

EVENTS ON COUNCIL LAND BOOKING APPLICATION FORM

Hunter's Hill Council
22 Alexandra Street
Hunters Hill
2110



The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is able to collect the information from you to consider this matter. Supplying this information is voluntary. However, if you do not wish to provide the information we may not be able to consider this matter. If you need further details, please contact Hunter's Hill Council – 22 Alexandra Street, Hunters Hill

Section 1 – Hirer's details

Organisation/ Group Name

ABN

Name of contact person

Postal Address

Suburb

Postcode

Email

Mobile

Section 2 – Event Details (please tick)

- Free Public Event
- Community/ Cultural Event
- Commercial Promotional Event
- Sporting Event
- Exhibition/ Public Display
- Private Function
- Other – please describe _____

Please provide purpose/ aim and objectives of the event

Section 3 – Event Details

Event name

Event date

Event start time

Event finish time

Event set up date and time (bump in)

Event pack down date and time (bump out)

Event/ Site Location

Do you require exclusive use of the area?

- Yes
- No

Are you using a different layout than currently specified?

- Yes
- No

Do you require dismantling of the goal posts?
(A fee will be charged for setting up or removal of goal posts)

- Yes
- No

Number of participants/ attendees

Number of spectators

Target audience	
Purpose of Event	
Will alcohol be available at the event? If yes, please provide details of the licence) (Refer to the Terms and Conditions of 'Events on Council Land' for further details	
Liquor Licence details	

Section 4 – Food Provisions

All applicants that propose to sell or vend or provide food at the event must adhere to Hunter's Hill Council's Conditions for Operation of One Day Food Stalls, available as a separate document on Councils website – www.huntershill.nsw.gov.au

Public Liability insurance with Products Liability, to a minimum of \$20m, is to be held by all contractors engaged to provide food and/or beverages 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.huntershill.nsw.gov.au)

Hunter's Hill Council Officers may inspect food stalls during the event

Will you be selling or serving food at this event?	<input type="radio"/> Yes	<input type="radio"/> No
If yes, have you completed an application to conduct a temporary food stall?	<input type="radio"/> Yes – NSW Food Authority Temporary Food Event Notification Number :_____	<input type="radio"/> No
Have you read and understood the conditions for operation of one day food stall?	<input type="radio"/> Yes	<input type="radio"/> 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 and Road Closures

A Traffic Management Plan is required for the proposed event. Delivery, collection of equipment must all be provided below.
 Refer to the *Guide to Traffic and Transport Management for Special Events Version 3.4 2006* available from Council's Customer Service for assistance with the preparation of a traffic management plan

Vehicles are only permitted on the grassed areas of Councils reserves and parks except for the purpose of loading and unloading of equipment for the event. The applicant must provide details of proposed loading and unloading times, number of vehicles and purpose.
 Please note that vehicles over 3 tonnes are not permitted on Council's parks or reserves

Any display vehicles must have written permission from Hunter's Hill Council and must display a permit for the duration of the event.

If any road is 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 12 weeks for a local road closure to 6 months for regional/state roads.

Access for emergency vehicles must be kept clear at all times

Have transport services been arranged to bring attendees e.g. Shuttle services or buses?	<input type="radio"/> Yes <input type="radio"/> No
Do you require vehicle access to the site?	<input type="radio"/> Yes – please provide details of vehicle description, registration details, etc.) <input type="radio"/> No
Will access to adjoining roads be affected by public attending your event?	<input type="radio"/> Yes <input type="radio"/> No
Do any roads require Traffic Management or road closure? (contractor details to be completed in Section 7)	<input type="radio"/> Yes – please provide details <input type="radio"/> No
How many public car spaces are required?	Estimated at

Details of car parking provisions/location:

Section 6- Facilities and Structures

Details and location of temporary physical structures intended to be installed on Council property e.g. stalls, carnival rides, marquees, scaffolding, view stands, generators, temporary

fences, seating and staging associated with the proposed event is required to be submitted with this application

