

MAJOR EVENT PERMIT APPLICATION FORM

January 2017

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If you do not require any temporary road closures for your event, this application may be lodged a minimum of 20 business days prior to the Event. Should road closures be required the application must be lodged a minimum of six weeks prior to the event as it is required to be presented at a meeting of Council.

1. Event Organiser Details

Organisation (Permit Holder):

Address:

Contact Person:

Position / Title:

Phone:

Fax:

Mobile:

Email:

After Hours:

Event Mobile:

2. Event Details

Event Name:

Event Dates:	From	To	No of Days
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Event Times:	Start	am/pm	Finish	am/pm
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Estimated Daily Attendance: _____ Overall Attendance (Events longer than 1 day): _____

Proposed Location:

Location Address:

Location Address/Site Preparation: Start Date & Time

Vacated Date & Time

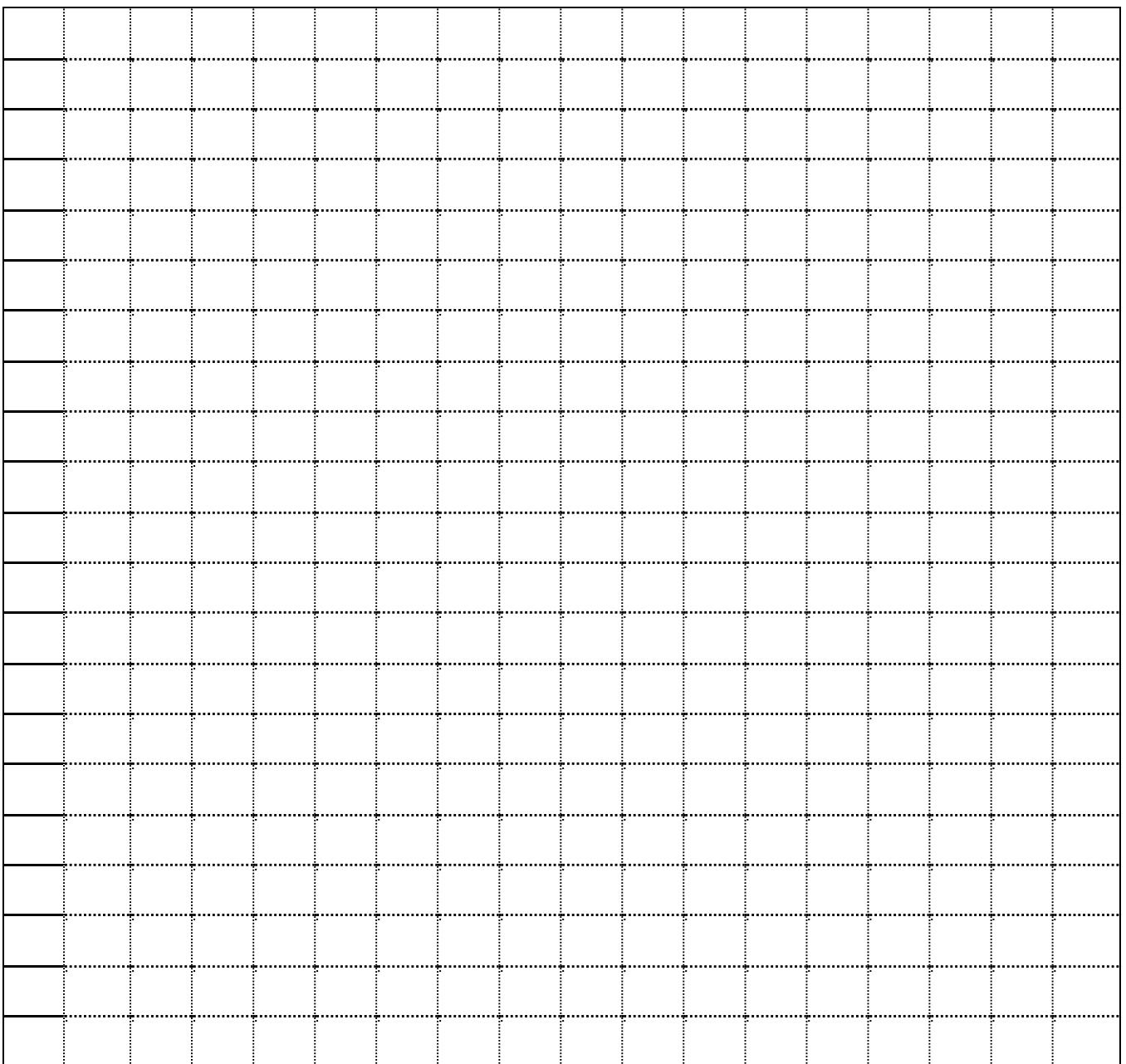
Description of Event:

3. Site Plan

Detail location of the facilities and activities of the Event on the grid provided below. The area must be laid out and remain laid out in conformity with the plan lodged.

