



COMPLIANCE SERVICES
 Cnr Queen Street and Broughton Street
 (PO Box 57) Campbelltown 2560
 Phone (02) 4645 4604 – Fax (02) 4645 4111 DX5114

Application to hold an Outdoor Event

Privacy Statement

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

Section 1 – Hirer’s Details

Name of Group/Organisation	Macarthur Gateway Resource Services	ABN	77 923 300 282
Name of contact person	Executive Officer - Marilyn Fogarty and NGO Consulting Group		
Postal Address	12 Browne Street, Campbelltown, NSW		
Suburb	Campbelltown	Postcode	2560
Phone	Home	Work	02 4628 0008
	Mobile	Marilyn: 0419289277	Fax No
Email:	marilyn@macarthurgateway.com.au and fionang@ngocg.com.au		

Section 2 – Event Details (please tick the appropriate box)

- Free Public Event
- Cultural / Community Event
- Commercial Promotional Event
- Sporting Event
- Public Display / Exhibition (eg. car club, fireworks, information display)
- Private Function
- Other (please provide further information below)

Section 3 – Event Description

Name of event	Getting It Together		
Date of Event	Thursday, 21st January 2016		
Event Location	Bradbury Oval, Campbelltown		
Event Set-up date	20th January 2016	Event Set-up time	10:00am
Event Pack Down date	21st January 2016	Event Pack Down time	3:30pm
Event Start time	10:00am	Event Finish time	3:00pm
Number of participants / attendees	30-40 organisations		
Target audience	300 -500		
Aim of event	To promote and raise awareness of services for Aboriginal peoples in the Macarthur region		
Will alcohol be at the event?	<input type="checkbox"/> Yes (please provide details of licence)		<input checked="" type="checkbox"/> No
Licence details:	N/A		

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Section 4 – Food Provisions

The current Food Safety Standards require food businesses involved in temporary events to notify the NSW Food Authority of their business details, nature of food business and location of temporary premises. You must provide your NSW Food Authority Temporary Food Event Notification Reference Number below. Community and non-profit groups may be exempt from these requirements. If you have not notified the NSW Food Authority you can do so online at www.foodnotify.nsw.gov.au or contact the Help Desk at the NSW Food Authority on 1300 650 124.

All applicants that propose to sell or vend food at the event must adhere to Campbelltown City Council's Conditions for Operation of One Day Food Stalls, available as a separate document.

Public Liability insurance with Products Liability, to a minimum of \$10 million, is to be held by all contractors engaged to provide food and / or beverage at the event.

An application form for each food stall, including stallholder contact details and description of type of food to be served/sold shall be submitted to Council at least 14 days prior to the event. An application fee is to be paid in respect of each food stall.

Please note, Campbelltown City Council staff may inspect food stalls during the event.

Will you be serving or selling food at your event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you contacted the NSW Food Authority?	<input type="checkbox"/> Yes NSW Food Authority Temporary Food Event Notification Number: _____ <input type="checkbox"/> No
Have you read and understood the Conditions for Operation of One Day Food Stall?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 5 – Vehicle Access / Parking / Road Closures

A detailed schedule of vehicle access requirements for your proposed event, including delivery and collection of associated equipment, must be provided below.

Vehicles are not permitted into grassed areas within Council's parks and reserves except for the purpose of loading and unloading equipment. The applicant must provide details of proposed loading and unloading times.

Any display vehicles must have written permission from Campbelltown City Council and must display a permit on their vehicle for the duration of the event.

Council may require a formal Traffic Management Plan.

Access for emergency vehicles must be kept clear at all times.

Do you require vehicle access to the site?	<input checked="" type="checkbox"/> Yes (please provide details below) <input type="checkbox"/> No
Will access to adjoining roads be affected by public attending your event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do any roads require Traffic Management or closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide details of the number and size of each vehicle that requires access to the site: 3 x 3 tonne trucks, 5 vans, 20 sedans	
How many public car spaces are required?	Estimated at 60 spaces
Details of car parking provisions/location:	

DATA AND DOCUMENT CONTROL

Section 6 – Facilities & Structures

Any installation of temporary physical structures eg. Fete stalls, marquees, generators, temporary fences, seating and staging associated with the proposed event require approval from Campbelltown City Council.

