

## Notification of an Event on Private Land

please complete all sections

ABN: 30 308 161 484 | PO Box 906, Moama NSW 2731  
1300 087 004 | admin@murrayriver.nsw.gov.au

<b>SECTION 1 – APPLICANT DETAILS</b>			
<b>Organisation / business name:</b>			
<b>Mail postal address:</b>			
<b>SECTION 2 – APPLICANT CONTACT INFORMATION</b>			
<b>Contact name:</b>		<b>Position:</b>	
<b>Work phone:</b>		<b>Home phone:</b>	
<b>Mobile:</b>		<b>Fax:</b>	
<b>Email:</b>			
<b>SECTION 3 – EVENT DETAILS</b>			
<b>Address of event location:</b>			
<b>Description of event:</b> Please describe the activities that will be undertaken as part of the event.			
<b>Type of event:</b>	<b>Private Event</b>	<b>Public Event</b>	
<b>Date(s) and time(s) of event:</b>			
<b>Start time:</b>		<b>Finish time:</b>	
<b>No. of people in attendance:</b>		<b>Will there be stall holders? If yes, how many</b>	

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<p><b>Will you provide sufficient waste services at your event?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>If additional bins are required, please contact JR Richards on 1300 579 278 to arrange?</p>	
<p><b>Are you erecting any temporary structures?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>Type:</p> <p>Size:</p> <p>Quantity:</p> <p>Location: please attach a sketch plan of the site.</p>	
<p><b>Will you be selling food, other than what is approved in an existing Development Application (DA)?</b></p> <p>Food providers at events must comply with NSW Food Act 2003, NSW Food Regulation, Food Safety Standards and <a href="#">NSW Food Authority - Food Handling Guidelines for Temporary Events</a>.</p> <p>The Food Act requires that all permanent, mobile and temporary food businesses be registered with the relevant authorities prior to commencing trade. To register a food business with Murray River Council, complete the <i>Retail Food Registration</i> form available on Council's website.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>Type(s) of food to be sold:</p>	
			<p>Will the food be provided by a business?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<p>Will the food be provided by volunteers?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<p>Type of food premise: e.g. canteen, food van, bbq.</p>	<p>If using business(es) to provide food, please note below, or attach a list of the business name(s) and contact details of the retail food business(es).</p>
<p>If required, please provide additional information about the provision, or sale of food here:</p>				

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<p><b>Are you selling or supplying alcohol, other than what is approved in an existing Development Application (DA)?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>If yes, and a liquor license is required, a copy of the approved Liquor Licence <b>must be attached</b> when submitting this form. Further information can be found here - <a href="https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types">https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types</a></p>	
<p><b>Are you using amplified sound, other than what is approved in an existing Development Application (DA)?</b> Please note where the noise level exceeds 55 decibels at the property boundary and the nearest residential receptor is within 250 metres, and the event will extend beyond midnight, Development Application approval may be required.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Equipment type:	
			Noise level (decibels):	
			Time of use:	From: To:
<p><b>Are you using amusement devices?</b> (Public Liability Insurance of hire company must be attached when submitting this form).</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Type of rides:  Please provide a sketch plan identifying the location of the rides	
			Company name:	
<p><b>Will there be fireworks?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>If yes, please provide appropriate accreditation of the licenced Pyro technician and description of the type of pyrotechnic display together with the necessary approvals.</p>	
<p><b>Do you have a Covid-safe Plan?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>Please note a Covid Safe Plan for events is no longer mandatory, however it is still recommended. Further information can be found here – <a href="https://www.nsw.gov.au/covid-19/business/safety-plans">https://www.nsw.gov.au/covid-19/business/safety-plans</a></p>	
<p><b>Will children be involved in your event?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>If yes, do those individuals who are required to hold a Working With Children Check, have a valid Working With Children Check? Further information can be found here - <a href="https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check">https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check</a></p>	
<p><b>Have you informed NSW Police of the event?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>Events conducted on public or private land may require notification to NSW Police under the Summary Offences Act 1988 for approval as a place of public gathering, defined as a group of people who gather in a public place for a common purpose. A Notice of Intention can be found here - <a href="https://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf">https://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf</a></p>	
<p><b>Will your event impact on traffic, parking and pedestrian access and/or</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>If yes, a Traffic Management Plan (TMP) is required. The TMP will need to be approved by Council's Traffic Management Committee. The TMP must be attached when this form is submitted. It may take up to 90 days for the TMP to receive approval from NSW Roads and Maritime, please allow plenty of time for this process.</p>	

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<p><b>safety that differs from the usual use of the space?</b></p>			<p>If you are unsure if a TMP is required, please contact Council's Road Safety Officer on 1300 087 004. If a TMP (incorporating a traffic control plan) is required, it is the responsibility of the event organiser to engage a professional who has Traffic Control Work and Prepare Work Zone qualifications from Safe Work NSW to do this Plan.</p>
<p><b>Has a Risk Management Plan been completed and attached to this form?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>Any event being held on private land, in addition to what is approved in a current Development Application (DA) requires a Risk Management Plan to be completed and submitted to Council. A copy of the Risk Management Plan <u>must be</u> submitted with this form. An example Risk Management Plan can be provided, should you wish to use it as a guide.</p>
<p><b>Has a copy of the Public Liability Insurance Certificate of Currency (minimum \$20 million) been attached to this form?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<p>A copy of the Certificate of Currency, which notes the event, must be submitted with this form.</p> <p>Non-profit community organisations may be eligible for cover under Council's insurance cover. Contact Council for further information. Applicants must have organised insurance cover prior to submitting this application form (and attached evidence of this).</p>

### SECTION 5 – ATTACHMENTS

All required, supporting documentation **must be** attached at the time of submitting this form. If required, have you attached the following documents to your application?

<p>Sketched site plan of temporary structures</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>List of registered food vendors</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Copy of approved Liquor Licence</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If using amusement rides, site plan and PL Insurance details of hire company</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Covid-safe Plan</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Traffic Management Plan (and traffic control plan)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Risk Management Plan - <b>mandatory</b></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>PL insurance certificate of currency, noting the event - <b>mandatory</b></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Any other documentation to support your application</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

### SECTION 8 – PLEASE RETURN COMPLETED APPLICATION FORM AND ALL ATTACHMENTS:

- In Person - Murray River Council Moama Branch Office, 52 Perricoota Road, Moama, NSW 2731 or 15 Murray Street, Barham, NSW 2732
- By Mail - The Booking Officer, Murray River Council, PO Box 906, Moama NSW 2731
- By Email - [admin@murrayriver.nsw.gov.au](mailto:admin@murrayriver.nsw.gov.au)

For further information, please call 1300 087 004 or email [admin@murrayriver.nsw.gov.au](mailto:admin@murrayriver.nsw.gov.au)

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### Please note:

Some events may require Development Application (DA) approval from Council prior to commencing. This may take a few months to process, so if your event does require DA approval please ensure you have enough time to complete the relevant forms (found on Council's website) and for the approval process.

Council's Event Policy states:

Unless the use of the land is usually used for the holding of events of a type and size that are being proposed, **an event will require a Development Application (DA) from Council if:**

1. the number of guests is likely to cause adverse traffic impacts or impacts on the amenity of others, defined as more than 800 guests attending the event, or
2. a noise level exceeding 55 decibels at the property boundary is proposed and the nearest residential receptor is within 250 metres of the land on which the event is to be conducted and the event will extend beyond midnight,
3. the frequency of events is more than once in any month or 12 occasions in any year.

Further information about submitting a DA can be obtained from Council's Planning Department.