

Any event held on Council land or premises must be conducted according to Section 68 of the Local Government Act.

Parts A-F are to be completed by event organisers who intend holding any event on Council land or premises. The remainder of the application is to be completed IF you require Council services.

Refer to our website www.gtcc.nsw.gov.au/eventapp for further information regarding holding an event.

Part A - General Event Details

Event Name

Council property to be booked (park booking fee applies).

Event Details (Description of the event)

Event date(s)

From

To

Event operation hours

From

To

Bump in (set up) date and time

From

To

Bump out (clean up) date and time

From

To

Estimated numbers

Participants

Spectators

Part B - Event Contact Details

Name of Organisation / Club / School / Association (legal status ie Inc, Pty Ltd)

ABN (if applicable)

Contact Name

Mailing Address

Email

Telephone No

Mobile No

On-site contacts

Council will require two names and mobile numbers for contacts that can be reached on-site during your event

Contact 1 Name

Mobile No

Contact 2 Name

Mobile No

Wet weather plan

Will any other Council property be required? Detail the method of liaison with Council to determine the condition of Council property after rain, the placement of signage at the venue, call to media etc

Special requirements

eg additional maintenance, lighting, bins - refer Council Services Required page 10

Part C - Insurance

Council does not insure for loss of equipment or personal property left on or around Council property. For Public Liability Insurance it is generally an amount of \$20 million. The policy must be underwritten by an insurer that has been approved by the Australian Prudential Regulatory Authority (APRA). Council strongly recommends the applicant to obtain Professional Indemnity Insurance where the event is providing professional advice, instruction or training persons for financial gain or reward.

Copies of the Certificate of Currency for the organisation's insurance covering the event dates and Policy documentation is required with all applications.

Public Liability Certificate of Currency & Policy Supplied? Yes No

Professional Indemnity Insurance Certificate of Currency & Policy Supplied? Yes No N/A

Event Application Checklist (To be completed by applicant)

Mandatory Information Required	Supplied		Comment
	Yes	No	
1 - Completed Application	<input type="checkbox"/>	<input type="checkbox"/>	
2 - Insurance / Certificate of Currency	<input type="checkbox"/>	<input type="checkbox"/>	
3 - Event Management Risk Assessment (refer Part F)	<input type="checkbox"/>	<input type="checkbox"/>	
4 - Event Plan (refer Part E)	<input type="checkbox"/>	<input type="checkbox"/>	
5 - Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	
6 - Temporary Structures (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	

Declaration:

- 1 I am authorised by the above organisation/club/school/association to make this application.
- 2 If approved the applicant undertakes to:
 - complete a risk assessment safety inspection of the Council property and complete an 'Event Management Risk Assessment' (Part F) prior to each usage;
 - notify Council of any major safety deficiency in the Council property;
 - rectify any minor safety deficiency or damage caused from use in wet weather to Council property prior to usage;
 - leave the Council property in a clean and tidy condition, including facilities;
 - not use the Council property if it is unsafe to do so;
 - only use approved line marking agents on Council property;
 - obtain Council approval for any signage erected;
 - not sub-let any Council property or facility;
 - ensure children using Council property are supervised by an adult;
 - agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained;
 - comply with the season changeover for playing fields
Seasons are Summer (1 Oct - 2nd weekend in Mar) & Winter (1 Apr - 2nd weekend in Sep);
 - ensure that if the Council property is used at night, the level of lighting is appropriate for the type of usage;
 - agree to turn off lighting immediately after use of Council property;
 - contact Council if lighting is no longer required or earlier than requested;
 - comply with any direction of Council in relation to the Council property eg closures due to wet weather or maintenance.
- 3 I understand if Council are required to conduct any repairs due to damage caused by applicant, the applicant will be invoiced.
- 4 I am authorised to provide this release to Council on behalf of the above organisation/club/school/association from all claims made against Council by any person resulting from activities held on Council property.

Applicant Signature (print name)

Date



Part D - Temporary Structures

We need to clearly understand what temporary structures you intend to use as part of your event so that we can ensure relevant State Government planning requirements are met. The erection and use of a temporary structure as an entertainment venue **may** require development consent under the Environmental Planning and Assessment Act 1979.

A temporary structure is defined as a Tent, Marquee, Booth, Stage or Platform.

Will temporary structures be erected? Yes No

If yes, you must read and complete the rest of this section.

The State Environmental Planning Policy (SEPP) (Exempt and Complying Development Codes) 2008 provides guidance for the use of Tents, Marquees, Booths, Stages and Platforms at Community Events.

Division 3, Subdivision 7 of the SEPP details requirements that must be followed for erection of tents, marquees or booths at your event.

Division 3, Subdivision 9 of the SEPP details requirements that must be followed for the erection of stages and temporary platforms at your event.

We have included these as an Appendix 1 but you can access the legislation at <http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+572+2008+cd+0+N>

If you plan to use a temporary structure you are required to read and comply with the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or a Development Application will be required to be submitted.

Yes I have read Division 3, Subdivision 7 and Subdivision 9 (refer to Appendix 1)

Yes I understand my obligations surrounding the use of temporary structures at the proposed event

You must ensure that ALL temporary structures are **marked on the site plan** and listed below.

Type of Structure	Number	Dimensions in m ²	Stage or Platform height from ground level

Part E - Event Plan

It is **mandatory** for all event organisers to complete and submit an Event Plan which includes detailed information for the areas listed below.

- All organisations involved in the event
- Key role responsibilities clearly stated; Event Organiser, Safety Manager, Volunteer Coordinator, Volunteers, Health and Safety Coordinator
- Event Risk Assessment carried out (refer Part F)
- Crowd Management and Security measures identified
- First Aid Officers identified
- Incident Management Plan including Incidents Reports and responsible event personnel
- Patron Access and Disability Patron Access
- Emergency Management Procedures (including Evacuation Plan) in place including responsible event personnel
- Structural Inspections/Work Health and Safety
- Liaison with public and other organisations established
- Licensing
- Record of all amusement ride operators, infrastructure suppliers and stall holders
- Cancellation of event procedure in place
- Waste Management Plan
- Steps taken to avoid site damage
- Steps taken to avoid environmental impacts
- Site Plan - that clearly indicates:
 - Emergency access points/evacuation routes
 - Safe assembly areas
 - Temporary structures
 - Security, crowd control and/or police locations
 - Liquor consumption areas/non-alcohol areas
 - Site entrances/exits
 - Waste outlets
 - Parking and disabled parking
 - Food vendors
 - Power outlets
 - Amusement rides
 - First aid posts
 - Lighting
 - Amenities/portable toilet facilities
 - Fireworks launch site/exclusion zone
 - Market stalls
 - Water supply

Part F - Event Management Risk Assessment

It is **mandatory** for all Event Organisers to complete and submit a Risk Assessment with all Event Applications. If inspection reveals that use of the facility cannot be performed safely, do not proceed until action is taken that assures the risk has been eliminated. A sample Risk Assessment Template is attached that can be used for your event. A sample Risk Assessment is available on our website www.gtcc.nsw.gov.au/eventapp.

Likelihood (How likely is it to occur?)

Level (Descriptor)	Example detail description
A (Almost certain)	Is expected to occur in most circumstances
B (Likely)	Will probably occur in most circumstances
C (Possible)	Might occur at some time
D (Unlikely)	Could occur at some time
E (Rare)	May occur but only in exceptional circumstances

Consequence (What is likely to be the impact?)

Level (Descriptor)	Example detail description
1 - Insignificant	<ul style="list-style-type: none"> No injuries Low financial loss
2 - Minor	<ul style="list-style-type: none"> First aid treatment On-site release of chemical immediately contained Temporary halt of event Medium financial loss
3 - Moderate	<ul style="list-style-type: none"> Medical treatment required On-site release of chemical contained with outside assistance Temporary halt of event requiring outside assistance (eg specialised maintenance, fire) High financial loss
4 - Major	<ul style="list-style-type: none"> Extensive injuries Loss of production capability Off-site release of chemical with no detrimental effects Halt of event requiring investigation and outside assistance (eg fire, police, ambulance) Major financial loss
5 - Catastrophe	<ul style="list-style-type: none"> Death Toxic release off-site with detrimental effect Halt of production with investigation and potential prosecution (eg fire, police, ambulance) Catastrophic financial loss

Risk Assessment Matrix (Risk Rating)

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophe 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

Ratings

- E** = Extreme risk: immediately introduce further control measures to lower the risk. Re-assess before proceeding.
H = High risk: Review and introduce additional controls to lower the level of risk
M = Moderate risk: monitor and maintain strict measures
L = Low risk: monitor and manage by routine procedures

Risk Assessment Template

Task/Issue/Hazard	What could go wrong	Controls to be implemented for the event	Likelihood	Consequence	Rating

Task/Issue/Hazard	What could go wrong	Controls to be implemented for the event	Likelihood	Consequence	Rating

Council Event Charges

Refer to [GTCC Schedule of Fees and Charges](#) for a more comprehensive list of fees and charges that may be applicable to your application. All prices are GST inclusive where applicable. These fees are applicable for the 2015/2016 financial year.

Description	Fee (\$)	Unit	Payable		Total Payment
			Yes	No	
Application for use of park/reserve	61	each	<input type="checkbox"/>	<input type="checkbox"/>	
Security bond for use of Council property	500	each	<input type="checkbox"/>	<input type="checkbox"/>	
Waste / Recycling Bin charges	18 23	each (Mon-Fri) each (Sat-Sun, PH)	<input type="checkbox"/>	<input type="checkbox"/>	
Key security bond	150	per key	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting change / shutdown	93 170	per request per request (Harrington)	<input type="checkbox"/>	<input type="checkbox"/>	
Amusement device application fee	21	per amusement device	<input type="checkbox"/>	<input type="checkbox"/>	
Power charge	180 24	set up + 1 day usage per day usage	<input type="checkbox"/>	<input type="checkbox"/>	
Display of banners in Victoria Street Taree	330	display	<input type="checkbox"/>	<input type="checkbox"/>	
Venue charge Refer to GTCC Fees and Charges for individual venue charges			<input type="checkbox"/>	<input type="checkbox"/>	
Food inspections Refer to GTCC Fees and Charges for Food Premises			<input type="checkbox"/>	<input type="checkbox"/>	
Usage of Taree Regional Recreation Centre, Wingham Sporting Complex, Manning Aquatic Leisure Centre, Wingham Swimming Pool Refer to GTCC Fees and Charges for Parks, Reserves, Sporting Fields, Swimming Pools			<input type="checkbox"/>	<input type="checkbox"/>	



Council Services Required

Part 1 - Power Supply

Provide in detail description of power supply usage requirements including times and duration of use. Please note the following:

- Fees apply to any power supply provided by Council (refer to Council Event Charges on page 9);
- If additional power supply is required in excess to that available at the site, the organiser will be responsible for all costs associated with the upgrading of the power source;
- It is the responsibility of the organiser to liaise with the relevant authority to locate any underground services before engaging in any work;
- Any temporary power supply is to be removed immediately following the event;
- A Site Plan is required indicating the location of the proposed temporary power supply.
- A key is required to be collected from Council's Customer Service Centre prior to the event to access power

Do you require use of Council's power supply where available? Yes No If No, go to Part 2

Type of power required?

Number of outlets required?

Part 2 - Lighting

Provide in detail description of lighting requirements including times and duration of use. Fees apply to any lighting provided by Council (refer to Council Event Charges on page 9).

A key may be required to be collected from Council's Customer Service Centre prior to the event to access lighting.

Will lighting be required? Yes No If No, go to Part 3

Are you proposing to have outdoor lighting? Yes No

Do you require the use of Council lighting? Yes No If yes, provide details

Details

Date(s)

From

To

Operation hours

From

To

Part 3 - Waste Management

You will need to submit a Waste Management Plan with your application (refer to Part E). The number of waste/recycling bins you will need will depend on whether you are serving food and/or alcohol at your event and:

- Council will notify you of any changes required to your proposal within 14 days of your submission;
- Council's existing Public Place Litter Bins are **NOT** to be used for waste generated from the event;
- Organisers must accept responsibility for any repair, loss or damage caused to the bins;
- Organisers are responsible for the final clean up of the site and immediate surrounds, otherwise fees will apply;
- Council encourages waste minimisation practices at events. Should you require further assistance please contact Council's Waste Management staff by phoning 6592 5399.
- Fees apply to event bins supplied from Council (refer to Council Event Charges on page 9).

Will Special Event Bins be required? Yes No If No, go to Part 4

If yes, do you require event bins from Council? Yes No

If yes, complete Council bin requirements below.

If no, complete Details of other waste management methods below.

Council bin requirements

Number of General Waste Bins required?

Number of Recycling Bins required?

Delivery location

Collection location

Details of other waste management methods

Name of other waste provider:

Bin quantities

Provide location of bins on site map

Part 4 - Traffic Management - Road Closures

If Temporary Road Closures are required then you are required to seek approval from Council no later than 12 weeks prior to your event so a report can be prepared and submitted to Council. A Traffic Management Plan will need to be submitted to Council at least **7 days prior to your event**. It is suggested that event organisers engage the services of external consultants to assist in formulating a Traffic Control Plan to ensure that appropriate consideration is given (refer **Additional Information to be considered when planning an event** on our website, for typical conditions that Council's Traffic Committee may impose).

Are you proposing temporary road closures? Yes No If No, go to Part 5

Road Name	Suburb/Town	Location		Time	
		Start	Finish	Start	Finish

Part 5 - Traffic Management - Traffic Control

If your event will impact on vehicle or pedestrian movement in a public open space, please outline measures to reduce traffic/parking impacts affected by the activity including WHS issues. A Traffic Control Plan may also be required.

Will your event impact on vehicle/pedestrian traffic? Yes No If No, go to Part 6

Details

Part 6 - Fireworks

If you are proposing to use fireworks (Pyrotechnics) at your event, you must submit with this application, a copy of the operator's WorkCover issued License and a copy of the Licensed Operator's Public Liability Insurance - Certificate of Currency for no less than \$20 million.

It is the event organiser's responsibility to ensure that notification of a fireworks display is advertised in the local paper in the 2 weeks leading up to the event.

Will there be fireworks at your event? Yes No If No, go to Part 7

Details

Part 7 - Noise Levels

Noise Levels must not exceed 5 decibels above background noise measured at the nearest affected residence. Excessive noise levels can be generated by music, amplifiers, refrigerators, generators, motor engines and crowds. If you anticipate that noise will exceed the acceptable levels please provide details below. This will need to be assessed by Council's Environmental Health Officer and conditions may be imposed.

Will noise levels exceed 5dB(A)? Yes No

Are you proposing to use amplified sound? Yes No

Detail type

Duration

From

To

Detail system and volume

Will there be musical performances? Yes No

Will there be entertainment? Yes No

Detail type

Part 8 - Temporary Food Vendors

If there will be any Temporary Food Vendors at your Event you must complete the [Food Business Notification Form](#) (Appendix 2) (**available on the Hold an Event page of our website**) a **minimum of 7 days prior** to your event. For further information regarding Temporary Food Stalls and Mobile Food Vending Vehicles, visit our website www.gtcc.nsw.gov.au/food

Will there be food vendors at your event? Yes No If yes, complete Appendix 2

Part 9 - Amusement and Carnival Equipment

If there will be amusement devices at your event, Amusement Device Operators must complete the amusement device application (available on our website). **A minimum of 10 working days prior** to the event, event coordinators must submit all Amusement Device Application forms with copies of:

- WorkCover NSW Registration
- Minimum \$20 Million Public Liability Insurance Policy

Event coordinators will be charged per application. (Refer to Council Event Charges on page 9).

Amusement devices primarily for children 12 years and under are exempt from this requirement. Failure to comply may result in approval not being given.

For further information regarding Amusement and Carnival Equipment, visit our website www.gtcc.nsw.gov.au.

Will there be amusement devices at your event? Yes No

If yes, Amusement Device Application forms must be submitted

Part 10 - Alcohol

If you intend to serve alcohol at your event outside an existing licensed premise, you must provide a copy of your license obtained from the NSW Office of Liquor, Gaming and Racing.

If you are serving alcohol at your event, the staff providing the service must have RSA (Responsible Service of Alcohol) Certification and you must ensure that you implement strategies to ensure that alcohol is not available to minors (under 18).

If your event is proposed to be located in an existing Alcohol Free Zone, you will need to apply to Council for a temporary suspension of the zone **at least 3 months prior** to your event.

Will you be serving alcohol at your event? Yes No If No, go to Part 11

Details

Part 11 - Amenities

Depending on the size of your event, public amenities may be insufficient and you will need to provide temporary toilets.

When assessing how many toilets you may require, the main factor to consider is whether your event is providing food and alcohol. This will increase the need for extra facilities. You must also consider the availability of disabled amenities with wheelchair access.

The organising and costs associated with temporary toilet facilities are the responsibility of the event organiser.

Temporary toilet facilities must be removed immediately following the event.

It is the responsibility of the event organiser to keep the temporary toilets clean, odour free and fit for use throughout the event.

Toilet facilities guide

	No alcohol		Alcohol	
	Male	Female	Male	Female
< 500	3	6	11	13
> 1,000	6	9	15	16

Will you require extra toilets and amenities? Yes No If No, go to Part 12

Provide details including number of toilets and name of hire company

Part 12 - Vehicle Access

All vehicles associated with event set-up and staging need to be considered including: cars, trucks, trailers, vans, emergency services and waste removal.

Allowing vehicles onto your event site, increases the public safety risk as well as potential damage to Council property.

Vehicles are not permitted on Council property unless written approval has been given.

If permission is granted by Council to allow vehicles onto Council property, they are only permitted to enter or exit via an approved entry/exit point and can only travel at a walking pace. All vehicles must give way to pedestrians at all times.

Council has the right to rescind permission for vehicle access, if weather conditions are threatening, to avoid damage to the property. Failure to comply will incur fees and charges.

Will your event require the entry of vehicles onto Council property? Yes No If No, go to Part 13

Details

Part 13 - Footpath Usage

A footpath is a type of public thoroughfare that is intended for use by pedestrians but not other forms of traffic, such as vehicles. Generally it is the space between the property boundary and the gutter and can include alleyways and laneways.

When a footpath is used for an event there must be an adequate distance of up to 2 metres from the building or there should be a minimum distance between the road carriage way and the article on the footpath, that shall provide adequate space to allow the free flow of pedestrians. This space would be dependent on the size of the footpath and the size of any items placed on the footpath.

This will allow an appropriate path of travel that does not cause pedestrians a risk and also allows for disable access. Examples of this are tables or racking or signage.

Will your event use the footpath on Council property? Yes No If No, go to next page

Details

Supplementary Event Application Checklist (To be completed by applicant)

	Supplied			Comment
	Yes	No	NA	
Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food Business Notification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amusement Device Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Informed relevant Government Authorities (<i>where applicable</i>) <ul style="list-style-type: none"> • Ambulance Service of NSW • NSW RFS • NSW Police Force • Maritime Services • RMS 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450.

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Appendix 1

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Subdivision 7 - Tents, marquees or booths for community events

2.119 Specified development

The construction or installation of a tent, marquee or booth used for a community event is development specified for this code if it is carried out on land other than land within a rural, residential or environment protection zone.

2.120 Development standards

The standards specified for that development are as follows:

- (a) for all tents, marquees and booths being used at the same time --the development must not have a total floor area exceeding 300m²,
- (b) each tent, marquee or booth must be located at least 3m from any boundary of the land,
- (c) each tent, marquee or booth must be erected so as to provide an unobstructed pedestrian circulation area at least 1.5m wide around the perimeter of the tent, marquee or booth, unless it is attached to or abuts a building with no separation,
- (d) each tent, marquee or booth must be erected at ground level,
- (e) each tent or marquee must have the following number of exits arranged so as to afford a ready means of egress from all parts of the tent or marquee to open space or a road:
 - (i) 1 exit if the tent or marquee has a floor area of not more than 25m²,
 - (ii) 2 exits if the tent or marquee has a floor area of not more than 100m²,
 - (iii) 4 exits in any other case,
- (f) if any tent or marquee will include internal seating, stalls, tables or other obstructions, a clear path of travel to any exit no greater than 40m in length must be provided,
- (g) each tent or marquee must have a width for each exit of at least:
 - (i) if the floor area of the tent or marquee is less than 150m² --850mm, or
 - (ii) in any other case --1m,
- (h) no tent or marquee can have a wall height exceeding 4m,
- (i) each tent or marquee must have a height as measured from the surface on which the tent or marquee is erected to the highest point of the tent or marquee not exceeding 6m,
- (j) no tent or marquee can contain tiered seating,
- (k) the event must take place only during the following periods (unless it is a community event to which Subdivision 9 applies):
 - (i) 7.30 am to 11.00 pm on Monday, Tuesday, Wednesday or Thursday,
 - (ii) 7.30 am to 12.00 am on Friday or Saturday,
 - (iii) 8.00 am to 8.00 pm on Sunday,
- (l) each tent, marquee or booth must not remain on the land for more than 7 days after the event,
- (m) arrangements must be made for the removal of any waste or recyclable materials likely to be generated as a result of the event.

Subdivision 9 - Stages or platforms for community events

2.123 Specified development

The construction or installation of a stage or platform used for a community event is development specified for this code if it is carried out on land other than land within a rural, residential or environment protection zone.

2.124 Development standards

The standards specified for that development are as follows:

- (a) the stage or platform must not have a floor area exceeding 50m²,
- (b) the stage or platform must be located at least 3m from any boundary of the land,
- (c) the stage or platform must be erected at ground level,
- (d) the stage or platform must have a height, as measured from the surface on which the tent or marquee is erected to the floor of the stage or platform, not exceeding 2m,
- (e) a notice indicating the actual distributed and concentrated load for which the stage or platform has been designed must be conspicuously displayed on the stage or platform,
- (f) the community event must take place only during the following periods (unless it is a community event to which Subdivision 11 applies):
 - (i) 7.30 am to 11.00 pm on Monday, Tuesday, Wednesday or Thursday,
 - (ii) 7.30 am to 12.00 am on Friday or Saturday,
 - (iii) 8.00 am to 8.00 pm on Sunday,
- (g) the stage or platform must not be erected on the land for more than 7 days,
- (h) the stage or platform must not remain on the land for more than 2 days after the event,
- (i) arrangements must be made for the removal of any waste or recyclable materials likely to be generated as a result of the event.