

RETURNED AND



SERVICES LEAGUE

OF AUSTRALIA

Candelo SUB BRANCH

PRESIDENT P. Collins  
HON. TRES. W. Thompson

HON. SEC W. Thompson

NEW SOUTH WALES BRANCH INCORPORATED  
*"The Price of Liberty is Eternal Vigilance"*

PO Box 4156  
Candelo NSW 2550  
14<sup>th</sup> January 2022

The General Manager  
Bega Valley Shire Council  
PO Box 492  
Bega NSW 2550

**Attention: Mandy Gillies, Civil Assets Administration Officer**

Dear Mandy

The attached forms are forwarded as you requested in your message of 13 January 2022 to facilitate the planning associated with ANZAC Day commemoration services for 2022 for the Candelo Community.

Yours sincerely

Warren Thompson  
Honorary Secretary

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  Position

Organisation name

Postal Address  Postcode

Phone Business  Home  Mobile

Email address

Contact during event  Phone

**2 Important information**

1. Confirmation of event	I understand that the proposed event does not have Council approval until I have met all requirements and have been issued with a letter of confirmation to stage an event.
2. Public Liability Insurance	I understand that I require a current Certificate of Currency from my organisation's insurers who certify at least \$20 million public liability coverage for this event and have noted Bega Valley Shire Council's interest on the certificate. This insurance policy is to contain a cross liability clause.
3. Fees and charges	I understand an administration charge may apply and there may be other service charges. I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing. If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the administration fee if it has already been paid, or request payment if it is yet to be made.
4. Application due dates	<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

**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	CANBELO ANZAC DAY SERVICE	Date/s of event	25 APRIL 2022
Time of event	From 1100 To 1200	Estimated no. of attendees	300
Set up date / time	1000	Pack up date / time	1230
Location of event	CANBELO WAR MEMORIAL	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	CANBELO COMMUNITY ANZAC DAY SERVICE		

#### a) Temporary structures

Are you proposing to use temporary structures? eg tents, marquees, banners, etc  Yes  No, please proceed to section B  
Depending on the size and nature of the structure, a development application may be required.

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

#### b) Waste management

Will you require additional waste management services?  Yes  No, please proceed to section C  
All events will be required to submit a mandatory waste management plan for the event.

#### c) Toilet provision

Does your event require the use of Council toilets?  Yes  No  
Does your event require portable toilets?  Yes  No, please proceed to section D  
Please provide contact details of contractor for portable toilets  
Have you arranged for the servicing of the toilets?  Yes  No Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply.

#### d) Electrical

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

#### 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  
Commemoration Service  
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 Commemoration Service

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 William Street Suburb Camdeboo

Section to be closed Eden Street to Queen Street Purpose stop traffic at Memorial

Date/s From 10:15 am/pm on 25/4/22 to 12:15 am/pm on 26/4/22

The nominated responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the closure. This person will be accountable for the coordination and supervision of traffic management. Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on the Traffic Management Plan.

- Note:**
- A Traffic Management Plan is necessary with Road Closure Applications
  - All barriers are to be supervised by certified traffic controllers

### i) Parking

Is more parking required than the designated areas provided?  Yes  No, please proceed to section J

Please identify where event patrons are to park their vehicles, including expected no of vehicles

Have public transport arrangements been made?  Yes  No

### j) Food / alcohol

Are you proposing to provide food?  No  Yes, please complete Council's Temporary Food Stall Holder form, and attach with this application

Will you be selling / serving alcohol?  No  Yes, please include a copy of the liquor licence

Are you proposing to have temporary non-food stalls?  No  Yes, please complete Council's Temporary Stall Holder (non-food) form, and attach with this application

### k) Amplified sound

Are you proposing to use amplified sound?  Yes  No, please proceed to section L

Type of sound eg band public address system Style of music for conduct of service

Time Start 11:00 Duration 60 minutes 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)

SCOPE OF COVER : The Insured's Legal Liability to pay compensation in respect of Personal Injury and/or Property Damage arising out of or in conjunction with the Insured's Business or Products, occurring within the Policy Geographical Limits.

INSURED : Candelo RSL Sub-Branch & Women's Auxiliary and/or its/their subsidiary and/or related corporations, as defined in the Corporations Law (including those acquired or incorporated during the Period of Insurance).

