

Proposed Merimbula Twilight Holiday Markets

What

Merimbula Twilight Holiday Markets to create a festive holiday feel by activating the Beach Street area of the Merimbula CBD, each Saturday afternoon over the Christmas New Year period, that will bring people to into town to enjoy fine food, entertainment and the produce of a variety of other market stalls.

This will be organised by Merimbula Chamber of Commerce and supported by Merimbula Tourism.

Why

This concept was identified at the Merimbula Town Summit as a way of bringing life to the middle of town at a time when there isn't much happening. Most retail businesses close early on Saturday afternoons and there is little to do and offer for visitors – especially for food and coffee.

Who

Unlike other existing markets, the Merimbula Twilight Holiday Markets will focus primarily on fine food and entertainment, with an eclectic mix of interesting local and regional providore foods and Beverage Stalls, and a smattering of local art, craft and other local producers. Entertainment will include a range of live performers, musicians and children's entertainers.

Where

Merimbula Twilight Holiday Markets will be held on Beach Street, which has been identified as a key asset for Merimbula as it faces on to the iconic Merimbula Lake. It utilises the picturesque foreshore and esplanade area which is a key focus of the town.

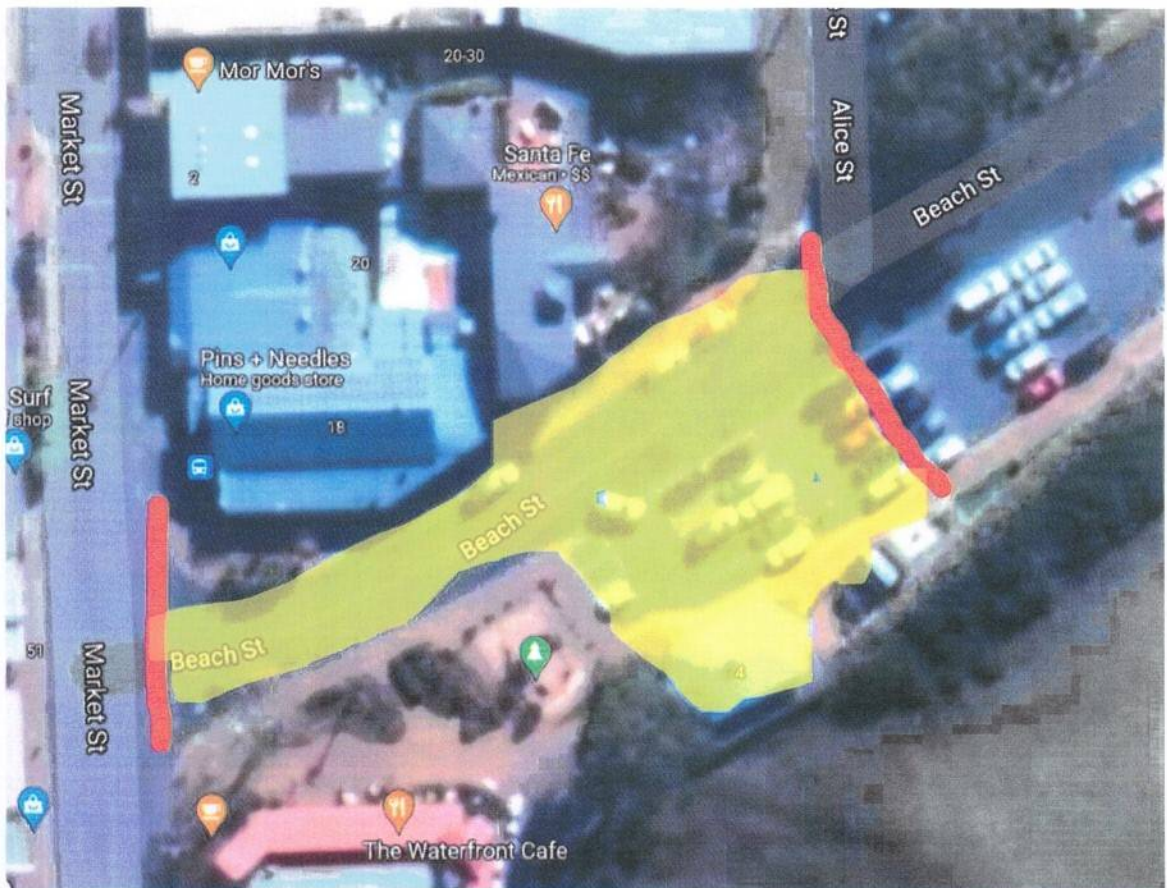
When

The proposed dates are

- Saturday 11 December 2021
- Saturday 18 December 2021
- Saturday 8 January 2022
- Saturday 15 January 2022
- Saturday 12 January 2022

How

- The Merimbula Twilight Holiday Markets will run from 4pm-8pm on a Saturday each week.
- Closure of Beach Street between Market St and Alice Street will be required from 2pm-9pm
- A small section of the Beach St Carpark will be closed as well as per the image – 12 parking spots only.
- Road closures and traffic control will be provided.
- Full COVID safety plan will be implemented, based on a risk analysis and plan of the events
- Public Liability will be covered under the Chamber of Commerce Event Policy
- Markets will be managed by an Event Manager
- Promotions and marketing will be undertaken by Merimbula Chamber and Merimbula Tourism



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: MORIMBULA TWILIGHT HOLIDAY MARKETS
 Event Location: BEACH STREET MORIMBULA NSW 2548
 Event Date: _____ Event Start Time: _____ Event Finish Time: _____
 Event Setup Time: 2 PM - 4 PM Event Pack down Finish Time: 8 PM - 8.30 PM / 9 PM
 Event is ☒ off-street ☐ on-street moving ☒ on-street non-moving
 Event is ☐ held regularly throughout the year (calendar attached) (11 DEC - 12 JAN)

1.2. Event Summary

Event Organiser*: MORIMBULA CHAMBER OF COMMERCE
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Event Management Company (if applicable): — GRAEME WYKES
 Phone: — Fax: — Mobile: [REDACTED]
 Email: [REDACTED]
 Police: [REDACTED]
 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.