Do you proposed to erect any structures? Yes (please provide details below)
 No

If yes, please provide details of the number, type, size and purpose of each proposed structure:

One stage 8m wide x 5m deep x 1 m high for performances
 1 x generator to provide power to the stage
 2 large marquees for food eating and sitting areas in the event of rain and to shield from the sun
 30-40 stalls for service providers
 200 plastic chairs
 40 tables

Date and time to be installed 20th January 2016, 10am - 6pm

Date and time to be removed 21st January 2016, 3:30pm - 9pm

Location of structure(s). Please provide exact location on the site map that must be submitted with this application (see Section 11 for more information).

How many toilets are available for the event? Disabled: Males: Females:

Are any of there toilets being bought in temporarily? Yes No

Details of toilet servicing arrangements (Provider/service description/frequency) Splash Down Event Services, Standard single and disabled unisex bathrooms with inbuilt hand wash facilities.

Section 7 – Insurance – Public Liability and Workers Compensation

The event holder must hold and supply copies of the following insurance policies:

1. Public Liability Insurance to at least a minimum of \$10 million
2. Worker's Compensation Insurance for any employee(s) of the applicant employed in conjunction with the proposed event
3. Where the applicant has engaged third parties (eg. Contractors) to work on the event, the applicant must supply copies of the contractors Public Liability and Worker's Compensation Insurance that covers each third party.

A list of third parties that will be involved in the event must be supplied to Campbelltown City Council.

Where the third party is acting as a supplier of equipment / facilities it is the Applicant's responsibility to ensure the third party has public liability insurance covering their use of equipment / facilities.

Does your organisation have Public Liability Insurance of at least \$10 million?	<input type="checkbox"/> Yes (please provide details)
	<input type="checkbox"/> No

Does the Applicant propose to engage contractors to work on the event?	<input type="checkbox"/> Yes (please provide details)
	<input type="checkbox"/> No

Please list each third party that will be engaged, provide information on what the third party will be supplying and attach their Public Liability and Workers Compensation Insurance certificates. The event organiser is responsible for obtaining and verifying Certificates of Currency from all contractors.

List of Third Party Contractors including carnival rides and amusement devices, stage/furniture and equipment/lighting suppliers, temporary structure providers/installers, fireworks contractors, Event security, waste removal and cleansing contractors, etc)

Contractor (type, name)	Contact Details	Workers Compensation/Personal Accident	Public Liability

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Section 8 - Amusement Devices

Amusement Device Provider	Ride/device Description	Work Cover Registration Number	Work Cover Registration expiry date

Note: Copies of WorkCover Registration Certificates and public liability insurance documentation is to be provided to Council's Business Assurance Section prior to event approval being granted.

Section 9 – Risk Management/Security / First Aid / Emergency Services

The Applicant is required to submit a Risk Identification Plan for the proposed event. The Risk Management Plan must address the following issues: animals, crowds, lost children, emergencies, medical infrastructure, entertainers, power, stage, traffic, waste and weather.

The Applicant accepts all risks, other than negligent acts by servants or agents of Campbelltown City Council, during its use of Campbelltown City Council's open space and is required to indemnify Campbelltown City Council for all risks.

The Applicant is required to address crowd safety and provide details of any contracted security and / or police (i.e. Security Company details, contact details/person and number of personnel).

Have you completed and attached a Risk Identification(s) for your proposed event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If it is anticipated that the Event will have an attendance exceeding 2,500 people, an additional security plan needs to be attached to this application

Have you notified emergency services?	Police	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ambulance	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NSW Fire Brigade (fireworks)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are First Aid Officers provided at your event? (if yes, First Aid needs to be located on the site plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number: _____
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Section 10 – Utilities (Sound / Power / Water / Lighting / Rubbish Removal)

Sound

All events held in the Campbelltown City Council Local Government Area must adhere to the Environmental Protection Authority (EPA) guidelines for the use of amplification equipment. The Applicant is responsible for ensuring that noise from the proposed event is kept within EPA Guidelines and sound disturbances to nearby businesses and residents is minimised.

