



Event Application Form: Part A

Events over 200 people on Council land require an Event Permit. To apply for an Event Permit, submit Event Application Form: Part A and Part B: Risk Management Plan.

Deadline for submission of the Event Application Form is 45 days prior to event. Applications not meeting this deadline will not be accepted.

1. Event organiser details

Responsible organisation (legal name): _____

Website/Facebook URL: _____

ABN: _____

Event organiser's name: _____

Contact phone (mobile): _____ Contact phone (business): _____

Email: _____

Address: _____

Postal address (if different): _____

2. Event details

Event name: _____

Event location: _____

Event date/s: _____ Event times: _____

Bump in time: _____ Site returned to normal by: _____

Expected attendance: _____

Entry fee or free event: _____

Detailed description of event: _____

3. Mandatory attachments

The following documents are mandatory and must be attached to this Event Application Form at the time of submission or the application will not be processed.

Event Site Plan - Attached

Details of all infrastructure and facilities must be included to scale on an event site plan and attached to this application. Scaled maps of all Council reserves are available on request. Google Maps is also an acceptable format. The site plan should include all temporary infrastructure, including all marquees, rides, stage, toilets, food and market stalls, temporary fencing, waste details (bins/waste station locations and bin drop off/pick locations), event HQ, generators, fire extinguishers, emergency assembly area and first aid location.

Public Liability Insurance Certificate – Attached

Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) which is current at the time of the event is compulsory for all events on Council land. The Policy must cover the event and the types of activities featured in the event; and include the event set up and pack down time.

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4. Event inclusions. Will the event include any of the following? (Provide details.)

Alcohol sold, supplied or BYO permitted:	Yes	No	_____
Animals (e.g. animal farm) :	Yes	No	_____
Fireworks or pyrotechnics:	Yes	No	_____
Generators (quantity, size/capacity):	Yes	No	_____
Live/amplified music (other amplified noises):	Yes	No	_____
Marquees (quantity, dimensions):	Yes	No	_____
Rides/attractions (number/detail of rides/attractions):	Yes	No	_____
Seating (number provided):	Yes	No	_____
Other details:			_____

5. Essential services

Communications system for event staff: Mobile phones Two way radios Public Address System

First aid arrangements: _____

Toilets – total number provided for attendees: _____ existing toilets and portable toilets

Security Company Name: _____

Total Number of Security Guards. Specify times: _____

Shade and Shelter: What arrangements will be made for adequate shade and shelter? _____

Water: How will free water be provided to the public? (Compulsory requirement for all events held on Council land.)

6. Waste management

Contracted Waste Management Company name: _____

Number of **Waste Bins** supplied: _____ Number of **Recycling Bins** supplied: _____

Bins delivery time/date: _____ Bins pick up time/date: _____ Bins left overnight? Yes No

Waste arrangements (waste skip details, waste truck etc.)

How often will bins be **monitored/emptied**?

Liquid waste (oil/grey water) arrangements: _____

Details for onsite **litter control staff** (number/shifts): _____

7. Food and beverages

Food will be provided: Free of charge Sold for money No food at event

How many food and beverage stalls will there be at the event? _____

A final list of food traders must be provided to Council including business names, ABN, contact phone numbers, **no later than two weeks before the event**. All food stalls must be marked on the final site plan and provided to Council along with the final list of food traders.

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Streatrader

To legally operate a temporary or mobile food premises in Victoria, all of the event's food stallholders must:

1. be registered with one local council to operate anywhere in Victoria, and
2. lodge an online Statement of Trade (SOT) which officially advises the City of Greater Dandenong that the food stall will be operating within the city, **no later than five days before the event.**

To complete these steps, direct all stallholders to the website streatrader.health.vic.gov.au

If stallholders do not complete these steps satisfactorily, they will not be legally allowed to sell food at the event.

8. Road closures and public transport

Are there any proposed road closures/changed traffic conditions for the event? Yes No

Date: _____ Time of Closure: _____

Which streets/roads will be affected? _____

Has a Traffic Management Plan been prepared? Yes No Details: _____

Please attach this plan or provide a map identifying the areas of closure. **A completed Traffic Management Plan must be supplied 45 days prior to the event or the road closure will not be approved.**

Traffic Management Contractor: _____

Has a VicRoads permit been applied for? Yes No Details: _____

Does the road closure impact on public transport (e.g. bus)? Yes No Details: _____

9. Notifications

Emergency Services **must** be notified of this event. **Victoria Police must be notified prior to submission** of this application.

Select all notified services and provide details about when identified.

