**DISTRICT COUNCIL OF LOXTON WAIKERIE**

**Principal Office**: 29 East Terrace, Loxton

Telephone (08) 8584 8000 Fax: (08) 8584 6622

**Branch Office**: Strangman Road, Waikerie

Telephone (08) 8541 0700 Fax: (08) 8541 3777

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| **EVENT PERMIT APPLICATION** |

Council has a duty of care to ensure public safety at all times, and before any activity can happen on Council land or land under the control and care of Council, a permit application is required.

Please allow minimum of **six weeks** for your event application form to be processed. Large or major events require a minimum of **six months** planning period.

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| **1** | **Name of Organisation applying** |  | | | |
| **Postal Address** |  | | | |
| **Name of Contact Person** |  | | **Position** |  |
| **Email** |  | | **Fax** |  |
| **Is the postal address and email address as provided** | Postal – the organization listed above  or your private address  Email – The organization listed above  or your private address | | | |
| **Phone** |  | | **Mobile** |  |
| **Can the contact details regarding this event be given out to the public?** | Yes  No | **Can this event be listed on the Visitor Information Centre’s calendar of events?** | | Yes  No |

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| **2** | **Name of Event** |  | | | | | | | |
| **Is this a new event?** | Yes  No | | **Is this an annual event?** | | | | Yes  No | |
| **Event Date/s** | From:  To:  Number of Days | | | | | | | |
| **Proposed Facility/Location including address** |  | | | | | | | |
| **Event Times** | Start       am  pm  Finish       am  pm  Multi day events only to complete this section  Day 1 Start       am  pm  Finish       am  pm  Day 2 Start       am  pm  Finish       am  pm  Day 3 Start       am  pm  Finish       am  pm  Day 4 Start       am  pm  Finish       am  pm  Day 5 Start       am  pm  Finish       am  pm | | | | | | | |
| **Venue Site Preparation Start Date** | Date  Time  am  pm | | | | | | | |
| **Venue Site Preparation Vacate Date** | Date  Time  am  pm | | | | | | | |
| **Briefly describe the event** |  | | | | | | | |
| **Estimate number of people** |  | 1-50 **(Minor Event)** | |  | 51-100 **(Large Event)** |  | | 101-500 |
|  | 501-1,000 | |  | 1,100-3,000 |  | | 3,001 + |
| **Type of Event** |  | Community | |  | Charity |  | | Circus |
|  | Major | |  | Festival |  | | Filming |
|  | Sport | |  | Private Party |  | | Music |
|  | On-road cycling | |  | Art/Culture/Theatre |  | | Street Party |
|  | Other (specify) | | | | | | |
| **Entry to the Event** | Ticketed  Free  If tickted, are they; Pre-Sold  At the gate  Both | | | | | | | |

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| **3** | **Site Plan**  Please detail location of facilities and activities of the event on the space provided below or attach own site plan. Please refer to Event management Guidelines.  Please find attached Event Permit Information |

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| **4** | **Public Liability Insurance**  (This is a compulsory requirement) | Do the event organisers have public liability and professional indeminity insurance ($10 million) to cover the event? Yes  No  Please provide a copy of the certificate of currency. |

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| **5** | **Other participating organisations, businesses or groups** | Are there any organisations apart from the event organizer, participating in this event?  Yes  No  If yes, please list :    Please Note: A general permit application and copies of their certificate of currency insurance and any other licenses must be attached to this application for each participant. |

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| **6** | **Noise** | Will your event include amplified music, images of speeches, etc.? E.g PA System, Band, Light diplay. Yes  No  Band  Street Performer  Recorded Music  Other  If yes, please provide details including what will be amplified, volume and times.  Please Note: It may be necessary to obtain a permit for the Environment Protection Authority for excessive noise. |

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| **7** | **Road Closures** | Will it be necessary to close or restrict any of the roads or the event? Yes  No |
| |  |  |  |  | | --- | --- | --- | --- | | Street/ Road Name: |  | | | | Closure Dates: Start Date : |  | Finish Date: |  | | Closure Times: From: |  | To: |  | | Street/ Road Name: |  | | | | Closure Dates: Start Date : |  | Finish Date: |  | | Closure Times: From: |  | To: |  | | Street/ Road Name: |  | | | | Closure Dates: Start Date : |  | Finish Date: |  | | Closure Times: From: |  | To: |  |   Please find attached road closure information | |

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| **8** | **Alcohol** | Will alcohol beverages be provided? Yes  No  If yes, has an application for a Liquor License been made and on what date? Yes  No  Date:  Has it been approved an issued? Yes  No |
| **Does your event require Dry Area Exemption?** | Yes  No  If yes, please provide requested times and attach map of indicated area/s |

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| **9** | **Food** **/ Drink** | Will food and/or drinks be served at your event? Yes  No  If yes, please complete “Special Events Food Safety Notification” for multiple stalls.  <http://www.loxtonwaikerie.sa.gov.au/page.aspx?u=2316>  If you as the applicant are offering the food and/or drink, please complete question 10 below.  If using electrical equipment at the event site has the required equipment been tagged and tested? Yes  No |
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| **10** | **Food Stall Details** | | | | | | |
| Address | |  | | | | |
| Type of food being served | |  | | | | |
| Contact Person | |  | Phone no |  | Mobile no |  |
| Max number of food handlers at the stall | | |  | | | |
| Food Business Notification (FBN) number  (If unknown, please contact Councils Environmental Health Officer on 0458676153)  This is a compulsory requirement | | | |  | | |
| Public Liability Insurance  This is a compulsory requirement | Yes  No  Please provide a copy of your certificate of currency to the event organiser. | | | | | |

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| **11** | **Power and Water** | Yes  No  Access to power is available at various outdoor sites. You may use existing power at parks and reserves however, depending on the nature of your event/usage additional fees may apply.  If you require power at non powered venues/sites, this will be at your own expense. If generators are used, the location of generators must be marked on your site plan and all electrical work must comply with Australian standards.  If yes, please state number of power points, amps required and location.  Location:  Number of power points:  Amps required:  Location:  Number of power points:  Amps required:  Do you require access to water?  Yes  No  If yes, what location? |

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| **12** | **Toilets and Ablution Facilities** | Number of facilities:  Toilets Female:  Male:  Urinals Male:  Hand basins Female:  Male:  Showers Female:  Male:  Number of facilities for persons with a disability  Toilets (Including hand basins):  Showers:    For requirements on the number of facilities needed please view the Event Management Guidelines on council’s website. |

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| **13** | **Waste Management** | Will your event require assistance with waste management? Yes  No  If yes, please provide details, Council can supply bins according to attendance numbers.  (Yellow bins – Community event bins and/or skip bin for large events)  Please state specific bins required and number of bins required, date and location of delivery:  Yellow Bins:  Delivery date and location:  Skip Bins: Will need to be organised through Riverland Litter on 8588 2882 |

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| **14** | **Emergency Services** | Have emergency services been notified of the event details and consulted as to their recommendations/requirements. Yes  No  Please indicate below   |  |  | | --- | --- | | SA Police | Date  Fulfilled | | SA Ambulance | Date  Fulfilled | | SA Metropolitan Fire Services | Date  Fulfilled | | State Emergency Service | Date  Fulfilled | | Local Hospital/Health Service | Date  Fulfilled | | Other, please provide detail | Date  Fulfilled | |

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| **15** | **First Aid** | 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? |

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| **16** | **Animals** | Does the event involve the use of animals? Yes  No  If yes, what arrangements will be necessary for their management and well-being?    Will the public be handling the animals? Yes  No  If yes, what provisions will be made to minimise transmission of disease?    What provisions will be made for the collection, storage and removal of animal waste (e.g bedding, manure and wash down areas)?    Have adjoining property owners/occupiers been advised or public notices been placed in local print media (Patricularly where fireworks are to be used?) Yes  No |

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| **19** | **Traffic & Pedestrian Management** | Has a Traffic Management Plan been developed for this event?  Yes  No     |  |  |  |  | | --- | --- | --- | --- | |  | YES | NO | N/A | | Emergency Vehicles |  |  |  | | Key Stakeholders |  |  |  | | Disabled Patrons |  |  |  | | General Public |  |  |  | | Overspill |  |  |  | | Buses |  |  |  | | Taxis |  |  |  | |

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| **20** | **Amusement** | Will there be any amusement structures operating at the event?  Yes  No  (If yes, please provide details:)   |  |  |  | | --- | --- | --- | | Proprietor | Structure Type | Registration No. | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Please note that the following documentation **MUST** apply if amusement structures will be present at your event;   * Current Public Liability Insurance which must have the amusement ride they are bringing, listed on the Insurance certificate they supply * A copy of their current engineers report for the ride they are bringing (this has to be conducted annually)   A copy of their current registration for the amusement ride (annual) |

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| **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:  Permit Number:  Phone:  Mobile:  Please note a copy of the Technician’s current pyrotechnics licences, public liability insurance and Workplace Services application/permit is 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? |

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| **18** | **Security** | Will there be qualified security personnel in attendance?  Yes  No    If no, please provide 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:  Mobile:  Number of security personnel at event:  Event security will commence at  and conclude at |

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| **21** | **Temporary Structures** | 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 | | Marquees/tents | Yes | No | | Truck | Yes | No | | Portable Fencing | Yes | No | | Pre-Fabricated buildings | Yes | No | | Other (Please specify) | Yes | No |   Please note – if development approval is required assessment for both Planning and Building may take up to 4-6 weeks.  Have approvals been obtained from Council for temporary structures or changes to existing facilities? Yes  No |

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| **22** | **Volunteers** | Will volunteers be used at the event?  Yes  No  If yes, please provide details of volunteer insurance, management procedures, training, induction and compliance with the Volunteer Protection Act SA 2011. |

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| **23** | **Signage** | Will your event require temporary signage?  Yes  No  If yes, what signage including those required under the provision of the Liquor Licensing Act, will need to be displayed? For example   |  |  | | --- | --- | | Ambulance locations | Camping areas and facilities | | Drinking water | First aid posts | | Fire fighting posts | Food outlets | | Information centre(s) | Liquor Licensing | | Lost children | Lost & found / stolen property | | Parking | Police | | Promotional/sponsorship | Public transport pick up | | Telephones | Toilets & ablutions | | Community Event | Other (please specify) |     Will any signage be larger than 2m2?  Yes  No  If yes, approval is require from Council.  Has this approval been obtained?  Yes  No  How will this signage be erected? (pegging/spikes/stakes/weighted down/free standing)    Please note spikes or pegs cannot be used on certain council facilities |

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| **24** | **Vacating Site** | Arrangements for the site clean-up:  Arrangements for clean-up of surrounds: |

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| **25** | **Useful Contact Numbers** | Name | Position | Contact Number |
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| **26** | **Event Advertising Signage** | Will any advertising signage be required?  Yes  No  If yes, will the signage be larger than 2m2?  Yes  No  If yes, development approval will apply.  Has this approval been obtained?  Yes  No  Please provide details of requested signage location, duration of signage and wording of signage:  Only advertising directly related to the event is exempted from the Development Act under schedule 3 of the Development Regulations 2008 will be permitted. For further information please view the following website.  <http://www.legislation.sa.gov.au/LZ/C/R/DEVELOPMENT%20REGULATIONS%202008.aspx>  Please note spikes or pegs cannot be used on certain council facilities |

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| **27** | **Keys** | Will you require keys? Reserve keys may be obtained from Council to access gates and electricity boxes. Yes  No  If yes, please specify |

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| **28** | **Is your organisation registered with the**  **SAcommunity – Connecting Up website?** | Yes  No  If no, your organisation is encouraged to register – [**www.sacommunity.org**](http://www.sacommunity.org)  This website is an online database of community groups, organisations etc. Please advise if you would like council staff to register on your behalf. |

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| **29** | **Risk Assessment and Response**  This is a compulsory requirement | Have you completed and lodged a risk assessment for your event? Have all possible risks been identified and ranked? Yes  No  Note: A risk assessment template is provided for your use  ADD Link  Have control measures been established for each risk?  Yes  No  Have control measures been implemented for each risk?  Yes  No |
| **30** | **Other Special Requirements** |  |

The issuing of this permit is subject to:

**IMPORTANT: The issuing of this permit is subject to:**

* The permit holder agreeing to the general conditions of the Permit.
* The permit holder agreeing to all special conditions that the Council may determine.
* The permit holder paying the prescribed fee.
* The permit holder must provide a copy of their Certificate of Currency Insurance for $10m with each permit application.

I acknowledge that I have completed my event application form in good faith and will adhere to all the requirements specified by District Council of Loxton Waikerie. All details provided are accurate and true and my event will be rganized and managed as I have described unless advised otherwise by the District Council of Loxton Waikerie and/or its authorities.

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

Print your full name  Position

Signature: ..................................................................................... Date

**OFFICE USE ONLY**

Application received by: Fee: $ Permit Number:

Insurance attached: Yes / No Permit approved: Yes / No

Health Officer approval: Works Requests:

Signed: Date:

**Checklist Summary**

After you have completed answering all the questions in your event application, use the following checklist to ensure you have provided all the necessary documentation. If you require further assistance with the application, please contact the Community Development Officer on 8584 8000.

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| Checklist Items | Hirers’ Use | | Office | |
| Yes | No/NA | Yes | No/NA |
| **Site Plan** |  |  |  |  |
| **Public Liability Insurance** |  |  |  |  |
| Certificate of Currency Insurance from $10m |  |  |  |  |
| **Other participating organisations, businesses or groups** |  |  |  |  |
| General permit and copy current Public Liability Insurance |  |  |  |  |
| **Noise** |  |  |  |  |
| Do you require a permit from the Environment Protection Authority for excessive noise |  |  |  |  |
| Amplified music - Australasian Performing Right Association ( APRA) |  |  |  |  |
| **Traffic Management Plan** |  |  |  |  |
| Do you require a road closure include specific details |  |  |  |  |
| **Alcohol** |  |  |  |  |
| Is a Limited Liquor Licence required? |  |  |  |  |
| **Food** |  |  |  |  |
| Application for Temporary Food Premises |  |  |  |  |
| Will anyone other than the applicant be offering food for sale |  |  |  |  |
| **Power and Water** |  |  |  |  |
| Will you require use of electrical equipment on council land and are they tag and tested? |  |  |  |  |
| **Toilets and Ablution Facilities** |  |  |  |  |
| Do you meet the requirements of your event? |  |  |  |  |
| **Waste Management** |  |  |  |  |
| Number of bins required |  |  |  |  |
| **Emergency Services** |  |  |  |  |
| Emergency Services notified |  |  |  |  |
| **First Aid** |  |  |  |  |
| St John Ambulance notified |  |  |  |  |
| **Animals** |  |  |  |  |
| **Amusement Devices** |  |  |  |  |
| Owners current Public Liability Insurance |  |  |  |  |
| Licence/registration certificate from SafeWork SA |  |  |  |  |
| Engineers Report |  |  |  |  |
| **Fireworks** |  |  |  |  |
| Attached Pyro-technician’s Public Liability Insurance, Risk Assessment and SafeWork SA approval |  |  |  |  |
| **Security** |  |  |  |  |
| **Temporary Structures** |  |  |  |  |
| Approvals needed? |  |  |  |  |
| **Volunteers** |  |  |  |  |
| Any organisation engaging the services of volunteers should have evidence of Insurance, inductions, training for the event |  |  |  |  |
| **Signage** |  |  |  |  |
| **Risk Assessment and Response Plan** |  |  |  |  |
| Complete template |  |  |  |  |
| **Special requirements** |  |  |  |  |
| E.g. Helicopter landing area noted on site plan, Public Liability Insurance and Risk Assessment |  |  |  |  |

***Thank you for taking the time to complete this event application form.***

***Please read the ‘General Conditions’ of this application as it is important that you understand the requirements outlined by the District Council of Loxton Waikerie***

**General Conditions**

1. The event holder 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 issuing of the permit.

2. The event holder 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 ten million dollars **($10,000,000)** 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.

3. The event holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

4. The Permit holder shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit, and where appropriate shall comply with, and give all notices required by any Act of Parliament, ordinance, regulation or By-Law relating to the activity.

**5. The permit is NOT transferable.**

6. No food or drink will be offered for sale by any permit holder without the prior approval of the Council. The permit holder must complete a "Temporary Food Premises" application form at least 7 days prior to the event if food is to be sold or provided.

7. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.

8. The position of stalls and/or exhibitors sites are to be approved by the Council prior to the date of the event and may not be altered without the approval of the Council.

9. The permit holder shall ensure that the site or sites are left in a clean and tidy condition at the end of the event. It is the responsibility of the permit holder to remove from the site all litter resulting from the event. **Failure to do so may result in cleaning fees being charged.**

10. The use of power by permit holders shall not exceed that agreed to and approved by the Council.

11. The permit holder must take all reasonable precautions to avoid damage to services and must immediately notify the council in the event of damage to any grassed surface, tree, shrub, flower bed, water, gas, electric, telephone, or other service within the area or connected to the activity.

12. This permit will not come into operation until proof of the Certificate of Currency Insurance has been provided to the Council, all fees have been paid, and a copy of this document, signed by the Council has been returned to the applicant.

13. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit, & may be revoked in any other justifiable circumstances.

14. This permit must be available for inspection by the General Inspector if requested.

15. Permission is liable to 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.

16. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.

17. Applicants must be eighteen (18) years or over.