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| **ABOUT THE USE OF PUBLIC SPACE APPLICATION FORM** | | |
| The City of Wyndham welcomes applications all types of events and activities held in Wyndham’s public open spaces.  A Use of Public Space Permit may be required for your event or activity if it is held on public open space that is managed by Council.  This permit is required for organised activities or events that are held on Council managed open space and is to be used by more people than are usually found in that location. The event could be a festival, market, cinema, display, parade, cultural ceremony, private function, sporting competition, demonstration or other.  **In line with advice from the Victorian Government and Australian Government we are only accepting applications that comply with the current Victorian Government COVID – 19 Health Regulations and Guidelines.**  Applications that comply with the regulations for outdoor public gatherings will need to demonstrate how they will manage personal hygiene, sanitisation and social distancing restrictions during the activity in the events **Covid Safe Plan.** | | |
| **Use of Public Space Permit Criteria**  Organisers who tick any of the boxes below need to apply for a Use of Public Space Permit. | | |
| More than 50 people  (The number of participants complies with the Victorian Government regulations)  <https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria> | Click here to write the number of participants expected at any one time. | |
| Temporary structures such as marquees, stages, mechanical or inflatable rides | |  |
| Pyrotechnic displays | |  |
| Commercial filming and/or photography | |  |
| **How to submit your application:** | | |
| * Submit your application and attach the requested documentation. * Small activities should make application no less than 4 weeks prior to the date. * Major events and large-scale activities should apply no less than 16 weeks prior to the date. * You may be required to provide further information and apply for additional permits during the application stage. * If COVID-19 re-emerges restrictions on gatherings are likely to be re-introduced. In this situation, organisers of gatherings may be asked to postpone or cancel their event. * There is no fee for the Activity on Public Space Permit however, there may be other Council fees, a bond or external fees applicable to your application. * An Activity on Public Space Permit does not give the holder exclusive use of the area. | | |

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| **USE OF PUBLIC OPEN SPACE – PERMIT APPLICATION FORM** | | | | | | | |
| Use the check boxes to answer the questions and write information where it prompts you to ‘click here’. | | | | | | | |
| The red paper clip is a reminder to attach additional information with the application. | | **Paperclip** | | | The green book is a reminder to check for Additional Information at the end of the form. | |  |
| **APPLICANT CONTACT DETAILS** | | | | | | | |
| **Business or organisation making the application:**  Click here to write the business name | | | | **Name of contact person:**  Click here to write the name | | | |
| Click here to write your mobile number | | | | Click here to write your email address | | | |
| Click here to write street number and name | | | | Click here to write your suburb and post code | | | |
| **ACTIVITY DETAILS** | | | | | | | |
| **Name of the activity or event:**  Click here to write the name of the event | | | | **Describe the event program and the targeted audience:**  Click here to describe the program | | | |
| **Dates of activity:**  Click here to enter the start date  Click here to enter the end date | | | | **Times of the activity:**  Click here to the start time  Click here to write the finish time | | | |
| **Place or location (site) of the activity or activity:**  Click here to write the location | | | | **Size of the site:**  Click here to the size of the site in square meters | | | |
| **Is the activity free or ticketed?**  Click here to write | | | | **Number of people attending the event:**  Click here to write | | | |
| **SITE USE AND EQUIPMENT**  **Tell us about what equipment you are planning to bring to the site and how you plan to set up. Depending on your site set up and program, additional permits, licenses or plans may be required.**  **Attach a site plan with your application.** | | | | | | | |
| **Free drinking water** | NO  YES | | Tables, chairs & umbrellas | | | NO  YES | |
| **Additional waste bins** | NO  YES | | If yes, mark the location on the site plan and describe the type and number of bins. i.e. general waste and recycled. Click here to write  Refer to the section on Waste Management in Additional Information. | | | | |
| **Additional toilets** | NO  YES | | If yes, mark the location on the site plan and describe the type and number of toilets.  Accessible with baby change. Click here to write the number of  Unisex (male and female). Click here to enter write the number of  Refer to the section on Toilets Facilities in Additional Information. | | | | |
| **First aid facilities** | NO  YES | | If yes, mark the location of the first aid centre on the site plan and write the number and level of first aid officers. Click here to write  Refer to the section on First Aid in Additional Information. | | | | |

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| **Fenced areas** | NO  YES | If yes, mark the fence line and include the entry and exit areas on the site plan.  Refer to the section on Fenced and Ticketed events in Additional Information. |