The following information is a guide only on what should be included on the site plan.

- Access and egress points for people and vehicles
- Activities / entertainment areas / food stalls
- Camping areas / parking
- Emergency Services / First Aid posts
- Toilets / Public telephones
- Restricted or prohibited areas / Hazards



4. Insurance

Do the event organisers have public liability and professional indemnity insurance (minimum \$20 million) to cover the event?

Yes No

A copy of the Certificate of Currency must be included with this application

5. Stall Holders

Are there any organisations apart from the event organiser, participating in this event?

Yes No

If YES, please list.

Note: Each participant's Certificate of Currency of public liability insurance, along with any other licences must be attached to this application.

6. Noise

Will your event include amplified music or speeches, etc?

Yes No

If YES, please provide details including what will be amplified (e.g. music, spruiking) and times.

Note: It may be necessary to obtain a permit from the Environment Protection Authority for excessive noise.

7. Road Closures

Will it be necessary to temporarily close any roads for the event?

Yes No

Name of road / street:	<input type="text"/>	Date:	<input type="text"/>	Time of closure:	<input type="text"/>	am/pm
Re-opening:	<input type="text"/>	Date:	<input type="text"/>	Time	<input type="text"/>	am/pm
Name of road / street:	<input type="text"/>	Date:	<input type="text"/>	Time of closure:	<input type="text"/>	am/pm
Re-opening:	<input type="text"/>	Date:	<input type="text"/>	Time	<input type="text"/>	am/pm
Name of road / street:	<input type="text"/>	Date:	<input type="text"/>	Time of closure:	<input type="text"/>	am/pm
Re-opening:	<input type="text"/>	Date:	<input type="text"/>	Time	<input type="text"/>	am/pm

Note: Council must declare the Event to be an event which Road Traffic Act 1961 s.33 applies, and under s.33(1) makes the relevant ancillary orders (with or without conditions).
Your application for road closure/s is required to go to a meeting of Council.

8. Alcohol

Will alcohol be provided?

Yes No

YES, has an application for a Liquor Licence been made and on what date?

Yes No Date: _____

Has it been approved and issued? (Please provide a copy)

Yes No Date: _____

9. Food

Will food be served at your event?

Yes No

Note: Each food business is required to complete a Temporary Food Notification permit (available on Council's website) Please include all of the permits with this application.

List the food businesses and type of food (including alcohol and other beverages) being provided

Type of Food	Facilities Required / Utilised	Supplier / Caterer	Contact Details	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	

10. Toilets and Ablutions Facilities

Number of facilities:	Toilets	Female	Number of	Male	Number of
	Hand basins	Female	Number of	Male	Number of
	Showers	Female	Number of	Male	Number of

Number of facilities for persons with a disability:

Toilets incl. hand basins	Number of
Showers	Number of

11. Waste Management

Will your event require assistance with waste management?

Yes No

If YES, please provide details as Council may be able to assist:

Will the event involve the collection and recycling of beverage containers?

Yes No

If YES, please provide details, Council may be able to assist:

12. Emergency Services

Have emergency services been notified of the event details and consulted as to their recommendations /requirements?

Yes No

POLICE

Branch Name		Branch Location	
Contact Officer		Date of Notification	

Requirements

FIRE AUTHORITY

Branch Name	<input type="text"/>	Branch Location	<input type="text"/>
Contact Officer	<input type="text"/>	Date of Notification	<input type="text"/>

Requirements

AMBULANCE SERVICES

Branch Name	<input type="text"/>	Branch Location	<input type="text"/>
Contact Officer	<input type="text"/>	Date of Notification	<input type="text"/>

Requirements

LOCAL HOSPITAL/HEALTH SERVICE

Branch Name	<input type="text"/>	Branch Location	<input type="text"/>
Contact Officer	<input type="text"/>	Date of Notification	<input type="text"/>

Requirements

Fulfilled Yes No

13. First Aid Facilities

Will first aid services be available at your event?

Yes No

If NO, please give details as to why First Aid is not needed at your event.

If YES, who will be providing this service?

14. Animals

Does the event involve the use of animals?

