



# Application Form Major Community Event (Over 500)

Please return to:

Chris Hodgins  
Events Officer  
9784 1043  
[Chris.hodgins@frankston.vic.gov.au](mailto:Chris.hodgins@frankston.vic.gov.au)  
Frankston City Council  
PO Box 490  
FRANKSTON 3199

Please note that applications MUST BE submitted a minimum of 3 months before the event.

This is to ensure all permits are approved and provide the best opportunity for your preferred venue and other details required. Also, we can provide necessary support and assistance.

Please be aware that a bond must be paid prior to the event – the bond is determined by the size and type of event, location and duration.

If you have any questions regarding this form, please ring Chris Hodgins on 9784 1043.

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## EVENT DEPARTMENT CHECKLIST (Office Use Only)

Documents received -

PL Insurances  Traffic Management Plan  Risk Assessment  Food Handling Certificates

Distribution to Council Officers Completed

Approved  Declined  If declined, please specify reason

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Permit Number \_\_\_\_\_ Approved by \_\_\_\_\_

Has all equipment/keys been returned  Yes  No

Was equipment returned in original condition  Yes  No



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**Applications MUST BE submitted a minimum of 3 months before the event.**

To: Chris Hodgins  
Events Unit  
Frankston City Council  
PO Box 490  
Frankston 3199

Civic Centre  
Corner Young and Davey Streets Frankston  
Phone: (03) 9784 1043  
Fax: (03) 9784 1866  
Email: [chris.hodgins@frankston.vic.gov.au](mailto:chris.hodgins@frankston.vic.gov.au)

## APPLICANT DETAILS

Name of Organisation:

Nominated Contact Person:

Contact Address:

Contact Phone:

Mob:

Contact Phone during Event:

Email:

**Date:**

**Applicant Signature:**

## EVENT DETAILS

Event Name:

Event Date(s):

Alternate Date(s):

Location of Event:

Timing of Event: Start:

Finish:

Type of Event

Indoors

Outdoors

Tick which box best describes your event:

Launch/Opening  Sporting Event  Festival  Open Day  Other

Minor Event (under 500)  Major Event (over 500)

Details of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(please attach any brochures/leaflets/flyers/media releases)



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Has the Event been held before? If so, please provide a brief history of the event: \_\_\_\_\_

Please explain how your event will benefit Frankston

Expected number of participants:

Expected number of spectators:

Do you have Public Liability Insurance that is valid Australia-wide? :  Yes  No

If Yes, please attach copies with this event Application.

Is a temporary road closure/car park or road sharing requested:  Yes  No

Please state the actual road/ car park to be closed :

All road closures or road sharing activities require a Traffic Management Plan, which must accompany this application.

Are you erecting and temporary structures? (e.g. Stage, marquees, toilets, etc)  Yes  No

If Yes, please describe in full, including dimensions by square metre. These structures must be drawn on your site map (to be included with this application).

**NB:** Place of Public Entertainment or Occupancy Permit may be required.

Have you notified nearby residents/business's of your proposed event?:  Yes  No  
(indicate how this was achieved, i.e. flyers, visit? \_\_\_\_\_)

Have you considered the location for patron parking:  Yes  No



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A Risk Management Plan must be attached to this application. Do you require further information on how to prepare a Hazard & Risk Assessment Plan on your event?  Yes  No

If Yes, an Event Risk Management Checklist will be forwarded to you.

Please attach your Emergency Evacuation Plan and include egress routes on your site plan.

Will you be erecting roadside signage?  Yes  No

If Yes, an application form will be sent to you – you will need to lodge this directly with Council's Local Laws Unit.

What is your alcohol management policy for this event?  Alcohol free  Limited licence  Fully licensed

Please attach copies of Liquor Permits and your alcohol management policy.

Will there be food vendors/organisations selling food at this event?  Yes  No

If yes, copies of Food Handling Certificates must be attached. Additionally, liaison with Council's Environmental Health Unit must take place.