Police: Date notified: _____ Ambulance Victoria: Date notified: _____

CFA: Date notified: _____ Public Transport Victoria (if affected): Date notified: _____ N/A:

SES: Date notified: _____

10. Event organising committee

Title	Name	Mobile number	Email address
Event Organiser			
Site Manager			
Assistant Site Manager			
Food Stall Coordinator			
Safety Officer			
Chief Warden (in case of emergency)			
Waste/Cleansing Supervisor			
Volunteer Coordinator			
Stage Manager			
Promotion Coordinator			

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11. Duty of care of event organisers

Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 to provide a safe operational environment. Under this legislation, event organisers must ensure so far as reasonably practicable that: people are not exposed to risks arising from the operation; and any place where employees and self-employed persons work is safe. The definition of this duty is broad. Proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks.

Event organisers will also owe a duty of care to the public attending the event or those that may be affected by the event, including their property. Therefore, event organisers should take all reasonable measures to ensure the event is conducted in a safe manner. This may be achieved by event organisers undertaking a process of identification, assessment and control of risks.

In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders.

[Worksafe Victoria – Advice for Managing Major Events Safely](#)

12. Authorisation

I have read and understood the [Event Application Terms and Conditions 2017/18](#) and the Duty of Care of Event Organisers and agree to comply with all conditions set therein and any special conditions which may be listed on the Event Permit once issued.

Signed for and on behalf of the Applicant/Event Organiser:

Name: _____

Signature: _____

Date: _____

Please forward this completed form to:

Festival and Events Unit
City of Greater Dandenong
PO Box 200 Dandenong, VIC 3175
events@cgd.vic.gov.au | 8571 5239

For applications submitted electronically, please tick the box: Yes, I have read and agree.

For applications submitted in hard copy format, please sign and fo

Appendices - Downloadable documents and links

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1. [POPE Application Form](#)
2. [POPE Application Form](#)
3. [Siting Application Form](#)
4. [Lost and Found Children Form](#)
5. [Incident Report Form](#)
6. [Event Application Terms and Conditions 2017/18](#)

Fees and charges

7. [Fees and Charges Schedule 2017/18](#)
8. [Parks Casual Hire Fees and Charges 2017/18](#)

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9. [Example - Site Plan](#)
10. [Example - Risk Management Plan](#)
11. [Example - Traffic Management](#)

Emergency procedures

12. [Event Emergency Procedure - BAUa • BAUa • A`i`c`a`](#)
13. [Event Emergency Procedure - Harmony Square](#)

Checklists, factsheets and guidelines

14. [Accessible Event Checklist](#)
15. [Accessible Event Checklist](#)
16. [Y a e c A j e s y ^ i o e o @ ^ c](#)
17. [P a e { } ^ A ~ e ^ A O ~ k a l a ^ .](#)
18. [Child Friendly Event Planning Guide](#)
19. [Crowded Places Self-Assessment Tool](#)
20. [Crowded Places Security Audit](#)
21. [Australia's Strategy for Protecting Crowded Places from Terrorism](#)

Council website - useful links

22. [Events in Council Parks and Reserves](#)
23. [Publicity – event calendar listing](#)
24. [Publicity – event signage](#)
25. [Event Organisers Network](#)
26. [Casual Hire of Reserves, Sports Grounds and Parks](#)

Phone 8571 1000	TTY: 133 677 Speak and listen: 1300 555 727 Internet: www.iprelay.com.au	Find us online www.greaterdandenong.com
Fax 8571 5196	TIS: 13 14 50	www.facebook.com/greaterdandenong
council@cgd.vic.gov.au		www.twitter.com/greaterdandy
		www.youtube.com/citygreaterdandenong

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Event application form: Part B - Risk Management



All events have risk. It is the responsibility of the event organiser to identify and mitigate all reasonably foreseeable risks. The level of risk is determined by the weighing up the potential consequences with the likelihood of the risk taking place.

It is the responsibility of the event organiser to ensure that the risk planning and emergency responses are not limited to the fields shown in this or any other Council form; the onus is on the event organiser to prepare for all possible contingencies (refer to the “Duty of Care” statement).

How to fill in the risk matrix

Start to work through the suggested lists of typical risks experienced at events, shown in the first column of the template on pages 6-12 of this form. Any additional risks should be added to this form.

For each risk, indicate in the appropriate column, how likely it is the risk will happen, the consequence of that happening and provide a rating for each risk based on this analysis, referring to the tables below.

For example, a risk that is **likely** to happen and has **insignificant** consequences, carries a **MEDIUM level** risk. For further explanation of how to complete the risk assessment, refer to the Event Planning Guide Draft.

Measure of Likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances, 90% chance of occurring
B	Likely	Will probably occur in most circumstances, 50% chance of occurring
C	Possible	Might occur at some stage, 25% chance of occurring
D	Unlikely	Could occur at some stage, 10% chance of occurring
E	Rare	May occur in exceptional circumstances

Measure of Consequences

Level	Descriptor	Examples of detailed descriptions in terms of its effect on organisation
1	Insignificant	No injuries, low financial loss and disruption
2	Minor	First aid treatment, on site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, moderate financial loss / political impact
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure
5	Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure.

