



Contact Details:

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Please use the Guide to Applying for and Conducting Events on Council Land and Roadways to assist with completing this form.

EVENT ON COUNCIL LAND APPLICATION

Event Name _____

Description of Event _____

Location of Event _____

Street Address _____

Locality _____

Date/s of Event: From: _____ To: _____

Times: Set Up _____ Pull Down _____

Public Start _____ Public Finish _____

EVENT CO-ORDINATOR / ORGANISATION

Organisation Name: _____

Event Contact (1)

Name _____ Position _____

Email Address _____

Postal Address _____

Phone No: _____ Event Mobile _____

Event Contact (2)

Name _____ Position _____

Email Address _____

Postal Address _____

Phone No: _____ Event Mobile _____

Is the organisation not-for-profit? YES NO

 If YES, please provide evidence to support this.

Does the organisation have a minimum \$20M Public Liability Insurance YES NO

 If YES, please attach a Certificate of Currency, noting the name of the event and Nambucca Valley Council as an interested party.

Are you unable to get insurance due to the nature of the event? YES NO

 If YES, please attach a statement advising why.

Do you require approval from a Committee of Management or a Reserve Trust? YES NO

 If YES, please **attach** a copy of their letter of approval.

Have you consulted Council's Development and Environment section as to whether this event requires a Development Consent? YES NO

If NO, please contact the Duty Planner on (02) 6568 2555 for advice

If YES, do you need to complete a Development Application?

YES NO

 If YES, please **attach** the Development Application?

EVENT DETAILS

Expected Attendance numbers _____

Will there be an admission fee YES NO

If YES, please complete the following

Admission Fees

Adult	Child	Concession	Other
\$ _____	\$ _____	\$ _____	\$ _____

AIRCRAFT

Will a helicopter or a joy flight operate at the event? YES NO

ALCOHOL

Will alcohol be sold at the event? YES NO

 If YES, please **attach** a copy of the Liquor Licence

AMUSEMENT DEVICES * Fees may apply

Does the event include amusement rides? YES NO

If YES, please complete the following:

Type of Ride

How many of this type?

_____	_____
_____	_____
_____	_____
_____	_____

CATERING AND FOOD STALLS * Fees may apply

Will food be prepared or sold at the event? YES NO

 *Note: Home Jurisdiction Rule applies please provide copy of inspection report from local authority.*

Is there an adequate supply of potable (drinking) water for the number of persons in attendance? YES NO

If YES, please advise how the water will be supplied:

CONTINGENCIES

Have you got a contingency plan for inclement weather or other interruptions YES NO

If YES, please describe your contingency plan or attach a separate document

ELECTRICITY * Fees may apply

Do you require electricity at the event YES NO

If yes, please identify the source

Generators Council power Other – please specify

EMERGENCY MANAGEMENT

If an enclosed space is to be used for entertainment, have Emergency Exits, Signage and appropriate lighting been provided? YES NO

If an outdoor event, has a clear access of 2.5 metres been provided for access by emergency service vehicles? YES NO

Are water hydrants able to be accessed at all times? YES NO

ENVIRONMENT

Will your event have an impact on flora and fauna or possible pollution? YES NO

If YES, please describe how will you manage this?

FIREWORKS (Pyrotechnics)

Will the event use pyrotechnics (fireworks)? YES NO

If YES, please advise

Time of display: _____

Name of company supplying the pyrotechnics: _____

 Please **attach** a copy of the licensed operator's Public Liability Insurance

 Please **attach** a copy of the licensed operator's Safework NSW Certificate

FIRST AID

How will you manage First Aid at this event?

LIGHTING

Will the event use lighting equipment?

YES NO

If YES, please specify

MEDIA PLAN

Will you be promoting your event through the media?

YES NO

If YES, please specify how

Nambucca Valley Tourism

YES NO

Press Releases

YES NO

Other - *If YES, please specify*

YES NO

NOISE

Will any personal address systems or amplification systems be used?

YES NO

Will you use generators or other noise producing equipment?