Yes No

If YES, what arrangements will be necessary for their management, care and well-being?

Will the public be handling the animals?

Yes No

If YES, what provisions will be made to minimise transmission of zoonotic (animal to human) disease (refer to Petting Zoo Infection Control Guideline, Department of Human Services, 2002).

What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure and wash down areas)?

15. Adjoining Properties

Have adjoining property owners / occupiers been advised or public notices been placed in local newspapers, particularly where fireworks are to be used)?

Yes No

16. Amusement Structures

Will there be any amusement structures operating at the event?

Yes No

If YES, please provide details:

Proprietor	<input type="text"/>	Structure Type	<input type="text"/>	Reg. No	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>

Note: Copy of Workplace Services Certificate of Amusement Structure Registration for each relevant structure, and public liability insurance Certificate of Currency must be provided.

17. Fireworks

Will there be any fireworks or other pyrotechnics at the event?

Yes No

If YES, please provide details:

Name of Company managing / undertaking fireworks program

Technician	<input type="text"/>	Permit Number	<input type="text"/>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		

Copy of Technicians current pyrotechnics licences and Workplace Services application / permit to be supplied. Identify areas patrons are restricted from entering (public exclusion zones) on the site plan. Detail how public exclusion zones will be managed:

Ref: Explosives Act SA 1936

18. Security

Will there be qualified security personnel in attendance?

Yes No

Security may be a requirement of a Limited Liquor Licence.

If NO, please give details as to why Security is not needed at your event.

If YES, please provide details

Name of Company

Licence Details

Responsible for

Contact Person at Event

Phone / Mobile

Number of security personnel at event

Event security will commence on

and conclude at

19. Building and Structure Requirements

Will the event include any of the following temporary structures?

- Stages or platforms Yes No
- Break away stage skirts Yes No
- Seating stands Yes No
- Marques / tents Yes No
- Pre-fabricated buildings Yes No
- Other (list below) Yes

Note: Should Development Approval be required assessment may take up to 16 weeks.

Have approvals been obtained from Council for temporary structures or changes to existing facilities?

Yes No

If yes, please provide development application no or permit no;

Development Approval 373/ /

Permit No:

Date approved:

20. Volunteers

Will volunteers be used at the event?

Yes No

If YES, please provide details of volunteer roles, insurance, management procedures, training, induction and compliance with the Volunteer Protection Act SA 2001.

21. Signage

Will your event require temporary signage?

Yes No

What signage, including those under the provision of the Liquor Licensing Act, will be used?

For example:

<input type="checkbox"/>	Ambulance locations	<input type="checkbox"/>	Promotional / sponsorship
<input type="checkbox"/>	Drinking water	<input type="checkbox"/>	Shaded areas
<input type="checkbox"/>	First aid posts	<input type="checkbox"/>	Telephones
<input type="checkbox"/>	Fire fighting posts	<input type="checkbox"/>	Tobacco products
<input type="checkbox"/>	Food outlets	<input type="checkbox"/>	Toilets and Others
<input type="checkbox"/>	Ablutions Information centre (s)		
<input type="checkbox"/>	Liquor licensing		
<input type="checkbox"/>	Lost and found / stolen property		
<input type="checkbox"/>	Lost children		
<input type="checkbox"/>	Parking		
<input type="checkbox"/>	Police		

Does all signage proposed to promote/advertise the event meet Council's Moveable Signs By-Law No 4, and Council's Moveable Signs Policy?

Yes No

If NO, approval is required from Council. Has this approval been obtained?

Yes No

22. Risk Assessment and Response

Have possible risks been identified and ranked?

Note: A Risk Register and a Risk Control Plan template is attached – Page ??

Explanation of use, including risk matrix is included in the Event Management Pack

Yes No

Have control measures been established for each risk?

Note: A Risk Register and a Risk Control Plan template is attached – Page ??

Yes No

Have control measures been implemented for each risk?

