RETURNED AND SERVICES LEAGUE

OF AUSTRALIA

NEW SOUTH WALES BRANCH INCORPORATED

"The Price of Liberty is Eternal Vigilance"

PRESIDENT; ALLAN BROWNING
HON. TRES; GRAEME WILLIAMS
HON. SEC; TONY TOUSSAINT

MERIMBULA SUB BRANCH
P.O. BOX 473
MERIMBULA N.S.W. 2548

Mr Peter Newton
Bega Valley Shire Council
Bega NSW 2550

19th January 2021

Dear Peter,

Please find enclosed special event transport management details for the ANZAC Day Services to be held in Pambula and Merimbula by the Merimbula RSL sub-Branch on Sunday 25th April 2021.

As per last year I expect that the local Police will be controlling the Merimbula Dawn Service and main Service in Merimbula and assisting with the Pambula Service. This will need to be confirmed.
It is expected that the Pambula Rotary Club will assist to man the barricades. As per 2019 we hope to have Greg Whitby with a traffic Controller Certificate, along with local Police control the traffic. We are not sure if the march at Pambula and Merimbula will be allowed, regardless, I am sure we can still have a successful Anzac Day Services at Pambula and Merimbula.

The ANZAC Day program attached will also be used for newspaper and radio advertising of the event. The program shows the streets and times for any traffic disruptions.

Attached:
1. Traffic & Transport Management of Special Events forms for Pambula and Merimbula.
2. Traffic plans for Dawn Service, Pambula Service and Merimbula Service
3. Use of Public Land Single Event Applications for the 3 Services
4. Program for Newspapers and Radio.
5. Certificate of Currency from Scott & Broad Insurance.

Yours sincerely

[redacted]

Anthony (Tony) Toussaint
Hon. Secretary

[redacted]

RECEIVED
21 JAN 2021
BY: .....

RETURNED AND SERVICES LEAGUE

OF AUSTRALIA

NEW SOUTH WALES BRANCH INCORPORATED

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MERIMBULA SUB BRANCH

P.O. BOX 473

MERIMBULA N.S.W. 2548

19th January 2021

Ms Leanne Barnes
General Manager
Bega Valley Shire Council
PO Box 492 BEGA NSW 2550

Dear Ms Barnes

The Merimbula RSL sub-Branch wish to inform the Bega Valley Shire Council of intent to conduct ANZAC Day Services at Pambula and Merimbula on Sunday 25th April 2021.

The ANZAC Day program with attached papers to hold a special event are being forwarded to your Officer Mr Peter Newton.

As in the past we request the use of 20 barricade boards and frames to block off areas around the Pambula and Merimbula Memorials.

The sub-Branch invite Councillors to represent the Shire Council and lay a Wreath at each of the Services
The sub-Branch would be most appreciative if Council could supply Wreaths for the Services they attend.

The Merimbula RSL sub-Branch extend a invitation to the Councillors laying the wreaths, along with their partners to attend the Anzac Day luncheon at the Merimbula RSL Club at the completion of the Merimbula Service.

To allow me to complete the Anzac Day Service program, please let me have the names of the Councillors who will be attending and laying wreaths.

Yours sincerely

[redacted]

CGU Insurance
388 George Street Sydney NSW 2000
t (02) 8224 4000 f (02) 8224 4021

19 January 2021

CERTIFICATE OF CURRENCY

The policy referred to is current as at the date of issue of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Insured	**RSL of Australia Sub Branches and Women's Auxiliaries Including Merimbula RSL Sub-Branch;**
Policy Number	**10M 7431902**
Type of Policy	CGU/IBNA General and Products Liability Insurance Policy
Period of Insurance	**31/05/19 – 31/05/20**
Sums Insured	$ 20,000,000 – Public Liability $ 20,000,000 – Products Liability

The following entity, Bega Valley Shire Council, is deemed to be an Insured, to the extent described in sub clause 4.28 d) of the policy in relation to Memorial Day activities.

This is to certify cover has been granted in accordance with the terms and conditions of the Company's Standard Policy, a copy of which is available on request.

This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.

Underwriting Services

Retail – Metropolitan NSW
CGU Insurance

CGU Insurance Limited ABN 27 004 478 371

RETURNED AND SERVICES LEAGUE

OF AUSTRALIA

NEW SOUTH WALES BRANCH INCORPORATED

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PRESIDENT; ALLAN BROWNING`

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HON. SEC; TONY TOUSSAINT

MERIMBULA SUB BRANCH

P.O. BOX 473

MERIMBULA N.S.W. 2548

MERIMBULA RSL SUB BRANCH COMMEMORATIONS FOR ANZAC DAY SUNDAY 25TH APRIL 2021

DAWN SERVICE

Muster at the Memorial in Beach Street Merimbula at 5.40 am for a Service commencing at 6.00 am. A toddy & milk with breakfast BBQ will be supplied by sub-Branch after Dawn Service.

