



**EVENT APPLICATION FORM**  
**MAJOR EVENT**  
**(Over 50 Attendees)**

**1. EVENT ORGANISER DETAILS**

Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position / Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
After Hours: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Event Mobile: \_\_\_\_\_

**2. EVENT DETAILS**

Event Name: \_\_\_\_\_  
Event Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of Days: \_\_\_\_\_  
Event Times: Start: \_\_\_\_\_ am / pm Finish: \_\_\_\_\_ am / pm  
Estimated daily attendance: \_\_\_\_\_ Overall attendance (events longer than 1 day) \_\_\_\_\_  
Proposed Venue: \_\_\_\_\_  
Venue Address: \_\_\_\_\_  
Venue / Site Preparation Start Date: \_\_\_\_\_ Venue / Site Preparation Vacated Date: \_\_\_\_\_  
Time: \_\_\_\_\_ Time: \_\_\_\_\_  
Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. SITE PLAN

Detail location of facilities and activities of the event on the grid provided below.

The area must be and remain laid out in conformity with the plan.

The following information is a guide only of what should be included on the site plan:

- Access and egress points for vehicles and people
- Activities / entertainment areas
- Camping areas
- Emergency services
- First aid posts
- Food stalls
- Hazards
- Parking
- Public telephones
- Restricted or prohibited areas
- Toilets

A large grid for drawing a site plan, consisting of 20 columns and 20 rows of small squares. The grid is intended for detailing the location of facilities and activities of the event.

#### 4. INSURANCE

Do the event organisers have public liability and professional indemnity insurance (minimum \$10 million) to cover the event?

Yes  No

Please provide a copy of the certificate of currency.

#### 5. STALL HOLDERS

Are there any organisations apart from the event organiser, participating in this event?

Yes  No

If YES, please list.

_____	_____
_____	_____
_____	_____
_____	_____

Note: A stall holder applications and copies of their certificate of currency of public liability insurance and any other licences must be attached to this application for each participant.

#### 6. NOISE

Will your event include amplified music or speeches, etc?

Yes  No

If YES, please provide details including what will be amplified, volume and times.

\_\_\_\_\_

\_\_\_\_\_

Note: It may be necessary to obtain a permit from the Environment Protection Authority for excessive noise.

#### 7. ROAD CLOSURE

Will it be necessary to close any roads for the event?

Yes  No

Name of road / street: _____	Date: _____	Time of closure: _____	am/pm
Re-opening: _____	Date: _____	Time _____	am/pm
Name of road / street: _____	Date: _____	Time of closure: _____	am/pm
Re-opening: _____	Date: _____	Time _____	am/pm
Name of road / street: _____	Date: _____	Time of closure: _____	am/pm
Re-opening: _____	Date: _____	Time _____	am/pm

Council must declare the Event to be an event which Road Traffic Act 1961 s 33 applies, and under s.33(1) makes the relevant ancillary orders (with or without conditions).

#### Infrastructure Authorisation

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 8. ALCOHOL

Will alcohol be provided?

Yes  No

If YES, has an application for a Liquor Licence been made and on what date?

Yes  No

Date: \_\_\_\_\_

Has it been approved and issued? (Please provide a copy)

Yes  No

## 9. FOOD

Will food be served at your event?

Yes  No

List the food businesses and type of food (including alcohol and other beverages) being provided at the event:

Type of Food	Facilities Required / Utilised	Supplier / Caterer	Contact Details	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	

## 10. TOILETS AND ABLUTION FACILITIES

Number of facilities:

Toilets	Female:	_____	Male	_____
Urinals			Male	_____
Hand basins	Female	_____	Male	_____
Showers	Female	_____	Male	_____

Number of facilities for persons with a disability:

Toilets (including hand basins) \_\_\_\_\_  
Showers \_\_\_\_\_

Ref: Disability Discrimination Act Commonwealth 1992

## 11. WASTE MANAGEMENT

Will your event require assistance with waste management? Yes  No

If YES, please provide details, Council may be able to assist:

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## 12. EMERGENCY SERVICES

Have emergency services been notified of the event details and consulted as to their recommendations / requirements? Yes  No

**POLICE**

Date of Notification \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Contact Officer: \_\_\_\_\_

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulfilled: Yes  No

**FIRE AUTHORITY**

Date of Notification \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Contact Officer: \_\_\_\_\_

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulfilled: Yes  No

**AMBULANCE SERVICES**

Date of Notification \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Contact Officer: \_\_\_\_\_

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulfilled: Yes  No

**LOCAL HOSPITAL / HEALTH SERVICE**

Date of Notification \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Contact Officer: \_\_\_\_\_

Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulfilled: Yes  No

### 13. FIRST AID FACILITIES

Will first aid services be available at your event?

Yes

No

If NO, please give details as to why First Aid is not needed at your event.

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If YES, who will be providing this service?

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### 14. ANIMALS

Does the event involve the use of animals?

Yes

No

If YES, what arrangements will be necessary for their management, care and well-being?

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Will the public be handling the animals?

Yes

No

If YES, what provisions will be made to minimise transmission of zoonotic (animal to human) disease (refer to Petting Zoo Infection Control Guideline, Department of Human Services, 2002).

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What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure and wash down areas)?

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Have adjoining property owners / occupiers been advised or public notices been placed in local print media (particularly where fireworks are to be used)?

Yes

No

## 15. AMUSEMENT STRUCTURES

Will there be any amusement structures operating at the event?

Yes

No

If YES, please provide details:

Proprietor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Structure Type:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reg. No:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Copy of Workplace Services Certificate of Amusement Structure Registration for each structure and public liability insurance certificate of currency must be provided.

## 16. FIREWORKS

Will there be any fireworks or other pyrotechnics at the event?

Yes

No

If YES, please provide details:

Name of Company managing / undertaking fireworks program

\_\_\_\_\_

Technician:

\_\_\_\_\_

Permit Number:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Mobile:

\_\_\_\_\_

Copy of Technicians current pyrotechnics licences and Workplace Services application / permit must be supplied.

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

## 17. SECURITY

Will there be qualified security personnel in attendance?

Yes

No

Security may be a requirement of a Limited Liquor Licence.

If NO, please give details as to why Security is not needed at your event.

\_\_\_\_\_  
\_\_\_\_\_



If YES, please provide details:

Name of Company: \_\_\_\_\_

Licence details: \_\_\_\_\_

Responsible for: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_

Phone / Mobile: \_\_\_\_\_

Number of security personnel at event: \_\_\_\_\_

Event security will commence on: \_\_\_\_\_

and conclude at: \_\_\_\_\_

## 18. BUILDING AND STRUCTURE REQUIREMENTS

Will the event include any of the following temporary structures?

- Stages or platforms
- Break away stage skirts
- Seating stands
- Marques / 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"/>

If YES, please provide details.

\*Please note – if development approval is required assessment for both Planning and Building may take up to 16 weeks.

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

Yes  No

### Planning Authorisation

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 19. VOLUNTEERS

Will volunteers be used at the event?

Yes  No

If YES, please provide details of volunteer roles, insurance, management procedures, training, induction and compliance with the Volunteer Protection Act SA 2001.

## 20. SIGNAGE

Will your event require temporary signage?

Yes

No

What signage, including those required under the provision of the Liquor Licensing Act, will need to be provided.

