



Great Ocean Road
Coast Committee Inc

EVENTS ON COASTAL RESERVES

INFORMATION AND APPLICATION FORM

ABOUT THE GREAT OCEAN ROAD COAST COMMITTEE

The Great Ocean Road Coast Committee (GORCC) manages 37 kilometres of coastal crown land reserves between Torquay and Lorne, along Victoria's Great Ocean Road.

The Committee is a Crown Land Committee of Management established under the *Crown Land (Reserves) Act, 1978*. The Act provides the Committee with powers to manage public land on behalf of the Crown. One of the Committee's roles is to assess and approve or reject applications for events and other organised activities on coastal Crown land reserves.

The Committee's work is overseen by the Department of Sustainability and Environment, and guided by the Victorian Coastal Strategy (2008).

You can find out more from our website – www.gorcc.com.au



EVENTS ON COASTAL RESERVES

Each year groups and individuals conduct numerous events and organised activities along the coast between Torquay and Lorne. These events include sporting, social, promotional, educational and cultural events, any of which may be commercial (for profit) or non-commercial (not for profit).

All of these events have impacts, positive and negative, on the natural, aesthetic and social values of the coast. The Great Ocean Road Coast Committee's events approval processes aim to minimise the risks of unacceptable impacts from events and to maximise the benefits flowing from events.

All event proponents must seek written approval from us, using this form.

Large, complex events may require a long planning period, involving other agencies and community consultation. Approvals from other authorities may also be required, for example Vic Roads and Police approvals for road closures and Surf Coast Shire and Liquor Licensing approvals for service of alcoholic drinks. It is the responsibility of event organisers to obtain all relevant approvals.

We charge fees for some events, with large, high impact commercial events attracting the highest fees.

APPLICATION PROCESS

STEP 1: COMPLETE APPLICATION FORM

Applicants must provide enough information to allow us to accurately judge the risks and benefits of the event.

A lack of effort or disclosure will automatically jeopardise applications, particularly if the event proposed is large and complex.

The form includes the following:

1. Name of organisation, address, phone (business, private and mobile) and fax numbers
2. All specific event details including:
 - proposed event date (specify alternative date as well)
 - a detailed map highlighting all legs/aspects of the event
 - a map giving specific details of how all structures will be set up during the event
 - other details as set out on the form, plus any other information you think will help us assess your application.
3. Evidence that you have carefully considered event impacts and risks and have appropriate event management strategies in place.
4. Referees and other evidence of your event management capacity and credentials (particularly for larger, complex events).

STEP 2: LODGE APPLICATION

Please address your written application (and maps, etc) to:

**Great Ocean Road Coast Committee (GORCC)
PO Box 53
Torquay VIC 3228**

Or e-mail your application to: info@gorcc.com.au

STEP 3: ON-SITE MEETINGS AND INTERVIEWS

In certain circumstances, Committee officers may wish to interview event applicants and/or meet them on-site, to discuss issues such as event layout and impacts. Failure to attend or agree to a meeting may jeopardise the event application.

STEP 4: EVENT APPROVAL

You will be advised of event approval or rejection within ten working days from the day your application is received at the GORCC office.

It should not be assumed that an event has been approved until written advice is received.

STEP 5: SITE AND COMMUNITY IMPACT FEE PAYMENT

A fee may be charged according to the size and nature of the event (see attached fee schedule). Additional fees may be charged for other services provided by the Committee (e.g. waste and recycling bins).

THE COMMITTEE'S EVENT ASSESSMENT AND APPROVAL PROCESS

The Great Ocean Road Coast Committee assesses event applications against a standard template that allows us to weigh up risks against likely benefits. Where appropriate we collaborate with the Surf Coast Shire and community groups to assess impacts and decide on any conditions that may be imposed on approved events.

Our decision making is based on a number of guiding principles and criteria, including the following:

- Coastal reserves are public land and events must be compatible with the purposes and values of these public reserves.
- Demand for events on the Surf Coast is higher than the coast can sustain without unacceptable impacts, so we need to be careful about how many and what sort of events we approve.
- Conservation of natural and cultural heritage, aesthetic and social values is paramount in our consideration of event applications.
- Events must not pose unacceptable risks to persons, property and the values of coastal reserves.
- Events must deliver clear public benefits to offset their impacts on public land, whether economic, social, health and wellbeing, cultural or a combination.
- Activities using coastal reserves for significant commercial gain (e.g. commercial filming), should 'give back' to the coast either economically or in kind.
- Events should celebrate and enhance the special values of the coast rather than detract from them.
- Events should not jeopardise general public (ie non-event participant) use and enjoyment of the coast

The Committee's decision is final with regard to event approvals, however we are happy to discuss the reasons for our decisions with unsuccessful event applicants.