Beach Street will be closed between Alice Street and Main Street from 5.30am till 7.00am

PAMBULA SERVICE

Muster in front of Supermarket in Quondola Street at 8.40 am. March to the Memorial opposite the Pambula Post Office for Service and Wreath laying.

Quondola Street will be closed between Toalla Street and Bullara Street from 8.30 am till 10.15 am. Princes Highway traffic will be diverted to Merimbola Street.

MERIMBULA SERVICE

Muster at the Merimbula RSL Club building at 10.40 am. March to Merimbula Beach Street Memorial for a Service and Wreath laying starting at 11am.

Beach Street will be closed between Alice Street and Main Street from 10.30 am to 12 midday.

There will be slight traffic disruption in Main and Market Streets while parade marches to the Beach Street Memorial. Approximately 10 to 15 minutes

The Merimbula sub-Branch apologises for any disruptions to traffic and thank the public for their understanding and consideration on this special day.

[redacted]

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

1 EVENT DETAILS

1.1 Event summary

Event Name: Anzac Day - Dawn Service

Event Location: Beach Street Merimbula RSL Memorial

Event Date: 25/04/2021 Event Start Time: 6.00 am Event Finish Time: 7.00 am

Event Setup Start Time: 5.45 am Event Packdown Finish Time: 7.15 am

Event is ☐ off-street ☐ on-street moving ☒ on-street non-moving

☒ held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser * Merimbula RSL sub-Branch

Phone: Fax: Mobile: [redacted]

Event Management Company (if applicable) N/A

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.*

1.3 Brief description of the event (one paragraph)

Anzac Day Dawn Service at Beach Street Memorial

Class 1 Class 2

3.9 Heavy vehicle impacts

☐ Impacts heavy vehicles - RTA to manage

☐ Does not impact heavy vehicles

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☐ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 CLASS 2 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 arrangements

☐ 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 and Traffic Authority (RTA), 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, RTA 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.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Anthony Toussaint - Hon. Secretary *(name)*

of 40 Sapphire Crescent Merimbula *(address)*

on behalf of Merimbula RSL sub-Branch *(organisation)*

notify the Commissioner of Police that

on the 25th (day) of April (month), 2021 (year), it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately

400 *(number)* persons,

which will assemble at Merimbula RSL Beach Street Memorial *(Place)*

at approximately 6.00 am/~~pm~~,

and disperse at approximately 7.00 am/~~pm~~

or

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

..... *(number)* persons,

which will assemble at approximately ..... am/pm, 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 RSL Anzac Day Dawn Service

.....

.....

.....

.....

.....

.....

.....

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	ANTHONY (TONY) TOUSSAINT		Position	HON SECRETARY	
Organisation name	MERIMBULA RSL SUB-BRANCH				
Postal Address	PO BOX 473 MERIMBULA		Postcode	2548	
Phone	Business		Home	02 64951693	Mobile [redacted]
Email address	[redacted]				
Contact during event	TONY TOUSSAINT		Phone	[redacted]	

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 liabilty 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 [redacted] Date 18 / 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

bega valley shire council

Code 267 Application Fee $606.00 Allocation W5098.1102.1135

CS staff Receipt date

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: BEACH STREET **Suburb:** MERIMBULA

Section to be closed: From Alice Street to Main Street **Purpose:** Anzac Day Dawn Service

Date/s From: 5.45 am am/pm on: 25 / 04 /2021 to: 7.17 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: Sound system for people to hear Service **Style of music:** Speakers only

Time Start: 6 am Duration: one hour **Amplification system:** Sound system with 2 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.

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

1 EVENT DETAILS

1.1 Event summary

Event Name: Anzac Day Service

Event Location: Pambula

Event Date: 25/04/2021 Event Start Time: 9.00 am Event Finish Time: 10.00 am

Event Setup Start Time: 8.40 am Event Packdown Finish Time: 10.00 am

Event is ☐ off-street ☒ on-street moving ☒ on-street non-moving

☒ held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser * Merimbula RSL sub-Branch

Phone: Fax: Mobile [redacted]

Event Management Company (if applicable) N/A

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.*

1.3 Brief description of the event (one paragraph)

Anzac Day RSL Service

Class 1 Class 2

3.9 Heavy vehicle impacts

☐ Impacts heavy vehicles - RTA to manage

☒ Does not impact heavy vehicles

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☒ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 CLASS 2 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 arrangements

☒ 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 and Traffic Authority (RTA), 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, RTA 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.