For example:

<input type="checkbox"/> Ambulance locations	<input type="checkbox"/> Promotional / sponsorship
<input type="checkbox"/> Drinking water	<input type="checkbox"/> Shaded areas
<input type="checkbox"/> First aid posts	<input type="checkbox"/> Telephones
<input type="checkbox"/> Fire fighting posts	<input type="checkbox"/> Tobacco products
<input type="checkbox"/> Food outlets	<input type="checkbox"/> Toilets and ablutions
<input type="checkbox"/> Information centre (s)	Others:
<input type="checkbox"/> Liquor licensing	<input type="checkbox"/>
<input type="checkbox"/> Lost and found / stolen property	<input type="checkbox"/>
<input type="checkbox"/> Lost children	<input type="checkbox"/>
<input type="checkbox"/> Parking	<input type="checkbox"/>
<input type="checkbox"/> Police	<input type="checkbox"/>

Will any signage be larger than 2m<sup>2</sup>?

Yes

No

If YES, approval is required from Council.  
Has this approval been obtained?

Yes

No

### Planning Authorisation

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 21. RISK ASSESSMENT AND RESPONSE

Have all possible risks been identified and ranked?

Yes

No

Note: A Risk Register and a Risk Control Plan template are provided for use.

Have control measures been established for each risk?

Yes

No

Have control measures been implemented for each risk?

Yes

No

## RISK REGISTER

The Risk What can happen and how it could happen	The Chances of an Incident Happening		Risk Level	Adequacy of Existing Controls	Risk Priority: (e.g. 1, 2, 3 etc)
	Consequence	Likelihood			

## RISK CONTROL PLAN

Risk (in priority from Risk Register)	Possible Control Options	Preferred Option: Avoid / Control / Transfer / Retain	Risk Level after the Possible Control Options	Result of Analysis: Accept / Reject the Risk	Person Responsible for Control Option	Timetable for Implementation	How will Risk and Control options be monitored?

## 22. VACATING THE SITE

Arrangements for site clean up:

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Arrangements for clean up of surrounds:

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## 23. BOND REFUND DETAILS

Contact Person:	.....
Telephone No:	.....
Mailing Address:	.....
	.....
Direct Credit Details: BSB:	.....
	ACCOUNT: .....

## 24. GENERAL CONDITIONS

1. The Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and 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 Special Event Permit.
2. If any time before the Event the Council so requests, the Permit Holder must convene a meeting (at the Council's premises) with the Council and other stakeholders to discuss planning for the Event – and within 7 days after any meeting, the Permit Holder must distribute draft minutes of the meeting.
3. The Permit Holder at its cost must supply and install all things needed for the Event or for the safety or convenience of participants or patrons. The Council is not obliged to supply any information, materials, plant, equipment or other goods or services for the purposes of the Event. If Council agrees to supply equipment or services for the Event it may recover a reasonable fee.
4. The Event Organiser shall take out and keep current a Public Risk Insurance Policy in the name of the Permit Holder insuring the Permit Holder for the minimum sum of Ten Million Dollars (\$10 000 000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity.
5. The Event Organiser 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. Any plant or equipment of the Permit Holder or its invitee, must be presentable, clean, safe, and positioned 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 brought upon the Event Area must be installed by qualified persons; any electrical works must be carried out by qualified electricians; any plumbing works must be carried out by qualified plumbers. Any plant or equipment of the Permit Holder or its invitee brought upon the Event Area is at the Permit Holder's risk.

