

Detailed Event Plan

Updated 26/03/2025

This application form is to be completed if you are considering organising an event on Council land. Please note that completion of this form does not guarantee that you will be granted a permit.
Form also available online via City of Monash website.

Section 1 – Contact Details			
Name of Applicant			
Event Manager			
Organisation/ Group			
Email Address			
Phone number			
Section 2 – Event Details			
Event Name			
Number of attendees		Event Date	
Time onsite (Including set up/pack down)		Event time	
Location			
Type of event	<div>Public</div> <div>Private (Invite only)</div>		
Section 3 – Event Overview			
Brief description of the event:			
Audience Demographics: e.g. Seniors, Children, Families, Teens, Specific Cultural Groups etc			
Has the event been held previously?	<div>Yes – Provide details below</div> <div>No</div>		

Mandatory Entry fee required	Yes – Provide details below	No
Event Budget (have you created one?)	Yes	No
SITE MANAGEMENT		
Site Map		
Site Map (aerial view of the event location showing stages/ stallholders/ amusements, first Aid, Toilets Drinking water etc.)	Yes	No
Event Infrastructure		
<p>All Structures need to be weighted as pegging is not permitted under any circumstances.</p> <p>Contractors delivering infrastructure must provide a Certificate of Currency – Public Liability Insurance of min \$20 million to the Event Organiser</p>		
Will you be installing marquees/ umbrellas?	Yes Marquees Contractor:	Umbrellas Qty: No Size:
Will you be setting up tables/ Chairs/ Display boards?	Yes Tables No: Contractor:	Chairs. No: No
Will your event have a stage onsite?	Yes Size: (H X W X D): Contractor:	No
Will your event require a POPE Permit? i.e. is your event area enclosed, greater than 500m2 and have more than 5000 people attending?	Yes (Please attach a copy of this permit to the application) No	
Vehicle Access		
<p>Ensure vehicle access onto the event site is limited. Council is required to grant permission for vehicles to enter Council parks and Reserves.</p>		
Do you require vehicle access for the purpose of loading/ unloading equipment?	Yes No Please provide details of the location and the times these vehicles will be onsite:	

Stallholders	
<p>A stallholder is a permission or organisation running a temporary stall at the event. Stalls can include those providing information to community or a business who is selling a product for profit. Stallholders must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.</p>	
Will there be stallholders at your event?	<p>Yes No</p> <p>Number of Stallholders:</p>
Do you or any stallholder plan to run raffles or fundraising activities?	<p>Yes No</p> <p>Details of activities:</p>
<p>Stallholder – Food & Drink</p> <p>Please refer to the Event Guide for more information regarding food and drink Stallholders.</p>	
Will you have food and beverage trucks, vendors or stalls at your event?	<p>Yes No</p> <p>If Yes, Please attach a list of stallholders to this Form</p>
How many food & beverage stalls?	
Will the food be sold at your event or given out for FREE?	<p>Sold Free</p>
Have stallholder been provided with the food safety and events information?	<p>Yes No</p>
Have you checked that each food stallholder is registered with Streetrader?	<p>Yes No</p>
Will any caterers, food outlets or other stallholder be cooking with gas at your event?	<p>Yes No</p> <p>If YES please ensure the Energy Safe Checklist is completed at the event.</p>
Will you or a community group be running a sausage sizzle as a part of your event?	<p>Yes No</p> <p>Sold Free</p>
Will there be stallholders selling/ serving alcohol?	<p>Yes No</p> <p>Sold Free</p> <p>If YES SOLD a Liquor Licence must be obtained from the Victorian Commissions for Gambling and Liquor Regulations.</p>

