

# **Event application**



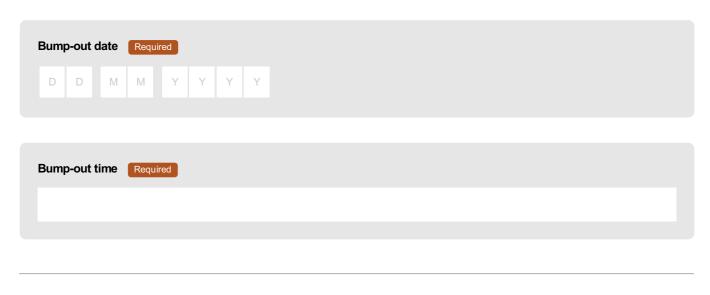
The following documents are required to accompany this event application.

- Event Management Plan (EMP) template can be found here.
- Risk Assessment Plan sample and preferred template can be found here.
- Site Plan an example can be found here
- Other documents that support your application i.e. insurance documents

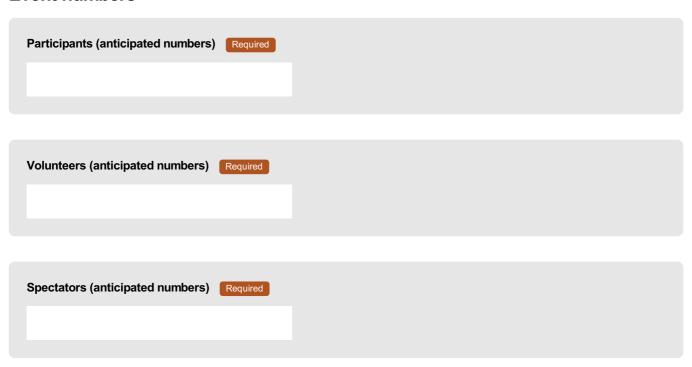
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Event name Required
Preferred Council Property for Event (Reserve, Park, Sportsground) Required
Alternative Property (if required due to adverse weather, conditions, ground closures)
Type of event (Select 1 or more options) Required
Community
Charity/Fundriser
Commercial
Free
Ticketed

Event Description (include all proposed activities eg. food stalls, retail stalls, amusements, band/DJ, animal rides, car rallies/racing, wine tasting, fireworks etc)  Required
Event dates & times
Start date Required  D D M M Y Y Y Y
Start time Required
Finish date Required  D D M M Y Y Y Y
Finish time Required
Bump-in date Required  D D M M Y Y Y Y
Bump-in time Required



# **Event numbers**



**Applicant details** Name of applicant (eg. Sporting Club, School, Organisation, Association, Individual etc) Required ABN (If applicable)

Main contact during assessment of event application, eg Event Organiser

Name Required
Email Required
Phone Required
Event Contacts
Is the main on-site contact the same as the applicant? (Select 1 option) Required
Yes No
Complete this field if you selected only 'No' in Event Contacts: Is the main on-site contact the same as the applicant?
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Complete this field if you selected only 'No' in <i>Event Contacts : Is the main on-site contact the same as the applicant?</i> Main On-site Contact (during event operation hours)  Required
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Complete this field if you selected only 'No' in Event Contacts: Is the main on-site contact the same as the applicant?
Email Required
Secondary On-site Contact (during event operation hours) Required
Phone Required
Email Required
<i>l</i> aste bins
ease note that the event organiser is responsible for ensuring that adequate waste facilities are available for the event. Existing public er bins are not to be used for event-generated rubbish.
Do you wish to hire Council event bins for use at your event? (fees apply) Note: council provide 24O Litre wheelie bins only – Bulk bins/skip bins will need to be hired from external waste providers. (Select 1 option)  Required
No
Yes (add details below)
Complete this field if you selected only 'Yes (add details below)' in Waste bins: Do you wish to hire Council event bins for use at your event? (fees apply) Note: council provide 24O Litre wheelie bins only – Bulk bins/skip bins will need to be hired from external waste providers.
Number of General Waste Bins (wheelie bins) Required
Todalica Sand (Tracto Sand)

Complete this field if you selected only 'Yes (add details below)' in Waste bins: Do you wish to hire Council event bins for use at your event? (fees apply) Note: council provide 24O Litre wheelie bins only - Bulk bins/skip bins will need to be hired from external waste providers. Number of Recycle Bins (wheelie bins) Required Complete this field if you selected only 'Yes (add details below)' in Waste bins: Do you wish to hire Council event bins for use at your event? (fees apply) Note: council provide 24O Litre wheelie bins only - Bulk bins/skip bins will need to be hired from external waste providers. Delivery date Required Complete this field if you selected only 'Yes (add details below)' in Waste bins: Do you wish to hire Council event bins for use at your event? (fees apply) Note: council provide 240 Litre wheelie bins only – Bulk bins/skip bins will need to be hired from external waste providers. **Delivery location** Required Complete this field if you selected only 'Yes (add details below)' in Waste bins: Do you wish to hire Council event bins for use at your event? (fees apply) Note: council provide 24O Litre wheelie bins only – Bulk bins/skip bins will need to be hired from external waste providers. **Collection date** Complete this field if you selected only 'Yes (add details below)' in Waste bins: Do you wish to hire Council event bins for use at your event? (fees apply) Note: council provide 24O Litre wheelie bins only - Bulk bins/skip bins will need to be hired from external waste providers. Collection location Required

