

APPENDIX 'C' – Application Form



EVENTS MANAGEMENT APPLICATION

BREWARRINA SHIRE COUNCIL

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APPLICATION TO HOLD AN EVENT

Application is made under Events Policy & Section 68 of the Local Govt Act 1993

INSTRUCTIONS FOR APPLICANTS

Event applications must be submitted for all events that are proposed to be held on Council managed land. Applicants are to complete those sections that are relevant to the individual details of their event; some sections may not be applicable. All additional application forms and information as requested from the applicant must be submitted to Council with this application and any fees payable are due at the time of lodgement. Incomplete applications will be placed on hold until all relevant information is received at Council.

FEES & CHARGES :

Fees and Charges are set each financial year by Council and a current list detailing all venues can be found on our Website.

The following may also incur a fee which will be applicable to your application depending on the details as submitted by the applicant:

- Operate an amusement device (non-motorised): See Fees and Charges
- Operate an amusement device (motorised): See Fees and Charges
- Construct temporary structures: See Fees and Charges
- Joy flight or helicopter flight: See Fees and Charges
- Electricity: price on application
- Waste Management: Mon - Fri: see Fees and Charges
- Waste Management Weekends: \$POA
- Commercial licence: See Fees and Charges

- 1 The application fee is waived for local not for profit organisations. Supporting documentation must be submitted with application. Contact Council for further information.
- 2 Some sports grounds may not be available for hire for non-sporting events.

TIMEFRAME FOR SUBMISSION OF APPLICATION

Applications received outside the designated timeframes may result in non-assessment of the application. Applications must be received at Council:

4 months: events that fully or partially close the **Kamilaroi Highway**. See Class 1 events below.

3 months: events that fully or partially close **Local Roads**. See Class 2 events below.

2 months: events that are conducted on **Council Managed Land**. See Class 3 & 4 events below.

Class 1 events: Events that impact on the Kamilaroi Highway; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 2 events: Events that impact on local roads and require part or full closure of the road; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 3 events: Events that are conducted on council managed land and requires the concurrence of the NSW Police.

Class 4 events: Events that are conducted on council managed land.

BEFORE SUBMITTING YOUR APPLICATION

Before you submit your event application and depending on the details of your application you must have completed the following:



Please complete each question (tick - yes/no)	Yes	No	Refer to Section marked.....	Business Unit
Public Assembly: approval obtained from the NSW Police to hold a Public Assembly for all events			Yes=Attached No, application will not be considered	Admin
Do you have a Site Plan?			Yes=Attached If No, refer section marked Part ' A'	Admin
Do you have a Contingency Plan?			Yes=Attached If No, refer section marked Part ' B'	Admin/All
Have you Notified Other Services? (Police, Ambulance, Fire authority)			Yes=Attached If No, refer section marked Part ' C'	Admin
Do you require Vehicular Access ?			Refer section marked Part ' D'	Engineer
Will you require a Road Closure ?			If Yes, Refer section marked Part ' E'	Engineer
Pedestrian movements-will your event impact on pedestrians?			If Yes, refer section marked Part ' F'	Engineer
Do you need waste managed by Council?			If Yes, (refer Fees & Charges) If No, refer section marked Part ' G'	MEHB
Will you employ a waste management company?			If Yes, refer section marked Part ' G'	MEHB
Do you need Toilets managed by Council?			If Yes, (refer Fees & Charges) If No, refer section marked Part ' H'	Engineer
Will you hire portable toilets?			If Yes, refer section marked Part ' H'	Engineer
Do you need Amenities- access to electricity/Flood lights?			If Yes, (refer Fees & Charges) refer section marked Part ' H'	Engineer
Will you be selling food?			If Yes, refer section marked Part ' I'	MEHB
Will you be giving food away?			If Yes, refer section marked Part ' I'	MEHB
Please complete each question	Yes	No	Refer.....	Business Unit



