

Information sheet

Special Events



City Compliance

PO Box 70, Sunshine, 2020
Keilor Office
704B Old Calder Highway
Keilor Victoria 3036
T 9249 4000
F 9249 4351
W brimbank.vic.gov.au

General Local Law 2008

Attached is a copy of the information relating to obtaining a permit for special events.

Before your application can be processed you must provide Council with the following:

1. Completed application form.
2. Payment of the appropriate permit fee.
3. Completed Indemnity Form.

Also, your public liability insurance must be current. You must provide Council with a copy of your insurance policy in a form approved by Council **NOTING THE INTERESTS OF BRIMBANK CITY COUNCIL AS A PRINCIPAL** insuring for a minimum sum of \$10,000,000 (ten million dollars) or more and showing that you have paid the premium.

Please return the above information to:

City Compliance
Brimbank City Council
PO Box 70
SUNSHINE 3020.

If you require additional information please contact the City Compliance Department on 9249 4826.

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General Local Law 2008

In accordance with the Brimbank City Council General Local Law 2008, Clause 8.2, the following guidelines are considered in determining conditions and issuing permits relating to placing and/or selling any goods on or over Council property during a special event.

1. GUIDELINE OBJECTIVES

- (a) To maintain a high level amenity in public places by:
 - (i) Avoiding excessive noise by regulating activities that create noise.
 - (ii) Ensuring pedestrian access along footpaths is not adversely affected by the activities.

2. APPLICATION PROCEDURE

- (a) Applications shall be made on the application form associated with this document and all details on the form must be completed.
- (b) The City Compliance Department will inspect the site to assess which properties are likely to be affected.
- (c) If it is determined that anyone may be affected correspondence shall be sent to the owner and/or occupier informing of the application and requesting comment on the granting of a permit.
- (d) The application shall then be assessed in accordance with the criteria detailed in these guidelines and where objections have been received a report prepared for Council.
- (e) The applicant and any affected owner/occupiers will be contacted and advised of the Council decision.

3. GUIDELINES

(a) LOCATION

- (i) Where the location is in a shopping centre the activity may only take at the designated location unless Council has approved any other locations.
- (ii) Where the activity generates a crowd of people the applicant must ensure pedestrian access along the footpath is not adversely affected.
- (iii) Any equipment, electrical leads, furniture must be located so as not to cause a safety hazard to pedestrians.

(iv) The level of sound emitted must be such that it does not create a nuisance.

(b) PERMIT

(i) On assessment of all the criteria specified in this document Council shall:-

- If there is no valid objection(s) from the abutting property owner(s) or occupier(s), or any other person claiming to be affected by the granting of the application, issue a permit which may include various conditions which are required to be adhered to, or
- Refuse the application.

(ii) The holder on any permit shall at all times ensure that the conditions of the permit are adhered to at all times.

(iii) All permits issued would be for the life of the activity or if ongoing annually effective from the date of application.

(c) PENALTIES

Any proven contravention of any condition of the permit could result in an on-the-spot fine being issued.

4. PERMIT FEE

The following fee structure shall apply for permits applied for:-

Ongoing Permits

- | | | | |
|------|---------------------|---|----------|
| (i) | Initial Application | - | \$220.00 |
| (ii) | Annual Fee | - | \$220.00 |

One Off Permits (Maximum one week duration)

- | | | |
|-----------------|---|---------|
| Application Fee | - | \$60.00 |
|-----------------|---|---------|



Permit application Special Event

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Applicant details

Name of applicant: _____
Address: _____
Suburb: _____ Postcode: _____
Telephone: _____ Email: _____

Application is made to carry out a special event for

Name of organisation: _____
Address: _____
Suburb: _____ Postcode: _____

On (please specify dates and times):

At (please show area event is being undertaken):

Reasons for the activity (please provide brief description of proposed event):

- I have attached a current copy of my public liability insurance to the value of \$10,000,000 valid for the period of the permit and noting the interests of Brimbank City Council as a principal. Yes No
- I have also attached written indemnification of Council against any liability for any activities that may be authorised by the permit if issued by Council Yes No
- I have enclosed the relevant permit application fee Yes No

(Please note: The application will not be processed without the above information).

Signature of applicant: _____ Date: _____

Privacy Collection Statement

Personal information collected on this form is to assist Council staff to process and assess an application for special events as required by General Local Law 2008, and will be used solely for that purpose. Personal information will not be disclosed to any other person unless required by law. You may apply for access and/or amendment to your personal information by contacting Council's City Compliance Department.

ABN: 35 915 117 478
Cost code: GL 962

Form of indemnity



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THIS INDEMNITY is given the _____ day of _____ 20

By _____
(hereinafter called "the Indemnifier")

to the CITY OF BRIMBANK
(hereinafter called "the Council")

WHEREAS the Indemnifier has applied to the Council for authority to use portion of a road or other public area within the municipal district under the Council's General Local Law 2008.

NOW THIS INDENTURE WITNESSETH that in consideration of the Council granting such authority to conduct a special event:

at _____

on the following dates _____

The Indemnifier agrees to take out and keep current during the period of the authority a liability insurance policy in a form approved by Council in the joint names of the Council and the Indemnifier insuring, for a minimum sum of five million dollars (or more), the Council and Indemnifier against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Indemnifier or both arising out of or in relation to the authority granted.

The Indemnifier agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the authority to use granted by the Council.

SIGNED SEALED AND DELIVERED by:)
Name: _____)
In Victoria in the presence of:) (Signature)
_____)
Witness: (Signature) _____)

OR

THE COMMON SEAL OF _____)
_____)
_____) Director
Was hereunto affixed in accordance with its Articles of Association in the presence of: _____)
_____) Secretary