and subsequent success of any event. It is a complex task as it often requires the event managers to assume a number of roles. Event managers need to be aware of their responsibilities and, as much as possible, ensure that their **event management plans** account for the health, safety and comfort of event patrons and staff, and minimise any disruption and harm to the community.

There are a number of **guides available designed to guide event managers** through the planning process, including templates and forms for use by relevant parties involved in the managing of the event. For further information visit:

Planning Safe Public Events Practical Guidelines - [www.ag.gov.au/agd/www/ncphome.nsf](http://www.ag.gov.au/agd/www/ncphome.nsf)  
Major Events: Advice for Managing Safely - [www.worksafe.vic.gov.au/](http://www.worksafe.vic.gov.au/)

**Please complete each section:**

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**SECTION 1: EVENT INFORMATION**

Name of Event	
Type of Event	
Proposed Date (s)	
Proposed Event Location	
Alternate Event Location	

**SECTION 2: EVENT APPLICANT INFORMATION**

Event Applicants Name <i>(Eg. Business/Club/Group Name)</i>	
ABN/CAN <i>(If applicable)</i>	
Postal Address	
Phone	
Email	
<b>Event Coordinator Details</b>	
Event Coordinator Name	
Position	
Address	
Phone (BH/AH)	
Mobile Phone	
Email	



**SECTION 4: EVENT INFRASTRUCTURE** (Please mark)

\*\* Please provide a **proposed site plan to scale using an aerial view** of the venue with the location of each item below that you are planning to include in your event.

<b>a. Entry to event</b>	<input type="checkbox"/> <b>Free</b>	<input type="checkbox"/> <b>Ticketed</b>	<input type="checkbox"/> <b>Donation</b>
<b>b. Fencing</b>	<input type="checkbox"/> <b>Existing</b>		<input type="checkbox"/> <b>Temporary</b>
	If using fencing, mark existing fencing to be used or identify where temporary fencing will be installed on proposed site plan.		
<b>c. Marquees</b>	<input type="checkbox"/> <b>No</b>		<input type="checkbox"/> <b>Yes</b>
	If yes, list number & size of marquees below and mark on your proposed site plan.		
<b>d. Stages</b>	<input type="checkbox"/> <b>No</b>		<input type="checkbox"/> <b>Yes</b>
	If yes, list number & size of stages below and mark on your proposed site plan.		
<b>e. Temporary Seating</b>	<input type="checkbox"/> <b>No</b>		<input type="checkbox"/> <b>Yes</b>
	If yes, list number & type of seating below and mark on your proposed site plan.		
<b>f. Air Castles /Inflatable Items</b>	<input type="checkbox"/> <b>No</b>		<input type="checkbox"/> <b>Yes</b>
	If yes, list number & size of air castle and/or inflatable items, details of trained operator and mark on your proposed site plan.		
<b>g. Mechanical Rides</b>	<input type="checkbox"/> <b>No</b>		<input type="checkbox"/> <b>Yes</b>
	If yes, list number & size of mechanical rides, details of trained operator and mark on your proposed site plan.		
<b>h. Other</b>			

**SECTION 5: TRAFFIC MANAGEMENT** (Please mark)

Could your event impact the normal use of roads in and around your event site? (Circle)

<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
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**If Yes:**

Show on your preliminary site plan:

- Name what roads are proposed to be impacted or closed
- Show the direction and the course of the parade or sporting route and any start/finish lines
- Show where any equipment is proposed to be positioned on the footpath, or roadway
- Show where you suggest the public and participants park
- Show where you suggest contractors and event staff park

**Please note:** If you are proposing to close a road or change normal traffic conditions, you will be required to provide a traffic management plan that is developed by a qualified traffic management company. You will also be required to apply for a road occupancy permit.

**SECTION 6: SERVICES** (Please mark)

	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
Is there <b>POWER</b> on site that you propose gaining access to?	If yes, mark on the proposed site plan location of power, amperage required and if single or 3-phase is required.	
	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
Is there <b>WATER</b> on site that you propose gaining access to?	If yes, mark on the proposed site plan location of water.	
	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
Is there any <b>FENCED /RESTRICTED</b> areas on site that you propose gaining access to?	If yes, mark on the proposed site plan the areas that access is required, and explain below how it will be managed.	

