

**Application to hold an Outdoor Event**

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

**Section 1 – Hirer’s Details**

Group/Organisation Name		ABN	
Name of contact person			
Postal Address			
Suburb		Postcode	
Phone	Home		Work
	Mobile		Fax No
Email:			

**Section 2 – Event Details (please tick the appropriate box)**

- Free Public Event
- Cultural/Community Event
- Commercial Promotional Event
- Sporting Event
- Public Display/Exhibition (eg. car club, fireworks, information display)
- Private Function
- Other (please provide further information below)

**Section 3 – Event Description**

Name of Event			
Date of Event			
Event Location			
Event Set-up date		Event Set-up time	
Event Pack Down date		Event Pack Down time	
Event Start time		Event Finish time	
Number of participants / attendees			
Target audience			
Aim of Event			
Will alcohol be at the Event?	<input type="checkbox"/> Yes (please provide details of licence)	<input type="checkbox"/> No	
Liquor Licence details:			

## Section 4 – Food Provisions

All applicants that propose to sell or vend or provide food at the event must adhere to Campbelltown City Council's Conditions for **Operation of One Day Food Stalls**, available as a separate document on Council's website ([www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)) on the **Want to hold an outdoor event?** page.

Public Liability insurance with Products Liability, to a minimum of \$20m, is to be held by all contractors engaged to provide food and/or beverage at the event.

An application form for each food stall, including stallholder contact details and description of type of food to be served/sold shall be submitted to Council at least 14 days prior to the event. An application fee is to be paid in respect of each food stall inspected by Council in accordance with Council's Fees and Charges Policy (available on Council's website [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)).

Please note, Campbelltown City Council staff may inspect food stalls during the event.

Will you be serving or selling food at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you completed an Application To Conduct a Temporary Food Stall?	<input type="checkbox"/> Yes NSW Food Authority Temporary Food Event Notification Number: _____ <input type="checkbox"/> No
Have you read and understood the Conditions for Operation of One Day Food Stall?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Fire Safety Controls for cooking facilities

What fire safety arrangements have been made for the event? Please describe the quantity, location and type of fire extinguishers.

Type	Quantity	Location on site plan
1.		
2.		
3.		

## Section 5 – Vehicle Access / Parking / Road Closures

A detailed schedule of vehicle access requirements for your proposed event, including delivery and collection of associated equipment, must be provided below.

Vehicles are not permitted into grassed areas within Council's parks and reserves except for the purpose of loading and unloading equipment. The applicant must provide details of proposed loading and unloading times.

Any display vehicles must have written permission from Campbelltown City Council and must display a permit on their vehicle for the duration of the event.

If any Road is proposed to be closed, a Special Event Transport Management Plan application is required to be submitted and approved by Council's Traffic Committee. Applications for road closures may take from 6 weeks for a local road to 6 months for regional/state roads.

**Access for emergency vehicles must be kept clear at all times.**

Do you require vehicle access to the site?	<input type="checkbox"/> Yes (please provide details below ie: vehicle description, registration etc)
	<input type="checkbox"/> No

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Will access to adjoining roads be affected by public attending your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please provide details below)
Do any roads require Traffic Management or closure? (contractor details to be completed in Section 7)	<input type="checkbox"/> Yes <input type="checkbox"/> No (please provide details below)
How many public car spaces are required?	Estimated at
Details of car parking provisions/location:	
<b>Section 6 – Facilities &amp; Structures</b>	
Details and location of temporary physical structures intended to be installed on Council property eg: Fete stalls, marquees, carnival rides, generators, temporary fences, seating and staging associated with the proposed event is required to be submitted with this application (contractor details to be completed in Section 7).	
Do you proposed to erect any structures?	<input type="checkbox"/> Yes (please provide details below) <input type="checkbox"/> No
If yes, please provide details of the number, type, size and purpose of each proposed structure (include locations on site map).	
Date and time to be installed	
Date and time to be removed	
Location of structure(s). Please provide exact location on the site map that must be submitted with this application (see Section 11 for more information).	
How many toilets are available for the event? NB: if insufficient toilet facilities at the venue for the proposed event, the applicant will be required to provide temporary toilets (refer to Event Guide for information). The event organiser is to ensure that toilets are cleaned and serviced for the duration of the event.	Disabled: Males: Females:
Are any of the toilets being bought in temporarily? (contractor details to be completed in Section 7).	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Details of toilet servicing arrangements (Provider/service description/frequency)	

**Section 7 – Insurance – Public Liability and Workers Compensation**

The event holder must hold and supply copies of the following insurance policies:

1. Public Liability Insurance to at least a minimum of \$10m
2. Worker’s Compensation Insurance for any employee(s) of the applicant employed in conjunction with the proposed event
3. Where the applicant has engaged third parties (eg. Contractors) to work or provide goods or services for the event (eg: marquees, stages, portable toilets, sound and lighting, amusement devices, firework displays) the applicant must supply copies of the contractors Public Liability and Worker’s Compensation Insurance that covers each third party.

A list of third parties that will be involved in the event must be supplied with this application.

