

APPLICATION FOR AN EVENT

Please note if your event requires a Development Application (DA) you need to have submitted the application prior to submitting this form and attach the copy of the application and/or decision

1. Event Applicant

Name of Group			
Contact Person:	Name:		
	Address:		
	Email Address:		
	Mobile:		

2. Event Details

Name of Event:			
Location and Description of Event:			
Date/s of Event:			
Times:	Start:		Finish:
Numbers:	Expected attendance:		No of Stallholders:

3. Activities

Activities requiring action:	Pre-Event:	During Event:	Post-Event:
Planning	Committee	Committee	Restoration of Facilities
Permit Application (DA)	Committee		DA for next event
Contact List of Responsible Persons	Committee	Committee	
Public Liability	Committee		
Site Set-Up	Committee		
Traffic Management	Committee & MRC		
Evacuation Points identified	Committee		

4. Types of Activities/ Risk Assessment			
Some activities may require formal Council approvals under the Local Government Act 1993 or other relevant legislation: Please detail if you are:			
Will the event require the closure of Council roads? (circle)			YES NO
If YES	Start:		Finish:
	Have you applied for and been granted a Development Application (DA)?		YES NO
Using amplification equipment? (information will need to accompany the application regarding sound levels)			YES NO
Selling alcohol or permitting the consumption of alcohol? (If selling alcohol a copy of the licence needs to accompany the application)			YES NO
If YES	Please provide a copy of your current liquor licence?		YES NO
	Do you have qualified servers of alcohol?		YES NO
Selling food?			YES NO
If YES	Supply Food Handling Certificates prior to the event?		YES NO
	How many food stalls will the event have?		
Providing amusement rides?			YES NO
If YES	Will ride providers supply insurance documentation prior to the event?		YES NO
	Will ride providers have signage in regarding to the rules relating to the individual rides?		YES NO
Erecting temporary structures (e.g. stages, marquees etc).?			YES NO
If YES	Will the Committee inspected these structures prior to the event?		YES NO
Will there be fireworks?			YES NO

If YES	Please provide appropriate accreditation of the licenced Pyro technician and description of the type of pyrotechnic display together with the necessary approval	
Will you require additional rubbish bins? If so how many? (There may be charges)		YES NO
Will you require additional toilet cleaning? (There may be a charges)		YES NO
Have you attached a copy of your current Public Liability insurance – listing the event		YES NO
Access will be provided for emergency vehicles if required?		YES NO
Emergency evacuation location identified?		YES NO
If YES	Name location	
Will there be effective on-site communication?		YES NO
.If YES	Mobile Phones	YES NO
How will this be done?	PA system	YES NO
	UHF Radios	YES NO
Will there be trained First Aiders present?		YES NO
First Aid post location identified?		YES NO
If YES	Name location	
Will there be a defibrillator on-site?		YES NO
If YES	Name location	
Are high risk activities isolated? Leading animal rides, merry-go-rounds etc.		YES NO
Have you provided a site map?		YES NO

Hand drawn map suitable , showing the location of the main safety items outlined above – first aid ,
evacuation point etc.

It is the responsibility of event organisers to advise the Police, Fire Services, Ambulance and all other emergency services that you are intending to hold an event at least 90 days prior to the event taking place. Failure to do this may result in objections to the event taking place and the need for you to cancel the event.

Copies of correspondence are required to be included in your application.