Do you propose to erect any structures?	<input type="radio"/> Yes	<input type="radio"/> No
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If yes, please provide details on the number, size and purpose of each structure (include locations of site map)

Date and time to be installed	
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Date and Time to be removed	
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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)

Do you propose to erect tents, marquees or stalls? Due to potential damage of underground services by using pegs, conditions will apply depending on site location	<input type="radio"/> Yes – please provide dimensions <hr/> <input type="radio"/> No
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How many toilets are available for the event? (If insufficient toilet facilities are not available at the venue for the proposed event, the applicant will be required to arrange temporary toilets. The event organiser is to ensure that the toilets are cleaned and served for the duration of the event)	Male toilets:	
	Female Toilets:	
	Disabled Toilets:	

Are any toilets being bought in temporarily?	<input type="radio"/> Yes <input type="radio"/> No
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Service provider details for toilets (frequency)	
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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 \$20m
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 (e.g contractors) to work or provide goods or services for the event (e.g marquees, stages, portable toilets, sound and lighting, amusement devices, fireworks 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 \$20m?	<input type="radio"/> Yes (please attach a copy of this Insurance)
	<input type="radio"/> No

Does the applicant propose to engage contractors to work on the event?	<input type="radio"/> Yes (please provide details)
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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 amusement devices. Stage and furniture suppliers, equipment and lighting suppliers, temporary structure providers, firework contractors, event security, waste removal and cleansing contractors)

Contractor Type (Name and Contact)	List of goods and/or services provided	Workers Compensation/ personal accident insurance	Public Liability

Section 8- Insurance – Amusement Devices
 An amusement device is anything mobile or fixed made available to members of the public on which, or any part of which, or by means of which, they may ascend or descend, or be carried, transported, raised or lowered or supported for the purposes of amusement, games, recreation, sightseeing or entertainment

Do you propose to have amusement devices at this event?	<input type="radio"/> Yes – if yes, please complete the details below <input type="radio"/> No
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Amusement Device Provider	Ride/Device Description	Work Cover Registration Number	Work Cover Registration expiry date

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 Council prior to event approval being granted

Section 9- Risk Management/ Security/ First Aid/ Emergency Services

The Applicant is required to submit a Risk Identification Plan for the proposed event. The Risk Management Plan must address the issues below. Please include names of individuals responsible and their roles.

- Types of activities
- First Aid
- Crowds
- Lost children
- Emergencies and emergency vehicle access
- Medical infrastructure
- Entertainers
- Power
- Stage
- Traffic
- Waste
- Weather

The applicant accepts all risks other than negligent acts by agents of Hunter's Hill Council during its use of Hunter's Hill Council's open space and is required to indemnify Hunter's Hill Council for all risks.

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)

Have you completed and attached a Risk Identification for your proposed event?	<input type="radio"/> Yes	<input type="radio"/> No
If it is expected for over 1000 attendees will be present then an additional security plan needs to be attached to this application		
Has Emergency Services been notified?	Police	<input type="radio"/> Yes (attach copy of notification) <input type="radio"/> No
	Ambulance	<input type="radio"/> Yes (attach copy of notification) <input type="radio"/> No
	NSW Fire Brigade	<input type="radio"/> Yes (attach copy of notification) <input type="radio"/> No
Have First Aid Officers been arranged for your event? (if yes, First Aid needs to be located on the site plan)	<input type="radio"/> Yes <input type="radio"/> No First Aider number or Organisation service provider:	

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

Sound

All events held in the Hunter's Hill 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. Please provide a program detailing performers and the type of music and include with this application

Do you propose to have any amplifying equipment at the proposed event?	<input type="radio"/> Yes – please provide details
	<input type="radio"/> No

Reasons for the use of equipment	
Will there be a public address system used?	<input type="radio"/> Yes <input type="radio"/> No

If yes, please provide the following details:	Times of use (to and from)
Will there be musical performances and entertainment?	<input type="radio"/> Yes – if yes, what type of performance, musical, entertainment is proposed and times? <hr/> <input type="radio"/> No

