

# 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

## Event details

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

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## Event dates & times

Start date Required

D	D	M	M	Y	Y	Y	Y
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Start time Required

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Finish date Required

D	D	M	M	Y	Y	Y	Y
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Finish time Required

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Bump-in date Required

D	D	M	M	Y	Y	Y	Y
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Bump-in time Required

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**Bump-out date** Required

D	D	M	M	Y	Y	Y	Y
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**Bump-out time** Required

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## Event numbers

**Participants (anticipated numbers)** Required

**Volunteers (anticipated numbers)** Required

**Spectators (anticipated numbers)** Required

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## 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

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## 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?*

Main On-site Contact (during event operation hours) Required

Complete this field if you selected only 'No' in *Event Contacts : Is the main on-site contact the same as the applicant?*

Phone Required

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

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## Waste bins

*Please note that the event organiser is responsible for ensuring that adequate waste facilities are available for the event. Existing public litter 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 240 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 240 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

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.

**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 240 Litre wheelie bins only – Bulk bins/skip bins will need to be hired from external waste providers.

**Delivery date** Required

D	D	M	M	Y	Y	Y	Y
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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 240 Litre wheelie bins only – Bulk bins/skip bins will need to be hired from external waste providers.

**Collection date** Required

D	D	M	M	Y	Y	Y	Y
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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.

**Collection location** Required

**Will you be providing extra bins from a waste service provider for your event? (Select 1 option)** Required

- No  
 Yes

Complete this field if you selected only 'Yes' in *Waste bins: Will you be providing extra bins from a waste service provider for your 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 your 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 your event?*

**Number of Skip 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 your event?*

**Number of provider if 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.*

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## 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)** Required

- No
- Yes (add details below)

Complete this field if you selected only 'Yes (add details below)' in *Toilets / Amenities: Will you be providing portable toilets?*

**What is the number of Male portaloos?** Required

Complete this field if you selected only 'Yes (add details below)' in *Toilets / Amenities: Will you be providing portable toilets?*

**Number of Female portaloos** Required

Complete this field if you selected only 'Yes (add details below)' in *Toilets / Amenities: Will you be providing portable toilets?*

**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.



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## Parking Facilities

Is there adequate parking for event-generated traffic on or near your site? (Select 1 or more options) Required

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

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## 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)

Required

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)** Required

- 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)** Required

- No  
 Yes

Complete this field if you selected only 'Yes' in *Power, Lighting & Water: Will you be using generators?*

**Provide detail number and 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) Required

- No  
 Yes

Complete this field if you selected only 'Yes' in *Power, Lighting & Water: Do you wish to use existing lighting at the site (where available)?*

What dates and times will lighting be required? Required

Will you be providing extra lighting to the site? (Select 1 or more options) Required

- No  
 Yes

Complete this field if you selected only 'Yes' in *Power, Lighting & Water: Will you be providing extra lighting to the site?*

Provide detail types/numbers of lights being provided Required

## Water

Do you wish to use Council's water supply at the site (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 water supply at the site (where available)?*

What will water be used for? Required

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## 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) Required

Yes

No

Do you propose to erect or install structures with a combined area greater than 300 m squared? (Select 1 or more options) Required

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.

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## 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

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## 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

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## 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)**

**Required**

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

**Do you propose a Ceremonial Fire 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 a Ceremonial Fire at your event?*

**Provide details below** Required

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## Animals

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

**Are you proposing to have animals at your event (eg petting zoo, pony rides etc) (Select 1 or more options)**

Required

- No
- Yes

Complete this field if you selected only 'Yes' in *Animals: Are you proposing to have animals at your event (eg petting zoo, pony rides etc)*

**Please provide details on type and number of animals** Required

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## 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

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## 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

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## Approving authorities (other than Council)

**Will your event require approval by other agencies or approving authority? (Select 1 option)** Required

- Yes (add details below)
- No

**Council is only able to approve certain event activities and event locations. It is the Event Organiser's responsibility to determine if any other approvals are required and obtained prior to holding an event.\*Please tick (Select 1 or more options)** Required

- National Parks
- Crown Lands
- Maritime and Transport NSW
- Licencing Police
- Pyrotechnician Licence
- NA
- Other

**Other\***

**Please specify**

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## Sponsorship (other than Council)

**Will your event be sponsored by parties other than MidCoast Council? (Select 1 option)** Required

- Yes
- No

Complete this field if you selected 'Yes' in *Sponsorship (other than Council)* : *Will your event be sponsored by parties other than MidCoast Council?*

**Please provide details** Required

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## 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

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## 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.

**Applicant signature** Required

**Date** Required

D	D	M	M	Y	Y	Y	Y
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*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.*

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*End of form*

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