

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	ROY DAVIES OAM		Position	HON SECRETARY	
Organisation name	BERMAGUI (SUB-BRANCH) OF THE RSL				
Postal Address	PO BOX 90 BERMAGUI			Postcode	2546
Phone	Business		Home		Mobile
Email address	[REDACTED]@gmail.com				
Contact during event				Phone	[REDACTED]

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

Date

21/1/21

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 \$676.00	Allocation W5098.1102.1135
		CS staff	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Receipt date <div style="border: 1px solid black; width: 100px; height: 20px;"></div>

4 Event details

Name of event	ANZAC DAY COMMEMORATION ? MARCH + SERVICE		Date/s of event	25/4/21		
Time of event	From	10-30am	To	11.45am	Estimated no. of attendees	? DEPENDS ON ? COVID RESTRICTIONS
	Set up date / time	10am 25/4/21		Pack up date / time	11.45am 25/4/21	
Location of event	LAMENT 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	? MARCH FROM CHEMIST SHOP LAMONT ST TO MEMORIAL OPPOSITE CARAVAN PARK					

a) Temporary structures N/A

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 ATTEND IF ABLE
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 **LAMONT ST** Suburb **BERMAGUI**

Section to be closed **FROM WALLAGA TO PACIFIC DRIVE** Purpose **MARCH**

Date/s From **10-30** am/pm on **25/4/21** to **11-45** am/pm on **27/4/21**

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

**PARKING OPPOSITE CARAVAN PARK
DISABLED PARKING MADE AVAILABLE**

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 **MUSIC & VOCAL** Style of music **MARCHING, Hymns SPEECH**

Time Start **10.30am** Duration **11.45am** Amplification system **3 SPEAKERS**

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 Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Heavy Vehicle Clearway, Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<ul style="list-style-type: none"> A Class 1 event: impacts local traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. 	<ul style="list-style-type: none"> A Class 1 event may: be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" 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 the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. 	<ul style="list-style-type: none"> Minimum 4 months from first approach to Council to proposed start date. 6 months for vehicle races. 	<p>Charges apply where:</p> <ul style="list-style-type: none"> "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>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>RTA provides quote.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
2	<ul style="list-style-type: none"> A Class 2 event: impacts local traffic and transport systems but does not impact major traffic and 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 aspects to the local community. 	<ul style="list-style-type: none"> A Class 2 event may: be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, invoke the Police "User Pays" 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 a highway a motor rally on local country roads. 	<ul style="list-style-type: none"> Minimum 3 months. 3 months for vehicle races. 	<p>Charges apply where:</p> <ul style="list-style-type: none"> "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>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>		<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>		<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
3	<ul style="list-style-type: none"> A Class 3 event: does not impact local or major traffic and 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 out-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. 	<ul style="list-style-type: none"> A Class 3 event, depending on Local Council policy, may: require a Simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" 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. 	<ul style="list-style-type: none"> Minimum 6 weeks 	<p>Charges apply where:</p> <ul style="list-style-type: none"> "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>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>		<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>		<p>Required. Refer to TMP.</p>			
4	<ul style="list-style-type: none"> A Class 4 event is intended for small on street events and: 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 RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	<ul style="list-style-type: none"> A Class 4 event may: 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 and RTA to assist when requested by Police depending on the nature of the event, invoke the Police "User Pays" 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. 	<ul style="list-style-type: none"> Minimum 1 month 	<p>Charges apply where:</p> <ul style="list-style-type: none"> "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>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p>					

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, ROY DAVIES VAN
Name
of 18 GOLF ROAD BERMAGUI NSW 2546
Address

on behalf of BERMAGUI (SUB-BRANCH) OF THE RSL
Organisation

notify the Commissioner of Police that on the SATURDAY 25th
Day
of APRIL 2020
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 BERMAGUI WARR MEMORIAL LAMONT ST
Place

at approximate 10.30 am/pm
Time

and disperse at approximately 11.45 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.....

ANZIM DAY 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

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

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: PO BOX 90

BERMAGO

NSW

Post Code 2846

Telephone:

Signed:

Capacity/Title HEN SECRETARY

Date

26/1/20

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: ANZAC DAY SERVICE

Event Location: MEMORIAL - LAMONT ST BERMAGUI

Event Date: 25/4/20 Event Start Time: 10.30a Event Finish Time: 11.45a

Event Setup Start Time: 10am Event Packdown Finish Time: 11.45am

Event is ☒ off-street ☒ on-street moving ☐ on-street non-moving
☐ held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * REY DAVIES DAN

Event Management Company (if applicable).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police

Phone:..... Fax:..... Mobile:..... E-mail:.....

Council.....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class 1).....

Phone:..... Fax:..... Mobile:..... E-mail:.....



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

I.3 Brief description of the event (one paragraph)

Town of Bermagui

Closure of Lamont Street from Wallaga Street to Pacific Drive and Pacific Drive from Lamont Street to 150m north of Murrumbidgee Street for Friday 25th April 2014 from 10:30am to 11:45am

SCS / Volunteers at Barrier Board Closures to have PHS
 Traffic Control Accreditation
 SCS / Volunteers to wear high visibility clothing
 Moved Barricades required at
 Lanost Street/Margate Street Intersection
 Lanost Street/Margate Street Intersection
 Entrance to Zebra Grey Caravan Park
 All signs supplied by BYC
 All signage to be in place at 19:30am
 All signage to be removed immediately following March taking
 off 11:45pm

Manned Barrier Boards shown	
Route of March shown	

Traffic Control Fees required
by G. Lewis Inc. BVSC on 19-02-2016
Driver/entry ID card No 5192034819

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 *(strike out whichever is not applicable)*:

- (i) There will be NIL (number) of vehicles and/or..... (number) of floats involved.

The type and dimensions are as follows:

.....

- (ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

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

4 LIGHT HORSE MEN LEADING MARCH

.....

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

.....

4

I take responsibility for organising and conducting the proposed assembly.

5

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

PO BOX 90

BERMAQUI

NSW

Postcode. 2546

.....

6

.....

Capacity/Title NEW SECRETARY

Date 26/1/20