2 The purpose of the proposed assembly is.....STREET

MARKET - FOOD

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:

NONE - STALLS ONLY

USING MARQUEES - STALLS.

* (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

- NIL -

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

TWILIGHT FOOD MARKET.

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:

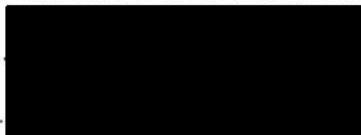
Address:



Post Code

2548

Telephone:



Signed:

Capacity/Title

PRESIDENT

Date

8/11/21

Delete as applicable

1.3. Brief description of the event (one paragraph)

2. RISK MANAGEMENT TRAFFIC

Class 1	Class 2	Class 3	
			2.1. Occupational Health & Safety – Traffic Control
			<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached <i>TBA</i>
			2.2. Public Liability Insurance
			<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3. Police
			<input type="checkbox"/> Police written approval obtained
			2.4. Fire Brigades and Ambulance
			<input type="checkbox"/> Fire brigades notified
			<input type="checkbox"/> Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT

Class 1	Class 2	Class 3	
			3.1. The route or location
			<input checked="" type="checkbox"/> Map attached
			3.2. Parking
			<input type="checkbox"/> Parking organised – details attached
			<input checked="" type="checkbox"/> Parking not required <i>COMMUNITY CAR PARKS NO SPECIAL PERMITES.</i>
			3.3. Construction, traffic calming and traffic generating developments
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			3.4. Trusts, authorities or Government enterprises
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			3.5. Impact on/or Public Transport
			<input type="checkbox"/> Public transport plans created - details attached
			<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
			3.6. Reopening roads after moving events
			<input type="checkbox"/> This is a moving event - details attached.
			<input checked="" type="checkbox"/> This is a non-moving event.
			3.7. Traffic management requirements unique to this event
			<input checked="" type="checkbox"/> Description of unique traffic management requirements attached
			<input type="checkbox"/> There are no unique traffic requirements for this event
			3.8. Contingency plans
			<input type="checkbox"/> Contingency plans attached

**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 *TBA*
- ☐ 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 *TBA*
- ☐ 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.

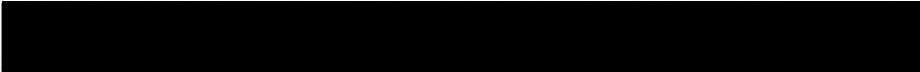
Schedule 1 Form – Notice of Intention to Hold a Public Assembly

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, NIGEL AYLING
 Name
 of 
 Address
 on behalf of MORIMBULA CHAMBER OF COMMERCE
 Organisation

notify the Commissioner of Police that on the
 Day

of
 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 approximatelyam/pm
 Time

and disperse at approximatelyam/pm
 Time

or

(b) a public assembly, being a procession of approximately 500
 Number

persons, which will assemble at BATCH STREET MORIMBULA NSW
 Place

at approximately 4 - 8 PM am/pm
 Time

~~and at approximatelyam/pm the procession will~~

commence ~~and shall proceed~~ STREET MARKET.

~ FIXED LOCATION BATCH STREET
MORIMBULA NSW

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

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.

USE OF PUBLIC LAND SINGLE EVENT APPLICATION

1 Applicant details

Organiser's name	NIGEL AYLING		Position	PRESIDENT
Organisation name	MERIMBULA CHAMBER OF COMMERCE			
Postal Address	PO 91, MERIMBULA NSW		Postcode	2548
Phone	Business	-	Home	-
			Mobile	
Email address				
Contact during event	GRAEME WYKES		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"> • 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. <p>Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.</p>
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 8/11/21

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

MARKET

Name of event	MERIMBIA TWILIGHT		Date/s of event	MARKETS.		
Time of event	From	2.00	To	8.30	Estimated no. of attendees	400
	Set up date / time	2.00			Pack up date / time	8.30
Location of event	BENTLEY ST				Specified area	BETWEEN MARKET & ALICE ST
Are you raising funds as part of this event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Beneficiary details						
Are you charging an admission / entry fee? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, how much						
Description of event MARKET STALLS						

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	20	size of structures	3x3m	Description of structures	MARKET AWNINGS & TABLES
Owner of the structures	VARIOUS				
Name of person erecting the structures	INDIVIDUAL				

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?

FOOD VENDORS

f) First Aid provision

Have First Aid arrangements been made? ☐ Yes ☒ No, please explain why SMALL CROWDS.

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

MARKETS IN STREET

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

BEACH ST

Suburb

MORIMBUA

Section to be closed

BETWEEN MARKET & ALICE STS

Purpose

STREET MARKET

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.

↓
SEE LIST
↑

n) Additional comments

Please add additional comments/notes below if required.

SEE ATTACHED EVENT SUMMARY.

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)