**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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| **GENERAL 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 care and control of Council, a permit application is required.

This application form **MUST** be **completed and submitted 20 working days prior** to the proposed event/activity.

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| **Name of Organisation applying** |  | | | | |
| **Name of Contact Person** |  | | | | |
| **Organisations**  **Postal Address** | **P/Code** | | | | |
| **Email** |  | | | | |
| **Is the postal address and email address provided** | Postal - The organisation listed above  or your private address  Email - The organisation listed above  or your private address | | | | |
| **Phone** |  | **Mobile** |  | **Fax** |  |
| **Date/s** | Is this to be for a single event  or will it be ongoing  If ongoing please specify each individual date below | | | | |
| **Location** |  | | | | |
| **Time of event** | Between the hours of       am  pm  and       am  pm | | | | |
| **Public Liability Insurance**  **(Please attach)** | Yes  No  The permit holder **MUST** provide a copy of their current public liability insurance policy which covers the event to the minimum level of $10million per claim. This is a compulsory requirement. | | | | |
| **Details**  **(Purpose of application)** | |  |  | | --- | --- | | Street Stall  Badge Day  Signage/A Frame  Pledge Day  Information Stall | Raffle  BBQ/sausage sizzle fundraiser  Display on footpath  Wedding Reception/Photos  Other (Please provide details below) | | | | | |
| **Will food and/or drink be supplied?** | Yes  No  Please provide your:  Trading name of Business:  Food Business Notification (FBN) number:  If unsure of your FBN number please contact Council’s Environmental Health Officer on (08) 8584 8020  Please list the food and/or drinks to be supplied: | | | | |
| **Will alcoholic beverages be supplied?** | Yes  No  If yes, you **MUST** complete a Limited Liquor License Notification form which can be located on Councils website <http://www.loxtonwaikerie.sa.gov.au/page.aspx?u=2316> | | | | |
| **Will amplified music or a public address system be used?** | Yes  No  Details | | | | |
| **Will power be required?** | Yes  No  If yes, please state number of power points, AMPs required and location. Further information on available council power outlets/amps can be made by contacting council. | | | | |
| **Erection of structures/signage?** | Yes  No  If yes, you **MUST** advise the type of structure, size and its location. Damage to Council property, such as broken/damage irrigation and drainage will be charged to the event organisation. | | | | |
| **Keys** | Will you require keys? Reserve keys may be obtained from Council to access gates and electricity boxes.  Yes  No  If yes, please specify | | | | |
| **Will waste bins be required?** | Yes  No  If yes, please provide details as Council can supply bins according to attendance numbers.  (Yellow Community event bins and/or skip bin for large events)  Waste Bins:       Delivery date and location    Skip Bins: Will need to be organised through Riverland Litter on 8588 2882. | | | | |
| **Do you have any other requirements?** | Yes  No  If yes, please list below | | | | |
| **Is your organisation registered with the SA Community – 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. | | | | |

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

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| 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 current Certificate of Currency Insurance for $10m with each permit. |

**GENERAL CONDITIONS OF PERMIT:**

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| 1 | The permit 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 permit 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. In the case  of A Frame signs or shop displays on the footpath, an Insurance Certificate of Currency shall be forwarded to Council each year |
| 3 | The permit 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 | Street stalls/trading tables shall be well constructed, of neat appearance with no sharp edges and designed to minimise the risk of collapse or over turning onto the footpath, or allowing an object on such table to fall onto the footpath. A clear thoroughfare at  least 1.2m shall be maintained at all times. |
| 16 | Applicants must be eighteen (18) years or over. |

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

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| Name |  | Date |  |
| Position |  | Signature |  |