Event Application

PART B – FORMS TWO - FIVE

## Application to stage an event in the Strathbogie Shire Council

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PART B - FORM TWO

## Section 2A - Liquor Licence

|  |  |  |
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| **DO I NEED A LIQUOR LICENCE?** | | |
| **Will there be**  **alcohol available**  **at your event?** | 🞏 No It is an alcohol free event | You will not require a Liquor Licence. |
| 🞏 Yes We are planning a BYO event BYO events must limit their patrons to using non-glass containers – plastic and cans only. | You will not require a Liquor Licence. |
| 🞏 Yes We are planning on serving alcohol to patrons at no charge.  NB - it is not considered free of charge if patrons have paid an entry fee or purchase d a ticket. | You will not require a Liquor Licence. |
| 🞏 Yes patrons will be buying alcohol. | **You MUST apply for a Liquor Licence.**  Visitthe Victorian Commission for Gambling and Liquor Regulation [www.vcglr.vic.gov.au/home/liquor](http://www.vcglr.vic.gov.au/home/liquor/)  All Temporary Liquor Licence applications must specify that they will not be serving alcohol in glass containers and that the persons serving the alcohol have a RSA certificate and the licence is displayed at the event. |

## Section 2B - Food

If you require more information, please contact the **Environmental Health Officer (EHO) on 03 5795 0000.**

|  |  |  |
| --- | --- | --- |
| **DO I NEED TO COMPLETE THIS SECTION?** | | |
| 1. **Will food be provided at the event?** | | 🞏 No You will not need to complete this section continue to Part C – Checklist  🞏 Yes |
| 1. **Will the food be:** | | 🞏 Free of Charge  🞏 Sold for Money |
| 1. **Will there be a fee to enter the event?** | | 🞏 No  🞏 Yes |
| **NOTE: All temporary food stall holders must be registered with Streatrader, it’s a State Government requirement.** | | |
| **APPLICATION FOR FOOD AT AN EVENT OR FESTIVAL – please tick to acknowledge you will complete this requirement** | | |
|  | Ensure all your temporary food traders are registered online with **Streatrader** [https://streatrader.health.vic.gov.au](https://streatrader.health.vic.gov.au/)  Every temporary food trader must be registered.  An annual (calendar year) fee will be payable online.  \*\* Please call the Environmental Health Officer on 03 5795 0000 if you need assistance. | |
|  | Once registered, ensure all your temporary food traders have submitted their **Statement of Trade** (SOT) online with **Streatrader** [https://streatrader.health.vic.gov.au](https://streatrader.health.vic.gov.au/)  Every food trader must submit their **SOT** for this event.  There is no fee involved and the process takes less than 5 minutes. | |

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## Section 2C - Checklist

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| --- | --- |
| **CHECKLIST – please tick** | |
|  | Ensure free drinking water is made available to all patrons |
|  | Ensure there be hand washing facilities available for each food stall (other than in the toilets)? |
|  | Ensure all gas appliances comply with Gas Safe Victoria checklist |
|  | Ensure there are physical barriers around food preparation and cooking areas to prevent food contamination |
|  | Ensure you have arranged waste disposal, including rubbish, recycling and food vendors waste |
|  | Ensure there are enough toilets, or bring in extra |
|  | Ensure you have arrange a communal portable cool room / freezer be provided for the stall holders if required. |