Does your organisation have Public Liability Insurance of at least \$20 million?	<input type="checkbox"/> Yes (please provide details)
	<input type="checkbox"/> No

Does the Applicant propose to engage contractors to work on the event?	<input type="checkbox"/> Yes (please provide details)
	<input type="checkbox"/> No

Please list each third party that will be engaged, provide information on what the third party will be supplying and attach their Public Liability and Workers Compensation Insurance certificates. The event organiser is responsible for obtaining and verifying Certificates of Currency from all contractors.

**List of Third Party Contractors including carnival rides and amusement devices, stage/furniture and equipment/lighting suppliers, temporary structure providers/installers, fireworks contractors, Event security, waste removal and cleansing contractors, etc)**

Contractor Type (Name and Contact)	List of Goods and/or Services Provided	Workers Compensation/ Personal Accident Insurance	Public Liability

Section 8 - Amusement Devices			
Amusement Device Provider	Ride/Device Description	Work Cover Registration Number	Work Cover Registration expiry date
<p><b>Note: Copies of WorkCover Registration Certificates, Public Liability Insurance and (employee) Workers Compensation/Personal Insurance documentation is to be provided with this application. The Certificates will be reviewed by to Council's Business Assurance Section prior to event approval being granted.</b></p>			
Section 9 – Risk Management/Security / First Aid / Emergency Services			
<p>The Applicant is required to submit a Risk Identification Plan for the proposed event. The Risk Management Plan must address the following issues: types of activities, crowds, lost children, emergencies, medical infrastructure, entertainers, power, stage, traffic, waste and weather (an example of a risk assessment is provided in the Outdoor Event Guideline available on Council's website <a href="http://www.campbelltown.nsw.gov.au">www.campbelltown.nsw.gov.au</a> on the <b>Want to hold and Outdoor Event?</b> page).</p> <p>The Applicant accepts all risks, other than negligent acts by servants or agents of Campbelltown City Council, during its use of Campbelltown City Council's open space and is required to indemnify Campbelltown City Council for all risks.</p> <p>The Applicant is required to address crowd safety and provide details of any contracted security and/or police (i.e. Security Company details, contact details/person and number of personnel).</p>			
Have you completed and attached a Risk Identification(s) for your proposed event?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If it is anticipated that the Event will have an attendance exceeding 1,000 people, an additional security plan needs to be attached to this application.</p>			
Have you notified emergency services?	Police	<input type="checkbox"/> Yes (attach copy of notification) <input type="checkbox"/> No	
	Ambulance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	NSW Fire Brigade (fireworks)	<input type="checkbox"/> Yes (attach copy of notification) <input type="checkbox"/> No	
Are First Aid Officers provided at your event? (if yes, First Aid needs to be located on the site plan)		<input type="checkbox"/> Yes <input type="checkbox"/> No First Aider number or Organisation service provider:	

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**Section 10 – Utilities (Sound / Power / Water / Lighting / Rubbish Removal)**

**Sound**

All events held in the Campbelltown City Council Local Government Area must adhere to the Environmental Protection Authority (EPA) guidelines for the use of amplification equipment. The Applicant is responsible for ensuring that noise from the proposed event is kept within EPA Guidelines and sound disturbances to nearby businesses and residents is minimised.

Do you propose to have any amplifying equipment at the proposed event? (contractor details to be completed in Section 7)	<input type="checkbox"/> Yes (please provide details)
	<input type="checkbox"/> No

Reasons for the use of the equipment	

Times of use	

**Lighting**

Do you propose to use the lights on site (if applicable)? Additional fee required for use of Council flood lighting.	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Do you propose to use external contractors to supply the lighting? (contractor details to be completed in Section 7)	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Do you intend to supply additional lighting? (location to be shown on site plan)	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Time that lighting will commence	
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Time that lighting will cease	
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**Electricity**

Power supply used in the event is to be way of a silent 4 stroke or similar generator(s) (2 stroke generators are not permitted) or by private arrangement with the local power supply agency (eg: Integral Energy temporary connection to mains power). Details to be provided to Council.	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Note: connection to Council power supply is not permitted.	

Please specify the number of generators and the locations of those generators on the Site Plan.  
Note: All leads must be secured 1.8 metres above the ground or safely protected on the ground from trip hazards or contact with water. All extension leads must be tested and tagged by a licensed electrician or other suitably qualified person (contractor details to be completed in Section 7).

How many generators will be used on site (if any)?	

