

Surf Coast Shire Event Application form 2024

Form Preview

2024 Event Application

* indicates a required field

Introduction

You should complete this form if you are planning to conduct an event on land owned and/or managed by Surf Coast Shire Council (Council) For events operating from 1 January 2024 to 31 December 2024

This application should be submitted no less than six months for Major events and 3 months for community events prior, to the proposed event date. A Council representative will make contact within one week of receiving the application, to discuss your proposal and confirm next steps.

Please note that completing this application does not guarantee availability or approval for your event. You should not commence promoting the event until you have been issued with permits or authorisations from the relevant agencies.

This form no longer acts as a joint application for events that are conducted on both Surf Coast Shire Council and Great Ocean Road and Coastal Park Authority (GORCAPA) land.

If your event operates across land managed by both Surf Coast Shire Council and GORCAPA or GORCAPA managed land only, please complete the following application - [Event Application - Great Ocean Road Coast and Parks Authority \(smartygrants.com.au\)](https://smartygrants.com.au)

Note: For weddings and photographic events, please DO NOT use this form. You should contact the relevant land manager:

Council - info@surfcoast.vic.gov.au GORCAPA -permits@greatoceanroadauthority.vic.gov.au

If you're not sure who you should be dealing with, please call Council on 5261 0600.

Contact Details

Organisation type *

Commercial
Community
Not for Profit
Individual

Organisation name *

Primary contact name *

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Primary contact position *

Email address *

Must be an email address.

Preferred contact number *

Must be an Australian phone number.

Contact name (during the event)

Contact mobile number (during the event)

Must be a number.

Event Outline

Event name *

Proposed event date/s *

Start and finish dates

Event website or social page *

Must be a URL.

Is this a repeat event? *

- ☐ Yes - this event has been run previously in the same location
- ☐ No - this event is new to the Surf Coast

Would you like help with promoting the event?

- ☐ Yes
- ☐ No

Surf Coast Events promote events happening in the region for free via their website, social media platforms, newsletters and in-print advertising. To be included submit event details [here](#)

If you have selected yes above, you will also receive an email reminder with this link.

*Not all events can be promoted through Surf Coast Events, refer to the [terms and conditions](#) for more information.

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Event Details

Type of event *

Proposed event location *

Description/purpose of the event. Why do you want to hold this event? What are you trying to achieve? Who is your target audience? *

Will you be charging an entry fee? *

- ☐ Yes
☐ No

Estimated number of participants *

Total Event Population

Event Timings

Event start time (public) *

Event finish time *

Event set up date (bump in) *

Time set up begins

Event pack down date *

Time pack up is complete

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Event Infrastructure

Please indicate if your event involves any of the following

- ☐ Stage/s
- ☐ Marquees
- ☐ Amplified noise (PA system and/or music)
- ☐ Fencing
- ☐ Signage
- ☐ Start/finish gantries
- ☐ Inflatable structures
- ☐ Portable toilets
- ☐ Food vendors
- ☐ Other stall holders (eg sponsors, merchandise)
- ☐ Water-based activities
- ☐ Fireworks
- ☐ Security
- ☐ Other:

Provide details on Infrastructure - size of stages/ marquees, number of vendors, toilets, description of water-based activities

Will you require access to power and water? *

- ☐ Yes
- ☐ No

If yes, please provide details

Will you require vehicle access on to the site? *

- ☐ Yes
- ☐ No

If yes, please provide details

Traffic Management

How is parking to be managed? *

Does this event involve any road closures? *

- ☐ Yes

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☐ No

If yes, please provide details

Waste Management

Council and GORCAPA are committed to eliminating single use plastics at events and markets held in the Surf Coast Shire, and are widely recognised for leading the way in this area. All event organisers are required to comply with Council's [Plastic Wise Events and Markets Policy](#).

Are you aware of Surf Coast's Plastic Wise Events and Markets Policy? *

- ☐ Yes
☐ No

Alcohol

Will alcohol be supplied? *

- ☐ Yes
☐ No
☐ BYO

Do you have a liquor licence? *

- ☐ Yes
☐ No
☐ Looking to apply for one

If yes, please upload licence

Attach a file:

Event Management

Have you discussed your event proposal with any of the following authorities?

- ☐ Department of Transport (formerly Regional Roads Victoria)
☐ Victoria Police
☐ Ambulance Victoria
☐ DEECA (Department Energy, Environment and Climate Action)
☐ Parks Victoria
☐ Marine Safety
☐ Other

Bush Fire Season

Events that operate within the Bush Fire season are required to complete a Bush Fire Readiness form.

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Please note: a new version of this form is in progress. You will be contacted by the relevant land manager at a later date.

Bush Fire Season is from 25 November 2024 to 30 April 2025

Does your event fall within the blanket Bush Fire Season? (25 November 2024 - 30 April 2025)

- ☐ Yes
- ☐ No

You will be required to complete a Bush Fire Readiness form. We are currently reviewing how this information is collected. You will be contacted by an events officer at a later date.

Insurance

Do you have public liability insurance? *

- ☐ Yes
- ☐ No
- ☐ Will provide later

If yes, please attached a Certificate of Currency

Attach a file:

Please contact your insurer if all you have is the paid invoice as they will issue a certificate of currency

Supporting Documentation

Please provide any supporting documentation, eg site maps, event schedules, safety plans, traffic plans or any other event planning documents.

Document 1

Attach a file:

Document 2

Attach a file:

Document 3

Attach a file:

Authorisation

I am authorised to lodge this application. I understand the information requested on this form is being collected by the Surf Coast Shire Council and or Great Ocean Road Coast and Parks Authority for the purpose of assessing my event.

Privacy statement: The Surf Coast Shire Council consider that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed

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to protecting an individual's right to privacy. Both parties will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2000. The information will not be disclosed to any other party unless either party is required to do so by law.

Authorised person *

Role *