



.GREAT VICTORIAN. RAIL TRAIL

ENQUIRY FORM FOR ACTIVITIES ON THE GVRT RESERVE

- Please complete and lodge this form at least 60 days prior to your event/activity/program.
 - If you are in any doubt as to whether your event requires approvals/permits you must submit this preliminary notification.
 - This form will be assessed to determine if you will need to seek formal approvals or permits to hold your event or activity.
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DETAILS

Name of Event/Program/Activity _____

Is this activity annual or ongoing? _____ What is its duration? _____

Name of Organisation: _____

Type of organisation: Commercial. ABN number _____

Non-commercial. Details _____

Postal Address: _____

Location: (exact location/s on/near Rail Trail or whole of Rail Trail) _____

CONTACTS

Contact for Event Administration

Name: _____ Position: _____

Phone: _____ Email: _____

Mobile: _____ Other: _____

Other key contact people:

Name: _____ Role: _____

Phone: _____ Email: _____

Name: _____ Role: _____

Phone: _____ Email: _____

Name: _____ Role: _____

Phone: _____ Email: _____

Name: _____ Role: _____

Phone: _____ Email: _____

PUBLIC LIABILITY INSURANCE

Amount of Cover: _____ Certificate of Currency Copy Supplied: **Yes / No**
(Minimum of \$10M required)

What provision of information and instructions to participants regarding unsealed surface of GVRT (especially in wet weather conditions) has been provided? _____

SITE PLAN

Site Plan Supplied: (If not, please explain why) _____

SAFETY MANAGEMENT PLAN

Safety Management Plan Supplied: (If not, please explain why) _____

(Do you require our standard form Emergency Management Plan to amend as appropriate?) _____

CARNIVAL

Carnival Operator: _____

Phone: _____

Carnival PL Insurance: _____ Amount of Cover: _____

Copies of Certificate of Currency Supplied: **Yes / No**

PARKING AND ROADS

Location: _____

Marshals: _____

(Please identify on site plan)

WILL ANY ROADS REQUIRE CLOSURE: **Yes / No**

If Yes, name road/s: _____

EMERGENCY SERVICES

Emergency Access Route Identified: _____

Police Notified: **Yes/ No** Details: _____

First Aid presence: _____

WHAT ARRANGEMENTS have been made to recover of fix breakdowns, bicycles, horses, participants?

What arrangements to repair any damage to unsealed surface? _____

SECURITY

Name of Company: _____

Contact Person: _____ Phone: _____

Number of Security Personnel: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

FOOD STALLS

Temporary Food Stall Applications will need to be obtained from the appropriate Shire.

Alcohol Available: **Yes / No** If yes, permission from Shire Local Laws obtained: **Yes / No**

Copy provided: **Yes / No**

ADVERTISING, LOGO, PROMOTION

Please provide electronic copy of logo and any advertisement material you may like included in Council publicity and on the GVRT Website.

RUBBISH REMOVAL

Contract Cleaner: _____ Phone: _____

Provider of Bins: _____ Provider of Skips: _____

If a Shire Council is supplying wheelie bins, how many bins do you require and how many liners?

Bins: _____ Liners: _____

To be delivered to: _____

Date: _____. / _____. / _____ Time: _____

To be collected from: _____

Date: _____. / _____. / _____ Time: _____

Street Sweet Required: **Yes / No** Date: _____ Time: _____

What arrangements to dispose of horse waste? _____

TOILETS

Portable Toilets Hired: **Yes / No** Number of toilets: _____

Toilets on Site: **Yes / No** Access required from _____ to _____

Cleaning required: _____

Date: _____. / _____. / _____ Time: _____

Date: _____. / _____. / _____ Time: _____

Sanitary Bins required: **Yes / No** Number required: _____

WATER

Water on site: **Yes / No**

Access required from _____ to _____

DECLARATION

I, (print name) _____ on behalf of (organisation) _____
_____ agree to abide by all conditions set
for holding an event in the Great Victorian Rail Trail Reserve.

Signed: _____ Dated: ____ / ____ / ____

PROCESS

Here's how the ACTIVITY ON THE GVRT approval process works:

1. Complete and lodge the Enquiry Form at least 60 days before the event.
If required also lodge a request for the Standard form **Emergency Management Plan**. *If in any doubt whether your event requires authorisation submit the completed Enquiry Form and receive clarification*
If a **Planning Permit** is required-submit Preliminary Notification 6 months before event. You will receive a response which will include information about whether you require a permit or other formal approval.
This will detail what if any permits/approvals are required.
 2. If required you will be asked to lodge a **Permit Application form/s**. This may require the following documentation:
 - Emergency Management Plan
 - Public Liability Insurance (\$10 million min) certificates of currency
 - Site Plan
 3. Receive notification of authorisation subject to issue of the required Permit/s
 4. Issue of required permits
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SUBMIT COMPLETED FORM TO:
info@greatvictorianrailtrails.com.au Or
Great Victorian Rail Trail Activity Approvals
PO Box 654
Mansfield VIC 3724