<b>Waste Management</b>	
<p>The applicant is responsible for the provision of waste and or recycling bins and the disposal of waste generated at the event. Provide details of provisions to collect rubbish off the grounds at the event (number, type and size of bins to be provided).</p> <p>NB: Waste bins (240L) and collection/disposal may be hired from Council. Please contact Council's Waste Services for details.</p>	
<p>Provide details of the method of removing rubbish from the site:</p>	
<p><b>Section 11 – Signage</b></p>	
<p>Roadside signs are not permitted on State Highways. The use of banners for roadside promotion may be permitted with the written approval of Council; subject to conditions. Refer to Council's Street Trading Policy for further information. Please list the sites proposed for any signage/banner display and signage details.</p> <p><b>NB: Use of variable message signs is not permitted unless approved as part of a Traffic Management Plan</b></p>	
<p><b>Section 12 – Pyrotechnics</b></p>	
<p>Details of Fireworks Display</p>	
<p>Are you intending to have fireworks at your event?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If so, description of display (type of fireworks/display/location/duration):</p>	
<p>Details of Pyrotechnician conducting display: (must be a WorkCover Authority Licenced Pyrotechnician)</p>	
Name	
Address	
Phone Number	
WorkCover Authority Licence Number and expiry:	
<p>Risk Management Plan for fireworks prepared: (copy of plan to be attached)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you notified WorkCover? Provide WorkCover Authority notification of the fireworks event.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Copies of above details and Public Liability Insurance documentation to be provided with this application.</p>	

**DATA AND DOCUMENT CONTROL**

<b>Section 13 – Site Map</b>	
Applicants will be required to submit a detailed site map of their proposed event with this application. The map must include the location of all temporary structures, first aid, permanent and portable toilets (if any) fireworks display location (if appropriate), location of command centre, food and other stalls, stage location and orientation, car parking, entry, exits, access routes for emergency vehicles, lighting, sound equipment and other items of interest relevant to the proposed event.	
<b>Section 14 - Emergency Evacuation Procedures</b>	
The proposed event must include an Emergency Evacuation Procedure, which includes identifying alternative evacuation points, assigning designated personnel to deal with an emergency, equipment locations (such as fire extinguishers) and creating a line of command contact list, including phone numbers.	
Have you developed an Emergency Evacuation Plan? (A copy of the plan shall be submitted with this application)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 15 - Consent</b>	
Consent will not be given until the applicant meets all conditions detailed in this document. A breach of any condition by the organiser can result in Campbelltown City Council revoking permission, if already granted, for the event to be held.	
I hereby certify that the information detailed in this document to be complete and correct. I have read all the conditions of holding an event that are listed in this document and <b>Council's Event Approval Guidelines</b> (available on Council's website <a href="http://www.campbelltown.nsw.gov.au">www.campbelltown.nsw.gov.au</a> on the <b>Want to hold an outdoor event?</b> page).	
Signature of Applicant	
Name of Applicant (please print)	
Position	
Name of organisation	
Date	
<b>Office use only</b>	
<input type="checkbox"/> Does the Application to Hold an Outdoor Event cover all requirements under Section 68?	
<input type="checkbox"/> All sections of this form have been completed and the authorised delegate on behalf of the Applicant has signed this form.	
<input type="checkbox"/> A copy of the Applicant's Public Liability and Worker's Compensation Insurance Certificate of Currency is attached	
<input type="checkbox"/> Copies of any third party suppliers' Public Liability and Worker's Compensation Insurances are attached (this is required for any stall holders, amusement device operators and for any company providing equipment/infrastructure such as staging, seating, lighting, sound equipment, toilets, fencing, tents, marquees, or cleansing or waste removal services)	
<input type="checkbox"/> The event application fees are paid	
<input type="checkbox"/> A Risk Management Plan is attached	
<input type="checkbox"/> A Traffic Management Plan is attached (for an event requiring road closures)	
<input type="checkbox"/> All Certificates of Plant Item Registration are attached. Certificates for all amusement devices are required	
<input type="checkbox"/> Food stall applications submitted and application fees paid	
<input type="checkbox"/> An Emergency Evacuation Plan has been developed for the event and is attached	
<input type="checkbox"/> A detailed Site Plan is attached, including the location of all temporary structures	

**DATA AND DOCUMENT CONTROL**



**Outdoor Event Approval Checklist**

Requirement	Completed			Comment
	Yes	No	N/A	
Application for casual use of park completed/submitted				
Application to hold outdoor event completed/submitted				
Licence to sell alcohol obtained				
Applications for all food stalls submitted/completed/fees paid				
Food Authority notified of food stalls				
Traffic Management Plans approved by Council (Note: Plans to be submitted 12 weeks prior to the event)				
Approval for temporary road closure obtained				
Adequate toilet facilities and service arrangements provided/details submitted				
Public Liability/Worker's Compensation Insurance Certificate of Currency - Event Organiser submitted				
Public Liability/Worker's Compensation Insurance Documentation for all third party contractors submitted				
Certificates of registration for all amusement devices submitted				
Risk Management Plan prepared/submitted				
First Aid details provided				
Emergency Service notification (Police, Ambulance)				
Fire Brigade, WorkCover Authority notification (fireworks display only)				
Neighbour Notification (amplified music and fireworks)				
Waste Management arrangements finalised				
Fireworks display details/risk management plan provided				
Event site plan submitted				
Emergency evacuation plan submitted				
Event application fees paid				
Engineers Certification obtained for stage/amusement devices				
Open Space Coordinator notification for use of stakes/event set up				
Access to power supply arrangements - Property management				
Parking areas established/supervision arranged				