

Please print clearly in **BLOCK LETTERS** with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.
 Once your application is received a Council Officer will contact you if further information is required.

You may use this form to make an application to hold an event. This application cannot be approved until the public liability insurance Certificate of Currency is supplied as mentioned in Item 2 below. Please do not send payment with this application.

1 Applicant details

Organiser's name Position

Organisation name

Postal Address Postcode

Phone Business Home Mobile

Email address

Contact during event Phone


2 Important information

1. Confirmation of event	I understand that the proposed event does not have Council approval until I have met all requirements and have been issued with a letter of confirmation to stage an event.
2. Public Liability insurance	I understand that I require a current Certificate of Currency from my organisation's insurers who certify at least \$20 million public liability coverage for this event and have noted Bega Valley Shire Council's interest on the certificate. This insurance policy is to contain a cross liability clause.
3. Fees and charges	I understand an administration charge may apply and there may be other service charges. I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing. If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the administration fee if it has already been paid, or request payment if it is yet to be made.
4. Application due dates	<ul style="list-style-type: none"> • If a complying event and no road closure is required – at least 60 days before the event. • If a complying event and road closure up to 24 hours is required – at least 90 days before the event. • If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event. Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.
5. Public notification	If the event is longer than three consecutive days it may require public notification, in this instance the application is required at least six months before the event.

3 Applicant declaration I declare that to the best of my knowledge the information provided in this application is accurate and correct

Signature of applicant Date / /

Privacy & Personal Information Protection Notice **Purpose of collection:** To register or modify a premises | **Intended recipients:** Council staff and approved contractors of BVSC | **Supply:** required for the regulation of registered premises | **Access/ correction:** Council staff or Freedom of Information requests | **Storage:** Council's record management systems and archives

OFFICE USE ONLY	Code 267	Application Fee \$718.00	Allocation W5297.1121.1120
	CS staff	<input style="width: 150px; height: 25px;" type="text"/>	Receipt date <input style="width: 150px; height: 25px;" type="text"/>

4 Event details

Name of event	<input type="text"/>	Date/s of event	<input type="text"/>
Time of event	From <input type="text"/>	To <input type="text"/>	Estimated no. of attendees <input type="text"/>
	Set up date / time <input type="text"/>	Pack up date / time <input type="text"/>	
Location of event	<input type="text"/>	Specified area	<input type="text"/>
Are you raising funds as part of this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Beneficiary details	<input type="text"/>
Are you charging an admission / entry fee?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how much	<input type="text"/>
Description of event	<input type="text"/>		

a) Temporary structures

Are you proposing to use temporary structures? eg tents, marquees, banners, etc Yes No, please proceed to section B
Depending on the size and nature of the structure, a development application may be required.

Number of structures	<input type="text"/>	size of structures	<input type="text"/>	Description of structures	<input type="text"/>
Owner of the structures	<input type="text"/>				
Name of person erecting the structures	<input type="text"/>				

b) Waste management

Will you require additional waste management services? Yes No, please proceed to section C
All events will be required to submit a mandatory waste management plan for the event.

c) Toilet provision

Does your event require the use of Council toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event require portable toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No, please proceed to section D
Please provide contact details of contractor for portable toilets	<input type="text"/>
Have you arranged for the servicing of the toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply.	

d) Electrical

Do you require access to the use of Bega Valley Shire Council electricity if available at the venue? Yes No
If yes, please provide details of proposed use

e) Water provision

Has provision been made for access to drinking water? Yes No
Where can patrons access drinking water free of charge at the event?

f) First Aid provision

Have First Aid arrangements been made? Yes No, please explain why

No of First Aiders on-site	<input type="text"/>	No of First Aid posts	<input type="text"/>
----------------------------	----------------------	-----------------------	----------------------

Have you advised the local hospital of your event? Yes No

g) Security

Have security arrangements been made? Yes No, please explain why

Security Company Contact no

Have you requested the presence of local Police at your event? Yes No

h) Road closures

Is a road closure required for this event? Yes No, please proceed to section I

Street name Suburb

Section to be closed Purpose

Date/s From am/pm on / / to am/pm on / /

The nominated responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the closure. This person will be accountable for the coordination and supervision of traffic management. Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on the Traffic Management Plan.

- Note:**
- A Traffic Management Plan is necessary with Road Closure Applications
 - All barriers are to be supervised by certified traffic controllers

i) Parking

Is more parking required than the designated areas provided? Yes No, please proceed to section J

Please identify where event patrons are to park their vehicles, including expected no of vehicles

Have public transport arrangements been made? Yes No

j) Food / alcohol

Are you proposing to provide food? No Yes, please complete Council's Temporary Food Stall Holder form, and attach with this application

Will you be selling / serving alcohol? No Yes, please include a copy of the liquor licence

Are you proposing to have temporary non-food stalls? No Yes, please complete Council's Temporary Stall Holder (non-food) form, and attach with this application

k) Amplified sound

Are you proposing to use amplified sound? Yes No, please proceed to section L

Type of sound eg band Style of music

Time Start Duration Amplification system

l) Amusement devices

Are you proposing to have amusement devices? Yes No, please proceed to section M

If yes, all persons wishing to operate amusements are required to comply with Council's policy.

m) Pyrotechnics display (fireworks)

Are you proposing to use pyrotechnics? Yes No

Pyrotechnics supplier Contact no

A copy of the pyrotechnic operator's WorkCover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted with this application.

n) Additional comments

Please add additional comments/notes below if required.

Checklist

Please ensure the following items are included when submitting your application form

- Completed and signed application form
- Site plan – showing the location of all facilities and provisions available on site (sections a to m)
- Waste Management Plan
- Public Liability Certificate of Currency for at least \$20 million coverage

The following items may be required when submitting your application form

- Traffic Management Plan
- Temporary Food Stall application form
- Mobile Food Vending application form
- Place of Public Entertainment form
- Fireworks – WorkCover Licence
- Copy of Liquor Licence
- Risk Assessment (larger scale events)