BUSINESS DESCRIPTION : Principally Ownership and/or occupation of Property; Administration of RSL Policy, including all official RSL Sub Branch activities, Anzac Day Commemorative Services and/or fundraising and/or charitable activities organised by the Insured and any other occupation incidental thereto or associated therewith

GEOGRAPHICAL LIMITS : Anywhere in the world except the United States of America and Canada where this Policy shall only apply in respect of:

(a) travelling executives and/or salespersons who are non-residents in such countries; and

(b) claims in respect of Personal Injury and/or Property Damage caused by or arising out of Products which, without the knowledge of the Insured and/or of the Insured's agents and/or of the Insured's servants, are exported by others to such countries.

LIMITS OF LIABILITY : PUBLIC LIABILITY  
Limit of Liability any one Occurrence \$ 20,000,000

PRODUCTS LIABILITY  
Aggregate Limit of Liability any one Period of Insurance \$ 20,000,000

PROPERTY IN THE CARE CUSTODY OR CONTROL \$ 250,000

\*\*\* DELETE THE EXCESSES THAT DO NOT APPLY \*\*\*

EXCESS : \$ 500 Property Damage Only  
\$ 500 Property in Care Custody or Control

POLICY WORDING : Subject to Insurers Standard Policy Wording CGU General & Products Liability Insurance

ADDITIONAL POLICY EXTENSIONS : Nil

POLICY EXCLUSIONS : Subject to Insurers Standard Policy Exclusions

ADDITIONAL POLICY EXCLUSIONS : Pandemic exclusion

PLEASE REVIEW THE ABOVE SUMS INSURED TO AVOID POSSIBLE FINANCIAL LOSS DUE TO UNDER INSURANCE

## 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: CANDELO COMMUNITY ANZAC DAY SERVICE  
 Event Location: CANDELO WAR MEMORIAL WILLIAM ST CANDELO  
 Event Date: 25.4.22 Event Start Time: 10:30 Event Finish Time: \_\_\_\_\_  
 Event Setup Time: 1000 Event Pack down Finish Time: 1230  
 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\*: WARREN THOMASON CANDELO RFL SUB BRANCH  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Event Management Company (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Police: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Council: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Transport Management Centre  
 (if Class 1 – Sydney Metropolitan Area): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Roads & Maritime Service  
 (if Class 1 – regional NSW and Class 2 event): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

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

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

**3. TRAFFIC & TRANSPORT MANAGEMENT**

Class 2	Class 3	<b>3.1. The route or location</b>
		<input type="checkbox"/> Map attached
Class 2	Class 3	<b>3.2. Parking</b>
		<input type="checkbox"/> Parking organised – details attached
		<input checked="" type="checkbox"/> Parking not required
Class 2	Class 3	<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
Class 2	Class 3	<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
Class 2	Class 3	<b>3.5. Impact on/or Public Transport</b>
		<input type="checkbox"/> Public transport plans created - details attached
		<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
Class 2	Class 3	<b>3.6. Reopening roads after moving events</b>
		<input checked="" type="checkbox"/> This is a moving event - details attached.
		<input type="checkbox"/> This is a non-moving event.
Class 2	Class 3	<b>3.7. Traffic management requirements unique to this event</b>
		<input checked="" type="checkbox"/> Description of unique traffic management requirements attached
		<input type="checkbox"/> There are no unique traffic requirements for this event
Class 2	Class 3	<b>3.8. Contingency plans</b>
		<input type="checkbox"/> Contingency plans attached



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 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

