

APPLICATION

If you wish to consume liquor in a public place including on any road, a Consume Liquor in a public place permit is required.

APPLICATION PROCESS

Complete the following application form and submit to Council with the permit Application fee to Building, Planning & Compliance, Greater Shepparton City Council, Locked Bag 1000, Shepparton, Vic, 3632. For all enquiries please telephone: 03 5832 9730.

- The Application fee is non-refundable and is payable upon applying for a permit.
- Applications (for events or activity with less than 50 attendees) must be received by Councils Local Laws department at least 14 days prior to the proposed date otherwise approval cannot be guaranteed.
- Applications (for events or activities with over 50 attendees) must be received by Council at least 8 weeks prior to the proposed date.
- Dates for an event or activity will only be approved a maximum of 2 months in advance.
- Permits can only cover a maximum of a single event.
- If any other Council permits are required, please contact the required Council department at least 8 weeks prior to the proposed event or activity.
- The declaration must be signed by the Contact Person and returned with the application.
- If approved, the written permit will be forwarded to the Contact Person advising of approval and any specific terms and conditions.
- Booking fees, bonds, costs or other permits may be required from other Council departments, depending on the nature, size and time of the event. These costs may only be determined after an application is assessed.

TERMS AND CONDITIONS

Please ensure that you read all conditions and requirements.

- Permission to use Council land is only granted once a written permit has been issued.
- Council land and facilities must only be used for the approved purpose and at the approved times.
- All conditions set by Council for this permit will be outlined in the written permit.
- A permit may be revoked, altered or amended by Council at any time.
- The permit holder must not (whether by act or omission) cause any damage to Council land or facilities or leave the area in an untidy state. The cost to restore any damage to Council land or facilities as a result of the activity will be borne by the permit holder.
- The permit holder must not do anything that will void or otherwise negatively affect the insurance policy obtained and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
- The permit holder must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
- The permit holder indemnifies Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the permit or use of the facilities, except where the claim, demand, action, suit or proceedings relates to the negligent act or omission of the Council.
- The permit holder must ensure that no nuisance is caused to properties within the surrounding neighbourhood.
- The permit holder must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities/area. The Council may remedy any breach, the cost of which shall be a debt due to the Council from the permit holder.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance cover for a minimum of \$20,000,000 must be supplied for all applications. A permit will not be approved if evidence of current Public Liability Insurance is not supplied.

	NO	YES	NOTES
Have you attached a copy of your current Certificate of Currency for \$20 million Public Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you provided a copy of your current Certificate of Currency for \$20 million Public Liability Insurance as part of another Event application form?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wish to use Councils Public Liability insurance for an extra fee of \$9.50?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please provide receipt number of payment.

INFORMATION

ORGANISER DETAILS	NO	YES	NOTES
Estimated daily attendance of participants / guests:			
Is the event a commercial event?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you a charity or not for profit organisation?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please provide Charity Number or evidence of not for profit status.
Is the event a private function? (participants are only permitted via invitation) eg: wedding, birthday party	<input type="checkbox"/>	<input type="checkbox"/>	
Are you charging participants an entry fee for this event?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please indicate how much you are charging:
Have you contacted Council in relation to the hire of the facility/venue/location?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please provide details.
Have you contacted Council in relation to any other Local Laws permit for this event?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please provide details.

ALCOHOL	NO	YES	NOTES
Is it proposed that alcohol be sold to participants / guests?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, a liquor licence from Victorian Commission for Gambling and Liquor Regulation may be required. Telephone 1300 182 457. If Yes, a liquor licence from Shepparton Police may be required. Telephone 03 5820 5777.
Is it proposed that alcohol will be supplied by the organiser free of charge or complementary (not contingent upon any purchase of goods or services)?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please describe the purpose/reason for this.
Is alcohol being brought to the venue by participants for their own consumption?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please describe the purpose/reason for this.
Has the organiser placed any conditions on participants regarding alcohol being brought to the event for consumption?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please list the conditions to be imposed.

Is the alcohol being supplied through a catering company?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, provide the name and contact details of the catering company.
Have arrangements been made for the supervision of those consuming alcohol to ensure that no person is intoxicated?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please provide details of the arrangements made.
Will glass bottles or glassware be used during the event?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you prepared a risk assessment and safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>	If No, please seek assistance from Work Safe Victoria on your roles and responsibilities as an event organiser. If Yes, provide full details of the procedures to be taken to ensure the safety of participants, including First Aid, emergency vehicle access, names of individuals responsible and their roles.
Will licenced security guards be on site for the event? NB: all security guards must have a Private Security Licence.	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please provide details of security. For more information regarding Security/Crowd control licences, please contact Victoria Police Licensing and Regulation Division, Telephone: 1300 651 645
Have you advised your local police service of the event? Note: The organiser must take suitable precautions to ensure the safety and orderly behaviour of the spectators, participants, attendees.	<input type="checkbox"/>	<input type="checkbox"/>	If No, it is the responsibility of the applicant to notify all relative authorities of the event. If Yes, supply details of when and who notified the police.
Have you obtained a Liquor Licence from Victoria Police or Liquor Licensing Victoria?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, supply a copy of the Liquor Licence. If No, a liquor licence from Victorian Commission for Gambling and Liquor Regulation may be required. If you are unsure as to whether you need a temporary limited licence for your event, telephone 1300 182 457, email: contact@vcglr.vic.gov.au and/or contact Shepparton Police telephone 03 5820 5777.

DECLARATION

The following declaration is to be signed by the Contact Person.

I accept and understand the terms and conditions of applying for a permit.

Name _____ (Please Print)

Position _____ (Please Print)

Signature _____ Date _____

The personal information requested on this form will be collected, held, used and disclosed in accordance with Council's Privacy Policy and the *Privacy and Data Protection Act 2014 (Vic)* ('PDPA'). By providing your personal information, you consent to Council using and disclosing such information for the purposes set out in its Privacy Statement and/or any secondary purposes permitted by the PDPA. Failing to provide personal information to Council may mean that Council cannot provide its services to you. You may apply to Council for access to and/or amendment of the information by contacting Council on 03 5832 9730.