Will alcohol be consumed ?			If Yes, refer section marked Part ' J'	MEHB
Will alcohol be sold?			If Yes, refer section marked Part ' J'	MEHB
Will you have amusement devices that are <i>motorised</i> at the event?			If Yes, the following are attached <ul style="list-style-type: none"> • Approval to operate (Sec 68 LGA) • NSW Work Cover permit • Cert Currency- Public Liability Refer section marked Part ' K'	MEHB
Will you have amusement devices that are <i>non-motorised</i> at the event?			If Yes, the following are attached <ul style="list-style-type: none"> • Commercial Licence (issued by Council) • Cert Currency- Public Liability Refer section marked Part 'K'	MEHB
Will you be constructing a temporary structure? (You must apply to Council under Section 68 of the Local Government Act 1993)			Attached Refer section marked Part ' L'	MEHB
Will a helicopter land or a joy flight operate at the event?			If Yes,,Refer section marked Part ' M'	MEHB
Will fireworks be used as part of the event?			If Yes,Refer section marked Part ' M'	MEHB
Will you have musical performances or use a speaker system/loud hailer?			If Yes, refer section marked Part ' N'	MEHB
Events>one day: Will you engage a private Security firm?			For further details please refer to section marked Part ' O'	MEHB
Events>one day: Will you provide accommodation?			For further details please refer to section marked Part ' O'	MEHB
Will you engage or provide First aid officer?			For further details please refer to section marked Part ' O'	MEHB
Will your event involve children 18 years and under participating in activities?			If Yes, refer section marked Part ' P'	MEHB



ADDITIONAL RESOURCES

- *Event starter guide: a resource for organising events in New South Wales* issued by the NSW Premier's Department available from http://www.events.nsw.gov.au/event-starter-guide/051004_FullGraphicsESG.pdf
- *Guide to Traffic and Transport Management for Special Events* issued by the Roads and Traffic Authority available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf
- *Notice of Intention to Hold a Public Assembly* available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf
- Risk Management checklists including event management, security and emergency and safety available from http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=1244

PART A: SITE PLAN

Site Plan

The **site plan** should show the key areas planned for your event including but not limited to the position of any temporary structures, vehicular access points, bins/recycling points, security stations, first aid stations, food stalls and any other information relevant to the assessment of your application. The site plan will be used to assess the risk associated with your event being held on Council managed land.

The location of the following should be identified clearly on your plan:

- Vehicular entry and access points
- Emergency Services (Police, Fire, Ambulance) access and entry points. To be clearly marked and kept clear at all times
- Location of portable Public toilets.
- First Aid station
- Food sales location
- Temporary structures/ stalls
- Area designated for Sale and consumption of Alcohol (if appropriate licenses and permits held)
- Motorised and Non-motorised amusement devices
- Proposed Fireworks display (dependant on approval)
- Helicopter / Joy flight set down (if applicable)
- Musical performances/Public address system – positions and direction of speaker system shown.
- Security Company base (events > one day)
- Accommodation (events > one day)
- Additional parking facilities



PART B: CONTINGENCY PLAN

Contingency Plan

The **Contingency plan** should outline how you will ensure the safety of the event, the organisers and participants should the event be forced to close due to inclement weather or other unforeseen circumstances.

The plan should include, but is not limited to, how the event organiser will deal with:

- structural matters,
- spectator management and
- crowd control,
- traffic and transport,
- public health,
- medical care and
- environmental concerns.

The contingency plan will be used to assess the risk associated with your event being held on Council managed land.

PART C: NOTIFICATION OF OTHER SERVICES

Notification of Other Services

Police, NSW Ambulance and NSW Fire services must be notified of your intention to hold the event.

- Acknowledgment to be attached to this application.

Emergency Services are notified so that they can provide appropriate resources for events held in the Shire.

PART D: SITE ACCESS and EXITS

Vehicular Access

Specify type and number of vehicles:

Emergency exit routes must be clearly marked kept clear at all times.

*Indicate on your **site plan** where vehicles will access and Exit the event location.*

Emergency Exits –Buildings

Emergency exit doors must be kept clear at all times. Exit doors should not be barred or locked at any time while the facilities are in use.



PART E: ROAD CLOSURE & PEDESTRIAN MOVEMENTS

Road Closure

You must provide a **Traffic Management Plan** to Council for consideration.

The Traffic Management Plan must be in accordance with the RMS *Special Events Guide* available from www.rta.nsw.gov.au

*Your application will be referred to the Local Traffic Committee for consideration. This process can take up to **3 months** in addition to the normal processing times and assessment of your application will cease until approval is received from the Committee.*

Pedestrian movements

Indicate how you will manage changes to pedestrian access or movements for the duration of the event.