Audio/ Visual Equipment	
Contractors supplying audio/visual equipment must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser. Please refer to the Event Guide for more information on noise levels.	
Will you be using a PA system or any amplification at your event?	<div>Yes</div> <div>No</div>
Will you be engaging a contractor to supply audio equipment?	<div>Yes</div> <div>No</div> <div>Contractor:</div>
Will your event comply with noise restrictions?	Considerations must be given to effectively manage noise levels to ensure they remain within the prescribed limits, particularly where there are nearby residential areas.
Will you be engaging a contractor to supply visual/lighting equipment?	<div>Yes</div> <div>No</div> <div>Contractor:</div>
Performers, MC and Entertainment	
Performers and entertainers must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.	
Have you confirmed your entertainment / performer run sheet?	<div>Yes</div> <div>No</div> <div>If yes please attach a production schedule or run sheet to this form</div>
Will live or recorded music be played?	<div>Yes</div> <div>No</div>
Will your event include buskers or street performers?	<div>Yes</div> <div>No</div>
Have any other activities been planned?	<div>Yes</div> <div>No</div> <div>Details of activities</div>
If working with children, have you requested a copy of Performer or Entertainer Working with Children Checks?	<div>Yes</div> <div>No</div>

Waste Management				
<p>Adequate waste facilities need to be available for patrons at your event. Please provide details of waste management for the event, including the provision of bins and plans for the removal or waste after the event. External contractors providing bins must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.</p>				
How many bins are available at the event venue?	General		Recycling	
Do you require additional bins at your event? • If additional bins are requested from Council, Fees may apply	General	Recycling	Organic	N/A
Contractor:				
Do you have a cleaning strategy in place to ensure the event site is clear of waste during and following the event?				
Will your event include a stall selling sugar cane?	Yes	No		
Toilets				
<p>Adequate toilet facilities need to be available for patrons at your event. If there are insufficient public facilities available, portable toilets will need to be brought in, including accessible toilets. External contractors providing toilets must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser</p>				
Are there public toilets available at your event venue?	Yes Location:		No	
	Male:	Female:	Accessible:	
Will Council toilets require additional cleaning?	Yes Location:		No	
Will you require access to Council toilets before 9am or after 5pm?	Yes Location:		No	
	Access Times:			
Will you be providing additional toilet facilities?	Yes	No		
Will there be baby change facilities available at the event?	Yes	No	Number of Toilets:	
	Location toilets will be placed:			
	Contractor:			
Water				
<p>Events must cater for the health and comfort of patrons. Drinking water should be made freely available, or if not feasible, cost less than the lowest price of any other drink sold to patrons. The location of drinking water facilities must be clearly marked on the site map.</p>				
Is drinking water available on site?	Yes	No		

Will you be providing additional free drinking water at the event?	Yes	No
Contractor:		
Amusements & Animals		
<p>External contractors engaged to provide activities must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser</p> <p>Event Organisers will be required to obtain from the contractor: • Manufacturing standards compliance • Operating procedures and compliance • Work Cover registration</p>		
Will your event include amusement rides, inflatable jumping castles or similar entertainment rides?	Yes	No
Contractor:		
Number of Amusement Rides:		
Description of amusements:		
Will amusement rides be free or incur a cost to the patron?	Free	Cost
		NA
Will your event involve animals (e.g. pony rides, animal farms)?	Yes	No
Contractor:		
Will full hand washing facilities be provided to event patrons?	Yes	No
		NA
Fireworks/ Pyrotechnics		
<p>Events seeking to include fireworks must only use licensed pyro technicians. The pyro technician must obtain a permit from Council (application to be made at least 3 weeks prior to the event) and ensure that WorkCover has been notified at least 7 days in advance of the event. WorkCover assesses pyrotechnic experience and qualifications to operate and discharge fireworks</p>		
Will the event involve fireworks, firecrackers or pyrotechnics?	Yes	No
Name of Licenced Pyro technician:		
Time & Duration of Fireworks:		

