

# Event Nomination Form

Event contact: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Details

Event name: \_\_\_\_\_  
Event location: \_\_\_\_\_  
Event date(s): \_\_\_\_\_  
Time of event: : am/pm to : am/pm  
Required set-up date and time: \_\_\_\_\_  
Completed clean-up date and time: \_\_\_\_\_  
Expected number of attendees: \_\_\_\_\_  
Event is on Council owned land, public land, or private land: \_\_\_\_\_

## Event Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Event Details

- Will the event require the hall hire or the use of a park/reserve?  Yes  No  
If Yes, specify \_\_\_\_\_
- Will the event require road closures or traffic management?  Yes  No
- Do you intend to erect any temporary portable structures, eg tents, marquees, stages jumping castles & other rides?  Yes  No  
If Yes, specify \_\_\_\_\_
- Will food be served/sold at the event?  Yes  No  
If Yes, who will provide the food? \_\_\_\_\_
- Will alcohol be served/sold at the event?  Yes  No
- Have you prepared an Event Management plan?  Yes  No
- Have you prepared a COVID Safe plan?  Yes  No
- Have you prepared a Risk Management plan?  Yes  No
- Have you prepared a Waste Management plan?  Yes  No
- Will your event require the Council General Waste Bins and Bin Lid Toppers?  Yes  No How Many? \_\_\_\_\_
- Will your event have over 1,000 people at any one time?  Yes  No

## Insurance

Please see the reverse to determine the level of Public Liability Insurance required for your event. A copy of the events Public Liability Insurance must be attached to this form or returned to Latrobe Council before the event.

## Document Checklist

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Event Nomination Form                              | <input type="checkbox"/> Application for Facility Hire | <input type="checkbox"/> Event Management Plan                 |
| <input type="checkbox"/> Mobile / Temporary Food Licence                    | <input type="checkbox"/> Risk Management Plan          | <input type="checkbox"/> Temporary Occupancy Permit            |
| <input type="checkbox"/> Waste Management Plan                              | <input type="checkbox"/> Liquor Licence                | <input type="checkbox"/> Public Liability Insurance            |
| <input type="checkbox"/> Road Closure Application / Traffic Management Plan | <input type="checkbox"/> Place of Assembly Licence     | <input type="checkbox"/> Site Plan / Register of Stall Holders |
- Other (Specify) \_\_\_\_\_

Completed by Event Organiser / authorised person: \_\_\_\_\_  
Signature Date

All events staged in Latrobe are categorised into three categories to determine the required level of public liability insurance. Please tick which category you believe applies to your event. The final determination on the insurance category for an event will be decided by Latrobe Council.

A certificate of currency must be provided to Council prior to your event commencing or an Event Permit being issued.

<input type="checkbox"/> <b>Low Risk Event</b>	<input type="checkbox"/> <b>Medium Risk Event</b>	<input type="checkbox"/> <b>High Risk Event</b>
<p>If your event contains X or more of the below, please tick above</p> <p>Limited Public Liability Insurance</p>	<p>If your event contains X or more of the below, please tick above</p> <p>\$10 million Public Liability Insurance</p>	<p>If your event contains X or more of the below, please tick above</p> <p>\$20 million Public Liability Insurance</p>
<p><b>FOOD</b> Selling pre-packaged food that does not require a Food Licence. No Alcohol.</p>	<p><b>FOOD</b> Serving or selling of food in a manner that requires a food licence. External Vendors such as mobile food vans. Non-alcoholic service or sales.</p>	<p><b>FOOD</b> Serving or selling of food in a manner that requires a food licence. External Vendors such as mobile food vans. Non-alcoholic service or sales.</p>
<p><b>AMPLIFICATION</b> Amplified music, announcements</p>	<p><b>IMPACT ON TRAFFIC/ROADS</b> Where in an event is held on or near a road that requires road closures or traffic management</p>	<p><b>HIGH RISK ACTIVITIES</b> Included amplified noise, music, entertainment or activities, fencing, stage, audio/visual equipment, tiered seating.</p>
<p><b>MINOR INFRASTRUCTURE</b> Total space of temporary structures does NOT require a Temporary Occupancy Certificate</p>	<p><b>INFRASTRUCTURE</b> Total space of temporary structures exceeds 80m<sup>2</sup> and requires a Temporary Occupancy Permit</p>	<p><b>IMPACT ON TRAFFIC/ROADS</b> Where in an event is held on or near a road that requires road closures or traffic management</p>
<p><b>FACILITIES</b> Held at a Council Hall or managed by a Committee of Council and eligible to purchase Councils temporary Public Liability Insurance</p>	<p><b>PATRONS</b> 500 – 1000 patrons per day at any one time</p>	<p><b>ALCOHOL</b> Alcohol is sold and/or consumed. A Liquor Licence is required</p>
<p><b>HOURS OF OPERATION</b> Held between 6am and 6pm</p>	<p><b>HOURS OF OPERATION</b> Held between 6am and 9pm</p>	<p><b>FIREWORKS</b> Indoor/outdoor pyrotechnics display</p>
		<p><b>AMUSEMENTS</b> Mechanical amusement rides, jumping castles, animal rides or petting zoos.</p>
		<p><b>MAJOR INFRASTRUCTURE</b> Total space of temporary structures exceeds 150m<sup>2</sup>, has a stage over one step high and larger than 9m<sup>2</sup> or uses the back of a truck for a stage, and requires a Temporary Occupancy Permit</p>
		<p><b>PATRONS</b> Over 1000 patrons per day at any one time</p>
		<p><b>HOURS OF OPERATION</b> Finishes after 9pm</p>