



LIGHT REGIONAL COUNCIL

Event Application

From 29 June 2020, ALL applicants must provide a copy of an APPROVED Covid-Safe Plan or Covid Management Plan for the event before a permit will be issued.

For more information please refer to the State Government Covid-19 Recovery website

<https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>

<https://www.covid-19.sa.gov.au/recovery/create-a-covid-management-plan>

Tick Covid Plan applicable COVID SAFE PLAN COVID MANAGEMENT PLAN

Date approved by SA Health

Event applications must be received by Council at least eight weeks prior to event.

Street stalls and special events – at least two weeks prior to the event.

1. Event Organiser Details

Organising Group:

Applicant(s) Full Name:

Address:

Email:

Telephone No: (H) (M)

Emergency Contact Person during event:

Event mobile:

2. Event Details

Event name:

Type of event: COMMUNITY EVENT FOOD STALL STREET STALL

MARKET FILMING BUSKING OTHER.....

Event date(s): From

Until Total days:

Event Times: Start..... am pm

Finish: am pm

No. of people expected to attend:

Proposed Venue:

***Please provide copy of approved venue hire agreement for your event with application.
Street Stalls – please provide confirmation from business owner to set-up stall at their premises.***

Venue Address:

Venue/Site preparation Start Date: Time: am pm

3. Insurance Details

Public liability insurance cover is essential for all events. Please attach a copy of the Public Liability Insurance Certificate of Currency (PLI-CoC), current for date of the event.

Public Liability Insurance cover (minimum \$10 million) held for this event? Yes No

4. Risk Assessment and Emergency Response Plan

Have all possible risks been identified and ranked? Yes No

Have all possible emergency responses been documented? Yes No

Please prepare a Risk Assessment Plan – example Appendix 3 in Event Management Handbook

Please prepare an Emergency Response Plan – example Appendix 4 in Event Management Handbook

If your event will be held during fire danger season (October to April annually), document how you will manage fire safety concerns if the day is declared a total fire ban with a severe, extreme or catastrophic rating.

Refer to Fact Sheet 2.03.1 *Fire Danger Days and Ratings* on the CFS website at www.cfs.sa.gov.au

5. Site Map

Please provide details of the location of facilities and activities at the event. The following information is a guide only of what should be included on the site map:

- Access and egress points for (1) emergency services, (2) vehicles, and (3) people
- Parking
- Emergency services and First Aid stations
- Food and beverage stalls
- Liquor stalls, consumption areas
- Activities/entertainment areas (including amusements and rides)
- Toilets/public amenities – permanent and/or temporary
- Restricted or prohibited areas; identified Hazards
- Public exclusion zones (i.e. for fireworks). Please identify any areas patrons are restricted from entering on the site plan. Please provide details below about how public exclusion zones will be managed:

Please attach your site plan. Please note how any access issues have been addressed (eg) support of people with a disability to participate in your event.

6. Vacating the Site

Please outline your arrangements for site clean-up:

7. Building and Structure Requirements

Will the event include any of the following temporary structures?

Stages or platforms	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Break away stage skirts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Seating stands	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marques/tents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pre-fabricated buildings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes to temporary structures, please specify:

Please note – if development approval is required for temporary structures assessment for both Planning and Building may take up to 12 weeks.

8. First Aid Facilities

Will first aid facilities be available at the event?

Yes No

If YES, who will be providing this service?

If NO, please give details why first aid is not needed at your event:

9. Road Closures and Road Restrictions

In order to close or restrict access to public roads, Council has to seek approval from SA Police and Department of Planning, Transport and Infrastructure.

Will any road restrictions be required? Yes No Tick types of restriction requested

Change to speed limit Change to traffic flow Change to parking conditions

1. Name of road/street(s):

.....

Day/Date: Time of restriction:

Request restriction:

.....

Will road closures be required? Yes No Full Partial

Will event organisers arrange for road closures to be conducted by appropriately trained traffic management provider? Yes No

If YES: *Approved **Traffic Management Plan** needs to be provided to Council for assessment.*

IF NO: *A **Traffic Management Plan** needs to be provided to Council for assessment. Example - refer Appendix 5 in Event Management Handbook*

Please note additional charge may be incurred where Council assists with road closures.

