

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 | Anthony John Larkings | | Position | Hon Secretary |
| Organisation name | Eden RSL Sub-Branch | | | |
| Postal Address | PO Box 293 EDEN NSW | | Postcode | 2551 |
| Phone | Business | Home | Mobile | |
| Email address | | | | |
| Contact during event | Anthony Larkings | | 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 20/01/2021

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

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 | Estimated no. of attendees | 30 in march |
| | Set up date / time | 10.00 am | | 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? | <input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply. | |

d) Electrical

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

e) Water provision

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

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 | Ambulance in attendance | No of First Aid posts |
| | | 1 |
| Have you advised the local hospital of your event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |

g) Security

Have security arrangements been made?

☐ Yes ☒ No, please explain why

Not Required

Security Company

Police Notified

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

Imlay, Bass & Calle Calle Streets

Suburb

EDEN

Section to be closed

As per traffic management Plan

Purpose

ANZAC Day Parade

Date/s

From

10.00 am

am/pm on

25/04 / 2021

to

11.00 am

am/pm on

25 / 04 / 2021

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

Vocal address, bugal & recorded

Style of music

Anthems, Hymns

Time

Start

11.00 am

Duration

1 Hour

Amplification system

800 watt PA 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.

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 21 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: 0488 537 800 Fax: Mobile: 0488 537 800

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.

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 [REDACTED]
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 ~~X~~
Time

and at approximately 10.00am/pm ~~X~~ 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 3 HORSES 'LIGHT HORSES'

* (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: [REDACTED]

Post Code 2549

Telephone: [REDACTED]

Signed: [REDACTED]

Capacity/Title

(Secretary Eden RSL sub-branch)

Date

10 February 2021

Delete as applicable

n) Additional comments

Please add additional comments/notes below if required.

Checklist

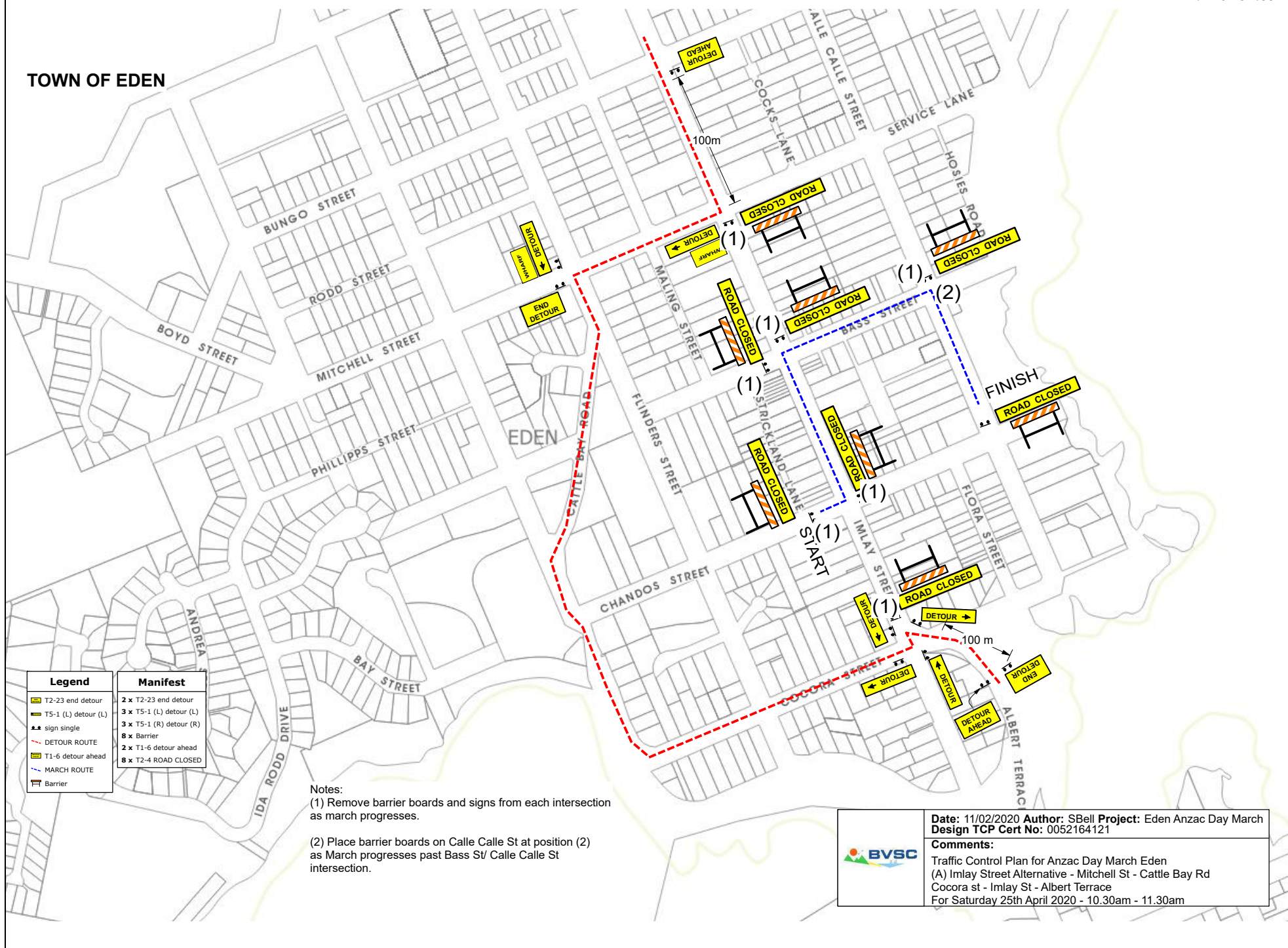
Please ensure the following items are included when submitting your application form

- ☐ 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)

TOWN OF EDEN



Date: 11/02/2020 **Author:** S Bell **Project:** Eden Anzac Day March
Design TCP Cert No: 0052164121

Comments:
 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 2020 - 10.30am - 11.30am

TOWN OF EDEN

Traffic Control Plan prepared
by S Bell for BVSC on 26-02-09
Design/Audit TCP Cert No 5123000449
S.Bell 26/02/09

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 ~~24th~~ 25th April 2009
10:30am - 11:30am

REG No. 3822