YES NO

If you have answered YES, please provide details of curfew times, methods of noise reduction

POLICE NOTIFICATION

Have you notified the Police of your intention to hold this event?

YES NO

 *If YES, please **attach** a copy of the Notice of Intention to Hold a Public Assembly*

PROGRAM OF ACTIVITIES

Have you attached a program of activities?

YES NO

RISK MANAGEMENT

Have you completed the Risk Assessment?

YES NO



If YES, please **attach** a copy

SECURITY AND CROWD CONTROL

Have you engaged security for your event?

YES NO

If YES, please provide the following details of the company or firm providing the security service

Company _____

Contact Person _____

Email Address _____

Phone No _____

Start Time _____

End Time _____

If NO, please complete the following:

If you are not engaging security, will supervision be carried out by responsible adults?

YES NO

If YES, please complete the following:

Name

Phone

SITE PLAN

Have you attached a site plan/sketch for your event?

YES NO

Note: The site plan/sketch must identify stall locations, First Aid stations, amusement devices, emergency exits, access and egress for Emergency vehicles, Muster Point?

TEMPORARY STRUCTURES

Will any structures be erected for the event – for example (eg marquees, stage, platforms and lighting rigs)?

YES NO

If YES, please complete the following

Structure Type

Size

Quantity

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOILET FACILITIES

Are there adequate toilets on site for the estimated attendance? YES NO

Note: The Guide to Applying For and Conducting Events provides a guideline for the minimum amount required..

If YES, please **complete** the following:

Quantity	Disability Accessible	Female	Male
	_____	_____	_____


If NO, please **provide** details of arrangements for temporary toilet facilities:

TRAFFIC AND PARKING MANAGEMENT * Fees may apply

Is your event being held on a Council road? YES NO

Will the event be conducted under total Police control? YES NO

Will the event affect or impact on, the Pacific Highway? YES NO

 If YES, please contact the Roads and Maritime Services to determine if you will need a Road Occupancy Licence. If YES, please attach a copy of same to this application.

PART A - CLASS OF EVENT

Please indicate the Class which best describes your event.

Note: The Guide to Applying For and Conducting Events provides a guideline on Class of Event.

CLASS 1 CLASS 2 CLASS 3 CLASS 4

PART B - RMS CONTACT INFORMATION - CLASS 1 APPLICATIONS ONLY

Contact Person: _____

Email: _____

Phone: _____ Mobile _____ Fax _____

PART C - POLICE CONTACT INFORMATION - CLASS 4 APPLICATIONS ONLY

Contact Person: _____

Email: _____

Phone: _____ Mobile _____ Fax _____

PART D - ROAD CLOSURES

Will the event require any temporary road closure? YES NO

If YES, please complete the following – times are to include set-up and pack-up

Road Name and Locality	Closure Date	Time	Reopen Date	Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you prepared a Traffic Control Plan (TCP)? YES NO

 If YES, please **attach** a copy of the TCP (compulsory for Classes 2, 3 and 4)

Have any traffic risks been identified in the Event Risk Assessment? YES NO

Have you prepared a map of the route and/or location? YES NO

 If YES, please **attach** a copy of the map

Do you have accredited traffic controllers? YES NO

If YES, please provide the following details of the company or accredited personnel


Company _____

Contact Person _____

Email Address _____

Phone No _____

Have you notified the Police, Fire and Ambulance of this event? YES NO

 If YES, please **attach** a copy of the notifications – this is compulsory

Will public transport be available to and from the event? YES NO

 If YES, please **attach** details

Does your event have unique traffic management requirements YES NO

 If YES, please **attach** details

Do you propose to use Portable Variable Message Signs? YES NO

 If YES, please **attach** details of proposed messages and locations

PART E - IMPACTS ON THE COMMUNITY

Will the event restrict access for any of the following:

Businesses YES NO

Emergency vehicles YES NO

Public transport network YES NO

Local residents YES NO

Users of the space YES NO

Traffic flow YES NO

Pedestrians YES NO

*If YES, please **answer** the following:*

How will you inform local residents, business and other users of the area of the event and the potential interruption that the event may cause?