6. Activities of the Event must be of a kind, scope and duration as last approved by Council.
7. The Permit Holder must not suffer upon the Event Area any disorderly conduct or a public nuisance. In the case of a problem, the Permit Holder should call the Police and not the Council.
8. The Permit Holder must keep the Event Area safe, reasonably clean and free of rubbish. Any broken glass or spilt rubbish upon the Event Area must be promptly cleaned up.
9. On the same day as it occurs or, if that is not practicable, on the next working day, the Permit Holder must report to Council:
  - any injury to an individual upon the Event Area during the Event requiring off-site medical treatment;
  - any loss, damage or defect in property under the Council's care, control and management of which the Permit Holder becomes aware;
  - any Police attendance in response to a complaint;
  - a material variation, suspension, revocation or expiry of insurance or a third party consent, licence, permit or approval the Event Permit or Event requires.
10. Within 2 working days after the completion of the Event from any cause, the Permit Holder must restore the Event Area to at least the same condition that existed before the Permit Holder first occupied the area. The Permit Holder bears the cost of all repairs carried out by Council within the Event Area which in the Council's opinion were made necessary by the Event, fair wear and tear excepted.
11. At any time during the period covered by the Event Permit, if the Council so requires, within 2 days the Permit Holder must provide Council evidence of any insurance this Event Permit requires of the Permit Holder.
12. The Permit Holder must ensure that a stall holder or performer to be upon the Event Area holds similar insurances as those the Event Permit requires of the Permit Holder, as applicable.
13. If by reason of the Permit Holder's (or its invitee's) default or negligence the Council claims under against the Local Government Association Mutual Liability Scheme or under insurance held by Council, the Permit Holder bears any excess or deductible for that claim.
14. The Council does not warrant the Event Area as fit for purpose or safe.
15. No reverse duty of care: If the Council gives a consent, approval or direction, accepts any work or inspects anything for the Event Permit:
  - the Council does not have a duty of care to the Permit Holder for that thing; and
  - the Permit Holder is not to any extent relieved from its obligation to comply with these conditions.
16. Without liability for the Council, if the Council has reason to believe the Permit Holder is in default under these conditions, upon 2 days' notice (or less in the case of an emergency) the Council may take steps to rectify the problem and recover the costs from the Permit Holder.
17. The Council may have recourse to the security for any loss or damage caused by the Permit Holder's breach of a condition, any unpaid fee and / or an amount for which the Council is entitled to be indemnified. The Permit Holder's liability is not limited to security.
18. 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 stated – a variation to any particulars is at the Council's discretion;
  - is not transferable
  - may be surrendered at any time, by so notifying 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 demand produced to an authorised Council employee.

19. 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.
20. 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 Special Event Permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power.
21. If the Permit Holder is more than one person, each of them is bound jointly, and also severally. The Permit Holder is liable to the Council for anything done or not done by the Permit Holders invitee (including, without limitation, an officer, member, employee, contractor, agent or patron of the Permit Holder) that if done or not done by the Permit Holder would breach these conditions.
22. The parties are independent contractors and not co-promoters, partners, joint venturers, principal and agent, trustee and beneficiary for the Event or other purpose. Neither party may pledge the credit of the other party, nor purport to enter into obligations on its behalf.
23. Permission is liable to be revoked by Council if the Event Organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
24. Permission to commence the Event will not come into operation until proof of all required documentation has been provided to the Council and a Special Event Permit, authorised by Council, has been returned to you.

**I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.**

**Signed for and on behalf of the Event Organiser:**

Name \_\_\_\_\_

Date: \_\_\_\_\_

Position \_\_\_\_\_

Signature: \_\_\_\_\_

**25. COUNCIL AUTHORISATION**

**COUNCIL USE ONLY**

<b>Insurance</b>	<b>YES / NO</b>	<b>Permit</b>	<b>APPROVED / DENIED</b>
Signed	_____	-- Date:	_____
Position	_____		

Booking Noted:  
If Applicable

\_\_\_\_\_ Where: \_\_\_\_\_

Initial

Works Staff tasked:  
If Applicable

\_\_\_\_\_ Who: \_\_\_\_\_

Initial

Fees Paid:  
If Applicable

\$ \_\_\_\_\_ Date: \_\_\_\_\_

Initial

Bond Paid:  
If Applicable

\$ \_\_\_\_\_ Date: \_\_\_\_\_

Initial

Bond Refunded:  
If Applicable

\$ \_\_\_\_\_ Date: \_\_\_\_\_

Initial

Collection of Keys:  
If Applicable

\_\_\_\_\_ Returned: \_\_\_\_\_

Initial

**Supplementary Forms Completed:**  
If Applicable

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_