Great Ocean Road Coast And Park Authority Event Application

* indicates a required field

Please complete this form if you would like to conduct an event or activity on land managed by Great Ocean Road Coastal Authority.

If your event crosses various land managers, i.e., local government managed land, please use the following links to find the appropriate event application information:

[Surf Coast Shire Colac Otway Shire Corangamite Shire Moyne Shire Warrnambool City Council](#)

Event Location Details

Local Government Area (LGA) where event will be held? *
- ☐ Surf Coast Shire
- ☐ Colac Otway Shire
- ☐ Corangamite Shire
- ☐ Moyne Shire
- ☐ Warrnambool City Council
- ☐ Other:

Your event application may be shared with relevant local shire councils.

If across multiple LGAs, please list

Event Name *

Type of event *

Description/purpose of the event. What are you trying to achieve? Who is your target audience? *

Proposed Event Location
Address

Will you be charging an entry fee? *
○ Yes
○ No

If yes, what entry fee will you be charging?

[   ]

Estimated number of event participants? *

[   ]

Estimated number of spectators? *

[   ]

Event website or Facebook Page

[   ]

Contact Details

Applicant *
○ Individual   ○ Organisation
Organisation Name

[   ]

Title   First Name   Last Name

[   ] [   ] [   ]

Applicant ABN

[   ]

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Phone Number *

Must be an Australian phone number.

Email address *

Must be an email address.

Website

Key contact during event if different to primary contact (name and mobile) *

Must be an Australian phone number.

Your Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Event Timings

Note: All events must run at times inline with the Victorian EPA guidelines and regulations: https://www.epa.vic.gov.au/

Event Start Date (bump in) *

Bump in start time *

Event Date Finish (bump out) *

Bump out finish time *

Event Start Date (i.e. when the event is running) *

Event Start Time *

Event Finish Time *

[ ]

Event finish date (i.e. last day running) *

[ ]

Event Infrastructure

Please indicate if your event involves any of the following
☐ Signage
☐ Start/Finish Lines
☐ Inflatable structures
☐ PA Systems and/or Music
☐ Portable Toilets
☐ Food Vendors
☐ Stall Holders (eg Merchandise, sponsors)
☐ Water-based Activities
☐ Security
☐ Stage/s and fencing
☐ Fireworks, fires or similar

Other Infrastructure (please specify)

[ ]

Provide a short description (100 words recommended) of your project - what are you out to do?

Will you require access to power and water? *
○ Yes
○ No

If yes, please provide details

[ ]

(if accessing power additional charges may apply)

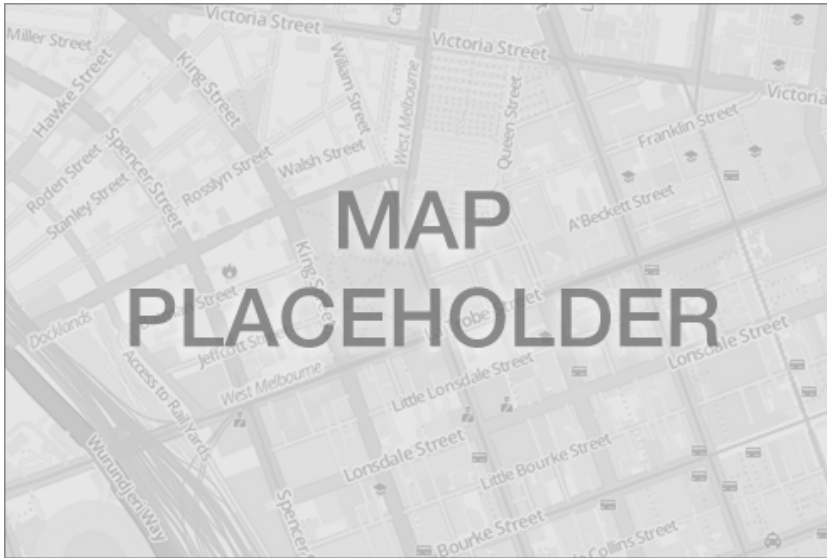**Will you require vehicle access to the site?** *
○ Yes
○ No

If yes, please provide details
Address

[ ]

[ ]

Traffic Management

How will parking be managed? *

Does this event involve any road closures? *
○ Yes
○ No
Note: Road closures must be applied for through the relevant LGA or Vic Roads. Please contact directly to discuss further.

If yes please provide details

Waste Management

Are you aware of Great Ocean Road Authority Plastic Reduction Policy? *
○ Yes
○ No

Will your event require extra rubbish bins? *
○ Yes
○ No

If yes, how many Recycle and how many General Waste?

Please note this will be charged back to event organisers at $35 per bin

Alcohol

Will Alcohol be supplied/sold at the event? *
○ Yes
○ No
○ BYO

Do you have a liquor licence for your event? *
○ Yes
○ No
○ Looking to apply for one

If yes, please upload licence
Attach a file:

Event Management

Have you discussed your event with any of the following authorities?
☐ Department of Transport
☐ Vic Police
☐ Ambulance Victoria
☐ DEWLP
☐ Parks Victoria
☐ Marine Safety
☐ Other:

What has been the feedback so far?

Supporting documents

Please provide any other supporting documentation, such as site maps, risk assessment, traffic plans etc.

Do you have Public Liability Insurance? *
○ Yes
○ No

If yes, please attach a Certificate of Currency
Attach a file:

Risk Assessment *
Attach a file:

Site Layout Plan *
Attach a file:

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Other Documents
Attach a file:

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If you would like to contact us to provide further documents or information please send these to permits@greatoceanroadauthority.vic.gov.au

Authorisation

I am authorised to lodge this application. I understand the information requested on this form is being collected by the Great Ocean Road Coast And Parks Authority for the purpose of assessing my event and may be shared with LGA's where events are held, or other relevant agencies.

Privacy statement: The Great Ocean Road Coast and Parks Authority is committed to protecting all personal and sensitive information consistent with the principles set out in the Privacy and Data Protection Act 2014, and the Health Privacy Principles as set out in the Health Records Act, 2001. if you have any questions about the handling of your information, please email: info@GreatOceanRoadAuthority.vic.gov.au

Authorised Person (full name) *