PART B - FORM THREE

## Traffic Management

A Traffic Management Plan (TMP) must be developed for every proposed event that will affect the vehicular and pedestrian traffic flow, including emergency access routes. For events of this type, qualified traffic management personnel must be in attendance at all times.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DO I NEED TO COMPLETE THIS FORM?** | | | | | | | |
| **Are there any proposed road closures for the event?** | | | | 🞏 Yes 🞏 No | | | |
| **Do road conditions need to be altered?** | | | | 🞏 Yes 🞏 No | | | |
| If you have answered **No** to both of the question above you will not need to complete this form. | | | | | | | |
| **TRAFFIC MANAGEMENT** | | | | | | | |
| **Please describe the proposed road closures for the event?** | |  | | | | | |
| **Please describe which road conditions need to be altered?** | |  | | | | | |
| **Has a traffic management plan been undertaken?** | | | | 🞏 Yes 🞏 No | | | |
| **\*** Please attach the Traffic Management Plan (TMP) | | | | | | | |
| **Company** |  | | | | | | |
| **Contact person** |  | | | | | | |
| **Email** |  | | | | | | |
| **Phone** |  | | | | **Mobile** |  | |
| **Will there be a ‘street parade’?**  If yes, VicRoads need to issue a permit due to people being unrestrained in cars or unregistered cars used. | | | | | | | 🞏 Yes 🞏 No |
| **Have you submitted a VicRoads Event application?** | | | | | | | 🞏 Yes 🞏 No 🞏 N/A |
| **Will your event affect Public Transport Victoria (PTV) services?** Eg road closures close access to bus stops. If yes, submit an online PTV ‘Event Notification Form <http://ptv.vic.gov.au/specialevents> | | | | | | | 🞏 Yes 🞏 No |
| **How will you notify local residents / businesses that will be affected, of the road closures or changed conditions?** NB. The distribution list for public notification must be provided to Council 1 month prior to event. | | |  | | | | |
| You may be asked to ensure an advertisement is placed in the local newspapers giving prior notice for this event.  The advertisement is to be placed 7 -14 days prior to this event. | | | | | | | |

PART B - FORM FOUR

## Risk Assessment

If you’ve attached a separate Risk Assessment, please tick here.

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| **RISK ASSESSMENT** | | | | | | | | | | | | | | | | | | | |
| **Name of Event** | |  | | | | | | | | | | | | | | | | | |
| **Name of event’s Risk Management Officer** | | | |  | | | | | | **Organisation** |  | | | **Mobile** | | | |  | |
| **People involved in compiling this plan** | | | |  | | | | | | | | | | **Today’s Date** | | | |  | |
| **Event description** | |  | | | | | | | | | | | | | | | | | |
| **Location** | |  | | | | | | | | **Date of event** |  | | | **Time / duration** | | | |  | |
| **Expected crowd** | |  | | | | | | | | **Types of activities** |  | | | | | | | | |
| **1** | **2** | | | | | **3** | **4** | **5** | **6** | | | **7** | | | **8** | | **9** | | **10** |
| **Activity/ process/ contributor** | **Hazard / Risk** | | | | | **C**  **Consequence** | **L**  **Likely-hood** | **Risk**  **rating** | **Control** | | | **Risk rating after control in place** | | | **Control implemented by** | | **Control to be in place by** | | **Control actually in place** |
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| If a security firm has been contracted, provide details below | | | | | | | | | | | | | | | | | | | |
| **Name of company** | | |  | | | | | | | | | | **Contact phone** | | |  | | | |
| **Number of security personnel at event** | | | | |  | | | | | | | | | | | | | | |

*Insert additional lines if required.*

PART B - FORM FIVE

## Emergency Management Plan

If you’ve attached a separate Emergency Management Plan, please tick here.

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| **EMERGENCY MANAGEMENT PLAN** | | | | | | | |
| **Event Name** |  | | **Event date & time** | |  | | |
| **Event location** |  | | | | | | |
| **Name of event’s Emergency Services Contact** | |  | | | | | |
| **Organisation** |  | | **Contact mobile** | |  | | |
| **People involved in compiling this plan** | |  | | | **Date** |  | |
| **PREPARATION** | | | | | | | |
| **ACTION** | | | | **WHO** | | | **WHEN** |
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| **RESPONSE** (never put yourself at risk) | | | | | | | |
| **ACTION** | | | | | | | **WHO** |
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*Insert additional lines if required.*