Complete this field if you selected only 'Yes' in Waste bins: Will you be providing extra bins from a waste service provider for y event?  Number of General Waste Bins (wheelie bins)  Required  Complete this field if you selected only 'Yes' in Waste bins: Will you be providing extra bins from a waste service provider for y event?  Number of Recycle Bins (wheelie bins)  Required  Complete this field if you selected only 'Yes' in Waste bins: Will you be providing extra bins from a waste service provider for y event?  Complete this field if you selected only 'Yes' in Waste bins: Will you be providing extra bins from a waste service provider for y event?	
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Number of provider if known Required	Known Required

The event site is to be maintained and left in a clean and tidy condition. Provide details on how this will be managed in your EMP.

# **Toilets / Amenities**

Please note that the event organiser is responsible for ensuring that adequate toilet facilities (male, female and accessible) are available for the numbers of people attending the event.

Do you wish to use Council's existing amenities (where available)? (Select 1 or more options)  Required  No  Yes
Will you be providing portable toilets? (Select 1 option)  No  Yes (add details below)
Complete this field if you selected only 'Yes (add details below)' in <i>Toilets / Amenities: Will you be providing portable toilets?</i> What is the number of Male portaloos? Required
Complete this field if you selected only 'Yes (add details below)' in <i>Toilets / Amenities: Will you be providing portable toilets?</i> Number of Female portaloos Required
Complete this field if you selected only 'Yes (add details below)' in <i>Toilets / Amenities: Will you be providing portable toilets?</i> Number of Accessible portaloos Required
If known, what is the name of the toilet provider/company?

All toilets (existing and temporary) are to be cleaned and restocked (toilet paper, hand soap etc) for the duration of the event. Provide details on how this will be managed in your EMP.

Parking Facilities
Is there adequate parking for event-generated traffic on or near your site? (Select 1 or more options)  Yes  No
Complete this field if you selected only 'Yes' in Parking Facilities: Is there adequate parking for event-generated traffic on or near your site?
Provide detail on allocated / available parking for patrons Required
Complete this field if you selected only 'No' in Parking Facilities: Is there adequate parking for event-generated traffic on or near your site?
Provide details on how parking will be managed Required
Vehicle Access
Will vehicle/s be driving on the reserve at any time, including for set-up and pack-up (Select 1 or more options)
No
Yes
Complete this field if you selected only 'Yes' in Vehicle Access: Will vehicle/s be driving on the reserve at any time, including for set-up and pack-up

Provide details Required

# Power, Lighting & Water

Power

Do you wish to use Council's power (where available) (Select 1 or more options)  Required  No  Yes
Complete this field if you selected only 'Yes' in Power, Lighting & Water: Do you wish to use Council's power (where available)
Provide detail on what power will be used for Required
If available, do you wish to access Council's 3 phase power? (Select 1 or more options)  No  Yes
Complete this field if you selected only 'Yes' in Power, Lighting & Water: If available, do you wish to access Council's 3 phase power?  Provide detail on what 3 phase power will be used for Required
Will you be using generators? (Select 1 or more options)  No  Yes
Complete this field if you selected only 'Yes' in Power, Lighting & Water: Will you be using generators?
Provide detail number anf size, and what generator/s will be used for Required

#### Lighting

Do you wish to use existing lighting at the site (where available)? (Select 1 or more options)  No  Yes
Complete this field if you selected only 'Yes' in <i>Power, Lighting &amp; Water: Do you wish to use existing lighting at the site (where available)?</i> What dates and times will lighting be required?  Required
Will you be providing extra lighting to the site? (Select 1 or more options)  Required
Yes  Complete this field if you selected only 'Ves' in Power Lighting & Water, Will you be providing extra lighting to the site?
Complete this field if you selected only 'Yes' in <i>Power, Lighting &amp; Water: Will you be providing extra lighting to the site?</i> Provide detail types/numbers of lights being provided Required
Vater
Do you wish to use Council's water supply at the site (where available)? (Select 1 or more options)  No  Yes

where available)?	Tyou delegated only Tee III.	ower, Lighting & Water. Do you	u wish to use Council's water supply at the site
at will water be	used for? Required		
iat miii mater be	required		

# **Temporary Structures**

Temporary structures may include tents, marquees, booths, stalls, stage, platforms or towers.

