



EVENT PERMIT APPLICATION

Issued Dec-2019
Next Review Dec-2020

(For an event to be held on Central Darling Shire Council land or land under Council’s care, control and management)

Send To: Central Darling Shire Council, 21 Reid Street Wilcannia 2836; OR Email: Centraldarlingshire@nsw.gov.au

All Event Permit Applications must be lodged with Council **30 days or more** prior to the event

DEFINITION - An Event fits within the following guidelines:

- has an estimated attendance of 10 people; and / or
- includes a formal ceremony; and / or
- includes additional stall holders / businesses (Inc. the sale of food / beverages / alcohol); and / or
- requires amplified sound (music, pa etc.) and / or
- requires vehicle or pedestrian access signage, and / or
- requires additional infrastructure (e.g. staging, large marquees, etc.); and / or
- involves road closures or speed reductions; and / or
- involves an activity Council deems as potentially dangerous or high risk. e.g. amusement structures, large temporary structures, fireworks etc.

Examples of an Event may include a Club Gathering (with market type stalls), Anzac Day Ceremony, Market, Fair, Festival, Community Event, Events with Fireworks, and Events with Traffic Management Requirements etc

1. APPLICANT & EVENT DETAILS

I, _____
(Name)

For and behalf of: _____
(Organisation – if applicable)

Here-in-after called the “Applicant / Permit Holder” make this Application to hold the Event described below on Central Darling Shire Council land or land under Council’s Care, Control and Management and declare I am over 18 years of age.

Address: _____

Contact Person: _____ Position / Title: _____

E-mail: _____

Best Contact Ph: _____ During Event: _____

Name of the Event: _____

Description: _____ Entry Fee \$..... N/A

Provide details about your event including the purpose of the event (e.g. Private, Community, Ticketed)

Event Date(s): Start: _____ Finish: _____

Number of Days: _____

Event Times: Start: _____ Finish: _____

Estimated Daily Attendance: _____

Overall (estimated) Attendance: _____

2. EVENT INSURANCE

Please note: Event Organisers are responsible for the safety of event participants and spectators. Council does not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.

Do you have Public Liability Insurance for the minimum sum of \$20 million?

Yes No

A copy of the Certificate of Currency for the minimum sum of \$20 million is attached

Yes No

3. EVENT VENUE

3.1 DANGEROUS SUBSTANCES (LPG CYLINDERS, FLAMMABLE LIQUIDS)

Will LPG Gas Cylinders or flammable liquids (e.g. petrol) be used?

Yes No

If yes, Safety issues must be considered. Potential hazards relating to dangerous substances must be addressed and included in Section 6: Risk & Emergency Management

Will there be over 250kg of PG or 120ltrs of flammable liquids on the entire site?

Yes No

If YES Provide the Dangerous Substances Licence

Number: _____

Other Information: _____

3.2 TEMPORARY STRUCTURES AND CHANGES TO EXISTING FACILITIES

If development approval is required, assessment for both Planning and Building may take up to 16 weeks

Will the event include any temporary structures, such as?

- Stages or platforms
- Break away stage skirts
- Seating stands
- Marquees / Tents
- Pre-fabricated buildings
- Other

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Have development approvals been obtained from Council for temporary structures or changes to existing facilities?

Yes No

Comments: _____

4. PUBLIC HEALTH, SAFETY & OTHER CONSIDERATIONS

4.1 COMMUNITY & PUBLIC CONSULTATION

Have adjoining property owners / occupiers been advised where required? (e.g. public notices in local print media etc. (important where road closures or fireworks)?

Yes No

4.2 FIREWORKS

Will there be any fireworks or other pyrotechnics at the event? YES NO

If YES, attach a copy of the Technician's current pyrotechnics licences and SafeWork SA Workplace Services Permit;

Company managing / undertaking fireworks program _____

Technician (Name): _____ Permit Number: _____
 Email: _____ Mobile: _____

- Copy of the Technician's current pyrotechnics licences and SafeWork SA Workplace Services Application / Permit attached?
 YES NO

Identify areas patrons are restricted from entering (public exclusion zones) on the site plan Detail how public exclusion zones will be managed:

Ref: Explosives Act SA 1936

4.3 AMUSEMENT STRUCTURES

Will there be any amusement structures operating at the event? YES NO

If yes, provide details and attach applicable information for each structure

- *A current copy of SafeWork NSW Workplace Services Certificate of Amusement Structure Registration (and or associated log book entries); and*
- *A copy of Public Liability Insurance (Certificate of Currency) for the minimum sum of \$10 million; and any other applicable licences*

