

# Application for an Event Permit



## 1. Applicant Details:

Organisation:

Contact Person:

Postal Address:

Post Code:

Phone:

Email:

Do you have a current lease/licence with GMW? ☐ Yes – lease/licence number

☐ No

Is your organisation an Incorporated Body? ☐ Yes - ABN:

☐ No

## 1. Proposed Location of Event:

Name of Adjoining Lake:

Description of Area:

Date Required:                      /                      /                      from                      am pm to                      am pm

Date Required:                      /                      /                      from                      am pm to                      am pm

**GMW needs to understand the details of your proposed event. This includes the level of risk, nature of the activity and possible impact to the amenity of the area, waterways and public access. Some activities will also require referral, permits or consent from other authorities.**

**By completing the following, the level or risk of your proposed event will be better understood and you will be guided as to other information needed.**

## 2. Event Details:

**Type of Event: Please tick all that apply**

☐ Powerboat Race

☐ Festival (Alcohol Permitted)

☐ Motorcycle Event

☐ Water Ski Racing

☐ Triathlon

☐ Sailing Regatta

☐ Water-Ski Tournament

☐ Cycling Race

☐ Kayak Event

☐ Rowing Event

☐ Fishing Event

☐ Cycling Event (Not Racing)

☐ Festival (No Alcohol Permitted)

☐ Market

☐ Other

**Other permits/consents required**

Transport Safety Victoria Maritime (TSV) approval

Liquor Licence, Council Permits

Transport Safety Victoria Maritime (TSV) approval

### 3. Event Planning Details

**Locality Plan:** Please attach a plan of the proposed location of the event. Include details of the activities planned and indicate the proposed locations of the activities on the locality plan. This should include provisions for all proposed temporary structures, car parking and associated amenities. Also highlight any areas which public access will be restricted from.

What is the estimated attendance numbers?	Participants:	Other Attendees:
Will there be food/drink vendors at the event? (Please enclose a copy of the permit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be alcohol at the event? (Please enclose a copy of the permit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be products/merchandise sold at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will tent/structures be erected on the site? (If yes, please indicate where on the locality plan)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will an admission fee be charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the admission price (s)?	Adult \$ , Child \$ , Concession \$	
	Family pass (+ what does family include) - \$ for adults & children	
Profits from the event:	<input type="checkbox"/> Will be a commercial return OR <input type="checkbox"/> Any profits will be contributed back to the community	

**Insurance:** Please attach your Certificate of Currency for \$20 million Public Liability Insurance with this application.

Goulburn-Murray Water will require that Goulburn-Murray Water is noted an interested party for the event.

**Risk Management Plan** - Please enclose a copy of the event's Risk Management Plan with this application.

The Risk Management Plan should identify and assess all risks and how these will be managed to mitigate or minimise potential dangers or incidents. Risk assessments should include emergency management controls, communications plan, medical support and emergency evacuation plans.

GMW will need to assess your Risk Management Plan against Australian Standards and regulatory requirements such as the *Marine Safety Act* 2010 and Recreational By-Law 1/21039. These are available on the Events tab on [www.gmwater.com.au](http://www.gmwater.com.au) for your reference.

**Signature of Applicant:**

**Date:**

**Printed Name:**

**Please forward this application to:** [events@gmwater.com.au](mailto:events@gmwater.com.au)

**Ensure you attach:**

- ☐ Locality Plan, including all required information
- ☐ Public Liability Insurance Certificate of Currency
- ☐ Risk Management Plan
- ☐ Food and other permits, Liquor Licenses, etc
- ☐ Any other referral consents required for your event

The following page provides further information on how GMW will consider and respond to your application.

## Event Applications: Information for Applicants

### ***Goulburn-Murray Water will advise you in writing of its decision to allow the event or reject the application***

Depending on the type and complexity of the proposed event, applications to stage the event should be lodged for referral and approval process 90 days prior to event date.

You can contact GMW staff for an update on your application by  
 Email: [events@gmwater.com.au](mailto:events@gmwater.com.au)  
 Mail: Goulburn-Murray Water, PO Box 165, TATURA VIC 3616  
 Phone: Ph: (03) 5826 3500 Call Centre: 1300 013 357

### **GMW Assessment Process:**

GMW will assess the event proposal taking into account the information provided and:

- approve via the issue of a permit to stage the event; or
- reject the proposal due to safety or storage operational issues; or
- request further information; or
- place conditions and/or stipulations that must be adhered to in order for the event to proceed; or
- on behalf of the Event Proponent, refer the application proposal onto other agencies and regulatory bodies i.e. Transport Safety Victoria Maritime (TSV), to assess the safety of the event.

**Note:** GMW reserves the right to limit the number, type and size of events at its properties and waterways. A fee and bond may be imposed at GMW discretion. The application process is not considered to be a right to stage, or approval to run an event.

### **GMW Operational Objectives:**

GMW will provide safe and sustainable access to its property and waterways for community and general public use where the provision of the access and the use:

- Does not interfere or have potential to interfere with the primary operational role of the storages.
- Does not pose or have potential to impose an unacceptable risk to water quality, the ecological health or cultural heritage at the storages.
- Does not pose or have potential to impose unacceptable risk to staff and public safety.
- Does not represent a financial impost for the corporation.
- Does not create or have potential to create a liability for the corporation.

### **GMW Event Fee Structure:**

- A. The Standard Application Fee is \$200.00 for the first day and \$110.00 each consecutive day (payable by cheque, money order or credit card only) is to be forwarded to our office with this application.
- B. A Commercial Event Fee or a discounted Community Event Fee will be charged upon assessment of your application and should be forwarded within fourteen (14) days of receiving approval from Goulburn-Murray Water to conduct the event.
- C. Your organisation will be responsible for any additional costs incurred with the requirement to advertise in the government gazette and/or in print media

### **Privacy Statement**

Goulburn-Murray Water (GMW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Privacy and Data Protection Act 2014*. Your personal information is collected on this form and will be used for the purpose of administering this application and updating our record. Information collected is usually disclosed to staff involved in processing your application, contractors and other relevant GMW staff. Failure to provide the information sought may result in processing delays or non acceptance of your application. It may also limit our ability to be able to provide various programs or services. You may gain access to and correct your personal information. For further information please refer to our Privacy Policy at [www.g-mwater.com.au](http://www.g-mwater.com.au) or call 5826 3500 to obtain a copy of this policy.