Do you propose to erect or install a stage or tower that has a platform that is higher than 2m squared? (Select 1 or more options) Required
Yes
No
Do you propose to erect or install a single structure with an area greater than 100 m squared? (Select 1 or more options)  Yes  No
Do you propose to erect or install structures with a combined area greater than 300 m squared? (Select 1 or more options)  Yes  No

If you have answered **yes to any** of the above, your application may be referred to Council's Planning department and structural certification may be required.

## **Food Stalls**

Please note that approval is required from Council's Environmental Health department to have temporary food stalls at your event. For further information, visit Council's website.

Do you propose to sell or serve food at your event? (Select 1 or more options)  Required  No  Yes
Complete this field if you selected only 'Yes' in Food Stalls: Do you propose to sell or serve food at your event?
What is the estimated number of food stalls? Required
Retail Stalls
Do you propose to have retail stalls at your event? (Select 1 or more options)  Required  No  Yes
Complete this field if you selected only 'Yes' in Retail Stalls: Do you propose to have retail stalls at your event?  What is the estimated number of retail stalls? Required
Complete this field if you selected only 'Yes' in Retail Stalls: Do you propose to have retail stalls at your event?  What products will be sold? Required

## **Amusement Devices**

#### **Inflatable Amusement Devices**

Important: Inflatable devices with a platform over 3 metres high will require approval from Council's Environmental Health department prior to operation at any event in the MidCoast LGA. Application forms can be found here or on Council's website.

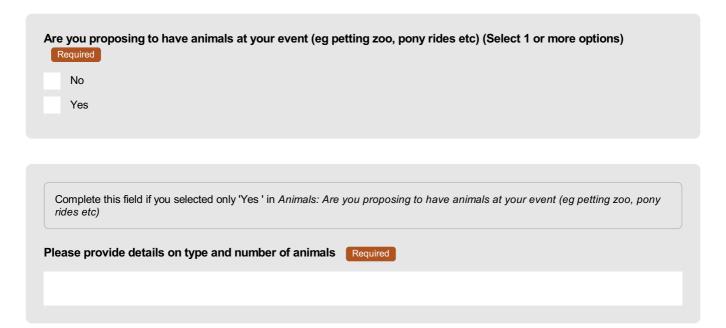
Will you be having small inflatables (platforms do not exceed 3m in height) at your event? (Select 1 or more options)
No Yes (add details below and request a 'Small Inflatable' form from the Events Team)
Complete this field if you selected only 'Yes (add details below and request a 'Small Inflatable' form from the Events Team)' in Amusement Devices: Will you be having small inflatables (platforms do not exceed 3m in height) at your event?
Number of devices and more information Required
Will you be having large inflatables (ie inflatables that have platforms greater than 3m high) at your event? (Select 1 or more options)  Required  No  Yes
Complete this field if you selected only 'Yes' in Amusement Devices: Will you be having large inflatables (ie inflatables that have platforms greater than 3m high) at your event?
Number of devices? Provide further details in your Event Management Plan  Required
Other Amusement Devices
Are you proposing to have other types of amusement devices at your event (ie trampoline, climbing tower etc)?  (Select 1 or more options)  Required  No  Yes

Complete this field if you selected only 'Yes' in Amusement Devices: Are you proposing to have other types of amusement devices at your event (ie trampoline, climbing tower etc)?
Please provided details Required
Alcohol
Note: To have alcohol at your event a liquor licence from Liquor & Gaming NSW will be required, and a written request to Council to temporarily lift alcohol prohibited zoning (APZ) from the reserve may need to be submitted at least three (3) months prior to the event date. Council prohibits glass containers on all council reserves and sporting grounds.
Will alcohol be consumed or sold at your event? (Select 1 or more options) (Select up to 3 options) Required
No
Yes – Sold (Provide details in your EMP)
Yes – BYO (Provide details in your EMP)
Fireworks and Ceremonial Fires
Note: Fireworks on Council reserves are only permitted where their use is compliant with SafeWork NSW.
Do you propose to have Fireworks at your event? (Select 1 or more options) Required
No
Yes
Complete this field if you selected only 'Yes' in Fireworks and Ceremonial Fires: Do you propose to have Fireworks at your event?
Provide details below Required

you propose a Ce	remonial Fire at your event? (Select 1 or	more options) Required	
No			
Yes			
	ou selected only 'Yes ' in Fireworks and Ceren	nonial Fires: Do you propose a Ceremo	nial Fire at your
event?		nonial Fires: Do you propose a Ceremo	nial Fire at your
Complete this field if y event?		nonial Fires: Do you propose a Ceremo	nial Fire at your
event?		nonial Fires: Do you propose a Ceremo	nial Fire at your

## **Animals**

Note: The inclusion of animals at an event must be in accordance with the Exhibited Animals Protection Act, 1986.