How will people be able to gain access to facilities / residences during your event?

What plans do you have in place to mitigate potential issues with access, traffic flow, pedestrians or any other issues?

PART F - PARKING

How will parking be provided for the event?

WASTE MANAGEMENT * Fees may apply

(For events that directly generate waste eg events with food stalls and the like)

Type of Waste that will be generated	Mixed Waste	<input type="checkbox"/>	Recycling	<input type="checkbox"/>	Organics	<input type="checkbox"/>
What type of bins will be provided?	Skip/Bulk Bins	<input type="checkbox"/>	Wheelie Bins	<input type="checkbox"/>		<input type="checkbox"/>
Method of waste collection and disposal	Private contractor	<input type="checkbox"/>	Self Haul	<input type="checkbox"/>	Other	<input type="checkbox"/>

If OTHER, please provide details:

WATER ACTIVITIES

Note: NSW Roads and Maritime approval is required for activities on enclosed waters

Do you require approval from NSW Roads and Maritime Services YES NO

 *If YES, please attach a copy of the approval form NSW Roads and Maritime Services*

WHAT WILL THIS COST?

- *There are no Application fees for Not-For-Profit organisations.*
- *There may be fees associated with inspections for Amusement Devices and Food Stalls and costs involved with the supply of Electricity, Road Closure advertising and Waste Management disposal.*
- *Please refer to the Fees and Charges available on Council's website at: <http://www.nambucca.nsw.gov.au>*

EVENTS ON COUNCIL LAND CHECKLIST

The Event Applicant / Organiser is responsible for liaising with Council and all external agencies to gain approvals. All approvals and information should be attached to this application form at time of lodgement. Approval to operate the event will be not given until all documentation, approvals and licences have been reviewed.

The following checklist is intended to guide your preparation of these forms and approvals:

MUST be provided for all events	YES	NO
Completed Application and Event Proposal	<input type="checkbox"/>	<input type="checkbox"/>
Notice of Intention to Hold a Public Assembly	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance – Certificate of Currency \$20M minimum	<input type="checkbox"/>	<input type="checkbox"/>
Program of Activities	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
MAY be required to assess and approve your event		
Certificate of Incorporation or other evidence of not-for-profit status	<input type="checkbox"/>	<input type="checkbox"/>
Committee of Management or Trust approval	<input type="checkbox"/>	<input type="checkbox"/>
Development Application	<input type="checkbox"/>	<input type="checkbox"/>
Liquor Licence	<input type="checkbox"/>	<input type="checkbox"/>
Amusement Device operator's Certificate of Currency	<input type="checkbox"/>	<input type="checkbox"/>
Inspection report under Home Jurisdiction Rule for food stalls	<input type="checkbox"/>	<input type="checkbox"/>
Pyrotechnic operator's Certificate of Currency (Public Liability)	<input type="checkbox"/>	<input type="checkbox"/>
Pyrotechnic operator's Safework NSW Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Approval from NSW Roads and Maritime Services	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Accreditation of Traffic Controllers	<input type="checkbox"/>	<input type="checkbox"/>
Approval from Police or other authority	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT SIGNATURE AND CONDITIONS

- I/We apply for approval to carry out the event described in this application.
- I/We have read and understood the requirements for conducting events on Council land and roadways as set out in the Guide to Applying for and Conducting Events on Council Land (including Roadways).
- I/We also understand that if the information is incomplete, the application may be delayed, rejected, or refused without notice.
- I/We give consent to Nambucca Valley Council to use the application, plans and documents provided in support of this application for advertising and notification purposes.
- Any information or evidence required to assess this application has been provided or will be prior to conducting the event.
- Council managed land used for the staging of the event is left in a clean and tidy condition and that any additional cleaning and waste removal undertaken by Council on behalf of the application will incur costs.
- I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.
- Council reserves the right to cease the event if it is not conducted as outlined in the application.

Applicants Name (Please print)

Applicants Signature

Date