

Event

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| Name of Event: | Date of Event |
| Event Category: | Community Event <input type="checkbox"/> Special Event <input type="checkbox"/> Private <input type="checkbox"/> |

Applicant Details

| | | | | | |
|----------------------------|---------------|--|--|--|--|
| First Name | Last Name | | | | |
| Postal Address | Post Code | | | | |
| Residential Postal Address | Post Code | | | | |
| Home Phone | Work Phone | | | | |
| Mobile | Email Address | | | | |

Organisation Details

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|----------------------------|---------------|--|--|--|--|
| Name of Organisation | | | | | |
| Postal Address | Post Code | | | | |
| Residential Postal Address | Post Code | | | | |
| Home Phone | Work Phone | | | | |
| Mobile | Email Address | | | | |

Event Details

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|---------------------------|-------|
| Time of Event | Venue |
| Description of Event | |
| | |
| | |
| Total number of attendees | |

Does your event?

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| Does your event require temporary structures? (marquees/jumping castles/temporary structures) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your event impact on traffic? (affects roadways or car parks) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a confirmed venue booking? (Council outdoor venues can be booked via website) https://www.latrobe.vic.gov.au/City/Facilities_and_Venues/Sports/Sporting_Grounds_Reserves_and_Facilities/Recreation_Reserves_and_Public_Open_Space_Bookings | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your event include a Fireworks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you considered accessibility needs at your event? (For more information on accessible events go to Event Planner Latrobe City Council Chapter 4 & Appendix 34.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Catering? Are your food vendors registered with Foodtrader? (This can be done by going to http://foodtrader.vic.gov.au .) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be alcohol at this event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you require toilets on-site to be open and/or cleaned for your event? Please note a fee will be charged for this service. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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| Do you require additional rubbish bins? Please note a fee will be charged for this service. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you considered arrangements for cleaning and returning the area its pre-event condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your event have the following? <ul style="list-style-type: none"> A site-specific event evacuation plan Heat Policy/Procedure | <input type="checkbox"/> Yes <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> No |
| To request your event to appear on the Latrobe City website – see link below. (Please note not all events are listed). Submit An Event – Latrobe City Place | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you advised the Emergency Services of your event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you contacted the Latrobe City Events team regarding your event compliance and overall event permit approval? If yes, who? (Name) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your event sponsored/supported by Council? Have you booked your branding equipment? If No – please list the required equipment below. | <input type="checkbox"/> Yes <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> No |
| Are you inviting the Councillor/s to attend your event? If yes, have you completed the External Request for Official Duties form? https://www.latrobe.vic.gov.au/Council/Our_Council/Request_for_Official_Duties | <input type="checkbox"/> Yes <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> No |
| Confirm details level of First Aid provided at your event? Provide details or Company name here – | <input type="checkbox"/> Volunteers | <input type="checkbox"/> Company |
| My Organisation currently meets the minimum requirements of the 11 Victorian Child Safe Standards. All relevant staff/volunteers associated with this event hold a current Working with Children check. For information about the Child Safe Standards, visit the Commission for Children and Young People's website or the Child Safety page on Council's website. You can also contact a member of the events team on events@latrobe.voc.gov.au or Council's Child Safety Advisor on 1300 367 700, or via email at latrobe@latrobe.vic.gov.au . | <input type="checkbox"/> Yes <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> No |

In support of this permit, I have attached the following:

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| Public liability insurance valid for the period of the event noting interests of the Latrobe City Council as a principal: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Risk Assessment (signed and dated): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Site Plan: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Event Management Plan attached (Special & Major Events only): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you sent a list of your food vendors to Councils Health Services Team via HealthServicesAdminSM@latrobe.vic.gov.au (required 7 days prior to the event)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Appropriately written Traffic Management Plan: <ul style="list-style-type: none"> Details of appropriately trained and qualified persons to manage the non-road activities or to direct traffic. Written agreement from Police and the relevant Road Authority specifying that their requirements are met. Copy of notification /letterbox drop to local residents: Copy of completed and sent event notification to Public Transport Victoria | <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No |

Payments

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|---|------------------------------|-----------------------------|
| Permit Fee \$67.00 (fee as per 2024/2025 fees & charges) Request to apply for permit fee to be waived for this event. Consideration given to waive fees for community events and not for profits, at the discretion of Council. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other Fees & Charges if applicable - attached is \$_____ for _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Declaration and signature of Applicant/Organisation

I, the applicant, understand that the regulations pertaining to this application and agree to abide by these conditions at all times. I understand that event approval is reliant on meeting all requirements and Council reserves the right to withdraw this permit at any time if all conditions are not met.

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| Name – Event Manager (in capitals) | Signature |
| Date | |

| | |
|--|-----------|
| Name – President/Secretary (in capitals) | Signature |
| Date | |

Completed Applications:

Permit applications and supporting documentation can be sent to: events@latrobe.vic.gov.au.

Notification Statement:

Latrobe City Council is collecting this information solely for its permit database. The information is only for Latrobe City Council for this purpose and will not be disclosed unless required under law. For further information on privacy, please consult Council's [Citizens Confidentiality and Privacy Policy](#).

OFFICE USE ONLY

Permit Fee: \$67.00

Ledger No: CL.R58111373

Methods of Payment

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| Mail | Post the completed and signed application together with copy of Drivers Licence (proof of age) and cheque or money order payable to ' Latrobe City Council ' to: PO Box 264 Morwell VIC 3840. | |
| In Person | Bring the completed form and supporting documents with cash, cheque, EFTPOS or credit card to any of our following Service Centres and Libraries (EFTPOS only at Morwell Library): | |
| | 141 Commercial Road, Morwell 34-38 Kay Street, Traralgon | Monday – Friday 9.00am – 5:00pm Monday – Friday 8:30am – 5.15pm |
| | 1-29 George Street, Moe Philip Parade, Churchill | Monday – Friday 8:30am – 5.15pm Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm |
| Saturdays | Saturday 9am – 12pm (Moe & Traralgon Service Centre & Libraries, Morwell Library) | |

IMPORTANT INFORMATION FOR APPLICANTS

Please Note:

- Any application fee applies for activities included in the event must be paid when submitting this application.
- A Permit is required for each event and is not transferable to any other person or property.
- No application has effect until Council has given formal written approval.
- Latrobe City Event Officers will make contact to arrange a suitable time to discuss your event.
- If you are not the property owner, the property owner will be contacted in relation to your application.
- Should any genuine complaints be received any permit issued can be cancelled or suspended at any time.