Will there be rides and amusements at this event?  Yes  No

If Yes, please attach the following details : name(s) of the organising company or operators as well as full descriptions of rides and copies of their Public Liability Insurances and supporting Safety Check statements

Are you requesting additional services from Council, other than those existing at the site? This may include access to power, additional rubbish bins, rubbish removal, additional cleaning of public toilets, barricades, witches hats, etc. Please state quantity required. (**NB:** Services provided by Council may incur a charge, which may be required to be paid in full prior to the event)

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Please provide the names and telephone numbers of two referees who can vouch for the standard overall quality of the events which you conduct

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Phone No (BH): \_\_\_\_\_

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Phone No (BH): \_\_\_\_\_

Please attach a site map with this event application.



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## BELOW IS A LIST OF POINTS TO BE CONSIDERED

Is your event Waste Wise ?  Yes  No

If so, how are you managing waste for the event? \_\_\_\_\_

Do you have enough toilets onsite for the number of patrons?  Yes  No  
(Refer to: [http://www.ema.gov.au/agd/EMA/rwpattach.nsf/VAP/\(383B7EDC29CDE21FBA276BBBCE12CDC0\)~Manual+12A.pdf/\\$file/Manual+12A.pdf](http://www.ema.gov.au/agd/EMA/rwpattach.nsf/VAP/(383B7EDC29CDE21FBA276BBBCE12CDC0)~Manual+12A.pdf/$file/Manual+12A.pdf) )

Have you collected all your suppliers/contractors/performers Public Liability Insurance?  Yes  No

Have you collected all your suppliers/contractors/performers Professional Indemnity Insurance?  Yes  No

Do you need access to power, water, lighting or gate keys?  Yes  No if yes please list

Do you have permission from the owner of the land to use the space?  Yes  No

Do you have security at your event?  Yes  No

Do all staff/volunteers supervising children have a Working with Children Certificate?  Yes  No

Is your event accessible, i.e. wheelchair, etc?  Yes  No

Do you have disability parking and toilets?  Yes  No

Do you have a contingency for inclement weather?  Yes  No

Does your event take place on the Beach or Pier?  Yes  No

Have you notified Parks Victoria Pier?  Yes  No

Have you notified the Police, CFA & Ambulance of your event?  Yes  No

Do you have any special guests, dignitaries, ministers attending your event?  Yes  No

If yes, please list who is attending \_\_\_\_\_

Have you checked that the above people are available for your event?  Yes  No

Will your event MC (if applicable) be doing a Welcome to Country?  
(statement acknowledging the indigenous owners of the land)  Yes  No

Do you require the Mayor at your event?  Yes  No

Do you require a Councillor/s at your event?  Yes  No



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The events department has the following equipment available for your event:

Item	Quantity	No. Required
HI Vis Vests	20	
3m X 3m Marquee (FCC Logo)	1	
PA System – Wharfedale Pro EZGO(2 x speakers, 1 x amp, 2 x speaker stands, 2 x speaker leads, 2 x DM3 microphones, 2 x Mic leads, 2 x Mic stands)	1	
10kg Weights for Marquee	10	
Ladder 5m extension	1	
A-Frame (insertable)	2	
A-Frame (covers)	2	
Plastic Bistro Tables	5	
Plastic Folding Chairs	18	
Mega Phones (25watt)	2	
Truck Stage (staff wages apply)	1	

Please note that there is no charge for the use of the events equipment, however by signing this application form you agree to pay for any damage or replacement of items should it occur. Chris Hodgins will send a confirmation for collecting the equipment. Subject to availability

Do you require a Safety Officer or Event Assistant at your event:  Yes  No  
If yes, a booking form will be sent to you and then we will supply a quote for your approval.

(Please note: Services provided by Events may incur a charge, which may be required to be paid in full prior to the event.)

Would you like us to promote your event for free on the following :

- Websites [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) & [www.visitfrankston.com](http://www.visitfrankston.com).
- Weekly Update (Council Colum in the Leader & Independent newspapers (dependant on availability)

Please include a name & contact number here, so if people require further information they can contact you.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

These details will be published in the above if you have ticked the box's.

Do you require any assistance from Marketing Development:

- Finn (Dolphin Mascot)  I Love Frankston Signage or Banners

If you have ticked a box the marketing development team will contact you shortly. Please note that charges may apply for some of these services.