### **Road Closures**

Important: Council are to be advised of all proposed road closures four (4) months ahead of scheduled closure. A Traffic Guidance Scheme will need to be provided.

Do you propose to have temporary road closures at your event? (Select 1 or more options)  Required  No  Yes
Complete this field if you selected only 'Yes' in Road Closures: Do you propose to have temporary road closures at your event?
Please provide name of roads that will be closed, and times and dates of closures  Required
Noise Levels
Note: Noise levels that may impact neighbouring properties may need to be assessed by Council's Environmental Health Officer.
Do you propose to have amplified music/sound or activities that may generate significant noise at your event?  (Select 1 or more options)  Required  No  Yes
Complete this field if you selected only 'Yes' in Noise Levels: Do you propose to have amplified music/sound or activities that may generate significant noise at your event?
Please provide details on the type of noise and times/duration of noise Required
Approving authorities (other than Council)
Will your event require approval by other agencies or approving authority? (Select 1 option)  Yes (add details below)  No

Council is only able to approve certain event activities and event locations. It is to determine if any other approvals are required and obtained prior to holding an options)  Required	he Event Organiser's responsibility event.*Please tick (Select 1 or more
National Parks	
Crown Lands	
Maritime and Transport NSW	
Licencing Police	
Pyrotechnician Licence	
NA	
Other	
Other at	
Other*	
Please specify	
Sponsorship (other than Council)	
Will your event be sponsored by parties other than MidCoast Council? (Select 1 of	option) Required
Yes	
No	
Complete this field if you selected 'Yes' in Sponsorship (other than Council): Will your even MidCoast Council?	ent be sponsored by parties other than
Please provide details Required	

# **Upload documents**

The following documents are required to be attached as part of your event application. Others may be provided at a later date, however will still need to be provided within the required timeframes.

#### Insurance Certificate of Currency Required



Please attach all files to the end of this form before submitting it.

Note: Please provide the current certificate of currency event if it will expire prior to the event. In the case that insurance cover expires prior to event date please also provide the updated certificate prior to the event.

## **Event Management Plan** Required



Please attach all files to the end of this form before submitting it.

Note: A MidCoast Council recommended EMP template is available on Council's website. A more comprehensive Event Management Plan may be required for large scale and/or high risk events.

#### Risk Assessment Required



Please attach all files to the end of this form before submitting it.

Note: A Risk Assessment template is available on Council's website here.

## Site Plan Required



Please attach all files to the end of this form before submitting it.

Note: A site plan must include all existing infrastructure and proposed temporary structures, vehicle/pedestrian access points, first aid stations, bins, evacuation area. If applicable to your event, you must also include food vendors, portable toilets, amusements, restricted areas, alcohol service areas.

#### Other documents (if required)



Please attach all files to the end of this form before submitting it.

Where relevant to your event, the following documents will need to be provided within the required timeframes:

- Small Inflatable Device Application forms (on request)
- Events List of temporary food stalls (can be found here)
- Traffic Guidance Scheme / Traffic Management Plan
- Structural Certification
- Approvals / Licences from other agencies

#### **Declaration**

- 1. I am authorised by the above organisation / club / school / association to make this application.
- 2. If the application is approved, the applicant undertakes to:
- notify Council of any major safety deficiency identified in the Council property immediately;
- rectify any minor safety deficiency or damage caused by use at the conclusion of the event;
- leave the Council property in a clean, tidy and undamaged condition, including facilities;
- only use the Council property if it is safe to do so;
- any approved line marking agents on Council property are to be used only if prior Council approval is given;
- obtain Council approval for any signage erected;
- not sub-let any Council property or facility;
- ensure children using Council property are supervised by an adult;
- agree not to permit any animals (with the exception of assistance dogs), glass and vehicles on Council property unless prior approval is obtained;
- ensure that if the Council property is used at night, the level of lighting is appropriate for the type of usage, and lighting is turned off immediately after use of Council property;
- comply with any direction of Council in relation to the Council property e.g. closures due to wet weather or maintenance.
- 3. I understand if Council is required to conduct any repairs due to damage caused by the applicant, the applicant will be invoiced.
- 4. I am authorised to provide this release to Council on behalf of the above organisation/club/school/association from all claims made against Council by any person resulting from activities held on Council property.



This information is required to assist with the assessment of your application. Information on this application may be provided to local emergency services and government agencies. If you have any concerns please advise the MidCoast Council Events Team. The information contain within will not be used for any other purpose without seeking your consent, or as required by law. Your information will be retained in Council's Records Management System and disposed of in accordance with current legislation.

End of form

Don't forget to attach all files before submitting this form