| **Structures:** marquess, stages, movie screens, seating stands or platforms | NO  YES | If yes, mark the location on the site plan and describe the size and type of each structure.  Structure 1. Click here to write  Structure 2. Click here to write  Structure 3. Click here to write  Refer to the section on Structures in Additional Information. |
| **Generators or access to power** | NO  YES | If yes, mark the location/s of the power and/or generators on the site plan and describe what power sources you will be using.  Click here to write  Refer to the section on Power in Additional Information. |
| **Food or drink served or sold** | NO  YES | If yes, describe the type of food you are offering. Click here to write  Refer to the section on Food and Drink in Additional Information. |
| **Beverage served or sold** | NO  YES | If yes, describe the type of drink that you are offering. Click here to write  Refer to the section on Beverages in Additional Information. |
| **Live or recorded music** | NO  YES | If yes, describe the type of entertainment.  Click here to write  Refer to the section on Live or Recorded music in Additional Information. |
| **Pyrotechnics or fireworks** | NO  YES | If yes, provide the name of the licensed Pyrotechnics provider.  Click here to write  Refer to the section on Pyrotechnics in Additional Information. |
| **Mechanical or inflatable rides** | NO  YES | If yes, mark the location on the site plan and describe the type and number of rides Click here to write  Refer to the section on Mechanical Rides in Additional Information. |
| **Changes to traffic, roadways or parking** | NO  YES | If yes, attach a separate plan showing the roadways or parking areas that you are planning on using, including the times and dates.  Refer to the section on Traffic Management in Additional Information. |

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| **PaperclipAttach these documents with your application and use the templates provided**. | | |
| **Site Plan** including the information that you were promoted to include in the application form | |  |
| **Traffic or parking map** if you are planning on using or impacting roadways or parking bays | |  |
| **COVID-19 Safe Plan** | |  |
| **Risk Assessment** –Refer to additional information under Risk Management | |  |
| **Public liability insurance** to the value of $20,000,000 and valid for the dates of the event.  You may be required to provide a list of exclusions and note Wyndham Council as an interested party | |  |
| **Read and sign the indemnity and privacy clause** | | |
| The hirer agrees to indemnify and keep indemnified and to hold harmless the council, its servants and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be bought or made or claimed against it by any of them arising out of or in any way related to the granting of this license and/or the use of the hirer, or any person coming on the premises during the period of the hire, and the hirers or any guest or invitee respect of all claims for loss, damage or injury caused by any person or property during the period of hire, or as a result of the use by the use by the hirer of the premises. | | |
| The personal information collected on this form by Council is for providing a range of access to facilities and equipment. Your information will be stored in Council’s Customer Database and used to identify you when communicating with Council and for Council to deliver services and information to you. Council, or its contracted service providers, will use the information provided for the above purpose and will not disclose it unless permitted by law or consented by you. Should you wish to access and/or, amend the information, apply in writing to Council’s Privacy Officer. For further details on how your personal information is handled, visit Council’s Privacy Policy via its website. | | |
| I have completed the Use of Public Space Permit Application to the best of my knowledge and agree to adhere to all the reasonable requests made by Wyndham Council and any other agencies. | | |
| **Signature** | Click here to enter a date. | |
| **Submit your application and requested attachments to either:** | | |
| **Zoe Ennis**  **m:** 0439 112 214 [zoe.ennis@wyndham.vic.gov.au](mailto:zoe.ennis@wyndham.vic.gov.au) | **Debra Jeffery**  **t:** 9742 0892 **ext:**1892 debra.jeffery@wyndham.vic.gov.au | |
| Werribee City Centre outdoor public spaces  Kelly Park, Werribee City Centre  Station Place, Werribee City Centre  Wyndham Park, Werribee City Centre  Wedge Street Piazza, Werribee City Centre  Point Cook Town Centre | All other parks and open spaces areas in Wyndham | |

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| **ADDITONAL INFORMATION**  **Read the information below to find out more about additional permits that you may need to apply for or plans that you may need to submit during the planning period, the officer who assesses your application will assist you in making application for these permits.** | |
| **Site Plans** | A detailed site plan is your most important planning tool. Find an aerial map on Google maps and use a program like power point to start overlaying information on it.  The map should show the whole area of the site you are planning to use and include the names of the main roads or streets surrounding the site.  The site plan should also include all the existing fences, buildings and temporary equipment that are on the site. You should show public and back of house areas and include the dimensions of temporary structures and equipment. |
