



**The Returned and Services League of Australia**  
**NEW SOUTH WALES BRANCH INCORPORATED**  
*"The Price of Liberty is Eternal Vigilance"*



**BEGA Sub-Branch**  
ABN: 59 835 668 272

**President:** Gary Berman  
**Secretary:** Ken Witchard  
**Treasurer:** Kevin Long

PO Box 4  
Bega NSW 2550  
Telephone: 02 64921 222  
Email: [REDACTED]

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24 January 2022

Dear Mandy,

Please find enclosed the relevant paperwork for the 2022 Anzac Day services that we are required to control.

Also enclosed is a copy of our current insurance policy for Public Liability.

Sincerely Yours

[REDACTED]  
Ken Witchard  
Hon Secretary  
Bega RSL Sub Branch

RECEIVED  
24 JAN 2022

BY: .....



## Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

**Policy Number:** 10M 7431902

**Insured:** RSL of Australia Sub Branches, Day Clubs and RSL Auxiliaries as declared and agreed, including Bega RSL Sub Branch

**Period of Insurance:** (From) 31 May 2021 at 4:00pm local time at the place of issue  
(To) 31 May 2022 at 4:00pm local time at the place of issue

**Policy Type:** General and Products Liability

**Limit of Indemnity:**

Public Liability	\$20,000,000	any one Occurrence
Advertising Injury	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

**Interest Noted:** Nil

**Remarks:** The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance.

Laura Lawrence  
Liability Underwriting Manager – Northern Region  
24/05/2021

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**

*BEGA DAWN SERVICE.*

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**
  - 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  Receipt date

#### 4 Event details

Name of event	ANZAC DAY DAWN SERVICE + MARCH		Date/s of event	25 APRIL 2022
Time of event	From	To	Estimated no. of attendees	50
	0530	0630		
	Set up date / time		Pack up date / time	
	0530 25 APRIL.			
Location of event	CARP ST BEGA.		Specified area	BEWA WAR MEMORIAL.
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Beneficiary details	
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, how much	
Description of event	ANZAC DAWN MARCH & SERVICE.			

#### 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	size of structures	Description of structures
Owner of the structures		
Name of person erecting the structures		

#### 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?  Yes  No  
Does your event require portable toilets?  Yes  No, please proceed to section D  
Please provide contact details of contractor for portable toilets   
Have you arranged for the servicing of the toilets?  Yes  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  No of First Aid posts   
Have you advised the local hospital of your event?  Yes  No

### g) Security

Have security arrangements been made?  Yes  No, please explain why NOT REQUIRED

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 AUCKLAND + CARP STS Suburb BECA.

Section to be closed  Purpose MARCH + SERVICE.

Date/s From 05.30 am/pm on 25/4/22 to 06.30 am/pm on 25/4/22

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 PA PORTABLE SYSTEM. Style of music HYMN'S + BUCKE CARS.

Time Start 0600 Duration 0630 Amplification system P.A.

### 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)

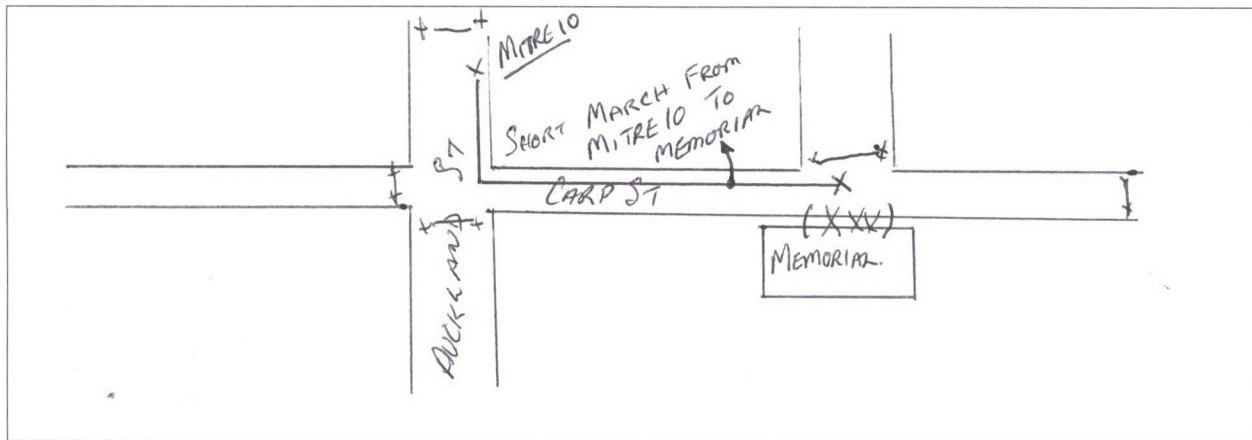
Are you proposing to use pyrotechnics?  Yes  No

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)

## Special Event Resources

### Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: ANZAC DAWN SERVICE.

Event Location: BEGA MEMORIAL.

Event Date: 25/4/22 Event Start Time: 05.30 Event Finish Time: 06.30

Event Setup Time: 05.30 Event Pack down Finish Time: 06.30

Event is  off-street  on-street moving  on-street non-moving

Event is  held regularly throughout the year (calendar attached )

##### 1.2. Event Summary

Event Organiser\*: BEGA. RSL SUB BRANCH

Phone: 64921222 Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Event Management Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Police: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Council: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Transport Management Centre  
(if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Roads & Maritime Service  
(if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

**1.3. Brief description of the event (one paragraph)****2. RISK MANAGEMENT TRAFFIC**

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 80px; background-color: #c00000; margin-bottom: 5px;"></div> <div style="width: 20px; height: 80px; background-color: #ffff00; margin-bottom: 5px;"></div> <div style="width: 20px; height: 80px; background-color: #006400; margin-bottom: 5px;"></div> </div> <div style="display: flex; flex-direction: column; align-items: center; margin-top: 5px;"> <div style="width: 15px; height: 80px; background-color: #c00000; transform: rotate(-90deg); transform-origin: center; line-height: 80px;">Class 1</div> <div style="width: 15px; height: 80px; background-color: #ffff00; transform: rotate(-90deg); transform-origin: center; line-height: 80px;">Class 2</div> <div style="width: 15px; height: 80px; background-color: #006400; transform: rotate(-90deg); transform-origin: center; line-height: 80px;">Class 3</div> </div>	<b>2.1. Occupational Health &amp; Safety – Traffic Control</b>
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	<b>2.2. Public Liability Insurance</b>
	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<b>2.3. Police</b>
	<input checked="" type="checkbox"/> Police written approval obtained
	<b>2.4. Fire Brigades and Ambulance</b>
	<input type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified

**3. TRAFFIC & TRANSPORT MANAGEMENT**

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 80px; background-color: #c00000; margin-bottom: 5px;"></div> <div style="width: 20px; height: 80px; background-color: #ffff00; margin-bottom: 5px;"></div> <div style="width: 20px; height: 80px; background-color: #006400; margin-bottom: 5px;"></div> </div> <div style="display: flex; flex-direction: column; align-items: center; margin-top: 5px;"> <div style="width: 15px; height: 80px; background-color: #c00000; transform: rotate(-90deg); transform-origin: center; line-height: 80px;">Class 1</div> <div style="width: 15px; height: 80px; background-color: #ffff00; transform: rotate(-90deg); transform-origin: center; line-height: 80px;">Class 2</div> <div style="width: 15px; height: 80px; background-color: #006400; transform: rotate(-90deg); transform-origin: center; line-height: 80px;">Class 3</div> </div>	<b>3.1. The route or location</b>
	<input checked="" type="checkbox"/> Map attached
	<b>3.2. Parking</b>
	<input type="checkbox"/> Parking organised – details attached <input checked="" type="checkbox"/> Parking not required
	<b>3.3. Construction, traffic calming and traffic generating developments</b>
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4. Trusts, authorities or Government enterprises</b>
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5. Impact on/or Public Transport</b>
	<input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6. Reopening roads after moving events</b>
	<input checked="" type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	<b>3.7. Traffic management requirements unique to this event</b>
	<input type="checkbox"/> Description of unique traffic management requirements attached <input checked="" type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8. Contingency plans</b>
	<input type="checkbox"/> Contingency plans attached



**3.9. Heavy vehicle impacts**

- Impacts heavy vehicles – RMS/TMC to manage
- Does not impact heavy vehicles

**3.10. Special event clearways**

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES****4.1. Access for local residents, businesses, hospitals and emergency vehicles**

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2. Advertise traffic management arrangement**

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

**4.3. Special event warning signs**

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

**4.4. Permanent Variable Message Signs**

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

**4.5. Portable Variable Message Signs**

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

## 5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

## 6. APPROVAL

TMP Approved by: \_\_\_\_\_ Event Organiser \_\_\_\_\_ Date \_\_\_\_\_

## 7. AUTHORISATION TO \*REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ Council \_\_\_\_\_ Date \_\_\_\_\_

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ RMS/TMC \_\_\_\_\_ Date \_\_\_\_\_

*\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

### Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice of Intention to Hold a Public Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

#### Summary Offences Act 1988

To the Commissioner of Police

1 I, KEN WITCHARD  
 of [REDACTED]  
 Address  
 on behalf of Bega RSH SUB BRANCH  
 Organisation  
 notify the Commissioner of Police that on the 25th  
 Day  
 of APRIL 2022  
 Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately  
APPROX 100 persons which will assemble  
 Number  
 at ACKLAND ST, OUTSIDE MITRE 10.  
 Place  
 at approximate ..... am/pm  
 Time  
 and disperse at approximately ..... am/pm  
 Time

or

(b) a public assembly, being a procession of approximately 100.  
 Number  
 persons which will assemble at ACKLAND ST OUTSIDE MITRE 10.  
 Place  
 at approximately 05.30. am/pm  
 Time  
 and at approximately ..... am/pm the procession will  
 commence and shall proceed AROUND THE CORNER  
INTO CARP ST TO THE MEMORIAL.

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is... ANZAC DAWN SERVICE,

.....  
.....  
State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\* (i) There will be ..... Ø ..... (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

.....  
.....

\* (ii) There will be ..... Ø ..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly


.....  
.....

\* (iv) Other special characteristics of the proposed assembly are as follows:

P.A. SYSTEM ON PATHWAY  
FOR MUSIC & SERVICE.

4 I take responsibility for organising and conducting the proposed public assembly.

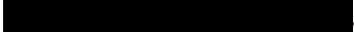
5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: .....  .....

.....

..... Post Code.....

Telephone:  .....

Signed:  .....

Capacity/Title SECRETARY .....

Date 24/1/22. .....

Delete as applicable

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**

*BEGA MAIN SERVICE*

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.
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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

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**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  Receipt date

#### 4 Event details

Name of event	ANZAC DAY MARCH & SERVICE		Date/s of event	25-4-22		
Time of event	From	11.00	To	12.30.	Estimated no. of attendees	100+
	Set up date / time	10.30		25/4/22	Pack up date / time	12.30
Location of event	BEGA, WAR MEMORIAL.		Specified area	CARP ST. BEGA.		
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Beneficiary details			
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, how much			
Description of event	ANZAC DAY MARCH + SERVICE.					

#### 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	size of structures	Description of structures
Owner of the structures		
Name of person erecting the structures		

#### 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?  Yes  No  
Does your event require portable toilets?  Yes  No, please proceed to section D  
Please provide contact details of contractor for portable toilets   
Have you arranged for the servicing of the toilets?  Yes  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  No of First Aid posts   
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:
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  - 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)**

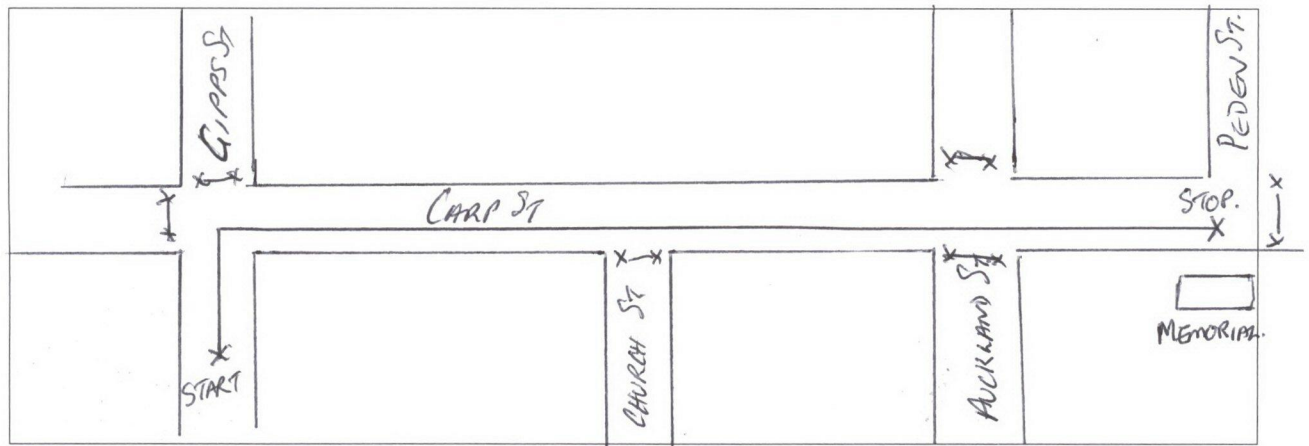
Are you proposing to use pyrotechnics?  Yes  No

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

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- Place of Public Entertainment form
- Fireworks – WorkCover Licence
- Copy of Liquor Licence
- Risk Assessment (larger scale events)



## Special Event Resources

### Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: ANZAC DAY MAIN SERVICE.  
 Event Location: BEWA SOLDIERS MEMORIAL.  
 Event Date: 25/4/22 Event Start Time: 10.45 Event Finish Time: 12.30  
 Event Setup Time: 10.45 Event Pack down Finish Time: 12.30  
 Event is  off-street  on-street moving  on-street non-moving  
 Event is  held regularly throughout the year (calendar attached)

##### 1.2. Event Summary

Event Organiser\*: BEWA RSL SUB BRANCH.  
 Phone: 64921222 Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Event Management Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Police: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Council: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Transport Management Centre  
 (if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Roads & Maritime Service  
 (if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

**1.3. Brief description of the event (one paragraph)****2. RISK MANAGEMENT TRAFFIC**

Class 1	Class 2	Class 3	<b>2.1. Occupational Health &amp; Safety – Traffic Control</b>
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			<b>2.2. Public Liability Insurance</b>
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			<b>2.3. Police</b>
			<input checked="" type="checkbox"/> Police written approval obtained
Class 1	Class 2	Class 3	<b>2.4. Fire Brigades and Ambulance</b>
			<input type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

**3. TRAFFIC & TRANSPORT MANAGEMENT**

Class 1	Class 2	Class 3	<b>3.1. The route or location</b>
			<input checked="" type="checkbox"/> Map attached
			<b>3.2. Parking</b>
			<input type="checkbox"/> Parking organised – details attached
			<input checked="" type="checkbox"/> Parking not required
			<b>3.3. Construction, traffic calming and traffic generating developments</b>
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			<b>3.4. Trusts, authorities or Government enterprises</b>
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			<b>3.5. Impact on/or Public Transport</b>
<input type="checkbox"/> Public transport plans created - details attached			
<input checked="" type="checkbox"/> Public transport not impacted or will not impact event			
Class 1	Class 2	Class 3	<b>3.6. Reopening roads after moving events</b>
			<input checked="" type="checkbox"/> This is a moving event - details attached.
			<input type="checkbox"/> This is a non-moving event.
Class 1	Class 2	Class 3	<b>3.7. Traffic management requirements unique to this event</b>
			<input type="checkbox"/> Description of unique traffic management requirements attached
			<input checked="" type="checkbox"/> There are no unique traffic requirements for this event
Class 1	Class 2	Class 3	<b>3.8. Contingency plans</b>
			<input type="checkbox"/> Contingency plans attached

**3.9. Heavy vehicle impacts**

- Impacts heavy vehicles – RMS/TMC to manage
- Does not impact heavy vehicles

**3.10. Special event clearways**

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES****4.1. Access for local residents, businesses, hospitals and emergency vehicles**

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2. Advertise traffic management arrangement**

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

**4.3. Special event warning signs**

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

**4.4. Permanent Variable Message Signs**

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

**4.5. Portable Variable Message Signs**

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

## 5. PRIVACY NOTICE

---

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.
- 

## 6. APPROVAL

---

TMP Approved by: \_\_\_\_\_ Event Organiser \_\_\_\_\_ Date \_\_\_\_\_

## 7. AUTHORISATION TO \*REGULATE TRAFFIC

---

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ Council \_\_\_\_\_ Date \_\_\_\_\_

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ RMS/TMC \_\_\_\_\_ Date \_\_\_\_\_

\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (*Roads Act, 1993*). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.


### Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice of Intention to Hold a Public Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

#### Summary Offences Act 1988

To the Commissioner of Police

1 I, KEN WITCHARD  
 Name  
 of   
 Address  
 on behalf of BEA. RSL SUB BRANCH.  
 Organisation  
 notify the Commissioner of Police that on the 25th APRIL 2022,  
 Day  
 of .....  
 Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately  
 .....persons which will assemble  
 Number  
 at .....  
 Place  
 at approximate .....am/pm  
 Time  
 and disperse at approximately .....am/pm  
 Time

or

(b) a public assembly, being a procession of approximately 100  
 Number  
 persons which will assemble at CARR ST, BEGA.  
 Place  
 at approximately 10.45 .....am/pm  
 Time  
 and at approximately 11.00 .....am/pm the procession will  
 commence and shall proceed ALONG CARR ST  
TO THE MEMORIAL.

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is.....  
ANNUAL ANZAC MARCH AND SERVICE.

State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\* (i) There will be 0 (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

\* (ii) There will be 1 BAND (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly

NIL ANIMALS.

\* (iv) Other special characteristics of the proposed assembly are as follows:

NIL.

4 I take responsibility for organising and conducting the proposed public assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address



BECA.

Post Code 2550

Telephone:



Signed:

Capacity/Title

SECRETARY

Date

24/1/22

Delete as applicable

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**

*BEMBOKA.*

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**
  - 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

Receipt date

## 4 Event details

Name of event	ANZAC MARCH & SERVICE.	Date/s of event	25/4/22.
Time of event	From 10-30 To 11-30.	Estimated no. of attendees	50
	Set up date / time 10-30 25/4	Pack up date / time	11-30 25/4.
Location of event	WAR MEMORIAL BEMBOKA.	Specified area	
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Beneficiary details	
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how much	
Description of event	ANZAC DAY MARCH & SERVICE.		

### 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	size of structures	Description of structures	
Owner of the structures			
Name of person erecting the structures			

### 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?  Yes  No  
 Does your event require portable toilets?  Yes  No, please proceed to section D  
 Please provide contact details of contractor for portable toilets   
 Have you arranged for the servicing of the toilets?  Yes  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  No of First Aid posts   
 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)**

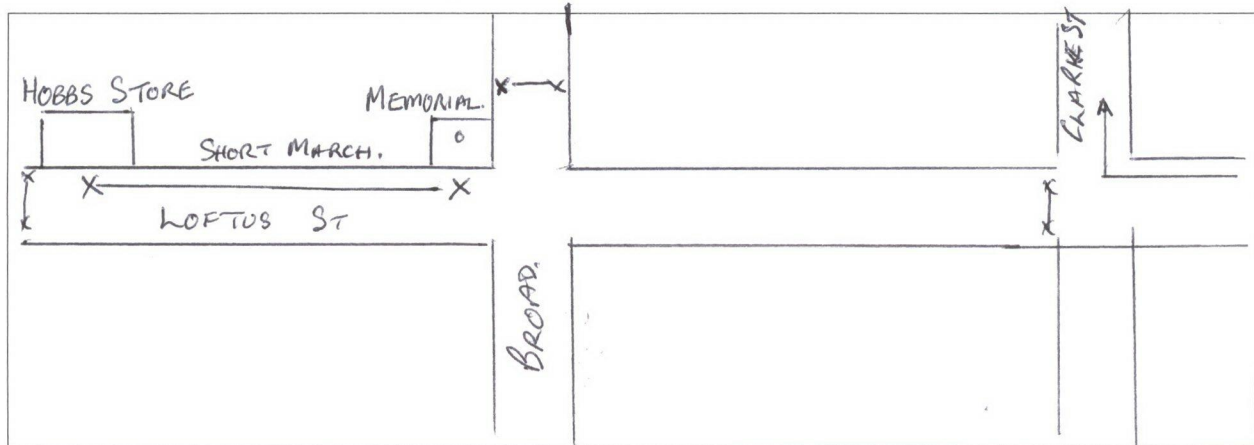
Are you proposing to use pyrotechnics?  Yes  No

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)

## Special Event Resources

### Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: ANZAC DAY SERVICE + MARCH  
 Event Location: BEMBOKA WAR MEMORIAL.  
 Event Date: 25th/4/22 Event Start Time: 10.30 Event Finish Time: 11.30.  
 Event Setup Time: 10.30 Event Pack down Finish Time: 11.30.  
 Event is  off-street  on-street moving  on-street non-moving  
 Event is  held regularly throughout the year (calendar attached)

##### 1.2. Event Summary

Event Organiser\*: BECA RSL. SUB BRANCH.  
 Phone: 64921222 Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Event Management Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Police: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Council: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Transport Management Centre  
 (if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Roads & Maritime Service  
 (if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

**1.3. Brief description of the event (one paragraph)****2. RISK MANAGEMENT TRAFFIC**

Class 1	Class 2	Class 3	<b>2.1. Occupational Health &amp; Safety – Traffic Control</b>
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			<b>2.2. Public Liability Insurance</b>
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			<b>2.3. Police</b>
			<input checked="" type="checkbox"/> Police written approval obtained
			<b>2.4. Fire Brigades and Ambulance</b>
			<input type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

**3. TRAFFIC & TRANSPORT MANAGEMENT**

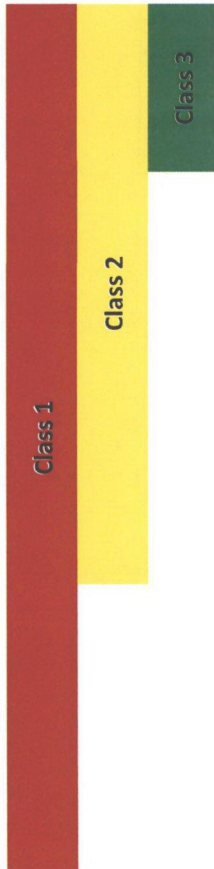
Class 1	Class 2	Class 3	<b>3.1. The route or location</b>
			<input checked="" type="checkbox"/> Map attached
			<b>3.2. Parking</b>
			<input type="checkbox"/> Parking organised – details attached
			<input checked="" type="checkbox"/> Parking not required
			<b>3.3. Construction, traffic calming and traffic generating developments</b>
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			<b>3.4. Trusts, authorities or Government enterprises</b>
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			<b>3.5. Impact on/or Public Transport</b>
			<input type="checkbox"/> Public transport plans created - details attached
			<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
			<b>3.6. Reopening roads after moving events</b>
			<input checked="" type="checkbox"/> This is a moving event - details attached.
<input type="checkbox"/> This is a non-moving event.			
<b>3.7. Traffic management requirements unique to this event</b>			
<input type="checkbox"/> Description of unique traffic management requirements attached			
<input checked="" type="checkbox"/> There are no unique traffic requirements for this event			
<b>3.8. Contingency plans</b>			
<input type="checkbox"/> Contingency plans attached			

**3.9. Heavy vehicle impacts**

- Impacts heavy vehicles – RMS/TMC to manage
- Does not impact heavy vehicles

**3.10. Special event clearways**

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES****4.1. Access for local residents, businesses, hospitals and emergency vehicles**

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2. Advertise traffic management arrangement**

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

**4.3. Special event warning signs**

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

**4.4. Permanent Variable Message Signs**

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

**4.5. Portable Variable Message Signs**

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

## 5. PRIVACY NOTICE

---

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.
- 

## 6. APPROVAL

---

TMP Approved by: \_\_\_\_\_ Event Organiser \_\_\_\_\_ Date \_\_\_\_\_

## 7. AUTHORISATION TO \*REGULATE TRAFFIC

---

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ Council \_\_\_\_\_ Date \_\_\_\_\_

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ RMS/TMC \_\_\_\_\_ Date \_\_\_\_\_

\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (*Roads Act, 1993*). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.


### Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice of Intention to Hold a Public Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

#### Summary Offences Act 1988

To the Commissioner of Police

1 I, KEN WITCHARD  
 Name  
 of   
 Address  
 on behalf of BEGA RSL SUB BRANCH.  
 Organisation  
 notify the Commissioner of Police that on the 25th APRIL 2022.  
 Day  
 of .....  
 Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately  
 .....persons which will assemble  
 Number  
 at .....  
 Place  
 at approximate .....am/pm  
 Time  
 and disperse at approximately .....am/pm  
 Time

or

(b) a public assembly, being a procession of approximately 50.  
 Number  
 persons which will assemble at HOBBS STORE LOFTUS ST BEMBOKA.  
 Place  
 at approximately 10.30 .....am/pm  
 Time  
 and at approximately 10.35 .....am/pm the procession will  
 commence and shall proceed ALONG LOFTUS ST,  
TO THE MEMORIAL.

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is... ANZAC DAY MARCH  
4 SERVICE.

State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\* (i) There will be 0 (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

\* (ii) There will be 0 (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly

NIL ANIMALS.

\* (iv) Other special characteristics of the proposed assembly are as follows:

A P.A. IS BEING USED AT  
THE MEMORIAL.

4 I take responsibility for organising and conducting the proposed public assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: [REDACTED]

BEGA NSW

Post Code 2550

Telephone: [REDACTED]

Signed: Chris Witchard

Capacity/Title SECRETARY.

Date 24/1/22

Delete as applicable



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**

TATHRA.

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**
  - 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  Receipt date



#### 4 Event details

Name of event	ANZAC DAY SERVICE.	Date/s of event	25-4-22.
Time of event	From <del>0745</del> 0745 To 08.30.	Estimated no. of attendees	50
Set up date / time	0745 25/4	Pack up date / time	08.30 25/4.
Location of event	TATHRA - BEGA ST.	Specified area	WAR MEMORIAL.
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Beneficiary details	
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how much	
Description of event	ANZA MARCH & SERVICE.		

#### 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	size of structures	Description of structures
Owner of the structures		
Name of person erecting the structures		

#### 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?  Yes  No  
Does your event require portable toilets?  Yes  No, please proceed to section D  
Please provide contact details of contractor for portable toilets   
Have you arranged for the servicing of the toilets?  Yes  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  No of First Aid posts   
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)**

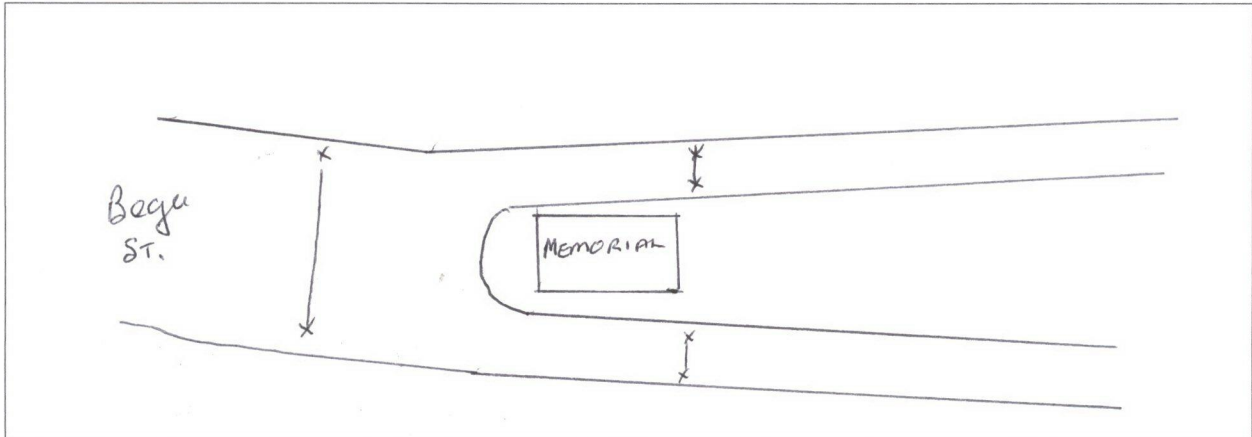
Are you proposing to use pyrotechnics?  Yes  No

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)

## Special Event Resources

### Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

#### 1. EVENT DETAIL

##### 1.1. Event Summary

Event Name: ANZAC DAY SERVICE & MARCH.  
 Event Location: TATHRA MEMORIAL  
 Event Date: 25/1/22 Event Start Time: 0800 Event Finish Time: 0830  
 Event Setup Time: 0745 Event Pack down Finish Time: 0830  
 Event is  off-street  on-street moving  on-street non-moving  
 Event is  held regularly throughout the year (calendar attached)

##### 1.2. Event Summary

Event Organiser\*: BEAA RSL. SUB BRANCH.  
 Phone: 64921222 Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Event Management Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Police: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Council: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Transport Management Centre  
 (if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Roads & Maritime Service  
 (if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

**1.3. Brief description of the event (one paragraph)****2. RISK MANAGEMENT TRAFFIC**

Class 1	Class 2	Class 3	<b>2.1. Occupational Health &amp; Safety – Traffic Control</b>
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			<b>2.2. Public Liability Insurance</b>
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			<b>2.3. Police</b>
			<input checked="" type="checkbox"/> Police written approval obtained
			<b>2.4. Fire Brigades and Ambulance</b>
			<input type="checkbox"/> Fire brigades notified
			<input checked="" type="checkbox"/> Ambulance notified

**3. TRAFFIC & TRANSPORT MANAGEMENT**

Class 1	Class 2	Class 3	<b>3.1. The route or location</b>
			<input checked="" type="checkbox"/> Map attached
			<b>3.2. Parking</b>
			<input type="checkbox"/> Parking organised – details attached
			<input checked="" type="checkbox"/> Parking not required
			<b>3.3. Construction, traffic calming and traffic generating developments</b>
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			<b>3.4. Trusts, authorities or Government enterprises</b>
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			<b>3.5. Impact on/or Public Transport</b>
			<input type="checkbox"/> Public transport plans created - details attached
			<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
			<b>3.6. Reopening roads after moving events</b>
			<input checked="" type="checkbox"/> This is a moving event - details attached.
			<input checked="" type="checkbox"/> This is a non-moving event.
			<b>3.7. Traffic management requirements unique to this event</b>
			<input type="checkbox"/> Description of unique traffic management requirements attached
			<input checked="" type="checkbox"/> There are no unique traffic requirements for this event
			<b>3.8. Contingency plans</b>
			<input type="checkbox"/> Contingency plans attached

**3.9. Heavy vehicle impacts**

- Impacts heavy vehicles – RMS/TMC to manage
- Does not impact heavy vehicles

**3.10. Special event clearways**

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES****4.1. Access for local residents, businesses, hospitals and emergency vehicles**

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2. Advertise traffic management arrangement**

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

**4.3. Special event warning signs**

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

**4.4. Permanent Variable Message Signs**

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

**4.5. Portable Variable Message Signs**

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

## 5. PRIVACY NOTICE

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The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999* and the *Roads Act 1993*).
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.
- 

## 6. APPROVAL

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TMP Approved by: \_\_\_\_\_ Event Organiser \_\_\_\_\_ Date \_\_\_\_\_

## 7. AUTHORISATION TO \*REGULATE TRAFFIC

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Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ Council \_\_\_\_\_ Date \_\_\_\_\_

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: \_\_\_\_\_ RMS/TMC \_\_\_\_\_ Date \_\_\_\_\_

\* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (*Roads Act, 1993*). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.




### Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice of Intention to Hold a Public Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

#### Summary Offences Act 1988

To the Commissioner of Police

1 I, KEN WITCHARD  
 Name  
 of   
 Address  
 on behalf of BEGA RSL SUB BRANCH  
 Organisation  
 notify the Commissioner of Police that on the 25th APRIL 2022  
 Day  
 of .....  
 Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately  
 .....persons which will assemble  
 Number

at .....  
Place

at approximate .....am/pm  
Time

and disperse at approximately .....am/pm  
Time

or

(b) a public assembly, being a procession of approximately 50  
 Number

persons which will assemble at BEGA ST FOR A SHORT MARCH  
 Place

at approximately 0745 .....am/pm  
 Time

and at approximately 0800 .....am/pm the procession will

commence and shall proceed TO THE TATHRA MEMORIAL  
FOR THE SERVICE

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is.....

ANZAC DAY MARCH & SERVICE.

State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\* (i) There will be ..... (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

.....

\* (ii) There will be ..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly

NIL.

\* (iv) Other special characteristics of the proposed assembly are as follows:

A. RA. WILL BE USED

AT THE MEMORIAL & BOULDER.

4 I take responsibility for organising and conducting the proposed public assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address:

BEGA

Post Code 2550

Telephone:

Signed:

Capacity/Title

Date

24/1/22

Delete as applicable