Type: _____

Proprietor: _____

				Reg. No:		
• Copy Safe Work NSW Workplace Services Certificate of Amusement Structure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Copy Public Liability Insurance Certificate of Currency (min. \$20 million) attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Copy(s) of other Applicable Licences / Information? List below:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Type: _____

Proprietor: _____

				Reg. No:		
• Copy Safe Work NSW Workplace Services Certificate of Registration Amusement Structure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Copy Public Liability Insurance Certificate of Currency (min. \$20 million) attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
• Copy(s) of other Applicable Licences / Information? List below:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

(Copy and attach additional pages as required)

5. OTHER PARTICIPATING ORGANISATIONS/BUSINESSES/GROUPS

5.1 FOOD OUTLETS

Will food be provided for sale at the event? YES NO

If yes, FORM-003 "Intention to Conduct a Temporary Food Premises" Application (with a copy of Public Liability Insurance Certificate of Currency for the minimum sum of \$10 million; and other applicable licences) must be lodged with Council at least 14 days PRIOR to the event for each participant.

Type of Food	Facilities Required / Utilised	Supplier / Caterer	Contact Details		Documents Attached
			Name		
			Name		<input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Public Liability Insurance Certificate of Currency Expiry:
			Address		
			Phone		
			Name		<input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Public Liability Insurance Certificate of Currency Expiry:
			Address		
			Phone		
			Name		<input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Public Liability Insurance Certificate of Currency Expiry:
			Address		
			Phone		

5.2 STALL HOLDERS (NON-FOOD RELATED)

Any (non-food related) organisations / businesses participating in this event? YES NO

If yes, each business must be listed below and a copy of Public Liability Insurance Certificate of Currency for the minimum sum of \$10 million; and other applicable licences must be attached to this application

Name of Stall / Exhibitor	Type of Stall (Products / Goods for Sale)	Contact Details		Documents Attached
		Name		
		Name		<input checked="" type="checkbox"/> Public Liability Insurance Certificate of Currency Expiry:
		Address		
		Phone		
		Name		<input checked="" type="checkbox"/> Public Liability Insurance Certificate of Currency Expiry:
		Address		
		Phone		
		Name		<input checked="" type="checkbox"/> Public Liability Insurance Certificate of Currency Expiry:
		Address		
		Phone		

6. RISK & EMERGENCY MANAGEMENT

6.1 RISK ASSESMENT & CONTROL

All events have risks, regardless of the nature or size. It is the event organiser's responsibility to identify and manage these risks. Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. In order to identify what risks, need to be managed, a Risk Assessment must be conducted.

Please complete and attach RISK ASSESSMENT. If you require assistance, please contact council

- Risk Assessment attached? YES NO
- Have risks been identified and rated? YES NO
- Have suitable control measures been established and implemented for each risk? YES NO
- Will Contractors be engaged to work at the event? YES NO
- Will there be persons working at height? YES NO
- Will there be moving vehicles in the event space? Forklifts etc. YES NO

6.2 EMERGENCY SERVICES NOTIFICATION

It is essential that event organisers notify Emergency Services of the event to assist in their planning for response to any emergency. Consult all services listed and include all requirements / recommendations they provide, and action taken below:

NSW POLICE	Date Notified: _____	Notified By: _____
Branch Name: _____		Branch Location: _____
Contact Officer: _____		

FIRE AUTHORITY	Date Notified: _____	Notified By: _____
Branch Name: _____		Branch Location: _____
Contact Officer: _____		

AMBULANCE	Date Notified: _____	Notified By: _____
Branch Name: _____		Branch Location: _____
Contact Officer: _____		

HOSPITAL / HEALTH SERVICE	Date Notified: _____	Notified By: _____
Branch Name: _____		Branch Location: _____
Contact Officer: _____		

