

MAJOR EVENT APPLICATION TEMPLATE



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GDS Category: Social, Cultural and Community Services
Public Document? **YES**
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* **Must be completed in conjunction with Template # 4-5-219 Major Event Application Guidelines Template**

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 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 empty grid for drawing the site plan. The grid consists of 20 columns and 20 rows of small squares, providing a structured area for detailing the event's layout.

4. Insurance

Do the event organisers have public liability and professional indemnity insurance (\$20 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 holders application and copies of 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 Closures, Restrictions and Traffic Control

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

8. Alcohol and Licensing

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 Service

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	
			Name	
			Address	
			Phone	

			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	

Ref: Food Act SA 2001

10. Toilets and Ablutions 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:

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.

If YES, who will be providing this service? _____

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?

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).

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

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 needs to be provided.

16. Fireworks and Pyrotechnics

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 to 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 Personnel

Will there be qualified security personnel in attendance?

Yes No

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	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Break away stage skirts	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Seating stands	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Marques / tents	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Pre-fabricated buildings	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• 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"/>

*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

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. Signs and Advertising

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 developed?

For example:

- | | |
|---|---|
| <input type="checkbox"/> Ambulance locations | <input type="checkbox"/> Promotional / sponsorship |
| <input type="checkbox"/> Camping areas and facilities | <input type="checkbox"/> Public transport pick up / set down points |
| <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 2m²?

Yes No

If YES, approval is required from Council.

Has this approval been obtained?

Yes No

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

See Attachment.

Has risk assessment been completed? Yes No

22. Vacating the Site

Arrangements for site clean up:

Arrangements for clean up of surrounds:

The issuing of this permit is subject to:-

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions, which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of the Permit.

23. 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 permit.
2. 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 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 permit holder in relation to the activity.
3. The event organiser or any other participant, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
4. The permit is not transferable.
5. 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.
6. No food or drink, other than those nominated at Sections 8 & 9 of this application, will be offered for sale by the permit holder.
7. No music system or amplified sound, other than those specified at Section 6 of this application, is to be used by the permit holder without the prior approval of Council.
8. Stalls and exhibitor sites will be allocated by the Event Coordinator and sites can only be altered by liaison with the Coordinator.
9. The permit holder shall ensure that site/s covered by this permit are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
10. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
11. The permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance. The decision of Council will be final.
12. 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.
13. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a 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: _____