| **Risk Management** | A Risk Assessment or Job Safety Analysis is an administrative process that identifies the hazards associated with your event or activity. Hazards could include trips and slip, inclement weather, overcrowding and unsafe structures. The hazards are then ranked to assess their implications. The next step in the process is to identify ways of eliminating or reducing the consequences of the hazards. The City of Wyndham has developed a Job Safety Analysis template that is available for use. |
| **First Aid Facilities** | Depending on the size and scale or your event and the outcomes of your risk assessment you may need to provide accredited first aid officers at your event. The number of first aid officers and the facilities required will depends on the number of people at your event.  It is also a requirement of your Division 2 Occupancy Permit (POPE) that you provide a certain number of qualified first aid officers operating from a suitable area.  When planning a major event, notify Ambulance Victoria and first aid providers at least **six months** prior to your event date and **one month** for smaller scale events or activities.  Notification of events can be emailed to [Ambulance Victoria](mailto:Ambulance%20Victoria)  [events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au) |
| **Toilet Facilities** | Depending on the size and scale of the event you may need to provide and service additional toilets at the event site.  The location that you are planning on using may have existing toilets that you can use, or these may not be available due to the general park users.  The officer assessing your application will advise you further on the requirement and type of toilets required for your event.  If you are required to apply for a PoPE permit additional toilets may be required. |
| **Cleaning & Waste Management** | Waste is generated during the setup, delivery and the pack up of an event or activity. You are expected to manage the waste generated by your event and leave the event site in a clean and tidy condition.  This means that you may have to provide additional bins and remove the waste during the event. Professional cleaners may also have to be engaged.  Depending on the size and scale of your event or activity you may be asked to develop a Waste Management Plan as part of the Event Plan.  During the COVID-19 restrictions you will be required to provide cleaning and sanitisation plans as part of your Covid – 19 Safe Plan. |
| **Structures** | Certain temporary structures are classified under the Victorian Building Act 1993 as a Prescribed Temporary Structure ‘Siting Approval’.  The purpose of the Siting Approval is to ensure that any prescribed temporary structures are suitable constructions for the proposed site and meet the minimum safety and evacuation Standards  A Prescribed Temporary Structure may be any of the following:   * Tents, marquees and booths, with a floor area greater than 100m2 * Seating stands (grandstands) for more than 20 persons * Stages or platforms bigger than 150m2 in floor area * Prefabricated buildings exceeding 100m2 and not placed directly onto the ground * Inflatable movie screens   Prescribed Temporary Structures must be issued with an Occupancy Permit from the Victorian Building Authority.  The structures Occupancy Permit along with the Engineering Specifications for the structure are required to make application for ‘Siting Approval’ to City’s Municipal Building Surveyor. Once the structure is erected it will require an Engineering Certification.  Include the build and dismantle of these structures in your Risk Assessment. |
| **Fencing and Ticketed Events** | If your event is fenced and ticketed and provides public entertainment, then you may be required to apply for a Division 2 Occupancy Permit - commonly known as a POPE Permit.  **A POPE Permit is required where:**   * Paid admission to the event by the way of an entry fee, i.e. ticket or donation * The area or site has an area greater than 500 square metres * The area is enclosed or substantially enclosed by fencing, structures, or natural features such as a road or river.   Some events that are organised by a 'community - based organisation' and where the number of persons attending the event at any one time does not exceed 5,000 people are not required to apply for a POPE Occupancy Permit.  A definition of a 'community - based organisation means a body, whether or not a corporate body that is not established primarily for the purpose of profit or gain made in the conduct of its activities to any members of the organisation and operates in a community wholly for benevolent purpose, including the promotion of art, culture, science, religion, education or charity.  Exemption example:  A public market conducted by a community service club (for example: a Rotary Club) where the number of persons attending the market at any one time did not exceed 5,000 would not require a POPE Permit.  Wyndham’s Municipal Surveyor will assess whether a Division 2 Occupancy Permit (POPE) is required based on the information provided in the Use of Public Space Application Form.  If you are required to apply for a PoPE permit you will also be required to engage a qualified safety officer during the hours that the public are on site. |