.....
.....

PART G: WASTE MANAGEMENT – Fees Applicable

I: Waste by contractor

Name and telephone number of service provider:

Number of bins you will supply:

*Indicate location on your **site plan***

II: Waste by Council (please refer to current Fees & Charges)

Number of bins required:

Indicate the drop off point for the additional bins:

Is the applicant the contact person responsible for the bins?

If not list the contact person and telephone number:

The applicant is responsible for the removal of all waste generated by the event. All bins must be removed no later than the next working day from the event site. Fees are applicable if Council is contacted to clean up the area on your behalf.

PART H: AMENITIES – Fees Applicable

I: Toilets by contractor

Name of Company and Contact: _____

Telephone number : _____

*Indicate location on your **site plan**.*



II: Toilets by Council

- Tick here if you require Council to open and close Council toilets located at the event site.

The applicant is responsible for the maintenance of all portable toilets for the duration of the event. All portable toilets must be removed no later than the next working day from the event site.

Fees are applicable if Council is contacted to clean up the area on your behalf.

Amenities

- Do you require access to Council supply of power? Y N
Refer to *Council Amenities Available* for locations.
- Tick here if you require access to flood lights? Y N

PART I: FOOD

Sale of food –Please tick the box if you will be compliant

- I have read and understood the guidelines and will comply with them for the duration of the event. You must comply with the NSW Food Authority.
Food Handling Guidelines for Temporary Events available from www.foodauthority.nsw.gov.au.
- I am and Independent mobile food operators have supplied a copy of the approval to operate.
- I will supply Hot and cold water provided for hand washing purposes for your stall
- Stall is constructed in accordance with the diagram depicted on page 21 Food Authority *Food Handling*

*Indicate location on your **site plan**.*

Will any of the following hazardous foods be prepared? Indicate with a tick next to the food that is applicable.

- Raw and cooked meat or foods containing raw or cooked meat
- Dairy products and foods containing dairy products
- Seafood (excluding live seafood) and food containing seafood
- Processed fruits and vegetables
- Cooked rice and pasta
- Processed foods containing eggs, beans, nuts or other protein
- Foods that contain any of the above such as sandwiches

If you plan to sell any of the food listed on the hazardous foods list Council's Environmental Health & Building Officer will contact you directly to discuss.

Giving away food

If you plan to **give away** food free of charge you do not need to comply with these guidelines but should ensure that food is prepared in a safe and responsible manner.



PART J: ALCOHOL – Fees Applicable

Sale of Alcohol

You must obtain a liquor licence from the Liquor Administration Board NSW if you plan to sell alcohol before submitting your events application – tick this box if your licence is attached.

*Indicate location on your **site plan**.*

Consumption of Alcohol

You must have a Permit to Consume Alcohol (issued by council and noted by Police) prior to the event.

If you sell alcohol or participants will consume alcohol you must ensure that the activity will not be held in an alcohol free zone or an alcohol prohibited zone. Refer to Council's Environment Health & Building Manager for details of locations.

PART K: AMUSEMENT DEVICES (S68 – FE) – Fees Applicable

Motorised (tick the box if your approvals/permits are attached for each item)

- You must seek Council approval to operate the amusement device under Section 68 of the LG Act 1993
- You must obtain a permit from NSW Work Cover Authority
- Public Liability Certificate of Currency to \$20,000,000

*Indicate location on your **site plan**.*

Non-motorised

- You must obtain a commercial licence from Council. Fees are applicable.
- Public Liability Certificate of Currency attached to \$20,000,000

*Indicate location on your **site plan**.*



PART L: TEMPORARY STRUCTURES (S68 – AE)

Temporary structures must comply with loads determined in accordance with Australian & New Zealand Standards entitled:

- AS/NZS 1170.0:2002 Structural design actions – General Principles
- AS/NZS 1170.1:2002 Structural design actions – Permanent, imposed and other actions
- AS/NZS 1170.2:2002 Structural design actions – Wind actions.

Floor area of each structure:

Total floor area of all structures: Distance from the boundary:

Wall height: Height from ground to highest point:

Number of structures:Number of exits in each structure: Width of each exit:

The **site controller** is accountable for the safe and responsible construction and disassembly of the temporary structure.