**SECTION 7: WASTE MANAGEMENT/TOILETS** (Please mark)

	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are there <b>PUBLIC TOILETS</b> on the event site you are proposing to use?	<p>If yes, what toilets will be you using on site and/or where will you be locating portable facilities? Identify on proposed site plan.</p> <p><i>Refer to <b>City of Ballarat Regulatory Guide to Events No. 16</b></i></p>	
How are you intending to manage the <b>RUBBISH</b> generated from your event?	<p>Are there existing loose litter bins on the proposed event site you are intending to use? Identify on proposed site plan.</p> <p>What other ways are you going to deal with rubbish generated from your event?</p> <p><i>Refer to <b>City of Ballarat Regulatory Guide to Events No. 10</b></i></p>	

**SECTION 8: FOOD & BEVERAGE MANAGEMENT** (Please mark)

	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Will <b>FOOD</b> be available at your event</p> <p>(Attach additional document if more space required)</p>	<p>If yes, list the vendor(s) details including:</p> <ul style="list-style-type: none"> <li>➤ Business Name</li> <li>➤ Contact Information</li> <li>➤ Do they have a Food Act Registration in Victoria</li> </ul> <p><i>Refer to <b>City of Ballarat Regulatory Guide to Events No 3..</b></i></p>	
Do you propose that <b>ALCOHOL</b> will be available at your event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	<p>If yes, describe how alcohol will be available and identify the locations on proposed site plan.</p> <p><i>Refer to <b>City of Ballarat Regulatory Guide to Events No. 6.</b></i></p>	

**SECTION 9: ENTERTAINMENT MANAGEMENT** (Please mark)

Do you propose to have <b>MUSIC</b> as part of your event?	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
Will there be <b>AMPLIFIED NOISE</b> such as speakers or broadcast equipment?	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
	If yes, what will the equipment be used for? Mark on proposed site plan the location and direction of amplified noise.  <i>Refer to <b>City of Ballarat Regulatory Guide to Events No. 7</b></i>	
Do you propose to use <b>FIREWORKS OR PYROTECHNICS</b> during your event?	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
	If yes, describe the use.  <i>Refer to <b>City of Ballarat Regulatory Guide to Events No. 2</b></i>	
Do you propose to have an <b>ANIMAL NURSERY</b> at your event?	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
	Please mark location on your proposed site plan and list details of the trained operator.	

**SECTION 10: RISK MANAGEMENT** (Please mark)

	Item	Mark
As part of your events <b>RISK MANAGEMENT</b> planning, the following <b>MUST BE PROVIDED:</b>	<p><b>A copy of your Public Liability Insurance</b></p> <p><i>By signing this Event Application, the Applicant warrants that this insurance shall not be cancelled or lapsed and will be current at the time of the activity. In doing so, the Applicant declares that it as occupier of the above noted location and the City of Ballarat are both insured for sums the Applicant is deemed legally liable to pay in respect of personal injury and/or property damage for a limit of indemnity of not less than \$10,000,000.00 per incident and that all of the particulars and information supplied in connection with this Application are correct. The Applicant further acknowledges that it is aware of its obligations under the Disability Discrimination Act.</i></p>	
	Evidence of an assessment of the risks associated with staging your event.	
	All relevant permits required to be obtained for your event as per "City of Ballarat Regulatory Guide to Events."	
	Acceptance of the "City of Ballarat Conditions of Use of Public Open Space."	

**SECTION 11: ADDITIONAL INFORMATION**

**Is there anything else related to your event that you would like to inform Council of?**

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**SECTION 12: EVENT APPLICATION AUTHORISATION**

**To be read and signed by authorised Event Coordinator.**

- a) I have read and completed the Event Application in good faith and have adhered to all the requirements specified by the City of Ballarat. All details provided are accurate and true and I am authorised to act on behalf of this group.
- b) The event will be organised and managed as I have described unless advised otherwise by the City of Ballarat and/or its authorities.
- c) By signing this Event Application, the Event Applicant agrees to hold harmless the City of Ballarat and both releases and indemnifies and keeps released and indemnified the City of Ballarat from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property of persons in connection with the use of the public area and any work connected therewith pursuant to this Application, but excluding such liability arising from any negligent act, default or omission, on the part of the Council, its servants, agents or employees either solely or in contribution thereto. Council's liability shall be limited to the extent, and in proportion to, the degree to which any negligent act, default or omission on its part has contributed to the loss.
- d) By signing this Event Application, the applicant accepts the "City of Ballarat Conditions of Use of Public Open Space".
- e) I understand that this Event Application does not constitute event approval.
- f) I also understand that a Council Officer will advise me of the next steps required for my event to gain approval.

Event Coordinator Full Name	
Event Coordinator Signature	
Date	



## **FINALISING YOUR APPLICATION**

Thank you for completing an Event Application to conduct an event in the City of Ballarat.

Now that you have finished answering all of the questions in the application form, ensure you have attached any additional information or permits required and send your event application to:

Community Amenity Unit  
City of Ballarat  
PO Box 655  
Email: [ecg@ballarat.vic.gov.au](mailto:ecg@ballarat.vic.gov.au)

Council's Event Coordinator Group will review your application and an officer will advise you of the next steps required for your event to gain approval.

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### ***Privacy Policy***

*Personal and or Health Information collected by Ballarat City Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The Applicant understands that the Personal and or Health 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.*

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