Yes No

23. Vacating the Site

Arrangements for clean up of site and surrounds

Date clean up will be completed (no longer than 48hrs after the event): _____

24. General Conditions

1. The Event Organiser agrees to indemnify and keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the Special Event Permit.
2. Should Council request, the Permit Holder must convene a meeting (at Council's premises) with Council staff and other stakeholders to discuss planning for the Event. Within seven days after any meeting, the Permit Holder must distribute draft minutes of the meeting to all attendees.
3. The Permit Holder at its cost must supply and install all things needed for the Event or for the safety or convenience of participants or patrons. The Council is not obliged to supply any information, materials, plant, equipment or other goods or services for the purposes of the Event. If Council agrees to supply equipment or services for the Event Council may recover a fee in accordance with Councils fees and charges.
4. The Event Organiser shall take out and keep current a Public Risk Insurance Policy in the name of the Permit Holder insuring the Permit Holder for the minimum sum of Twenty Million Dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity.
5. The Event Organiser or any other participant, (e.g., a vendor of merchandise), where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Event Permit. Any plant or equipment of the Permit Holder or its participants, must be presentable, clean, safe, and kept within the Event Area boundaries. Equipment and structures must be removed from the Event Area or secured at the close of business on each day of the Event. A marquee, staging, scaffolding or other temporary structure must be installed by qualified persons; electrical works must be carried out by qualified electricians; plumbing works must be carried out by qualified plumbers. Any plant or equipment of the Permit Holder or its participants brought upon the Event Area is at the Permit Holder's risk.
6. Activities of the Event must be of a kind, scope and duration as approved by Council.
7. The Permit Holder must not suffer upon the Event Area any disorderly conduct or a public nuisance. The Permit Holder should call the Police if required.
8. The Permit Holder must keep the Event Area safe, clean and free of rubbish. Any broken glass or spilt rubbish upon the Event Area must be immediately cleaned up.
9. On the day of occurrence or, if that is not practicable, the next business day, the Permit Holder must advise Council in writing:
 - any injury/s that required off-site medical treatment during the Event
 - any loss, damage or defect of property under the Council's care, control and management;
 - any Police attendance in response to complaints, disorderly conduct or public nuisance
 - any material variation, suspension, revocation or expiry of insurance or a third party consent, licence, permit or approval the Event Permit or Event requires.

10. The Event Area must be restored to the same condition as prior to the event, by the date stipulated in the application or no longer than 48 hours after the event. The Permit Holder bears the cost of all repairs carried out by Council within the Event Area which in the Council's opinion were made necessary by the Event.
11. Evidence of any insurance this Event Permit requires of the Permit Holder must be produced to Council upon request.
12. The Permit Holder must ensure that all stall holders or performers associated with the Event provide required insurances as applicable.
13. If by reason of the Permit Holder's (or its participants) default or negligence the Council claims any insurance the Permit Holder shall bear any excess or deductible for the claim.
15. No reverse duty of care: If the Council gives a consent, approval or direction, accepts any work or inspects anything for the Major Event Permit:
 - the Council does not have a duty of care to the Permit Holder for that thing; and
 - the Permit Holder is not to any extent relieved from its obligation to comply with these conditions.
16. Without liability for the Council, if the Council has reason to believe the Permit Holder is in default under these conditions, upon two days' notice (or less in the case of an emergency) the Council may take steps to rectify the problem and recover the costs from the Permit Holder.
18. The Special Event Permit:
 - is not a lease or tenancy – the Event Area remains a public place and, except as stated otherwise on the plan, neither the Event Holder nor their patrons have exclusive use of the Event Area;
 - is limited to the particulars of this permit – any variation to details is at the Council's discretion;
 - is not transferable
 - may be surrendered at any time through notification to the Council;
 - is revocable by the Council as Local Government Act 1999 allows.During the period covered by the Special Event Permit, a copy of the Special Event Permit must be kept upon the Event Area, and upon demand produced to an authorised Council employee.
19. The Event Organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
20. The Council grants the Major Event Permit under Local Government Act 1999 s. 202 (in case of community land) and s. 222 (in case of a public road) and not in any other capacity. The Special Event Permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power.

- 21. If the Permit Holder is more than one person, each of them is bound jointly, and also severally. The Permit Holder is also liable to the Council for anything done or not done by the Permit Holders participants (including, without limitation, an officer, member, employee, contractor, agent or patron of the Permit Holder) that would breach these conditions.
- 22. The participants are independent contractors and not co-promoters, partners, joint venturers, principal and agent, trustee and beneficiary for the Event or other purpose. Neither party may pledge the credit of the other party, nor purport to enter into obligations on its behalf.
- 23. Permission may be revoked by Council if the Event Organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
- 24. Permission to commence the Event will not come into operation until proof of all required documentation has been provided to the Council and a Special Event Permit, authorised by Council, has been returned to the Permit Holder.

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf of the Event Organiser

NAME **SIGNATURE**

POSITION **DATE**

OFFICE USE ONLY: Council Authorisation
Signed by or on behalf of the Council

Name _____ Date _____

Position _____ Signature _____

Insurance Provided - Yes / No **Permit** - Approved / Denied