State the number of speaker/ sound level (e.g. 240- watt speakers)
 Location of the speakers are to be noted on the site plan. Applicants must comply with the conditions as detailed on the Terms and Conditions

Lighting and Electricity – Refer to terms and conditions for 'Events on Council Land'

If additional power supply is required in excess of what is on-site, the hirer will be responsible for all costs associated with the upgrading of the power source

Do you propose to use the lights on site (if applicable)	<input type="radio"/> Yes <input type="radio"/> No
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Do you require Council's Floodlighting? (Additional fee required for use of Council flood lighting)	<input type="radio"/> Yes – indicate times to and from <hr/> <input type="radio"/> No
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Do you propose to use external contractors to supply the lighting?	<input type="radio"/> Yes <input type="radio"/> No
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Do you require the use of Council's power supply? (where available)	<input type="radio"/> Yes If yes, please circle the power requirements for your event – single phase 10 amp, 15amp, 3-phase, 4 pin, 5 pin <input type="radio"/> No
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Will a generator or other power source be used?	<input type="radio"/> Yes <input type="radio"/> No
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Do you intend to supply additional lighting? (location to be shown on site plan)	<input type="radio"/> Yes <input type="radio"/> No
Time that lighting will commence	
Time that lighting will cease	
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. AGL Energy temporary connection to mains power). Details to be provided to Council. Note: Connection to Council Power supply is not permitted	<input type="radio"/> Yes <input type="radio"/> No
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 licenced electrician or other suitably qualified person	
How many generators will be used? If any	
Water	
Does your event require access to Council's water supply? (where available)	<input type="radio"/> Yes <input type="radio"/> No
If yes, does the event require connection to supply for the duration of the event? Please indicate the extent and purpose of supply (a fee may be charged after the event for usage)	
Waste Management - Refer to terms and conditions for 'Events on Council Land'	
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). If the site is not left clean a charge will be deducted from the bond held. *Waste bins (240L) and collection/ disposal may be hired from Council. Please contact Council's waste services for details	
Please provide details of the method of removing rubbish from the site	

Section 11 – Event Signage, banners and Advertising

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. Please list the details and sites proposed for any signage/banner display and signage details

*Use of variable message signs is not permitted unless approved as part of a Traffic Management Plan

Section 12 – Pyrotechnics

Details of fireworks display

Are you intending to have fireworks at your event?	<input type="radio"/> Yes <input type="radio"/> No
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If so, description of display (type of fireworks/ display/location/duration)

Details of Pyro technician conducting display
(Please note that the Pyro technician must be a WorkCover Authority Licenced Pyro technician)

Name of person obtaining the permit to detonate the fireworks	
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Address	
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Phone Number	
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WorkCover Authority Licence Number and expiry	
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Risk Management Plan for Fireworks prepared (copy of plan to be attached)	<input type="radio"/> Yes <input type="radio"/> No
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Please tick the appropriate box on the type of permit held	<input type="radio"/> Local display permit (1) day <input type="radio"/> Professional – General Permit Please provide permit number _____
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Have you advised your local fire service of the event?	<input type="radio"/> Yes <input type="radio"/> No
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Have you notified WorkCover? Provide WorkCover Authority notification of the firework's event	<input type="radio"/> Yes <input type="radio"/> No
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Will a local fire control officer be present?	<input type="radio"/> Yes <input type="radio"/> No
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Has notification to neighbouring residents been made advertising of fireworks?	<input type="radio"/> Yes <input type="radio"/> No
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Copies of above details and Public Liability Insurance documentation to be provided with this application

Proposed time of display	Start time _____ Finish time _____
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Section 13 – Site Map	
Applicants will be required to submit a detailed map of their proposed event with this application. The map must include the location of all temporary structures, first aid, toilets – both permanent and portable, fireworks display location (if applicable), 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	
Section 14 – Emergency Evacuation Procedures and Security	
The proposed event must include an Emergency Evacuation Procedure which includes identifying alternate evacuation points, assigning detailed 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 must be submitted with this application	
<input type="radio"/> Yes <input type="radio"/> No	
Have you advised your local police service of the event	
<input type="radio"/> Yes <input type="radio"/> No (if no, it is the responsibility of the applicant to notify all relative authorities of the event)	
If the duration of the event is more than a day and/or over 300 people are proposed to be in attendance, please provide details of security for crowd control, equipment, safety, displays, structures and overnight security needs	
Section 15 – Helicopter/ Aircraft Landings	
Are you proposing to have a helicopter/ aircraft take-off and/or land on a site?	<input type="radio"/> Yes <input type="radio"/> No
Is the helicopter/ aircraft for commercial use?	<input type="radio"/> Yes <input type="radio"/> No
Is the helicopter/ aircraft for joy flights?	<input type="radio"/> Yes <input type="radio"/> No
Please indicate how many times the helicopter/ aircraft will be landing and/or take-off from the site	
Please outline why you have chosen this site for the use of a helicopter/ aircraft	
Event Classification – Please complete either Section A or B – Non Profit/ Community Events	
A – Commercial Events – Please supply a copy of your certificate of Registration of Business Name and ABN	
Is the event a promotional activity?	<input type="radio"/> Yes <input type="radio"/> No
Is merchandise being sold by the organiser?	<input type="radio"/> Yes <input type="radio"/> No
Do you plan to sell or give away products (other than food)?	<input type="radio"/> Yes - if yes, please provide details of giveaway _____ _____ <input type="radio"/> No
Are you charging participants an entry fee for this event?	<input type="radio"/> Yes - if yes, how much are you charging? _____ <input type="radio"/> No

B – Non Profit/ Community Events	
Are you a non-profit organisation?	<input type="radio"/> Yes <input type="radio"/> No
Are you a charity?	<input type="radio"/> Yes – if yes, please provide a charity number _____ <input type="radio"/> No
Are you raising funds for a charity?	<input type="radio"/> Yes – if yes, then a letter of endorsement from the charity must be supplied, quoting their charity number and the amount of percentage of donation expected <input type="radio"/> No
Has the organiser arranged sponsorship for the event?	<input type="radio"/> Yes <input type="radio"/> No
Will this event be sponsored financially	<input type="radio"/> Yes – if yes, please provide details of sponsorship <input type="radio"/> No
Do you plan to sell or giveaway products (other than food)?	<input type="radio"/> Yes – please provide details _____ <input type="radio"/> No
Are you charging participants an entry fee for this event?	<input type="radio"/> Yes – please indicate amount _____ <input type="radio"/> No
Are you charging spectators an entry fee for this event?	<input type="radio"/> Yes – please indicate amount _____ <input type="radio"/> No

Section 15 – Consent	
<p>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 Hunter's Hill Council withdrawing permission, if already granted, for the event to be held.</p> <p>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 Council's Event Approval Guidelines (available on Council's website www.huntershill.nsw.gov.au on the 'Holding an outdoor event' page)</p>	
Signature of applicant	
Name of applicant (printed)	
Position	
Name of Organisation	
Date	
Office use only	
<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. These are required for any stallholders, amusement device operators and for any company providing equipment or infrastructure such as staging, seating, lighting, sound equipment, toilets, fencing, tents, marquees or cleansing/ 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 events 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	

EVENTS ON COUNCIL LAND BOOKING APPLICATION FORM

Hunter's Hill Council
22 Alexandra Street
Hunters Hill
2110



Outdoor Event Approval Checklist

Requirement	Completed			Comment
	Yes	No	N/A	
Application for casual use of park completed/ submitted				
Application to hold an 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 are 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/ Workers Compensation Insurance Certificate of Currency – Event Organiser submitted				
Public Liability/ Workers Compensation Insurance Documentation for all third party contractors submitted				
Certificates of registration and public liability for all amusement devices submitted				
Risk Management Plans prepared/ submitted				
First Aid details provided				
Emergency Services notified (Police, Ambulance)				
Fire Brigade, Work Cover 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				
Coordinator notification for use of stakes/ event setup				
Access to power supply arrangements – Property Management				
Parking areas established and supervision arranged				