7. CONDITIONS

1. The Event Permit:
 - is not a lease or tenancy – the event area remains a public place and, except as stated otherwise on the plan, neither the event holder nor their patrons have exclusive use of the event area;
 - is limited to the particulars of this permit – any variation to details is at the Council’s discretion;
 - is not transferable;
 - may be surrendered at any time through notification to the Council;
 - is revocable by the Council as Local Government Act 1999 allows.During the period covered by the Event Permit, a copy of the Event Permit must be kept upon the event area, and upon request, produced to an authorised employee of Council.
2. The Permit Holder organising and / or persons participating in private events in a reserve, park or garden, do so at their own risk. The Council accepts no liability for loss, and the Applicant / Permit Holder agrees to indemnify and keep indemnified the Council, its servants and agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
3. The Applicant / Permit Holder (or Organisation) shall take out and keep current a Public Risk Insurance Policy in the name of the Permit Holder (or Organisation) insuring the Permit Holder for the minimum sum of Twenty Million Dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Applicant / Permit Holder in relation to the activity.
4. The Applicant / Permit Holder or any other participant, (e.g. a vendor of merchandise), where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Event Permit. The Permit Holder must ensure that all stall holders or performers associated with the Event provide required insurances. Any plant or equipment of the Permit Holder or its participants, must be presentable, clean, safe, and kept within the Event Area boundaries. Equipment and structures must be removed from the Event Area or secured at the close of business on each day of the Event. A marquee, staging, scaffolding or other temporary structure must be installed by qualified persons; electrical works must be carried out by qualified electricians; plumbing works must be carried out by qualified plumbers. Any plant or equipment of the Permit Holder or its participants brought upon the Event Area is at the Permit Holder’s risk.
5. The Permit Holder must not suffer upon the Event Area any disorderly conduct or a public nuisance.
6. The Permit Holder must keep the Event Area safe, clean and free of rubbish.
7. No vehicle of any type may be driven onto the reserve, park or garden without the prior written approval of Council. Unauthorised vehicle access on reserves is a breach of Council By-laws and will result in the issue of an expiation notice.
8. Umbrellas or marquees / tents must not be erected within the reserve, park or garden without written approval of Council.
9. On the day of occurrence or, if not practicable, the next business day, the Permit Holder must advise Council in writing of:
 - any injury/s that required off-site medical treatment during the Event
 - any loss, damage or defect of property under the Council’s care, control and management;
 - any Police attendance in response to complaints, disorderly conduct or public nuisance
 - any material variation, suspension, revocation or expiry of insurance or a third-party consent, licence, permit or approval the Event Permit or Event requires.
10. The event area must be restored to the same condition as prior to the event, by the date stipulated in the application or no longer than 48 hours after the event. If repair or replacement of damaged property is required by Council, Council may seek to recover costs from the Permit Holder.
11. If by reason of the Permit Holder’s (or its participants) default or negligence the Council claims any insurance the Permit Holder shall bear any excess or deductible for the claim.
12. The Event Organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
13. The Council grants the Event Permit under Local Government Act 1999 s. 202 (in case of community land) and s. 222 (in case of a public road) and not in any other capacity. The Event Permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power.
14. Permission may be revoked by Council if the Permit Holder fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
15. Permission to commence the Event will not come into operation until proof of all required documentation has been provided to the Council and the Event Permit, authorised by Council, has been returned to the Permit Holder.
16. The Permit Holder paying prescribed fee(s). Community organisation (non-profit), in lieu of monetary payment, are to recognise Central Darling Shire Council is promotion / advertising for the event to the same value. Refer Council’s Fees and Charges schedule.
17. The Permit Holder agrees to all ‘Special Conditions for Permit’ which the Council may determine.

DECLARATION

I have read and understand the permit conditions and agree to abide by the said conditions, for and on behalf of the Applicant (Event Organiser)

Name (Print): _____	Position: _____
Signature: _____	Date: _____



2. EVENT INSURANCE

- Copy of Certificate of Currency Expiry Date: _____

3. EVENT VENUE

- 3.1 Dangerous Substances (LPG cylinders, flammable liquids) _____
- 3.2 Temporary Structures and changes to existing facilities _____

4. PUBLIC HEALTH, SAFETY & OTHER CONSIDERATIONS

- 4.1 COMMUNITY & PUBLIC CONSULTATION _____
- 4.2 Fireworks _____
- 4.3 Amusement Structures _____

5. OTHER PARTICIPATING ORGANISATIONS/BUSINESSES/GROUPS

- 5.1 Food Vendors _____
- 5.2 Stall Holders (Non-Food) Exhibitors _____

6. RISK & EMERGENCY MANAGEMENT

- 6.1 Risk Assessment & Control _____
- 6.2 Emergency Services Notification _____

Permit Issued:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Notes: _____
By (Print Name)	_____				Date: _____
Position	_____				
Signature:	_____				

END OF DOCUMENT