Class 2

## 5. PRIVACY NOTICE

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

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

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

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

## 7. AUTHORISATION TO \*REGULATE TRAFFIC

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

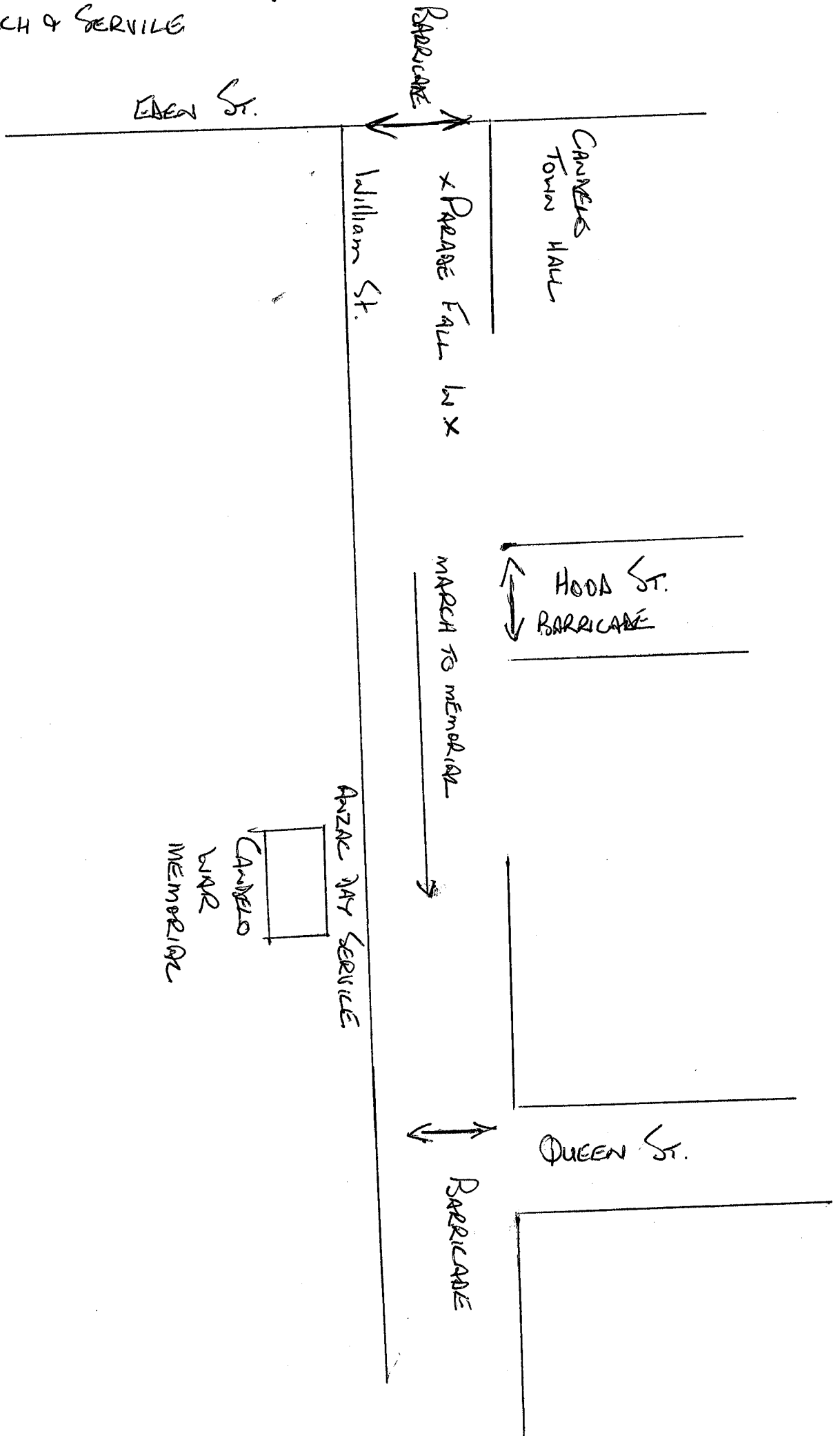
Regulation of traffic authorised by: \_\_\_\_\_ Council \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

CANDELO 2022 ANZAC DAY  
MARCH & SERVICE



### 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, WARREN THOMPSON  
 Name  
 of P.O. Box 4456 CANDELO NSW 2550  
 Address  
 on behalf of CANDELO SUB BRANCH OF RSL NSW  
 Organisation  
 notify the Commissioner of Police that on the 25th  
 Day  
 of APRIL 2022  
 Month/Year

it is intended to hold:

either:

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

at CANDELO WAR MEMORIAL  
 Place

at approximate 11 am/pm  
 Time

and disperse at approximately 12:45 am/pm  
 Time

or and

(b) a public assembly, being a procession of approximately 100  
 Number

persons which will assemble at CANDELO TOWN HALL William St  
 Place

at approximately 10:30 am/pm  
 Time

and at approximately 10:45 am/pm the procession will  
 commence and shall proceed along William Street  
to the Candelo War Memorial for the  
ANZAC Day Service.

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

2 The purpose of the proposed assembly is... for CANELO  
COMMUNITY ANZAC DAY MARCH AND  
COMMEMORATION 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 NIL (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

.....  
 .....

\* (ii) There will be 11 (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:

.....  
 .....

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: P.O. Box 4156  
CANELO  
NSW Post Code 2550

Telephone: 

Signed: HONORARY SECRETARY

Capacity/Title  
 Date 14 JANUARY 2022

Delete as applicable