Do you propose to have any amplifying equipment at the proposed event?	<input type="checkbox"/> Yes (please provide details) <input type="checkbox"/> No
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Please specify the number and type of amplification equipment to be used (location and orientation to be shown on site plan)	
Reasons for the use of the equipment	
Times of use	

Lighting

Do you propose to use the lights on site (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you proposed to use external contractors to supply the lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to supply additional lighting (location to be shown on site plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Time that lighting will commence	
Time that lighting will cease	

Electricity

Do you intend to use power provided on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, outline what appliances will be connected to on-site power	
Council encourages hirers, where possible, to supply their own power and / or generators. Please specify the number of generators and the locations of those generators on the Site Plan.	
Note: All leads must be secured 1.8 metres above the ground or safely protected on the ground from trip hazards or contact with water. All extension leads must be tested and tagged by a licensed electrician or other suitably qualified person.	
How many generators will be used on site (if any)?	

Waste Management

Provide details of provisions to collect rubbish off the grounds at the event (number, type and size of bins to be provided)
Provide details of the method of removing rubbish from the site

Are any recycling initiatives planned for the event	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details (number, type and size of bins to be provided)	
Section 11 – Signage	
Roadside signs are not permitted on State Highways. The use of banners for roadside promotion may be permitted with the written approval of Council; subject to conditions. Please list the sites proposed for any signage/banner display and signage details.	
Section 12 – Pyrotechnics	
Details of Fireworks Display	
Are you intending to have fireworks at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, description of display (type of fireworks/display/location/duration):	
Details of Pyrotechnician conducting display: (must be a WorkCover Authority Licenced Pyrotechnician)	
Name:	
Contact details (address/phone number)	
WorkCover Authority Licence Number and expiry:	
Risk Management Plan for fireworks prepared: (copy of plan to be attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you notified WorkCover Authority of the fireworks event:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of above details and Public Liability Insurance documentation to be provided a minimum of 14 days prior to the event.	
Section 13 – Site Map	
Applicants will be required to submit a detailed site map of their proposed event with this application. The map must include the location of all temporary structures, first aid, permanent and portable toilets (if any) fireworks display location (if appropriate), location of command centre, food and other stalls, stage location and orientation, car parking, entry, exits, access routes for emergency vehicles, lighting, sound equipment and other items of interest relevant to the proposed event.	

Section 14 - Emergency Evacuation Procedures

The proposed event must include an Emergency Evacuation Procedure, which includes identifying alternative evacuation points, assigning designated personnel to deal with an emergency, equipment locations (such as fire extinguishers) and creating a line of command contact list, including phone numbers.

Have you developed an Emergency Evacuation Plan (A copy of the plan shall be submitted a minimum of 14 days prior to the event)

Yes
 No

Section 15 - Consent

Consent will not be given until the applicant meets all conditions detailed in this document. A breach of any condition by the organiser can result in Campbelltown City Council revoking permission, if already granted, for the event to be held.

I hereby certify that the information detailed in this document to be complete and correct. I have read all the conditions of holding an event that are listed in this document and Council's Event Approval Guidelines.

Signature of Applicant

Name of Applicant (please print)

Position

Name of organisation

Date

Office use only

- Does the Application to Hold an Outdoor Event cover all requirements under Section 68?
- All sections of this form have been completed and the authorised delegate on behalf of the Applicant has signed this form
- A copy of the Applicant's Public Liability and Worker's Compensation Insurance Certificate of Currency is attached
- Copies of any third party suppliers' Public Liability and Worker's Compensation Insurances are attached (this is required for any stall holders, amusement device operators and for any company providing equipment/infrastructure such as staging, seating, lighting, sound equipment, toilets, fencing, tents, marquees, or cleansing or waste removal services)
- The event application fees are paid
- A Risk Management Plan is attached
- A Traffic Management Plan is attached (for an event requiring road closures)
- All Certificates of Plant Item Registration are attached. Certificates for all amusement devices are required
- Food stall applications submitted and application fees paid
- An Emergency Evacuation Plan has been developed for the event and is attached
- A detailed Site Plan is attached, including the location of all temporary structures