



# MAJOR EVENT APPLICATION

**NAME OF THE EVENT**

Location of Event:

Applicant's Name:

Organisation (if applicable)

Postal Address:

Phone, Fax, E-mail and Mobile:

Website Address (if applicable)

Nature of the Event:

Date(s) of the Event:

Duration Time(s) of the Event:

Setting Up Time/Date(s)

Pack Down Time/Date(s)

*Please answer the questions below that are relevant to your event. If a parts of this form are not relevant please draw a line through that section.*

**YOUR ORGANISATION:**

Is your organisation incorporated ?

YES

NO

You maybe required to attach copy of the Certificate of Incorporation

Are you a non-profit organisation?

YES

NO

Is your organisation located within the City of Victor Harbor ?

YES

NO

How many members make up your group/organisation:

What is the primary purpose of your organisation?



If this event is a Commercial enterprise, if so please supply a copy of your Certificate of Registration of Business Name and your ABN.

How long has your business been trading ?  Not Applicable

Does your organisation have a current public liability policy that covers the event ?

YES  NO

If so, how much cover do you have at present

*Council expects that applicants hold a public liability policy with a minimum coverage of \$10,000,000 per claim. Additional coverage maybe requested, subject to the nature of the event. Council may require that your organisation hold a current products liability policy, with a minimum \$10,000,000 of cover.*

**EVENT FUNDAMENTALS:**

What are the goals, objectives and expected outcomes of the Event?

Who is your target audience?

Estimated crowd numbers?

Explain the benefits of the Event to your organisation and the community?

How will this event be funded ?

If sponsors are being sought, please provide details of proposed sponsors / sponsorships.

Is sponsorship sought from Council ?

 YES

 NO

*If so, refer to the separate Sponsorship Application Form.*

Do you have a business plan prepared for the event

 YES

 NO

*If so, please supply a copy within this application.*

**SITE MANAGEMENT:**

Will you require the use of Council land to conduct your event ?

 YES

 NO

If so which oval/reserve are you seeking use of?

*Please note: fees are associated with the hire of council facilities, please check with the Tourism Marketing and Events Coordinator. A compulsory bond of \$300 will be required for the use of ovals/reserves.*

**SITE INFORMATION**

Stages or platforms

 YES

 NO

Public Seating

 YES

 NO

Site Fencing

 YES

 NO

Will you require vehicle access onto the reserve?

 YES

 NO

Marquees (Large or Small)

 YES

 NO

On site signage (non promotional)

 YES

 NO

Do you require the use of Council's stage?

 YES

 NO

Will structures be left overnight?

 YES

 NO

Please provide details of any other types of structures that maybe erected/installed at the event:

*Please note that development approval maybe required for larger structures, this may take several weeks.*

**A Site Plan has been attached with this application (compulsory)**

 YES

 NO

**CAR PARKING**

Will reserved/modified car parking arrangement be required?

 YES

 NO

*If yes, please supply a plan showing your proposed parking arrangements, this maybe shown on the Site Plan. Approvals for the alteration of existing parking arrangements will need to be reviewed by the Senior General Inspector.*

Do you wish to hire the Esplanade Car park?

 YES

 NO

*The car park is located adjacent to Warland Reserve. If yes, you will need to complete the Esplanade Car Park Hire Booking Form, a copy of which can be obtained from the Tourism Marketing & Events Coordinator or courtesy of Council's Environment & Infrastructure Assistant. The car park holds approximately 170 vehicles, depending on the manor in which vehicles are parked.*

**PUBLIC TRANSPORT**

Have any transport services been arranged to bring attendees eg shuttle service or buses?

YES  NO

If so please provide details

**SERVICE OF FOOD**

Is food being sold or provided at your event ?

YES  NO

Is food being prepared on site or brought in?

YES  NO

*Unless authorised by Council Officers, no food vendors are to operate on Warland Reserve, Soldiers Memorial Gardens or Soldiers Memorial Reserve, due to the proximity to existing food businesses, unless approved by Council.*

Will running potable water be required on site?

YES  NO

All food vendors will need to be registered with a local government and/or have a current Food Business Notification Number (FBN). Vendors wishing to become registered need to contact **The Environmental Health Officer by phoning 8551 0500.**

*The Food Act imposes standards with respect to food intended for human consumption and to ensure the observance of proper standards of hygiene in relation to the manufacture, distribution and storage of food that is intended for human consumption. These standards are available on Council's website [www.victor.sa.gov.au/CouncilActivities/EnvironmentandPublicHealth/Food](http://www.victor.sa.gov.au/CouncilActivities/EnvironmentandPublicHealth/Food). Council's Food Vending Policy outlines the minimum requirements for safe disposal of wastewater.*

**PUBLIC TOILETS**

Does your event require access to Council's toilets?

YES  NO

*If event organisers require the use of existing public toilets to service their event, cleaners will be required to service the toilets between normal Council cleans. This cost will need to be covered by the event organiser.*

If so, which toilet facilities?

Will your event be supplying additional temporary toilets?

YES  NO

If yes please advise how many toilets?

If alcohol is being served at your event the number of additional toilet facilities will need to be in accordance with requirements outlined by the Commissioner for Liquor Licensing.

*Please ensure that toilets are indicated on the site map presented to council.*

Does the Event involve any animal keeping?

YES  NO

*For further information on animal handling procedures involving the public, please contact the Council's Environmental Health Officer on 8551 0500*

**WASTE MANAGEMENT AND CLEANING**

Does your event require 240L mobile garbage bins?

 YES NO

If yes, please advise how many bins will be required

Is commercial collection of 240L mobile garbage bins required?

 YES NO

Does the proposal require any street sweeping after the Event?

 YES NO*Street sweeping will only be required under certain circumstances.*Please outline the cleaning management strategy in place to ensure the Event site is clear of waste following the Event *(if the site is not left clean a charge will be deducted from any bonds collected).***DISABILITY DISCRIMINATION ACT**

Legislation exists in Australia to protect the rights of people with disabilities. It is therefore important that this legislation is not contravened by obstructing footpaths and access ramps for example. Further information can be obtained from Council's Principal Building Surveyor on 8551 0500.

**POWER REQUIREMENTS**

All power leads used on site must be appropriately tagged and tested, in accordance with the Australian Standard.

Is there a requirement for power?

x

10 amp points

x

15 amp points

*For information on the availability of power, please contact the Tourism, Marketing & Events coordinator.*

What purpose will the power be used for?

Will a generator or other power sources be used?

 YES NO

Will floodlighting be used?

 YES NO

**PROMOTIONAL SIGNAGE**

Council has a 'Coming Events Board' as you enter the town, designed for promoting all major events and festivals occurring within the City. Signage is to be prepared by a local signwriter and mounted on an appropriate frame.

Would you like to book space on the Coming Events Board?  YES  NO

If so, please advise dates you wish to book

Council will only approve roadside signage that provides residents with relevant information about the event. This may include such signage as 'Advance Warning' for road closures or any other changes to traffic conditions relating to the event. If you wish to erect signage as outlined above please provide details of your request:

**ALCOHOL**

Is alcohol to be sold / consumed at your event ?  YES  NO



Existing City Dry Zones

If the sale of alcohol is proposed at your event, your organisation will need to apply to the Office of the Liquor and Gambling Commissioner for a limited licence.

Applications maybe lodged online via the Office of the Liquor & Gambling Commissioner's website [www.olgc.sa.gov.au](http://www.olgc.sa.gov.au) or by calling their office on 131 882.

A requirement of the application will be that Council provide written approval, supporting your application to the Commissioner. This written approval will be granted following Major Event Approval by Council.

Any vendors operating at your event will require their own independent licence that will be in addition to your event licence.

**Dry Zone**

A Dry Zone exists and is shown on the map. The consumption of alcohol in this area is prohibited from 10pm on each day to 8am on the following day.

**PUBLIC ADDRESS SYSTEM/PERFORMANCES**

Will there be a public address (PA) system used?  YES  NO

If yes, at what times is the PA proposed to be used from:  to:

Will there be live music performed at your event ?  YES  NO

Will there be other entertainment at the Event?  YES  NO

If so, what type of performance/musical/entertainers are proposed?

*Please supply a program detailing the performers and the type of music and include with this application. Subject to the nature of the event some restrictions may be placed on the extent of music where performance times may impact nearby residents.*

**SECURITY**

Will there be trained security personnel in attendance?  YES  NO

If so, how many trained security will be at the event

What is the name of the company being used?

Have you advised the local police of the Event?  YES  NO

*Subject to the event being approved by Council it is the responsibility of the applicant to notify all relevant authorities, these may include but not limited to SA Police, SA Ambulance, MFS, CFS, SES and the Victor Harbor Hospital. If an event is to occur on water the Harbormaster must be notified.*

**AMUSEMENT DEVICES**

Do you propose to have amusement devices at your event?

*If yes, please list below the amusement devices and operators details. Copies of public liability paperwork, Safe Work SA Accreditation and current Engineers Reports for all amusement devices must be provided.*

Amusement Device	Amusement Operator (including Safework SA licence no.)	Operator Contact Details

*All amusement devices must be shown on the site map. Any amusement rides present must have a current Safework SA certificate in place.*

**FIREWORKS**

Will there be fireworks at your event?  YES  NO

Proposed location of fireworks display:

Proposed time and duration of display:

Any fireworks display must be conducted by a Safe Work SA Accredited operator. Please provide the Licence No and business name of the proposed fireworks operator:

*Matters relating to risk management associated with a proposed fireworks display must be covered extensively within the Risk Management Plan.*

**ROAD CLOSURES**

Council has authority to approve the closure of all roads under its care and control, as per delegation by the Minister for Transport and in accordance with the Road Traffic Act 1961 (Section 33) and the Ministers Notice, dated 27th April 2009. Applicants wishing to close or affect traffic conditions on any State Government controlled roads must make contact with the Traffic Planning Coordinator (Major Event Section) SA Police. Please clarify with the Tourism Marketing & Events Coordinator.

Is there a requirement for road closures?

 YES

 NO

*If yes, please specify the roads to be closed and the times of closures.*

ROAD CLOSURES				
DATE:				
ROAD	FROM	TO	FROM	TO

The information provided above does not constitute a formal application. If you wish to seek road closures as a part of your application you must write to Council, courtesy of the City Manager seeking consent, acknowledging that you are currently completing the Major Events Application Form. A minimum of 4 months will be required to ensure road closures can be assessed at a formal Council meeting.

Depending on the nature of event the City Manager may require that the applicant prepare an Event Management Plan consisting of a Traffic Management Plan and a Risk Management Plan. Templates of these documents are available from the Tourism Marketing & Events Coordinator.

Event organisers will be responsible for covering costs associated with road closures under the road traffic act. These may include such things as advertising the road closures in a locally distributed newspaper, notifying residents of road closures and engaging the services of an individual with relevant traffic management experience to implement closures, in accordance with Traffic Management Plan.



## **TRAFFIC MANAGEMENT PLAN (if required)**

Please refer to the Traffic Management Plan template which is available from the Tourism Marketing & Events Coordinator. The document must be completed in full and submitted with the Major Events Application Form. If providing an independent Traffic Management Plan please discuss the contents with the Tourism Marketing & Events Coordinator to ensure that all aspects required by Council are covered.

## **RISK MANAGEMENT**

All applicants must provide Council with a risk management plan. The plan must outline the consideration that has been given to public safety and the management of risks associated with the event. If you do not have a risk management plan please request a copy of the City of Victor Harbor Risk Management Plan template from the Tourism Marketing & Events Coordinator.

(Please ensure that you outline within your Risk Management Plan how you intend to mitigate against potential risks that you have identified.)

## **CONDITIONS OF MAJOR EVENT APPROVAL**

As the applicant you understand that (if required) the following actions / conditions will apply:

### **General Conditions**

- Applicants must hold a current public liability insurance policy with a minimum of \$10,000,000 coverage. The applicant must present Council with a copy of the Certificate of Currency relating to the policy prior to the event proceeding.
- The Applicant agrees to indemnify, protect, defend and hold harmless the City of Victor Harbor from and against any and all claims, demands, actions and proceedings whatsoever in relation to personal injury or property damage caused by or occasioned during the period of the event and shall indemnify the Council for any and all fees, costs and expenses incurred in respect thereof.
- Council will not be responsible for any personal injury to Event personnel and requires indemnification from the Event organiser should any claims be made against Council.
- That all bonds required are paid prior to the event. Bonds will be refunded to the applicant following inspection by council after the event.
- If the applicant causes damage to Council property it retains the right to withhold part or the entire bond towards the cost of repair and/or reinstatement.
- All Council facilities must be left in a clean and tidy state and all rubbish must be placed in bins or removed from the site.
- A site plan presenting the layout of any structures (marquees etc) must be submitted with the Major Event Application.
- A Risk Management Plan must be submitted.
- A Traffic Management Plan must be submitted (if required)
- Council will not be responsible for any equipment brought on site.
- A report will only be presented to Council upon the receipt of all additional supporting documentation.

**Road Closures**

- Distribute written material to residents/rate payers advising of the road closure as well as any necessary additional information, to members of the public likely to be affected by the closure.
- A notice is to be placed in the local paper at least two clear weeks of the event.
- Any other conditions the City Manager thinks fit to impose under Section 33(4) of the Traffic Management Act.
- The Event Organiser must at least two weeks prior to the date of the event notify the following emergency service organisations :
  - Commissioner of Police (in order to exempt persons from relevant road rules).
  - SA Country Fire Service
  - Metropolitan Fire Service
  - State Emergency Service.
  - SA Ambulance Service.
- In writing notify Council that the above emergency service organisations have been advised.

**Road Closures – Motorsport Events**

- A \$1,000 bond is required for all Motorsport Events.
- Repair any property, with property owners consultation, as soon as is reasonably practical (and providing urgent temporary fencing if required to ensure safety to stock etc).
- Motorsport rally organisers must instruct participants of the event that practicing on the designated road(s) will be considered under the road rules, any breaches will be enforced by SA Police. Local residents may record vehicle and number plate details and report these to SA Police.
- Motorsport Events requiring road closures should submit viable, alternative routes, so that a designated road is used no more frequently than every second calendar year. An exception to this ruling will only apply where the continuation of an event has a high level of support from residents living along the route.

The following declaration is to be signed by the nominated representative of the event organisation.

***By signing this Major Event Application Form you are acknowledging that you have provided true and correct information to the best of your knowledge. It is important that you fully understand the conditions pertaining to all elements of this Major Even Application Form.***

I agree, on behalf of the organisation named above, to abide by the conditions outlined within this document as pertaining to the Event.

Print Name

Position within Organisation

.....  
Signature

Date

Contact Number