We look forward to receiving your application.

FEE STRUCTURE GUIDELINES

The following fees are guidelines only and the fees charged for events are at the Committee's discretion.

EVENT CATEGORY	FEE						
Large social function (social clubs, christmas parties)	<table border="0"> <tr> <td>Less than 50 people</td> <td>up to \$75</td> </tr> <tr> <td>50 – 100 people</td> <td>up to \$150</td> </tr> <tr> <td>100+ people</td> <td>up to \$250</td> </tr> </table>	Less than 50 people	up to \$75	50 – 100 people	up to \$150	100+ people	up to \$250
Less than 50 people	up to \$75						
50 – 100 people	up to \$150						
100+ people	up to \$250						
Commercial filming, photo shoots, product promotions and marketing, product sampling	Minimum \$100 to maximum \$500 per hour dependent on size, impact and proponent's commercial gain from activity						
Community Promotion and Information	No charge but conditions may be imposed						
Commercial and private sporting/leisure events	\$1,000 - \$5,000 dependent on size and impacts of event, structures/marquees etc						
Community sporting/leisure events (fundraising or non-profit making)	\$100 - \$2,000 dependent on size and impacts of event, structures/marquees etc						
Commercial outdoor concerts and events which fence off public open space or require liquor licensing	\$500 - \$5,000 (at Committee's discretion - dependent on size and impacts of event, structures/stages/marquees etc						

Please note that GST is additional and will be added when the invoice is issued.

Please note that if you cancel your event up to 14 days prior to the event taking place, an administration fee of \$25 may be charged. If you cancel within 14 days of the event taking place, an administration charge of 50% may be charged.

STANDARD EVENT SITE CONDITIONS

- ✓ No damage to any fixtures, taps, irrigation pipes, underground electrical wires or the like.
- ✓ No damage to garden beds, trees or shrubs.
- ✓ No posts or bollards are to be removed unless authorised. If removal is authorised, such fixtures must be replaced to the Committee's satisfaction.
- ✓ Any items supplied by the Committee for use of the event must be removed and returned (e.g. temporary fencing, cables and the like).
- ✓ There must be no damage to lawn or ground conditions other than general wear and tear in relation to the type of event held (i.e., no tyre ruts, dead grass areas (oil spills, burns etc.) ripped turf, sods, etc).
- ✓ There must be no excessive compaction or vehicle tracks over lawn areas. Only minimum numbers of vehicles are permitted on lawn areas unless expressly authorised and only to unload equipment and to set up structures for the event. Trucks and cars used for transport only are to be kept off the lawn areas.
- ✓ No parking outside of designated parking areas unless expressly permitted.
- ✓ All litter and rubbish associated with the event must be removed during and after the event.
- ✓ Any damage arising from the event must be made good by the permit holder, to the Committee's satisfaction, or the Committee may seek to recover costs if not satisfied with the permit holder's efforts to make good.



EVENT APPLICATION FORM

Please mark N-A against any items that are not applicable.

ABOUT YOUR EVENT

1. **NAME OF EVENT**

2. **TYPE OF EVENT (please give a description and purpose of the event)**

3. **PROPOSED EVENT DATE/S**

ALTERNATIVE DATE

4. **LOCATION (include details such as a location map or map reference)**

5. **NUMBER OF PARTICIPANTS**

Approximately how many people will attend? (participants, spectators, organisers)

6. EVENT TIMES

Total Site Occupation (including set-up & pack-up)

Date:	
Start time:	
Finish time:	

Event Timing (actual event)

Date:	
Start time	
Finish time	

Road Closure Times (if applicable – see item 20)

Start time:	
Finish time:	

Road 1	<input type="text"/>	Side	<input type="text"/>	Section	<input type="text"/>
--------	----------------------	------	----------------------	---------	----------------------

Road 2	<input type="text"/>	Side	<input type="text"/>	Section	<input type="text"/>
--------	----------------------	------	----------------------	---------	----------------------

7. NAME OF ORGANISER OR ORGANISING GROUP

--

8. KEY CONTACT PERSON/S & POSITION/S

9. POSTAL ADDRESS FOR CORRESPONDENCE

Postcode

10. CONTACT NUMBERS

Business:	
Home:	
Mobile:	
Fax/Email	
During event:	

Do you agree to have your activity and contact details promoted in our newsletter or through media outlets?

Yes No

11. SITE PLAN (attach a detailed site plan)

Please attach a detailed site plan showing the event area, entry/exit points, location and footprint of any structures, stages etc.