1. Name of road/street (include intersecting roads):

.....

Day/Date: Time of Closure: am pm

Reopen at: Day/Date: Time of re-open: am pm

2. Name of road/street (include intersecting roads):

.....

Day/Date: Time of Closure: am pm

Reopen at: Day/Date: Time of re-open: am pm

3. Name of road/street (include intersecting roads):

.....

Day/Date: Time of Closure: am pm

Reopen at: Day/Date: Time of re-open: am pm

If more than three (3) road closures required for your event, please attach an additional page with required details

10. Notifications

a) Emergency Services

Please provide details of the emergency services that have been notified of the event details and consulted as to their recommendations or requirements:

	Date of notification	Branch name and location	Contact officer and number	Requirements	Fulfilled Y/N
Police					
Fire Authority					
Ambulance Services					
Local Hospital/Health service					

Council reserves the right to contact SA Police with details about your event and share your contact information as the event organiser.

b) Notification of Local Business and Residents

Have local businesses and residents been advised? Yes No

Method(s) used?

.....

Have public notices been placed in print media? Yes No

Barossa Leader, Gawler Bunyip, Other

11. Security

Will there be qualified security personnel in attendance?

Yes No

If YES, please provide details:

Name of company:

Licence details:

Number of security personnel at event:

Responsible for:

.....

Event security will commence at am pm and finish at am pm

Contact person: phone/mobile:

12. Food and Beverages

Will **food and/or beverages** be available at the event? Yes No

Sold Supplied (without cost)

Food Business Notification Number of caterer:

Will more than one vendor be supplying food and/or beverages at event? Yes No

If YES, please provide a listing of food vendors (noting their Food Business Notification number and provide a copy of Public Liability Insurance for each food business)

Will **alcohol** be available at your event? Yes No

Sold Supplied (without cost)

If YES: Have you submitted an online application for a Short-Term Liquor Licence?

Yes No Date submitted

Was a support letter requested from Council? Yes No

Has a permit been approved and issued? Yes No

(If yes, please provide a copy of the Liquor Licence)

Are you aware of the additional toilet requirements for toilet facilities at an event when alcohol is served? Yes No

Please refer to the Event Management Handbook for Toilets and Ablution requirements for events.

13. Toilets and Ablutions Facilities

	Existing Toilets on Site	Proposed additional toilets (e.g. portaloos)
Number of Female Toilets		
Number of Male Toilets		
Number of Urinals		
Number of Hand basins		
Number of toilets (including hand basins) for persons with a disability		

Will any additional toilet cleans be conducted before/during/after the event?

Yes No

IF YES: Please indicate proposed time/date of additional cleans:

Date(s): Time: am pm

Will these additional toilet cleans be conducted by event organisers/volunteers?

Yes No

IF NO: Please note additional charge may be incurred where Council assists with toilet cleans (at public facilities only).

14. Waste Management *(Please note a fee may be applicable for additional bins)*

Do you require additional rubbish bins? Yes No How many?

Please indicate most suitable time/date/location for these bins to be delivered:

Day/Date: Time: am pm

Location:

Please indicate most suitable time/date/location for these bins to be emptied/collected:

Day/Date: Time: am pm

Location:

Please note: bin collections outside of usual schedule of waste removal may attract an additional charge.

15. Additional Council Support Requested for this event:

Council provides assistance to event organisers in the form of 'in-house' support. The below table illustrates the type of support that Council may provide to event organisers. Please note you may be eligible for a reduction or waiver of the fees outlined below. As it is not financially practical or possible for Council to be involved or invest in all events, Council must limit its involvement according to its capacity and priorities. The Event Management Policy provides a description of how Council prioritises applications for support.

