Event Application Form 2022
Form Preview

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 the Great Ocean Road Coast and Parks 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](#)

For events that use land managed by both Surf Coast Shire Council and the Great Ocean Road Coast and Parks Authority, please complete the following application and the Surf Coast Shire will also receive a copy (there is no need to submit application to both).

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? *

Exact Event Location
Address

[ ]
[ ]

Back up location (if wanted)

[ ]

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

[ ]

Surf Coast Events *(Councils event brand) promote events happening in the region for free via their website, social platforms, a large database of newsletter subscribers and in print advertising. To be included, please submit event details here* www.surfcoastevents.com.au/event-organisers/promoting-your-event*.*

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 mobile during event *

Must be an Australian phone number.

Key contact name during event *

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 bump in date *

Bump in start time *

[   ]

Event bump out date *

[   ]

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 back up dates (if wanted)

[   ]

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

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?

Bush Fire Season

Events that operate within the Blanket Bush Fire season are required to complete a Bush Fire Readiness form

The Blanket Bush Fire Season is **15 Novemeber 2023 - 1 April 2024.**

The official Bush Fire Season gets declared based on conditions.

Does your event fall within the blanket Bush Fire Season? (15 November 2023 - 1 April 2024) *
☐   Yes
☐   No

Bush Fire Readiness Form

As an event organiser, operating in Bush Fire Season, you are required to complete a Bush Fire Readiness form

This form can be completed along with your event application or at a later date. The form must be submitted no later than 3 weeks prior to your event start date.

The Bush Fire Readiness form is designed to help event organier's plan, prepare and respond to different fire rating dangers and warnings during Bush Fire season. The information from this form feeds through to the CFA and is accessible, should they require it.Details from this form will also be shared with relevant land managers and other emergency management services.

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:

Other Documents
Attach a file:

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) *