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| **Power and generators** | Include the operation of a generator in your Risk Assessment, including ensuring that the generator is behind a barrier, how it is refuelled and that it is earthed.  Determine what power supply is available on site and where it is located so you are aware if there is enough power on site to supply the events electrical requirements or if extra power such as a generator is required.  To find out what equipment needs power and how much power the equipment needs (3 phase, 10 amps etc), ask your vendors and contractors during the planning stage what their requirements are and log this information.  Your event's Risk Assessment should address how power is managed safely at the event. |
| **Food or drink** | Food operators are required to apply for Streatrader under the Food Act 1984. Streatrader is an online system for businesses and community groups to register and notify Council of their temporary and mobile food premises with their registering council. A food trader cannot operate at an event without registering for Streatrader.  To register for Streatrader visit [https://streatrader.health.vic.gov.au/](https://streatrader.health.vic.gov.au/%20) |
| **Beverages** | The serving of alcohol may or may or may not be allowed on public land. If it is allowed, you will need to apply for additional permits from the Victorian Commission for Gambling & Liquor Regulations (VCLGR).  The Liquor Control Reform Act 1998 stipulates that any person selling or serving liquor needs to obtain the correct licence. Along with obtaining a licence from VCGLR, you may be required to apply for a Consumption of Alcohol in a Public Place Permit pursuant to Wyndham City’s Community Amenity Local Law (2015).  As part of your event planning you may also be required to develop a Liquor Management Plan, which defines the roles of security, trained RSA officers. Note that as part of the conditions of the license you may be required to abide by additional conditions and engage additional security guards. |
| **Live or recorded music or performances** | If your event program has recorded music or live artists performing music, then you must contact the Australian Performing Rights Association (APRA) to determine if you require a license. This is because music is protected by copyright law (Australian Copyright Act 1968).  This applies to programs that involve:   * Public performances, broadcast or communication of music * The reproduction or recording of music for retail, personal or business purposes * The synchronisation of music with film or video in an audio-visual recording   **To determine if your event requires an APRA license contact**:   * 1300 852 388 * licence@apra.com.au * www.apraamcos.com.au   Depending on your entertainment Program you may be required to develop a Noise Management Plan |
| **Pyrotechnics or fireworks** | If you are planning on discharging pyrotechnics you need to ask permission from the landowner. If permission is received from the landowner then you must engage a licensed pyrotechnic company. The licensed pyrotechnician will then apply for the relevant permits from WorkSafe.  It is a requirement of the Dangerous Goods (Explosives) Regulations 2000 number 814 that pyrotechnicians are to notify authorities at least seven days before a fireworks display. The WorkSafe permit application needs to be submitted and approved, and then distributed to Council and the Country Fire Authority (CFA).  If the event is held during the Fire Danger Period, you must seek permission from the CFA for a schedule 14 permit. If the event is likely to fall on a Total Fire Ban Day, then you will need to apply for a schedule 40 permit.  If you are required to apply for a POPE Permit, you will need to include the pyrotechnics information in the application form.  Fireworks and Pyrotechnics require a Communications and Safety Plan and the officer processing your application will provide you with direction in relation to this plan. |
| **Mechanical or inflatable rides** | Mechanical rides or amusement structures are described in the Occupational Health and Safety Act 2004 as ‘plant’ or ‘prescribed equipment’.  The owner of prescribed equipment must ensure that the rides are safe and without risks to injury. Operators must be suitably licensed and trained, and the equipment must be inspected and maintained. |
| **Changes to traffic, roadways or parking** | If your event uses or impacts roadways in and around the site, then you may need to apply for permission to temporarily change the use of the roadways. This will involve engaging a Traffic Management Company to develop and implement a Traffic Management Plan in accordance with the Australian Standards. This plan is then provided to Wyndham City’s Engineering Unit for assessment.  If you require access to parking bays you may be required to apply for permission to Occupy a Footpath/Nature Strip from Wyndham City’s Legislative Services Unit. <https://www.wyndham.vic.gov.au/services/local-laws-permits/laws-permits-businesses/occupying-space-footpathnature-strip>  Before you engage a traffic management company or apply for permits, mark on a map the roads and parking bays that you plan to change or use and note the dates and times these changes could occur and submit this map along with you Use of Public Space Application.  Changes to traffic and parking require a Communications Plan and the officer processing your application will provide you with direction in relation to the contents of this plan. |