



Community liability insurance

All Minor Events held within the City of Port Phillip are required to have public liability insurance with a minimum of \$20,000,000 coverage. Event organisers must provide a copy of their own insurance policy along with the application form or purchase cover through City of Port Phillip by completing this form and paying the premium. If an event organiser is engaging any third party providers for services (such as the hire of equipment, provision of catering, etc.) they must provide Council with a Certificate of Currency from each provider.

Insurers

QBE Insurance (Australia) Ltd

Council

City of Port Phillip

First name

Last name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

Date of permitted event

Location

Purpose of permit (e.g. wedding, birthday party)

Note: Premium including GST and stamp duty \$35. The \$35 fee will be added to your invoice.

Subject to \$500 excess each and every loss

Upon the payment of the prescribed premium and completion of this form your liability as permit holder is indemnified, subject to the terms of a master policy issued by QBE Insurance (Australia) Ltd.

In the event of any claim, or the happening of any circumstances which may give rise to a claim, you must advise the Council's Risk & Assurance Unit on (03) 9209 6588 as soon as possible.

Applicant full name

Date

Risk Management – please identify all hazards or risks which may be applicable to your event.

Description of Hazards / Risks	Control measures
Example First Aid / Injury	Example First Aid Certified staff on site Call 000 if further medical attention is required.
COVID-19	We are in compliance with DHHS Directions issued by Victoria's Chief Health Officer