Power	
<p>If your event is held on a Council park or reserve, there may be capacity to utilise Council's power supply. Fees may apply. Please note, 3phase power is not available at all sites, it depends on the capacity of the switchboard to provide the service.</p> <p>All power leads must be tested and tagged by a qualified electrician. It is the responsibility of the Event Organiser to ensure all electrical equipment is tested and tagged. Inspection of tags can be carried out by viewing individual items and checking the expiry date.</p> <p>This would be performed as part of a prestart check / pre commencement audit.</p>	
Will you be using any electrical equipment at your event?	<div>Yes No</div> Description of equipment:
Do you require access to Council power facilities?	<div>Yes No</div> Location and access times:
Will you have an electrician working on the event?	<div>Yes No</div> Contractor:
Will you have generators at your event?	<div>Yes No of Generators: No</div> Contractor:
Lighting	
<p>If your event is being held at night, or the setting up and pulling down of the event takes place in the early morning or evening, adequate lighting will be required. This may include existing or temporary light structures.</p> <p>For events taking place at night or in venues, emergency lighting should also be available and back-up power provisions should be made in the case of a power outage. Please include additional lighting locations on your site map.</p>	
What additional lighting will be available?	
Accessibility	
<p>Carefully consider accessibility at your event for people of all ages and particularly those with a disability to ensure that all members of the community can attend and enjoy the activities.</p>	
Will there be accessible parking available?	<div>Yes No</div>
Are accessible toilets available?	<div>Yes No</div>
Can people utilising wheelchairs, mobility aids and prams easily access the event?	<div>Yes No</div>

Is the signage clear and directive enough for people who may have limited English?	Yes	No
Will you be providing an Auslan interpreter at the event?	Yes	No
Traffic Management & Parking		
<p>If you are planning to make any changes to traffic conditions, roads access or parking facilities during your event, permission must be granted by Council. A traffic management plan must be submitted.</p> <p>If your event involves a road closure or changes to local traffic conditions an approved resident and business notification will need to be distributed a minimum of one week prior to the event to the affected residents and businesses.</p> <p>Permission may need to be sought from some businesses and residents on some occasions.</p>		
Do you require a road closure?	Yes	No
	Location: Start Day/ Time: Finish Day/ Time: Contractor:	
Do you require any temporary parking restrictions on any roads surrounding your event?	Yes	No
	If Yes please attach a Traffic management plan Location: Start Day/ Time: Finish Day/ Time:	
Do you require full or partial temporary closure of Council carparks?	Yes	No
	Location: Start Day/ Time: Finish Day/ Time:	
Will your event be on a footpath?	Yes	No
	Location:	
Have you supplied a traffic management plan to Council?	Yes	No

Security	
Some events may require specific security arrangements including private security providers. Security needs to be considered if • your event is expecting large crowds • significant sums of money are involved • alcohol is present • if the protection of people or assets is required	
Will you be engaging a private security provider?	<div>Yes No of Staff: No</div> <div>Contractor:</div>
Security role and responsibilities	
Areas where they will be located	
VIP Invitations	
Invitations to the Mayor and Councillors must be sent out at least 2 weeks prior to the event date. Invitations must include details on date, time, location, program of events and parking. All events receiving Council funding should invite the Mayor and Councillors to the event	
Do you plan to invite the Mayor and Councillors to your event?	<div>Mayor Councillors</div>
Do you require the Mayor and/or Councillors to have a role in the event, e.g. speeches?	
Do you intend to invite State and Federal MPs to your event?	<div>State MPs Federal MPs</div>
Are you planning a Welcome to Country to be part of the event? Find out about the Traditional Owners of Country here: https://achris.vic.gov.au/weave/wca.html	<div>Yes No</div> <div>If yes, please provide more information below:</div>
Communication	
How will the event management staff communicate with other staff and volunteers and members of the public?	
Marketing & Advertising	
Please note: If your event has received funding from City of Monash, the City of Monash logo must be present on marketing material, and approved by Council.	
How do you plan to market your event? Community Events can be listed on the Council website by organisations here:	<div>Printed Collateral</div> <div>Distribution of printed collateral</div> <div>Email Marketing Campaign</div>