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Anthony Toussaint - Hon. Secretary *(name)*

of 40 Sapphire Crescent Merimbula *(address)*

on behalf of Merimbula RSL sub-Branch *(organisation)*

notify the Commissioner of Police that

on the 25th (day) of April (month), 2021 (year), it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately

300 *(number)* persons,

which will assemble at Quondola Street Memorial *(Place)*

at approximately 9.00 am/~~pm~~,

and disperse at approximately 9.45 am/~~pm~~.

or

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

150 *(number)* persons,

which will assemble at approximately 8.40 am/~~pm~~, and at

approximately 9.00 am/~~pm~~ the procession will commence and shall proceed

in Quondola Street Pambula, as per map.

(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

Pambula Anzac Day Service if procession march is allowed

USE OF PUBLIC LAND SINGLE EVENT APPLICATION

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 (TONY) TOUSSAINT	Position	HON SECRETARY
Organisation name	MERIMBULA RSL SUB-BRANCH		
Postal Address	PO BOX 473 MERIMBULA	Postcode	2548
Phone Business		Home	[redacted]
Email address	[redacted]		
Contact during event	TONY TOUSSAINT	Phone	[redacted]

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 liabilty 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 [redacted] Date 21/01/2021

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

bega valley shire council

Code 267 Application Fee $606.00 Allocation W5098.1102.1135

CS staff Receipt date

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: QUONDOLA STREET | **Suburb:** PAMBULA

Section to be closed: From Toallo to Bullara Street | **Purpose:** Anzac Day Service

Date/s From: 9 am am/pm on 25 / 04 / 2021 to: 10 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: Sound system for people to hear Service | Style of music: Speakers only

Time Start: 9 am | Duration: one hour | Amplification system: Sound system with 2 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.

Special Event Transport Management Plan Template

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

1 EVENT DETAILS

1.1 Event summary

Event Name: Anzac Day Service

Event Location: Merimbula

Event Date: 25/04/2021 Event Start Time: 11 am Event Finish Time: 12 Midday

Event Setup Start Time: 10.30 am Event Packdown Finish Time: 12.15 pm

Event is ☐ off-street ☒ on-street moving ☒ on-street non-moving

☒ held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser * Merimbula RSL sub-Branch

Phone: Fax: [redacted]

Event Management Company (if applicable) N/A

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.*

1.3 Brief description of the event (one paragraph)

Anzac Day main RSL Service

Class 1 Class 2

3.9 Heavy vehicle impacts

☐ Impacts heavy vehicles - RTA to manage

☐ Does not impact heavy vehicles

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☐ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 CLASS 2 CLASS 3

4.1 Access for local residents, businesses, hospitals and emergency vehicles

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4.2 Advertise traffic management arrangements

☐ 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

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notify the Commissioner of Police that

on the 25th (day) of April (month), 2021 (year), it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately

500 *(number)* persons,

which will assemble at the Beach Street Memorial Merimbula *(Place)*

at approximately 11.00 am/~~pm~~,

and disperse at approximately 12.15. ~~am~~/pm.

or

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

200. *(number)* persons,

which will assemble at approximately 10.45am/~~pm~~, and at

approximately 11.00am/~~pm~~ the procession will commence and shall proceed

From the Merimbula RSL Club along Main Street to Market Street down

Market Street to Beach Street to the RSL Memorial in Beach Street

(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.....

Merimbula sub-Branch main Anzac Day Service

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	ANTHONY (TONY) TOUSSAINT	Position	HON SECRETARY
Organisation name	MERIMBULA RSL SUB-BRANCH		
Postal Address	PO BOX 473 MERIMBULA	Postcode	2548
Phone Business		Home [redacted]	
Email address	[redacted]		
Contact during event	TONY TOUSSAINT	Phone	[redacted]

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 liabilty 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 [redacted] Date 18 / 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

bega valley shire council

Code 267 Application Fee $606.00 Allocation W5098.1102.1135

CS staff Receipt date

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: BEACH STREET | Suburb: MERIMBULA

Section to be closed: From Alice Street to Main Street | Purpose: Anzac Day Service

Date/s From: 10.30 am am/pm on 25 / 04 /2021 to: 12.15 pm 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: Sound system for people to hear Service | Style of music: Speakers only

Time Start: 11 am Duration: one hour | Amplification system: Sound system with 4 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.