Rating the level of risk (low, medium, high or extreme)

Likelihood	Consequences				
	Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
A - Almost certain	High	High	Extreme	Extreme	Extreme
B - Likely	Medium	High	High	Extreme	Extreme
C - Possible	Low	Medium	High	Extreme	Extreme
D - Unlikely	Low	Low	Medium	High	Extreme
E - Rare	Low	Low	Medium	High	High

Event application form: Part B - Risk Management



Risk matrix and management plan template

	Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
	Example only <i>Marquee collapse</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> • <i>Employ a qualified hire company to install marquee.</i> • <i>Obtain structural certification from installation company on the day of the event.</i> 	<ul style="list-style-type: none"> • <i>Evacuate affected area</i> • <i>Secure equipment until end of the event.</i>
1.	Injuries to patrons: <ul style="list-style-type: none"> • Overcrowding: • Crowd crushes: • Collisions: • Trip hazards: • High Risk Attendees (e.g. VIPs, public figures) 					
2.	Drug or alcohol affected attendees: <ul style="list-style-type: none"> • Disorderly conduct: 					
3.	Risks associated with presence of alcohol being served/permitted <ul style="list-style-type: none"> • Broken glass on ground: 					

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

	Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
4.	Lost children: <ul style="list-style-type: none"> • If a lost child is brought in: • If an adult reports a lost child: 					
5.	Dealing with cash:					
6.	Security threats: <ul style="list-style-type: none"> • Bomb threats: • Terrorists activity: • Unauthorised access to restricted area: 					
7.	*Risks with major temporary structures (eg collapse): <ul style="list-style-type: none"> • Seating stands: • Large marquees: • Children's rides: • Other (specify): 					

***Special condition: All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per the manufacturing specifications and operated by certified personnel.** By submitting this risk management plan, event organiser agrees to comply with this condition.

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

	Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
8.	<p>*Risks with minor temporary structures (e.g. blown over by wind):</p> <ul style="list-style-type: none"> • Marquees: • Chairs: 					
9.	Risk with use of temporary food vendors (e.g. food poisoning outbreak):					
10.	<p>Risks with use of open flames</p> <ul style="list-style-type: none"> • Fire in a food stall: • Gas cylinder explosion: 					
11.	<p>Risk with water supply:</p> <ul style="list-style-type: none"> • Water failure: • Pegging of marquees strikes underground plumbing, flooding: 					

***Special condition: All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per the manufacturing specifications and operated by certified personnel. By submitting this risk management plan, event organiser agrees to comply with this condition.**

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

	Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
12.	**Risks with power supply: <ul style="list-style-type: none"> • Electrocution: • Power failure: • Lighting failure: • Underground services: 					
13.	**Risk with presence of general electrical equipment, such as generators, mixing decks, amplifiers: <ul style="list-style-type: none"> • Electrical fire: • Cables tripping hazard: • Faulty installation: 					
14.	Risks with presence of motor vehicles, cranes or forklifts: <ul style="list-style-type: none"> • Moving vehicles at the event site: • Attendees climbing into cranes or forklifts: 					
15.	Activities likely to create noise levels higher than acceptable to nearby residents (e.g. PA system): <ul style="list-style-type: none"> • Bands or technical crew turning up the music too loud: • Powered equipment: • Ride generators: 					

****Special condition: All electrical equipment used at an event site must be tested and tagged by a licensed electrician. By submitting this risk management plan, event organiser agrees to comply with this condition.**

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
16. Risks with presence of hazardous substances: <ul style="list-style-type: none"> • Fuel storage (e.g. gas cylinders): • Cleaning products: • Waste water: • Pyrotechnics: • Poisons: • Deep fryers 					
17. Risks with presence of animals: <ul style="list-style-type: none"> • Animal farm: • People bringing dogs to event: 					
18. Risks with waste management: <ul style="list-style-type: none"> • Overflowing bins: • Excessive litter at end of event: • Unclean toilets: 					
19. Risks with staffing – both volunteers and paid staff: <ul style="list-style-type: none"> • Loss of key personnel just before or during the event: • Untrained staff: • Unfamiliar equipment being used: • Staff without background checks: 					

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
20. Risks with on-site communications: <ul style="list-style-type: none"> Local mobile phone towers become overloaded, no mobile network available: 					
21. Risk of event staff working in confined spaces:					
22. Risk of event staff working at heights: <ul style="list-style-type: none"> Staff using ladders: Overhead power lines: Rigging/lighting: 					
23. Traffic issues: <ul style="list-style-type: none"> Lack of parking: Inadequate access for emergency vehicles: Traffic not flowing smoothly in immediate area: 					

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

Risk	Likelihood	Consequence	Level of risk	Preventative action required (strategies to prevent risk)	Response action required (in case of emergency)
24. Event approval not obtained:					
25. Inadequate funding for event:					
26. Extreme weather: <ul style="list-style-type: none"> • Extreme heat (i.e. 40C+): • Thunderstorms: • Fire ban days: 					
27. Other risks:					