

EVENT NOTIFICATION FORM

Event Name

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Event Organiser Details

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| Organisation: | |
| Contact Person: | |
| Contact Phone: | |
| Contact Email: | |

Event Location

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| Location Name: | |
| Location Address: | |

Event Description

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Event Numbers

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| Event Personnel (<i>staff, volunteers, contractors</i>): | |
| Event Attendees (<i>guests, ticket holders, visitors</i>): | |

Event Duration

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|-------------|--|-------------|--|
| Start Date: | | Start Time: | |
| End Date: | | End Time: | |

Event Set-up/Pack-up Duration

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| Set-up Date: | | Set-up Time: | |
| Pack-up Date: | | Pack-up Time: | |

EVENT DETAIL QUESTIONS

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| My event will be open to the public. <i>(Anyone from the community can attend the event.)</i> | YES | NO |
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| Notes: | | |
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| My event is covered by a Public Liability Insurance policy. <i>(Valid cover for event’s duration and event activity.)</i> | YES | NO |
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| Notes: | | |
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| My event has received funding from Council. <i>(Via the Community SHARE Grants Program or similar.)</i> | YES | NO |
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| Notes: | | |
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| My event is taking place on Council land. <i>(Land, road, footpath, carpark, or building controlled by Council.)</i> | YES | NO |
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| Notes: | | |
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| My event has received landowners consent to conduct the activity. <i>(Written proof of consent may be required from landowner.)</i> | YES | NO |
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| Notes: | | |
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| My event will be held in a public area. <i>(Park, recreation reserve, road reserve, etc.)</i> | YES | NO |
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| Notes: | | |
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| My event is free to attend, with no financial income for the event. <i>(Event will not feature entry fees, financial contributions by attendees or sponsors.)</i> | YES | NO |
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| Notes: | | |
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| My event area is larger than 500 metres squared. <i>(Includes event area, onsite parking, and onsite accommodation.)</i> | YES | NO |
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| Notes: | | |
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| My event will feature prescribed temporary structures. <i>(Tents or marquees; seating stands; stages or platforms; prefabricated buildings.)</i> | YES | NO |
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| Notes: | | |
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| My event will feature temporary entertainment equipment. <i>(Inflatable structures, amusement rides, etc.)</i> | YES | NO |
| Notes: | | |

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| My event activity will feature activities that may disrupt roadways. <i>(Temporary traffic control signage, speed reductions, roadway closures, etc.)</i> | YES | NO |
| Notes: | | |

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| My event activity will feature activities that may disrupt roadsides. <i>(Obstruct access to or utilise footpaths, sidewalks, nature strips, etc.)</i> | YES | NO |
| Notes: | | |

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| My event will feature the provision or availability of food. <i>(BBQ, food trucks, coffee vans, catering, home baked goods, etc.)</i> | YES | NO |
| Notes: | | |

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| My event will feature the provision or availability of alcohol. <i>(BYO alcohol, sale of alcohol, provision of alcohol as part of event attendance.)</i> | YES | NO |
| Notes: | | |

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| My event will feature fireworks displays. <i>(The discharge of any pyrotechnics.)</i> | YES | NO |
| Notes: | | |

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| My event will feature camping activity. <i>(Camping activity by event attendees or personnel not at designated campgrounds.)</i> | YES | NO |
| Notes: | | |

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| My event will feature busking performance activities. <i>(Musical and/or entertainment performances solicited for donations or fees.)</i> | YES | NO |
| Notes: | | |

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| My event will feature market stalls. <i>(Promoting or engaging in the selling of products and/or services.)</i> | YES | NO |
| Notes: | | |

COMMON EVENT SUPPORT REQUESTS FOR COUNCIL

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| My event would like a Council representative to attend. <i>(Such as a Councillor or the Council Engagement Van.)</i> | YES | NO |
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| Notes: | | |
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| My event would like advertising support. <i>(Promotion on Council platforms.)</i> | YES | NO |
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| Notes: | | |
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| My event would like public amenities support. <i>(Additional cleaning and restocking of public toilet facilities, park maintenance, etc.)</i> | YES | NO |
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| Notes: | | |
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| My event would like waste management support. <i>(Provision of bins and associated transfer station cost waivers.)</i> | YES | NO |
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| Notes: | | |
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| My event would like traffic management support. <i>(Council to act as a commercial traffic management company.)</i> | YES | NO |
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| Notes: | | |
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Reset Button - for questions & notes: