

Events Application

Under the Local Government Act 1993, Section 68 and the Roads Act 1993

Lismore City Council, PO Box 23A, Lismore 2480

Ph. 1300 87 83 87 Fax: 66 250 400

Email: council@lismore.nsw.gov.au



About this form

You can use this form if you are an individual or organisation intending to host or organise a festival or event on a public street, footpath, open space or property owned and/or maintained by Lismore City Council.

How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
3. Once completed you can submit this form by mail or in person. Please refer to the Lodgement Details section in Part 6 for further information
4. For options for method of payment please refer to Part 7

Part 1: Site Details

Unit/Shop Number	Street Number *	Street Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb*		
<input type="text"/>		
Lot(s) Number	DP/SP	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2: Owners Details

As owner(s) of the above property, I/We give consent to this application

Title *	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation/Company Name * (If applicable)		
<input type="text"/>		
Address *		
<input type="text"/>		
Home Number	Business Number	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 3: - Applicant Details

Title *	Full Name/Company Name*
<input type="text"/>	<input type="text"/>
Postal Address *	
<input type="text"/>	

Note: Before this application can be lodged at least one of the modes of contact below must be supplied

Daytime phone	After hours phone (if applicable)	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>

I/We declare that I have the consent of the owner of the land to make this application. I/We hereby authorise the Council or its appointed officers to enter upon the subject premises for the purpose of pre-determination site inspections and for the purposes of conducting inspections of work being carried out in relation to the application/s herein. I/We hereby apply for approval to carry out the activities described herewith.

This application and the accompanying plans and documents may be photocopied by or on behalf of Councillors, Council Officers, Government Agencies for the use in the assessment and determination of the application.

Applicant/s Signature *	Date
<input type="text"/>	<input type="text"/>

Office Use Only – please print clearly

Register/File number	AF Number	Application fee
<input type="text"/>	<input type="text"/>	<input type="text"/>
Property Number	Receipt Type	Receipt Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Part 4: - Event Details

Is this a Fundraising Event

Yes (If yes do not complete the rest of this form)

No

Fundraising or information stands that are for non profit organisations that only involves:

- Table and chairs on footpath that are attended at all times for the purpose of selling raffle tickets or the like

Event Description: (Detailed description of the event. This information will appear on the Council website.) Refer to A – Z Guide under 'E'

Part 5: Section 68 Activity under the LG Act 1993 being applied for:

Part D - Community Land (applies only if your event is located on Community Land) - Tick the appropriate box/es

- Engage in a trade or business.
- Direct or procure a theatrical, musical or other entertainment for the public.
- Construct a temporary enclosure for the purpose of entertainment.
- For fee or reward, play a musical instrument or sing.
- Set up, operator or use loudspeaker or sound amplifying device.
- Deliver a public address or hold a religious service or public meeting.

Part E - Public Roads (applies only if your event is located on a public road.

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway.
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.

Approval under the Roads Act 1993 being applied for (tick appropriate boxe/s)

- 138 Works & Structures
- 139A Street vending consents
- 144 Permits for road events

Part 6: Event Information

Event Name

Part 7: Event Day Contact

Contact Person *

Position Title

Mobile Number *

Email Address

Event website address (if available)

Do you wish to have your event published on the Council Website?

Yes

No

Part 8: Event Details

Location of Event

Event Dates

Start Time

Finish Time

Please complete for multiple event dates (if not enough space, please attach separate sheet)

Event Dates

Start Time

Finish Time

Event Dates

Start Time

Finish Time

Event Dates

Start Time

Finish Time

Temporary Structures to be erected?

Yes

No

*Please refer to the attached Addendum for temporary structures that do not require Council approval. If you require temporary structures that do not comply with the addendum, you **must** submit a Development Application to Council to erect temporary structures prior to the event being held.*

Number of Structures

Type of temporary structure/s

Size (metres)

Estimated Attendance

Participants

Spectators

Staff/Marshals

Vehicles

Part 9: Amplification (refer to A-Z Guide)

Are you planning to use amplification equipment?

Yes

No

If yes, please supply details of the amplification including the direction of the speakers, hours of operation and type of equipment

If using an audio technician, please supply contact details ie name, address and contact number

Part 10: Street & Drop Banners (Refer to A-Z Guide)

Do you require Street and Drop Banners to promote your event?

Yes

No

If yes please refer to Street & Drop Banner section in the guidelines

Part 11: Fireworks (Refer to A-Z Guide)

Are you planning a fireworks display?

Yes

No

If you plan to conduct a fireworks display at your event you will require additional permits from the NSW Fire Brigade and NSW WorkCover Authority

Part 12: First Aid (Refer to A-Z Guide)

Name of Provider

Contact Details

Part 13: Additional Services(Refer to A-Z Guide)

Do you require access to power or opening of gates?

Yes

No

Part 14: Waste Management (Refer to A-Z Guide)

Do you want to be an environmentally friendly event?

Yes

No

Part 15: Event Checklist

Event Contact details completed?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Description of event for website?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Traffic Management Plan attached?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Infrastructure and Site Plans attached?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Temporary Food Premises Permits applied for?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Amplification details listed	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Community Signage applied for	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Certificate of Currency attached?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
First Aid details completed?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Risk Management Plan attached?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Additional Services?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Engineer's details and compliance certificates for structures attached?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Specifications attached?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Have you contacted Lismore and Nimbin Tourism to see how they can assist you in promoting your event?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	

Part 16: Lodgement Details

You can lodge the completed Event Application by

Fax: 02 66250 400	Mail	Lismore City Council
In person: 43 Oliver Avenue, Goonellabah		PO Box 23A
What now: For further information on your event application please contact Council's Customer Service Officers on 1300 83 87 83.		LISMORE NSW 2480

Part 17: Method of Payment

Cash	<input type="checkbox"/>	EFTPOS	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Please tick here to arrange payment by credit card. A Council Officer will telephone you to arrange payment. Contact Telephone number:
							<input checked="" type="checkbox"/>	<input type="text"/>