



APPLICATION TO USE LAND UNDER THE CARE OR CONTROL OF COUNCIL

Form #	6.1165 / 4
Reviewed:	Jan 2018

Required Notification Periods	
Event Application	Council requires a minimum of 30 calendar days notice .
Temporary Road Closures (Council Road)	Council requires a minimum of 30 calendar days notice where events impact on roads and road reserves.

1. Event Organiser Details			
Contact Person for Event			
Organisation			
Address			
Phone / Mobile		Email	

2. Event Name & Location		Office Use only
Event Title		
Location of Event		
Event Description Provide detail of usage of venue		

3. Event Details				
Event date(s)	Start		Finish	
Event time(s)	Start		Finish	
Venue Preparation	Start date		Time	
	Vacated date		Time	
Estimated number of people attending daily			Estimated number of people attending for the entire event (for events longer than 1 day)	

4. Guidance Notes and Constraints	
Insurance	Council requires evidence of public liability insurance for food and alcohol providers, amusement device providers and any other high risk participants. Other types of low risk participants can be managed by the event organiser. The event organiser is to ensure that if participants do not hold their own public liability insurance, that the event organiser's public liability insurance covers each participant.
Marquees, Tents and Structures	The pegging of any marquees, tents or other structures is prohibited due to the existence of underground services and irrigation at many locations. Please discuss your requirements with Council. Additional fees may apply for the marking of services.
Signage	Any promotional signage requirements must be discussed & approved with Council.
Pyrotechnics	Pyrotechnic displays are not permitted without Council's approval.
Inspections	Pre and post event inspections may be carried out at Council's discretion.

Office Use Only				Invoiced	Yes / No
Date Received:		Registration #:		Invoice #:	
File #:		Referred to:		A/c #:	



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5. Site Plan

Detail location of facilities and activities of the event on the grid provided below or attach own site plan.

Should you require an aerial photo to assist with your site plan, please contact Council on 8625 3407.

The following points are a guide only of what should be included on the site plan:

- | | |
|--|---|
| <ul style="list-style-type: none">• Access and egress points for vehicles and people• Activities/entertainment areas• Camping areas• Emergency services• First aid posts• Road Closures | <ul style="list-style-type: none">• Food stalls• Any identified hazards• Parking• Public telephones• Restricted or prohibited areas• Toilets |
|--|---|

6. Event Insurance		
If your event is being held on behalf of an organisation, please provide your organisations:	Policy Number	Expiry Date
Public Liability Insurance (Minimum \$10 million) Certificate of Currency to be provided If your event includes other participants, such as food or alcohol, amusement device, craft stallholders or entertainment providers you are required to ensure that each participant is covered by their own public liability insurance or that your public liability insurance provided covers the participants. The signing of this event application form documents your agreement to this condition.		/ /

7. Traffic Management and Temporary Road Closures
Will the event impact on local traffic access, flows or speed or will it be necessary to close any roads or divert any traffic for your event? <input type="checkbox"/> Yes - you will need to provide an Temporary Road Closure Application and Traffic Management Request (Form 10.1166) not less than 30 calendar days prior to the Event. <input type="checkbox"/> No – go to Section 8.

8. Amplified Music or Noise
Will the event have amplified music - a Band or DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No – go to Section 9. Will the event organiser be seeking an exemption from Section 18 Local Nuisance and Litter Control Bill 2016? All applications to Council must be in writing no less than 30 days prior to the event. <input type="checkbox"/> Yes – Note a Nuisance Management Plan must accompany any application for exemption made in writing to Council <input type="checkbox"/> No – go to Section 9.

9. Alcohol
Is alcohol for sale? Where alcohol is to be sold, supplied or consumed, you may be required to obtain a Limited Liquor Licence under the Liquor Licensing Act 1997. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882 for further details. <input type="checkbox"/> Yes – Please supply alcohol provider details below and organise a Limited Licence from CBS. Applications to be submitted to Consumer and Business Services at least 14 days prior to event. Licence number to be supplied to Council. <input type="checkbox"/> No – go to Section 10



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Do you need a supporting letter from Council for your liquor licence application Yes No

If yes please provide details of type of alcohol, how it is packaged and how it will be served.

(ie Canned beer & pre mixed spirits from the bar area or canned beer and table wines with a meal or glassed wine or beer served by waitresses)

Details:

Alcohol Provider	Contact Name	Contact Number	Producer Licence or Limited Licence Number	How will alcohol be served and managed?	How many people do you expect in the licenced area at any one time?	Public Liability Insurance Expiry Date
						/ /
						/ /
						/ /
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10. Food & Beverage
<p>Will food be sold / served / offered at your event?</p> <p><input type="checkbox"/> Yes – Please supply food provider details below and ensure the food provider/s advise of their Food Business Notification Number (FBN)</p> <p>FBN or temporary application form can be supplied to Council.</p> <p><input type="checkbox"/> No – go to Section 11.</p>

Supplier/Caterer/Food Business Name	Type of Supply	Description	Food Business Notification Number or Form Attached?	Public Liability Insurance Number and Expiry Date	Contact Details	
	<input type="checkbox"/> Food		FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Name	
					Address	
	<input type="checkbox"/> Beverage				Email	
					Phone	
	<input type="checkbox"/> Food		FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Name	
					Address	
	<input type="checkbox"/> Beverage				Email	
					Phone	
	<input type="checkbox"/> Food		FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Name	
					Address	
	<input type="checkbox"/> Beverage				Email	
					Phone	



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					Address	
	<input type="checkbox"/> Beverage				Email	
					Phone	
	<input type="checkbox"/> Food		FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Name	
					Address	
	<input type="checkbox"/> Beverage				Email	
					Phone	
	<input type="checkbox"/> Food		FBN: (or application for FBN or Temporary FBN attached) <input type="checkbox"/>	/ /	Name	
					Address	
	<input type="checkbox"/> Beverage				Email	
					Phone	



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11. Amusement Devices (including inflatable structures)

Will there be amusement devices operating at the event?

No – go to Section 12.

Yes – Please provide details below: **Certificate of Currency for Public Liability Insurance must be supplied to Council.**

Proprietor	Structure type and platform height	SafeWork SA Certificate of Registration Number	Public Liability Insurance Number and Expiry Date	Annual Inspection Certificate
			/ /	
			/ /	
			/ /	

Note:

- Interstate registrations are not acceptable in South Australia.**
- SafeWork SA requires Event Organisers to check the SafeWork SA Certificate of Registration Number against the equipment plate on the day of the event.**
- Annual Inspection Certificate only required for devices with platform height of over 3 metres**

12. Council Assistance – Additional Charges may apply.

Pegging out marquees, tents and other structures	Date:	Time:	
Waste Management – Would you like Council to supply bins? <i>Note: There will be additional charge of \$10 per 140L bin</i>	Green Waste Bins	How many bins?	
Any other council assistance/equipment (ie traffic management or power)			

13. General Conditions

1. The Event Organiser agrees to indemnify and to 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 event.
2. Event Organisers are required to have a current Public Liability Insurance Policy for at least ten million dollars (\$10,000,000) covering their activities on Council premises and ensure that all participants have a current Public Liability Insurance Policy or are specifically covered by the Event Organiser's Public Liability Insurance Policy.
3. The Event Organiser or any other participant, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the event approval.
4. The event approval is not transferable and sub-rental by Event Organisers is prohibited.
5. 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 or venue.
6. Council may revoke this event approval if the Event Organiser fails to comply with any of these General and/or Special Conditions or in any other justifiable circumstance.
7. Approval of the event will not come into operation until proof of all required documentation has been provided and approval issued.
8. Full payment of fees is due and payable on invoice from Council prior to the event.
9. The area shall be kept in a clean and tidy condition at all times to a standard satisfactory to Council. Should the area not be returned to a clean and tidy state, the Event Organiser will be called back to complete. Should this not occur, additional cleaning costs will be charged accordingly (hourly rate for Council Staff) and recovered from the Event Organiser.
10. The Event Organiser is liable for damage, vandalism, alterations and loss to the area which is caused or contributed to by the participants or guests of the event. Should loss of condition or items; or damage to the area occur, the Event Organiser will be notified to either:
 - a) make good the loss or damage,
 - b) be responsible for the cost of Council making good the loss or damage or;
 - c) be responsible for the payment of Council's insurance excess if the loss or damage exceeds Council's excess amount.
11. Noise level shall be controlled and excessive noise prohibited. All music played must be kept to a level that avoids disruption to nearby residential areas.
12. The Event Organiser must report to Council all hazards, incidents involving a person or property damage at the facility as soon as possible by phoning: 8625 3407.
13. Any electrical equipment brought onto the facility must be appropriately tested and tagged by a certified person.
14. No internal changes, renovations or additions are to be made to Council facilities without the prior written approval of Council.
15. Event Organisers must familiarise themselves with the items listed below when arranging the event at this facility and advise those attending the event of the following:
 - 15.1 Safe access and egress points;
 - 15.2 Emergency exits and external assembly point;
 - 15.3 Emergency contact numbers;
 - 15.4 In case of fire call 000;
 - 15.5 Fire extinguishers and fire protection equipment (eg. hose reels and fire blankets).
16. The erection of signage or banners must be with Council approval only.
 - 16.1 Signs/Banner(s) MUST NOT obstruct vehicle or pedestrian traffic
 - 16.2 Signs/Banner(s) MUST NOT be mounted to trees
 - 16.3 Signs/Banner(s) may be mounted to existing posts if the location is suitable
 - 16.4 Signs/Banner(s) must be safe and secure at all times
 - 16.5 Signs/Banner(s) must be professional in appearance
 - 16.6 Event Organiser is responsible for the signs/banner(s) at all times
 - 16.7 Any signs or banners which present a hazard to the public will be removed by Council without notice
 - 16.8 Council may decline an application if multiple signs are already in place
17. Public Notification
 - 17.1 If deemed appropriate or necessary, Council may require the event organiser to undertake public notification of the event
 - 17.2 This could be in the form of letter drops to nearby or affected residents, public notices in local media, evidence of consultation with local businesses or advanced warning signs to be displayed on roads that will be closed
 - 17.3 Evidence of any such consultation will be required
18. Formal Development Application is required and Special Public Notification procedures need to be undertaken for certain events.
 - 18.1 The special event will not be held over more than 3 consecutive days; and
 - 18.2 In the opinion of council, an event of similar or greater, or of similar or greater impact on surrounding areas, has not been held on the same site within the preceding six months.



14. Special Conditions	
Council officers will determine if any special conditions are required and note here.	
Pre-event considerations:	
During event considerations:	
Post event considerations:	

15. The approval of this event is subject to
<ol style="list-style-type: none"> The Event Organiser agreeing to all General Conditions contained herein. The Event Organiser agreeing to all Special Conditions contained herein. The Event Organiser paying the prescribed fee. The Event Organiser providing all documentation as required in the application. <p>This approval is not transferable and may be revoked in writing at any time.</p>

16. Keys
<p>Collection of keys From the Administration Office at 44 O’Loughlin Tce Ceduna SA 5690 during office hours (Monday – Friday, 9:00am – 5:00pm).</p> <p>Return of keys To the Administration Office at 44 O’Loughlin Tce Ceduna SA 5690, during office hours (Monday – Friday, 9:00am – 5:00pm), unless alternative arrangements have been agreed to by Council.</p>

17. Fees payable – Office Use Only																		
The fees payable are contained in The District Council of Ceduna - Fees and Charges Register and are as follows:																		
<table border="1"> <tr> <td>Ceduna Memorial Hall</td> <td>\$</td> </tr> <tr> <td>Ceduna Memorial Hall Poynton Street Foyer / Western Foyer</td> <td>\$</td> </tr> <tr> <td>Traffic Management</td> <td>\$</td> </tr> <tr> <td>Set-up/Clean-up days</td> <td>\$</td> </tr> <tr> <td>Additional bins</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>TOTAL EVENT FEE</td> <td>\$</td> </tr> <tr> <td>BOND (if applicable)</td> <td>\$</td> </tr> </table>	Ceduna Memorial Hall	\$	Ceduna Memorial Hall Poynton Street Foyer / Western Foyer	\$	Traffic Management	\$	Set-up/Clean-up days	\$	Additional bins	\$	Other	\$	Other	\$	TOTAL EVENT FEE	\$	BOND (if applicable)	\$
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Traffic Management	\$																	
Set-up/Clean-up days	\$																	
Additional bins	\$																	
Other	\$																	
Other	\$																	
TOTAL EVENT FEE	\$																	
BOND (if applicable)	\$																	

18. Bond Refund (if applicable) – Event Organiser Bank Account Details								
Please provide your bank account details for bond refund, if a bond is applied to your event:								
<table border="1"> <tr> <td>ABN</td> <td></td> </tr> <tr> <td>Account Name</td> <td></td> </tr> <tr> <td>BSB</td> <td></td> </tr> <tr> <td>Account Number</td> <td></td> </tr> </table>	ABN		Account Name		BSB		Account Number	
ABN								
Account Name								
BSB								
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19. Payment Options

Cash / Cheque / EFTPOS

At the Council Administration Office at 44 O'Loughlin Tce Ceduna SA 5690, during office hours (Monday – Friday, 9:00am – 5:00pm).

Electronic Funds Transfer

BSB: 105100

Account: 2907 8240

Invoice Number:

Account Name: The District Council of Ceduna

20. Event Organiser Declaration

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

I confirm that all participants are adequately insured through their own public liability insurance policy or covered by the event organiser's public liability insurance policy.

Signed for and on behalf of the Event Organiser Signature Date
Name and position

Office Use Only

Council Authorisation:

Approved Yes / No

Signature of Authorised Officer Name of Authorised Officer Date

Road Closure Approval:

Traffic Management Plan and Road Closures approved under delegated authority by the CEO of Council on:	
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Exemption for S18 Nuisance and Litter Control Bill:

Exemption for S18 Nuisance and Litter Control Bill approved:	Yes	No
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Safework SA Notification:

Does the event require notification to Safework SA?:	Yes	No
Has the applicant notified Safework SA?	Yes	No

Distribution:

Technical Services & Works Manager :	Date:
Deputy Works Manager:	Date:
Other:	Date: