

# Application for an Event Permit

Please submit 90 days prior to event



## Applicant details:

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

Contact person: \_\_\_\_\_ Post code: \_\_\_\_\_

Postal address: \_\_\_\_\_

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

Title of event: \_\_\_\_\_

Do you have a current lease/licence with GMW?  Yes – lease/licence number: \_\_\_\_\_  No

Is the land currently leased to a third party?  Yes - Lessee: \_\_\_\_\_  No  
(Please Note: If the Land is currently leased, the Lessee will need to provide written consent for you to make application and evidence of Insurance for the event)

Is your organisation an Incorporated Body?  Yes - ABN: \_\_\_\_\_  No

## Proposed location of event:

Name of Waterway: \_\_\_\_\_

Description of area: \_\_\_\_\_

Date Required:	____ / ____ / ____	from	_____ am/pm	to	_____ am/pm
Date Required:	____ / ____ / ____	from	_____ am/pm	to	_____ am/pm

Please attach a Site Map (available at [www.gmwater.com.au/events](http://www.gmwater.com.au/events)) and include the following information:

- details and location of the activities planned
- temporary structures
- car parking
- amenities
- areas which public access will be restricted from.

## Type of event: Please tick all that apply

<input type="checkbox"/> Festival <i>(Council Permits required)</i>	<input type="checkbox"/> Cycling Event (Not Racing)
<input type="checkbox"/> Powerboat Race <i>(Transport Safety Victoria Maritime approval required)</i>	<input type="checkbox"/> Cycling Race
<input type="checkbox"/> Water Ski Racing <i>(Transport Safety Victoria Maritime approval required)</i>	<input type="checkbox"/> Kayak Event
<input type="checkbox"/> Water-Ski Tournament	<input type="checkbox"/> Rowing Event
<input type="checkbox"/> Motorcycle Event	<input type="checkbox"/> Fishing Event
<input type="checkbox"/> Sailing Regatta	<input type="checkbox"/> Multi-Sport Event
	<input type="checkbox"/> Market
	<input type="checkbox"/> Wedding
	<input type="checkbox"/> Outdoor Education Camp
	<input type="checkbox"/> Other, please list _____

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.

What are the estimated attendance numbers? Participants: Other attendees:

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Will there be food/drink vendors at the event?  
*(If yes, a streatrader permit will be required)*  Yes  No

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Will there be alcohol at the event?  
*(If yes, a liquor licence permit will be required)*  Yes  No

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Will there be products/merchandise sold at the event?  Yes  No

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Will tent/structures be erected on the site?  
*(If yes, please indicate where on the Site Map)*  Yes  No

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Will an admission fee be charged?  Yes  No

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If yes, what is the admission price (s)? Adult \$ Child \$ Concession \$  
 Family pass \$ for \_\_\_\_\_ adults and \_\_\_\_\_ children

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Profits from the event:  Will be a commercial return  
 OR  
 Any profits will be contributed back to the community

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I agree that GMW reserves the right at any time to exercise its discretion to withdraw or change any approval given in relation to an event application, approved event or and/or the event activity itself if GMW is of the opinion that the health and safety of the event participants or other users may be at risk by either the issue of the Event Permit or the running of the event following the issue of the Event Permit. GMW will not be responsible for any losses incurred as a result of an Event Permit being withdrawn or the event activity being cancelled.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

Ensure you attach:  Site Map, including all required information  
 Credit Card Form for application fee payment

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

Applications to stage the event should be lodged for approval 90 days prior to the event date.

Incomplete application forms will result in a delay in processing and possible rejection if adequate time is not provided. Additional fees may also apply.

Please read the Events at GMW Waterways Fact Sheet (available at [www.gmwater.com.au/events](http://www.gmwater.com.au/events)) for information on:

- Criteria for permit approvals
- Permit assessment process
- Fees
- Exclusive use
- User safety.

If your application is conditionally approved you will need to provide the following supporting documents:

- Certificate of Currency for \$20 million Public Liability Insurance
- Communications Plan
- Risk Management Plan
- Emergency Management Plan
- Food/Liquor Permits (if applicable)
- Relevant approvals from other agencies (if applicable).

Further information on these requirements can be obtained from the Events at GMW Waterways Fact Sheet. GMW Event Management Plan Templates must be used for the plans listed above. The templates are available at [www.gmwater.com.au/events](http://www.gmwater.com.au/events)

You can contact GMW staff for an update on your application by:

Email: [events@gmwater.com.au](mailto:events@gmwater.com.au)

Post: PO Box 165, TATURA VIC 3616

Phone: 1800 013 357

[www.gmwater.com.au/events](http://www.gmwater.com.au/events)

**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.

**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.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

# Credit Card Form



Applicant/company name: .....

Payment for (name of event): .....

### GMW event permit fee structure

- The Standard Application Fee is \$200 (inc.GST) for the first day and \$110 (inc. GST) each consecutive day (payable by cheque, money order or credit card). This is payable at the time of your Application.
- A Commercial Event Fee or a discounted Community Event Fee will be charged upon assessment of your application and should be forwarded within 14 days of receiving approval from GMW to conduct the event.
- Your organisation will be responsible for any additional costs incurred with the requirement to advertise in the government gazette and/or in print media.
- An additional fee for late submissions (less than 90 days prior to the event) may apply.

Please note: These fees are non-refundable if your event is cancelled.

### Credit card details

Please tick (✓) appropriate card:  MasterCard  Visa

Card Number

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Expiry Date: \_\_\_\_\_ Total: \$ \_\_\_\_\_ (Bond to be paid separately)

\_\_\_\_\_  
Cardholder's name

\_\_\_\_\_  
Cardholder's signature

**This page is destroyed by Goulburn-Murray Water after the Credit Card transaction has been processed.**

<b>OFFICE USE ONLY:</b>	
Remittance Registration No: .....	Date: .....
Receipt To: .....	
Scan To: <u>events@gmwater.com.au</u>	

### Protecting your privacy

Goulburn-Murray Water (GMW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Privacy & 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 records. Information collected is usually disclosed to staff involved in processing your application, contractors, connection staff 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.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.