

## 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: Australia Day

Event Location: Littleton Gardens, Bega

Event Date: 26/01/2022 Event Start Time: 7:00am Event Finish Time: 10:30am

Event Setup Time: 6:00am Event Pack down Finish Time: 11:30am

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 Valley Shire Council

Phone: 6499 2222 Fax:  Mobile:

Email:

Event Management Company (if applicable):

Phone:  Fax:  Mobile:

Email:

Police: Bega Police

Phone: 6492 9999 Fax:  Mobile:

Email:

Council: Bega Valley Shire Council

Phone: 6499 2222 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 checked="" 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 checked="" 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 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 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 type="checkbox"/> Public transport not impacted or will not impact event   |
|         |         |         | <b>3.6. Reopening roads after moving events</b>   |
|         |         |         | <input 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 type="checkbox"/> There are no unique traffic requirements for this event  |
|         |         |         | <b>3.8. Contingency plans</b>   |
|         |         |         | <input type="checkbox"/> Contingency plans attached   |

Class 1

Class 2

**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**

Class 1

Class 2

Class 3

**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.

## Special Event Planning & Resource Matrix

| Event Class | Description   | Features  | Examples   | Lead Times for Agency Approval   | Police Fees  | Council Fees   | RMS/TMC Fees   |
|-------------|---|---|--|--|--|--|--|
| 1           | A Class 1 Event <ul style="list-style-type: none"> <li>Impacts major traffic &amp; transport systems</li> <li>disrupts the non-event community over a wide area</li> <li>requires the involvement of Police or more Councils and the RMS/TMC.</li> <li>requires detailed Transport Management Plan</li> <li>requires advertising the event's traffic aspects to a wide audience</li> </ul>  | A Class 1 event may <ul style="list-style-type: none"> <li>be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve Transport Management Centre</li> <li>involve the NSW Trains, Sydney Trains and State Transit,</li> <li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>impact the road transport industry</li> <li>require RMS/TMC to provide Special Event Clearways</li> <li>require RMS/TMC to provide heavy vehicle detour routes</li> <li>require the RMS to adjust traffic signals</li> <li>require RMS/TMC to manage Variable Message Signs</li> <li>depending on the nature of the event, invoke the Police "Use Pay" policy.</li> </ul> | For example: <ul style="list-style-type: none"> <li>an event: that affects a principal transport route in Sydney or</li> <li>an event that reduces capacity of the main highway through a country town or</li> <li>a bicycle race that involves the Sydney Harbour Bridge</li> </ul> | Minimum 4 months from first approach to Council to proposed start date<br><br>6 months for vehicle races | Charges apply where: <i>"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</i> | As described in Council's Special Events Policy<br><br>Asset rentals: refer to Council | Marginal costs apply where services are provided above those normally provided to the community.<br><br>RMS/TMC provides quote<br><br>Asset rental: refer to RMS/TMC |
| 2           | A Class 2 Event <ul style="list-style-type: none"> <li>Impacts local traffic and transport systems but does not impact major traffic &amp; transport systems</li> <li>disrupts the non-event community in the area around the event but not over a wide area</li> <li>Requires the involvement of Police and Local Council</li> <li>Requires a detailed Transport Management Plan</li> <li>Requires advertising the event's traffic aspect to the local community</li> </ul>  | A Class 2 event may <ul style="list-style-type: none"> <li>Be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve the NSW Trains, Sydney Trains and State Transit,</li> <li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>depending on the nature of the event, invoke the Police "Use Pay" policy.</li> </ul>   | For example: <ul style="list-style-type: none"> <li>an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway</li> <li>a motor rally on local country roads</li> </ul>  | Minimum 3 months<br><br>3 months for vehicle races   | Charges apply where: <i>"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</i> | As described in Council's Special Events Policy<br><br>Asset rentals: refer to Council |  |
| 3           | A Class 3 Event <ul style="list-style-type: none"> <li>does not impact local or major traffic &amp; transport systems</li> <li>disrupts the non-event community in the immediate area only</li> <li>requires Local Council and Police consent</li> <li>is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac</li> <li>requires Police agreement that event qualified as Class 3</li> <li>is never used for vehicle races</li> </ul>  | A Class 3 event, depending on Local Council policy may <ul style="list-style-type: none"> <li>require a simplified Transport Management Plan</li> <li>not be available in all Council areas</li> <li>depending on the nature of the event, invoke the Police "User Pay" policy</li> <li>require advertising the event's traffic aspects to the community</li> </ul>   | For example: <ul style="list-style-type: none"> <li>an on-street neighbourhood Christmas party</li> </ul>  | Minimum 6 weeks  | Charges apply where: <i>"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</i> | As described in Council's Special Events Policy<br><br>Asset rentals: refer to Council |  |
| 4           | A Class 4 Event is intended for small on street events and <ul style="list-style-type: none"> <li>requires Police consent only</li> <li>is within the capacity of the Police to manage on their own</li> <li>is not a protest or demonstration</li> <li>is always an on-street event</li> <li>does not require RMS/TMC or Council consent</li> <li>does not require advertising the event's traffic aspect to the community</li> <li>does not require a Transport Management Plan</li> <li>does not require the involvement of other Government agencies</li> </ul> | A Class 4 event may <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the non-event community</li> <li>cross Police Local Area Commands (LACs)</li> <li>cross Local Government Areas (LGAs)</li> <li>require Council or RMS/TMC to assist when requested by Police</li> <li>depending on the nature of the event, invoke the Police "User Pay" policy</li> </ul>  | For example: <ul style="list-style-type: none"> <li>a small ANZAC Day march in a country town</li> <li>a small parade conducted under Police escort</li> </ul>   | Minimum 1 month  | Charges apply where: <i>"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</i> |  |  |

| Event Class | Transport Management Plan | Risk Management Plans (Traffic Control) under OH&S Act 2000   | Advertise Transport Management Arrangements   | Liability Insurance   | Special Event Clearway. Heavy Vehicle Detour       | Public Transport          | Emergency Vehicle & Local Access | Parking   | Contingency Planning |
|-------------|---------------------------|---|---|---|--|---------------------------|----------------------------------|---|----------------------|
| 1           | TMP model recommended     | Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended<br><br>Need to consider access for disabled persons | 28 days for all events that require regulation of traffic or where special event clearways in operation<br><br>Not required where there is no regulation of traffic | Required with Council, TMC & Police (if police user Pays in force) named on policy. Also RMS if using RMS asset<br><br>Certificate of currency required | RMS arranges if required<br><br>RMS provides quote | Promote where practicable | Required. Refer to TMP           | May be required.<br><br>Need to consider parking for disabled persons | Recommended          |
| 2           | TMP model recommended     | Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended<br><br>Need to consider access for disabled persons | 28 days for all events that require regulation of traffic or where special event clearways in operation<br><br>Not required where there is no regulation of traffic | Required with Council & Police (if police user Pays in force) named on policy.<br><br>Certificate of currency required                                  |  | Promote where practicable | Required. Refer to TMP           | May be required.<br><br>Need to consider parking for disabled persons | Recommended          |
| 3           | TMP model recommended     | Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended<br><br>Need to consider access for disabled persons | 28 days for all events that require regulation of traffic or where special event clearways in operation<br><br>Not required where there is no regulation of traffic | Required with Council & Police (if police user Pays in force) named on policy.<br><br>Certificate of currency required                                  |  |                           | Required. Refer to TMP           |   |                      |
| 4           |                           |   |   | Required with Council & Police (if police user Pays in force) named on policy.<br><br>Certificate of currency required                                  |  |                           | Required. Refer to TMP           |   |                      |

## 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, Nisha Boyce  
Name  
 of Zingel Place, Bega  
Address  
 on behalf of Bega Valley Shire Council  
Organisation  
 notify the Commissioner of Police that on the 26  
Day  
 of January 2022  
Month/Year

it is intended to hold:

**either:**

(a) a public assembly, not being a procession, of approximately  
300  
Number persons which will assemble

at Littleton Gardens, Bega  
Place

at approximate 7:00am .....am/pm  
Time

and disperse at approximately 10:30am .....am/pm  
Time

**or**

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

persons which will assemble at .....  
Place

at approximately .....am/pm  
Time

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

commence and shall proceed .....

.....  
 .....

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 Community Australia Day event

.....

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

General Parking

.....

\* (ii) There will be 1-2..... (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

n/a

.....

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

Covid Safe event

.....

- 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 Valley Shire Council

Zingel Place, Bega

..... Post Code 2550

Telephone: 6499 2222

Signed: Nisha Boyce/Tamara Whiting

Capacity/Title Events Officer

Date 25 October 2021

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

|                      |                            |          |                                |
|----------------------|----------------------------|----------|--------------------------------|
| Organiser's name     | TAMARA WHITING/NISHA BOYCE | Position | COMMUNICATION & EVENTS OFFICER |
| Organisation name    | BEGA VALLEY SHIRE COUNCIL  |          |                                |
| Postal Address       | ZINGEL PLACE, BEGA         | Postcode | 2550                           |
| Phone                | Business 02 6499 2222      | Home     | Mobile                         |
| Email address        |                            |          |                                |
| Contact during event | TAMARA WHITING             | Phone    | 0439 027 488                   |

## 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"><li>If a complying event and no road closure is required – at least 60 days before the event.</li><li>If a complying event and road closure up to 24 hours is required – at least 90 days before the event.</li><li>If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event.</li></ul> 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 25/10 /21

### 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                                | AUSTRALIA DAY CEREMONY  |                | Date/s of event            | 26 JANUARY 2022    |
| Time of event                                | From 7AM  | To 10:30AM     | Estimated no. of attendees | 300                |
|  | Set up date / time  | 6AM 26 JANUARY | Pack up date / time        | 11:30AM 26 JANUARY |
| Location of event                            | LITTLETON GARDENS, BEGA   |                | Specified area             | WHOLE GARDEN 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                         | COMMUNITY EVENT, BBQ BREAKFAST, AWARDS, AUSTRALIAN CITIZENSHIP      |                |                            |                    |

### 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                   | 4              | size of structures | 6X4M | Description of structures | MARQUEES FOR ATTENDEE SHADE |
| Owner of the structures                | COASTHIRE BEGA |                    |      |                           |                             |
| Name of person erecting the structures | COASTHIRE BEGA |                    |      |                           |                             |

### 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Does your event require portable toilets?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please proceed to section D |
| Please provide contact details of contractor for portable toilets                                   |  |
| Have you arranged for the servicing of the toilets?   | <input checked="" 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? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please provide details of proposed use   | USE FOR SOUND AND AUDIO PROVISIONS                                  |

### e) Water provision

|  |   |
|--|---|
| Has provision been made for access to drinking water?                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Where can patrons access drinking water free of charge at the event? | LIONS CLUB WILL PROVIDE FREE FOOD AND WATER                         |

### f) First Aid provision

|  |   |                       |   |
|--|---|-----------------------|---|
| Have First Aid arrangements been made?             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain why |                       |   |
| No of First Aiders on-site                         | 2   | No of First Aid posts | 1 |
| Have you advised the local hospital of your event? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                     |                       |   |

## g) Security

Have security arrangements been made?

☒ Yes ☐ No, please explain why

Security Company

BEGA POLICE

Contact no

6499 5555

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

ZINGEL PLACE

Suburb

BEGA

Section to be closed

BETWEEN ROUNDABOUT & CARPARK

Purpose

FREE PEDESTRIAN ACCESS

Date/s

From

7AM

am/pm on

26 / 1 / 22

to

10:30AM

am/pm on

26 / 1 / 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

SOLO SINGER AND MC/PRESENTER

Style of music

AUSSIE BALLADS

Time

Start

7AM

Duration

3.5 HRS

Amplification system

YES, WITH SOUND PERSONNEL CONTROL

## 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)

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 submit with Application for Approval when applying for a Temporary Food Premises Approval to operate within the Bega Valley Shire. This form is for individual stall holders to complete. **Note:** Approval of a food stall is subject to compliance with Council's requirements for temporary food stalls, which can be found on the Bega Valley Shire website, [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au).

## 1 Owner / proprietor details

|  |                           |                       |               |
|--|---------------------------|-----------------------|---------------|
| Owner/proprietor name                                  | Full name                 |                       |               |
| Company name   | BEGA LIONS CLUB           |                       |               |
| Registered address <input checked="" type="checkbox"/> | Street or PO              | PO BOX 265, BEGA 2550 |               |
| Daytime contact details                                | Phone                     |                       | Fax           |
|  | Mobile                    |                       | Site contact* |
| Contact name   | (if different from above) |                       |               |
| Email address  |                           |                       |               |

## 2 Event details

|                   |   |   |  |                                     |
|-------------------|---|---|--|-------------------------------------|
| Event/s attended  | Name/s  | AUSTRALIA DAY CEREMONY  |  |                                     |
|                   | Venue/s   | LITTLETON GARDENS, BEGA   |  |                                     |
| How often / when? | Frequency (tick box)  | <input type="checkbox"/> Caravan<br><input checked="" type="checkbox"/> Stall | <input type="checkbox"/> weekly<br><input type="checkbox"/> monthly  | Date/s (from/to)<br>26 JANUARY 2022 |
| Food sold from:   | **NO FOOD SOLD - LIONS CLUB WILL PROVIDE FREE FOOD AND WATER<br><input checked="" type="checkbox"/> one-off<br><input type="checkbox"/> fortnightly |   | <input type="checkbox"/> Vehicle<br><input type="checkbox"/> Trailer | Stall name                          |

## 3 Food sold

Please list all food types to be sold

If necessary, write overleaf or attach a separate sheet.

LIONS CLUB WILL PROVIDE FREE FOOD AND WATER

## OFFICE USE ONLY



Receipt No.

Receipt date

CS staff

Allocation No.

Application fee

\$

Action Workflow: P&E Business Premises Registration Details

#### 4 Details of off-site food preparation area(s)

Please read carefully

The location(s) of any off-site preparation areas including partial preparation such as chopping and cutting of ingredients is to be listed and must meet Council health requirements. If the location(s) are not in the Bega Valley Shire area, evidence of registration with the applicable Council must be provided.

##### Location of food preparation area(s)

Street address

ZINGEL PLACE, BEGA

Is this location  
in the Bega  
Valley Shire?

☒ Yes

☐ No →

If not, have you attached evidence of registration  
with the applicable Council for this location?

☐ Yes (please list below)

☐ No ↓

If additional off site  
preparation areas  
are used, please  
attach details on a  
separate sheet.

Your application **cannot be approved** without this evidence.  
Please obtain evidence of registration before submitting this form.

List evidence if  
applicable

#### 5 Equipment details

Please list equipment to be used at the stall(s)

Food heating / cooling devices

BBQ'S/ESKIES

Location of cooking / heating equipment

LITTLETON GARDENS NEAR FOOD STALL

Refrigeration / storage units / ice bricks / ice

ESKIES/ICE

Floor covering

Counter food protection / sneeze guards

Hand washing facilities  
(must provide warm water)

Overhead protection over all cooking and  
preparation areas

MARQUEE

Any additional equipment







#### Owner(s)/proprietors declaration

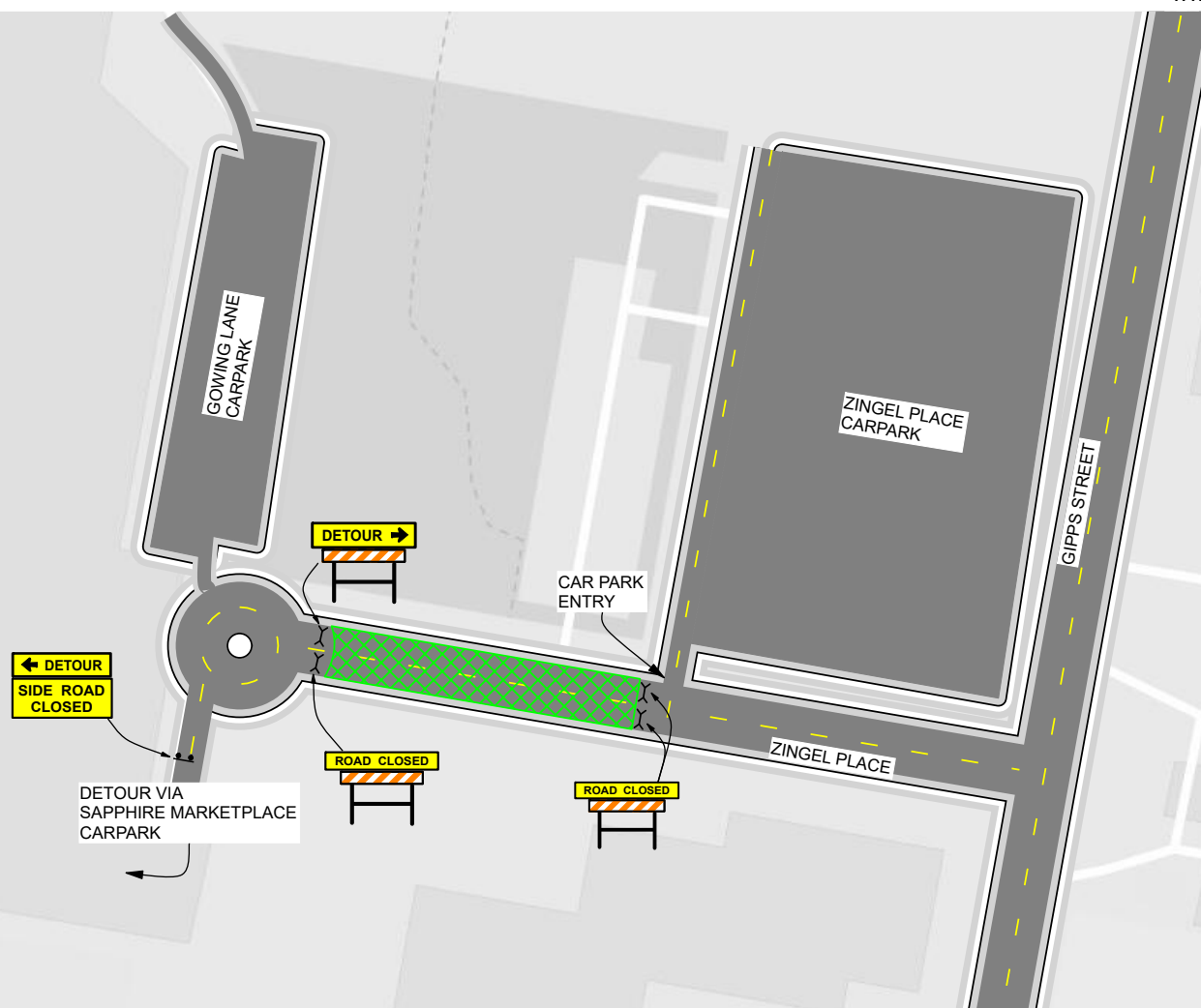
I declare that to the best of my knowledge the information provided in this application is accurate and correct. I understand that under the Government Information (Public Access) Act 2009 details contained on this application, including my name and address, will become publicly available.

Signature of owner(s) /  
proprietor(s)

Date

/ /

| Legend   |                        |
|--|------------------------|
|   | Barrier                |
|   | EVENT AREA             |
|   | T1-32 SIDE ROAD CLOSED |
|   | T2-4 ROAD CLOSED       |
|   | T5-1 (L) DETOUR LEFT   |
|  | T5-1 (R) DETOUR LEFT   |



**Date:** 05/11/2021 **Author:** BENJAMIN MEAD #TCT0008208 **Project:** AUSTRALIA DAY CEREMONY  
**Event Duration:** 26/01/2022 06:00AM to 11:30AM

**Comments:**

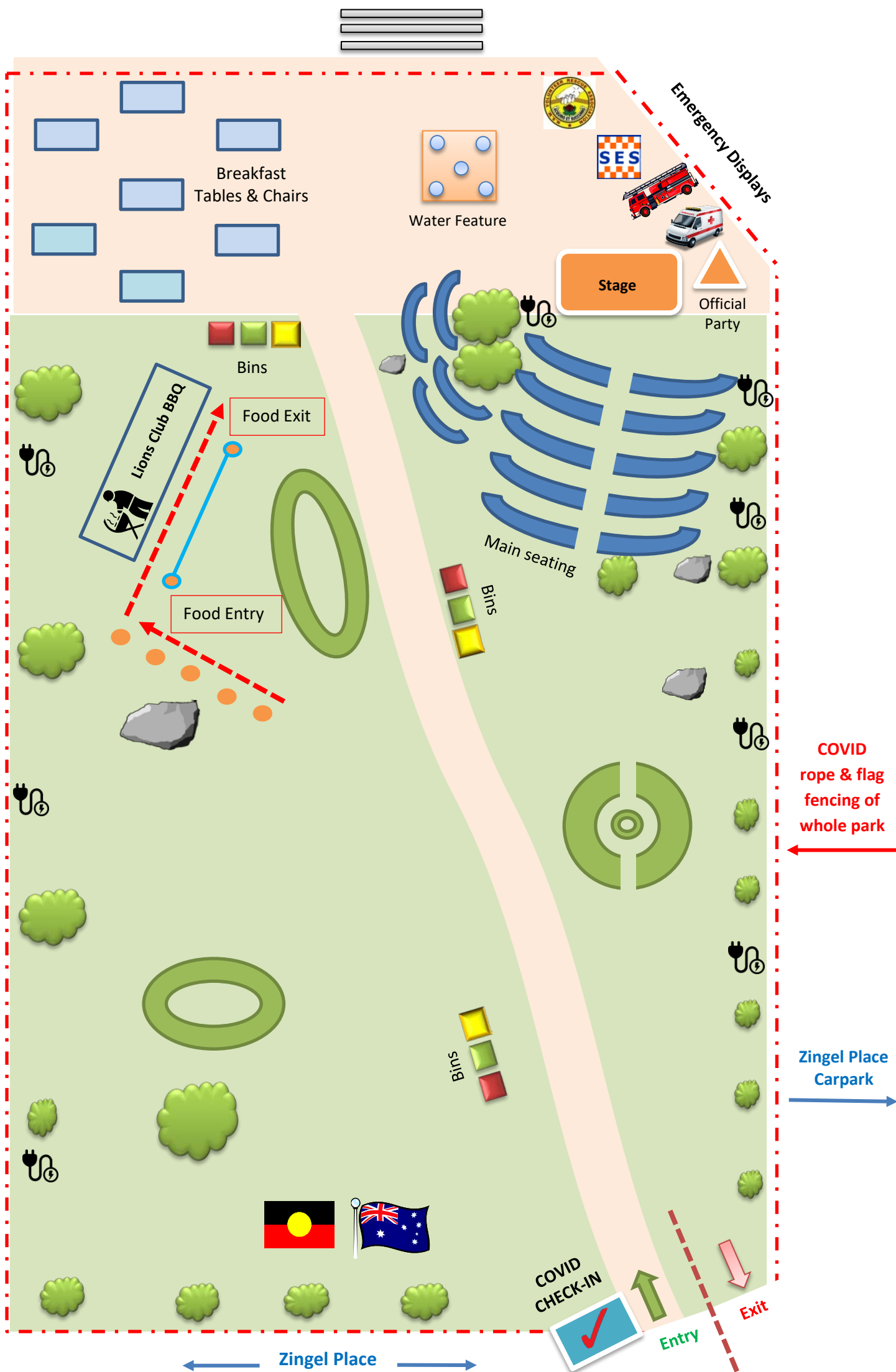
1. SHORT TERM FULL ROAD CLOSURE, ZINGEL PLACE, BEGA
2. ACCESS TO SAPPHIRE MARKET PLACE UNDERGROUND CARPARK AND ZINGEL PLACE CARPARK WILL NOT BE AFFECTED.
3. DETOUR GOWING LANE CARPARK EXIT VIA SAPPHIRE MARKETPLACE UNDERGROUND CARPARK TO AUCKLAND STREET EXIT
4. RESTRICT EXIT TO ZINGEL PLACE FROM SAPPHIRE MARKETPLACE UNDERGROUND CARPARK, DETOUR TO AUCKLAND STREET EXIT.
5. ADVERTISE ROAD CLOSURE MINIMUM 1 WEEK PRIOR TO EVENT.



## Waste Management Plan - Australia Day 2022

|                                |  |
|--------------------------------|--|
| Event                          | Australia Day Community Event  |
| Date                           | Tuesday 26 January 2021  |
| Time                           | 7am – 10am   |
| Location                       | Littleton Gardens, Bega  |
| Attendees                      | Approx. 300  |
| Organisation                   | Bega Valley Shire Council  |
| Contact Name                   | Tamara Whiting   |
| Contact Details                |  |
| Waste Facilities               | There are currently several bins located in Littleton Garden.  |
| Additional Waste consideration | <p>Additional Waste Wise Event bin banks will be booked and will be delivered the day prior to the event and collected the day after the event. Bin banks include Fogo, general waste &amp; recycling bins. Council's Waste Wise Event signage will also be displayed.</p> <p>Council staff will ensure all waste is removed from the gardens at the end of the event.</p> |





3 May 2021

Attention: Melvyn Tarpey

The General Manager  
PO Box 492  
BEGA NSW 2550

Dear Melvyn Tarpey,

**Certificate of Currency**


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This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

|                                     |   |
|-------------------------------------|---|
| <b>CLASS</b>                        | Public Liability/Professional Indemnity   |
| <b>MEMBER</b>                       | Bega Valley Shire Council   |
| <b>BUSINESS OF MEMBER:</b>          | Local Government Authority, as defined in wording   |
| <b>EXPIRY DATE</b>                  | 30 June 2022  |
| <b>GEOGRAPHICAL SCOPE</b>           | Anywhere in the World, excluding the Dominion of Canada and the United States of America.   |
| <b>LIMITS OF PROTECTION</b>         | Public Liability \$20,000,000 any one occurrence<br>Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection<br>Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection |
| <b>STATEWIDE CERTIFICATE NUMBER</b> | 000012  |

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell  
Executive Officer