12. ROUTE PLAN (if applicable, e.g. for races, parades, walks etc)

Please attach a detailed diagram and timing schedule highlighting all legs/aspects of the event if applicable.

13. SITE SETUP DETAILS

Marquees or other shelters Yes No

Size:	
Quantity:	

Stages Yes No

Size:		Quantity:	
-------	--	-----------	--

Portable Toilets Yes No

No. of units:	
---------------	--

Musical Entertainment Yes No

Details:

Amplification equipment: detail operation times Yes No

Details:

--

Lighting equipment

Yes

No

Details:

--

Caterers

Yes

No

Details:

--

Generators

Yes

No

Details:

--

Commercial Activity: ticketing, amusements, rides, food and drink vendors, stall holders.

Yes

No

Details:

Will alcoholic drinks be served or consumed?

Yes

No

Consumption of alcoholic drinks in public places is prohibited in the Surf Coast Shire. You must seek permission from the Shire to consume alcohol and from Victoria's Liquor Licensing Commission to serve alcohol.

Contact: ***Surf Coast Shire Local Laws Department***
P.O. Box 350
Torquay 3228

Do you require access to power or water?

Yes

No

Please give details.

Any other site setup details

Yes

No

Details:

--

14. OTHER INFORMATION

Proposed Signage

Yes

No

Type of signs, sizes, quantity and locations

No signage of any description is to be erected without prior GORCC approval. Approval from the Surf Coast Shire's Local Laws department is required for signs located outside GORCC-managed coastal reserves.

Contact: **Surf Coast Shire Local Laws Department**
 P.O. Box 350
 Torquay 3228

Are animals part of the event

Yes

No

Details:

--

Vehicles

Yes

No

Is vehicle access onto the coastal reserve required for drop off/pick up purposes?

Number of vehicles:

--

Time required:

--

Reason required:

(Vehicles must not remain on reserves during events, unless authorised)

Other relevant activities (eg. fireworks, acrobatics, balloons¹ etc)

Details:

--

¹ Note that the releasing of balloons or other objects into the natural environment is not permitted and is regarded as littering; penalties may apply.

EVENT IMPACTS, RISKS AND BENEFITS

15. WASTE MANAGEMENT AND RECYCLING DETAILS

Waste management is the responsibility of the event organiser unless expressly agreed otherwise. Events that involve the dropping of litter (e.g. drink cups) must provide immediate clean up on the day of the event. Please also outline any recycling details. We may be able to assist with waste management on a fee-for-service basis on request.

16. ACCESS FOR THE PUBLIC, CLUBS AND BUSINESSES

Please outline how the event could affect or prevent public access (e.g. by open space/beach users, club members, local business staff or patrons) in the vicinity of the event area.

17. SOCIAL IMPACTS

Please outline how you plan to minimise social impacts related to noise, site setup, event activities and the behaviour of people attracted by the event (considering both visitors and nearby residents).

18. HEALTH, SAFETY AND RISK MANAGEMENT

Please outline any risks associated with the conduct of the event, including risks to participants, event staff, spectators, personal or public property, or the environment. Attach separate risk and emergency management plans if appropriate².

19. ENVIRONMENTAL IMPACTS

Please outline the impact of your event on open space, flora and fauna, waterways or other environmental values and describe how you will minimise impacts.

20. TRAFFIC AND PARKING MANAGEMENT

Will the event affect traffic and/or require a large amount of parking space? If so, please attach a detailed traffic and parking management plan.
Yes No

21. PUBLIC LIABILITY INSURANCE

Do you (the organiser) have public liability insurance cover for the event?
Yes No

What is the amount covered? \$.....

Please attach a certificate of currency.

22. REFEREES

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

For on-road events at least one referee needs to be from a Victoria Police Branch which has had involvement with your events previously. The second reference needs to be from a Local or State Government agency or similar.

1.

² Applicants who are unsure about this requirement should contact us.

2.

23. YOUR STATEMENT OF EVENT BENEFITS

Please tell us why your event should be approved. Attach further information if necessary.

24. HAVE YOU DISCUSSED EVENT PROPOSALS WITH ANY OF THE FOLLOWING AUTHORITIES?

- | | |
|---|---|
| <input type="checkbox"/> Vic Roads | <input type="checkbox"/> Fire Brigade |
| <input type="checkbox"/> Torquay Police | <input type="checkbox"/> Foreshore Clubs/Businesses |
| <input type="checkbox"/> Surf Coast Shire | <input type="checkbox"/> Liquor Licensing Commission |
| <input type="checkbox"/> St Johns Ambulance | <input type="checkbox"/> Department of Sustainability and Environment |

Please list any other authorities

Thank you