Name of Site controller:.....

Telephone number of site controller:

Tick here if you accept responsibility for the safe construction and disassembly of the temporary structure.

*You must indicate on your **site plan** where the temporary structures are to be located at the event site.*

*You should apply for a **Dial Before You Dig** one month prior to the event being held to ensure you are aware of the location of underground services. Phone 1100 to lodge an application.*

PART M: HELICOPTER, JOY FLIGHTS OR FIREWORKS – fees are applicable

If you are intending to have Joy flights or land a Helicopter or other vehicle capable of flying then:

- You must obtain a commercial license from Council. Fees are applicable.
- You must obtain a permit from NSW Work Cover Authority

*You must indicate on your **site plan** where the helicopter or joy flight will land at the event site.*



PART N: NOISE

Musical Performances

Type of musical performance:

Number of speakers: Sound Power Level:

Time From: Time To: Number of Performances:

Proposed Direction of speakers (Noise abatement).....

*Indicate on your **site plan** where the musical performances and speakers will be at the event location*

Public Address System

Number of speakers: Sound Power Level:

Proposed Direction of speakers (Noise abatement).....

Time From: Time To:

*Indicate on your **site plan** the location and direction of the speakers will be at the event location.*

The maximum level of noise from musical performances or public address systems must not exceed 75 dB(A) at the nearest residential boundary. All musical performances must finish at midnight.

PART O: SAFETY & SECURITY

Security

Name and telephone number of qualified Security Company:.....

*Indicate on your **site plan** where the Security Base will be situated at the event location.*

Accommodation

Type of Accommodation:

*Indicate on your **site plan** where the accommodation will be situated at the event location.*

First Aid

Name and telephone number of service provider:

*Indicate on your **site plan** where the first aid station will be at the event location.*

Parking

*You must indicate on your **site plan** where the additional parking facilities are positioned*

Access for Emergency Services

*You must indicate on your **site plan** where emergency service personnel can gain access to the event.*



PART P: CHILD PROTECTION

All paid and volunteer workers at the event who will have direct and unsupervised contact with children 18 years and under must read, understand and comply with the *Commission for Children and Young People Act 1998* available from www.austlii.edu.au.

As the applicant you are responsible for ensuring that all paid and volunteer workers are aware of the legislation and that each paid or volunteer worker has completed a Prohibited Employment Declaration available from www.kids.nsw.gov.au and will be kept for the applicants own records. As the applicant you must sign to indicate you have met your obligations.

Tick here if your paid and volunteer workers have read, understood and will comply with the legislation.

Signature of Applicant:

APPLICANT SIGNATURE & CONDITIONS

I agree as the applicant that the participants undertaking the activity and the paid and volunteer workers will abide where applicable by the following conditions:

1. All information, additional forms and fees payable that have been requested that apply to your event are submitted together with this application to hold an event.
2. A copy of the Public Liability Policy covering **\$20,000,000** is submitted with this application.
3. The applicant is liable for any damages or injuries sustained as a result of the activity.
4. All fees and charges are in accordance with the adopted Fees & Charges available from www.breshire.com
5. Council managed land used for the staging of the event is left in a clean and tidy condition. Additional cleaning undertaken by Council on behalf of the application will incur costs.
6. The applicant will read, understand and comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au
7. The applicant will ensure that portable toilets and garbage bins are removed from the event site the next working day following the event. Additional cleaning undertaken by Council on behalf of the application will incur costs.
8. Council reserves the right to cease the event if the applicant does not comply with these conditions of consent.
9. Further conditions may apply depending on the individual details as submitted by the applicant.

Signature of Applicant: Date:



OFFICE USE ONLY

The above application as submitted has been assessed by all relevant departments and has been determined, based on the information supplied, that the event is compliant / non compliant with the requirements of Brewarrina Shire Council's Event Management Policy.

Departments to sign as approval and/or make comments.

Engineering Department:.....**Date**.....

Comments:

Environmental Health and Building.....**Date**.....

Comments:

Transport Manager notified.....**Date**.....

Utilities Manager notified.....**Date**.....

The applicant has been advised of the determination

Administration:.....**Date**.....