https://www.monash.vic.gov.au/Things-to-Do/Events Events can also be submitted to the Arts, Culture & Events monthly e-newsletter here: https://www.monash.vic.gov.au/Things-to-Do/Arts-Culture/Monash-Arts-and-Culture-News	Social Media Plan Website & Digital Media Advertising (Radio, local, newspaper, TV, What's on Event Listings) Media release Other:
Will you be displaying signage at any of Council's available billboard sites?	Yes No Details:
Community Billboards are located at:	<ul style="list-style-type: none"> • Corner Waverley & Springvale Road, Glen Waverley • Corner Stephensons & High Street, Glen Waverley • Corner Huntingdale Rd & Stephensons Rd, Huntingdale • Corner Princess Highway & Ferntree Gully Rd, Oakleigh
To book a location, email Local Laws your request on LocalLaws.Admin@monash.vic.gov.au. Local Laws will respond to your request within 10 business days.	
Safety and Emergency Plan	
The second section of the Event Plan contains the Safety and Emergency Plan. If you are holding your event in an established indoor facility then this document may already exist. You will still need to make sure that the existing document is relevant to your event and the program you are providing. If it does not exist you will need to plan and document the following:	
Event Manager/ Chief Warden	Name: _____ Phone: _____ Shift Time: _____
Event Wardens/ Staff	Name: _____ Phone: _____ Shift Time: _____
	Name: _____ Phone: _____ Shift Time: _____
	Name: _____ Phone: _____ Shift Time: _____

First Aid

Event Organisers have a duty of care to patrons and staff to ensure that risks are appropriately managed and that professional First Aid is available onsite to cover the unexpected. Accidents can happen irrespective of the size of the event, and having First Aid Officers ready to respond will ensure peace of mind.

Please ensure First Aid is clearly marked on site map.

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Please provide details of event first aid.

Contractor:

Arrival:	Departure:
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Will there be a first aid kit at the event outside of this time?

Yes	Location:	No	N/A
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Evacuation

Please provide details of your evacuation procedures. This should outline evacuation points marked on the site map.

Evacuation Procedure including Emergency Evacuation Assembly Areas
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Lost Children	
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Do you have procedures in place for lost children? Please provide details.

Event Cancellation

If your event is held outdoors, it is important to develop a Cancellation Plan to assist Event Organisers in decision making that may lead to the cancellation or modification of an event due to extreme weather conditions. These conditions include wet weather conditions, wind conditions, extreme heat and fire warning.

Please provide a detailed plan for event cancellation

Emergency Service Organisations

Medium or High Impact events may be required to notify or seek advice from emergency service organisations. Please refer to the Event Planning Guide for more information.

Have you notified Emergency Service Organisations of your event?

Police	State Emergency Services
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Ambulance	Fire Brigade
1	1
2	2
3	3
4	4
5	5
6	6
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Emergency Response Plan		
Some larger events may require an Emergency Response Plan to establish first response procedures in the event of an emergency.		
Have you created an Emergency Response Plan?	Yes	No N/A
Event Documentation – Please email us the following documentation with this form.		
Site Map of event layout	Event Plan	
Risk Assessment	Public Liability Insurance – (Certificate of Currency min \$20 million will be required for all Medium & High Impact Events)	
Other supporting documentation: (Examples: licenses or notifications letter, posters, program or runsheet)		
Terms and Conditions		
<p>I agree that by completing this form, to best of my knowledge, my intent is to organise an event on Council land and thereby accept that an Event Permit may be required to undertake the proposed activity</p> <p>Information requested on this form is collected for the purpose of Council's event administration. The personal information supplied will be used solely by City of Monash for that primary purpose or directly related purpose and will not disclose to any other party except as required by law.</p>		