Type of Support	Cost
<input type="checkbox"/> Provision of additional bins/rubbish removal	\$120 for 10 community event bins
<input type="checkbox"/> Road closure support (installation of signage)	Price on application
<input type="checkbox"/> Equipment Hire <input type="checkbox"/> PVC orange safety cones (20 available) <input type="checkbox"/> PVC Traffic Poles (20 available)	Note: Collection from and return of equipment to Council will be the responsibility of the event organiser
<input type="checkbox"/> Publicity and promotion	No cost (in-kind). Please complete the online form https://www.light.sa.gov.au/discover/event-calendar/community-event-submission-form

16. Volunteers

Will volunteers be used at this event? Yes No

If YES, please provide details of volunteer roles, insurance, management procedures, training, induction and compliance as required by the *Volunteer Protection Act SA 2001*.

17. Noise

Will your event include amplified speeches? Yes No

If YES, please provide details including what will be amplified, volumes and times

Please attach the Site Nuisance Management Plan for the event

(Refer Appendix 6 Event Management Handbook)

Will your event involve amplified music (recorded or live performance)? Yes No

If YES, please provide details including what will be amplified, volumes and times

If YES: Has an application for an APRA Licence been made? Yes No

(If yes, please provide a copy of the APRA Licence for the event)

Will your event involve a public screening of a movie? Yes No

(If yes, please provide a copy of the Public Performance Licence)

18. Animals Will animals be involved at the event? Yes No

What arrangements will be necessary for their management, care and well-being?

If the public will be handling the animals, what provisions will be made to minimise transmission of zoonotic (animal to human) disease? (Refer to *Animal Contact Guidelines*, SA Health, 2015).

What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure and wash down areas)?

19. Fireworks

Will there be any fireworks or other pyrotechnics at the event? Yes No

If YES, please provide details:

Name of Company managing/undertaking fireworks program:

.....

Technician:

Office Phone: Mobile:

Permit Number:

Copy of Technician's current pyrotechnics licences and Workplace Services application/permit needs to be attached to this application.

20. Amusement Structures

Will there be any amusement structures operating at the event? Yes No

(e.g. jumping castle, mechanical equipment, climbing equipment)

If YES, please provide details:

1. Proprietor:

Structure type:

SafeWork SA Registration number:

2. Proprietor:

Structure type:

SafeWork SA Registration number:

3. Proprietor:

Structure type:

SafeWork SA Registration number:

A copy of each amusement provider's Public Liability Insurance certificate of currency, plus a SafeWork SA Certificate of Registration for each structure must be provided with this application.

21. Signage

Please refer to Council's By-law 2 – Moveable Signs for the requirements around display of temporary event promotional signage.

Event promotional signage must not be displayed more than one month prior an event and removed from display within one week after the event. Placement of signage on road reserves must not present a hazard or obstruction of vision. Signage must not be affixed to existing signs or road infrastructure.

Permission must be sought for temporary event signage erected in other Council areas.

What signage, including those required under the provision of the Liquor Licensing Act, will you erect for the event? Please tick all relevant boxes.

- Event promotional signage
- First Aid posts
- Police
- Drinking Water
- Emergency services
- Toilets and ablutions
- Other (please list) _____
- Information Centre (s)
- Lost and found/stolen property
- Lost children
- Parking

22. General Conditions

1. The event organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The event organiser shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Ten Million Dollars (\$10 000 000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event organiser or any other participant, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
4. The permit is not transferable.
5. The event organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
6. Permission is liable to be revoked by Council if the event organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
7. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.
8. Council reserve the right to contact Police with details about your event and share your contact information as the event organiser.

The issuing of this permit is subject to:

1. The permit holder agreeing to the General Conditions of the permit as contained herein.
2. The permit holder agreeing to all "Special Conditions for Permit" which the Council may determine (refer attached).
3. The permit holder paying the prescribed fee.
4. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

This permit is not transferable and may be revoked in writing at any time.

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf of the event organiser:

Name	Date:
Position	Signature:

Signed by or on behalf of the Council

Name	Date:
Position	Signature:

Council approval

Public Liability Insurance? Yes / No	Amount:	Expiry date:
Fee applicable?		
Signed:		Date:
Position:		

Special conditions:

