

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.

RECEIVED
 16 FEB 2022

USE OF PUBLIC LAND SINGLE EVENT APPLICATION

1 Applicant details

BY:

Organiser's name: Anthony John Larkings Position: Hon Secretary

Organisation name: Eden RSL Sub-Branch

Postal Address: PO Box 293 EDEN NSW Postcode: 2551

Phone Business: Home: Mob:

Email address: secretary.edenrsl@gmail.com

Contact during event: Anthony Larkings Phone:

2 Important information

- 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.
- 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.
- 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.
- 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.
- 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

[Redacted Signature]

20/01/2022

Privacy & Personal Information Protection Notice

Purpose: Council staff and approved contractors or BVSC... Access/ correction: Council staff or Freedom of Information requests | Storage: Council's record management systems and archives

OFFICE USE ONLY

Code 267 Application Fee \$676.00 Allocation W5098.1102.1135

bega valley CS staff Receipt date

4 Event details

Name of event	Anzac Services and March		Date/s of event	25 April 2021	
Time of event	From	10.30 am	To	11.00 am	
	Set up date / time	10.00 am		Estimated no. of attendees	30 in march
			Pack up date / time	11.00 am 25 Apr 2021	
Location of event	Imlay, Bass & Calle Calle Sts EDEN			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 Parade				

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	nil	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 Ambulance in attendance No of First Aid posts 1

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 Services and March

Event Location: Imlay, Bass & Calle Calle Streets EDEN

Event Date: 25 April 2017 Event Start Time: 10 am Event Finish Time: 11 am

Event Setup Time: 9.30 am 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*: Anthony John Larkings (secretary Eden RSL sub-branch)

Phone: [REDACTED] Fax: Mobile: [REDACTED]

Email: secretary.edenrsl@gmail.com

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:

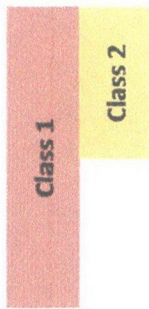
Email:

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

Phone: Fax: Mobile:

Email:

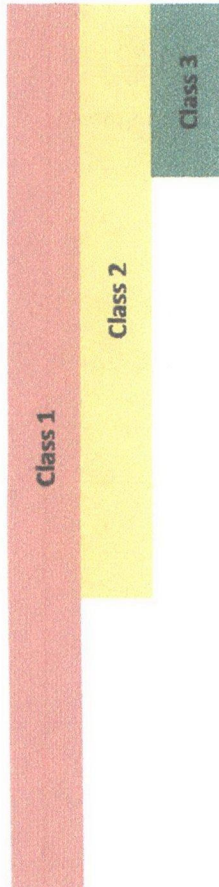
*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

**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.

Special Event Planning & Resource Matrix

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

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 Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation 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 Certificate of currency required	RMS arranges if required RMS provides quote	Promote where practicable	Required. Refer to TMP	May be required. 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 Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required		Promote where practicable	Required. Refer to TMP	May be required. 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 Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required			Required. Refer to TMP		
4				Required with Council & Police (if police user Pays in force) named on policy. 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

Summary Offences Act 1988

To the Commissioner of Police

1 I, Anthony John Larkings
Name
of 923 Nethercote Road Nethercote
Address
on behalf of Eden RSL Sub-Branch
Organisation
notify the Commissioner of Police that on the twenty fifth day
Day
of April 2021
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 approximateam/pm
Time

and disperse at approximatelyam/pm
Time

or

(b) a public assembly, being a procession of approximately 300
Number

persons which will assemble at Imlay, Bass & Calle Calle Streets EDEN
Place

at approximately 0930am/pm
Time

and at approximately 10.00am/pm the procession will

commence and shall proceed along Imlay Street to the centaph at
Bass Street EDEN

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 Service and March

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

several vintage vehicles.
.....

* (ii) There will be 10..... (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:
Military personnel marching
.....

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: 923 Nethercote Road Nethercote
.....

..... Post Code 2549

Telephone: 
Signed: 

Capacity/Title (secretary Eden RSL sub-branch)

Date 10 February 2021

Delete as applicable

TOWN OF EDEN



Traffic Control Plan prepared
by S Bell for BVSC on 26-02-09
Design/Audit TCP Cost No 5123000440
S. Bell 24/02/09

Notes:

- (1) Remove barrier boards and signs as March progresses.
- (2) Place barrier boards on Calle Calle St at position (2) as March progresses past Bass St/Calle Calle St intersection.

TRAFFIC CONTROL PLAN FOR ANZAC DAY MARCH EDEN

(A) Imlay Street Alternative - Mitchell St - Cattle Bay Rd - Cocora St - Imlay St - Albert Terrace

for Saturday 25th April 2009
10:30am - 11:30am

REG No. 3822