



APPLICATION FOR APPROVAL TO STAGE AN EVENT

LOCATION:

DATE OF EVENT:

This Form

- Please complete all sections IN CLEAR PRINT
- This application will not be approved until the Public Liability Insurance Certificate of Currency is supplied as mentioned in Item 2 below

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1. Issue of Licence I understand that the proposed event does not have Council approval until all requirements are met and we have been issued with an *Approval to Stage an Event* letter of confirmation.
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2. Public Liability Cover of at least \$10M I have attached a **Certificate of Currency** from my organisation's insurers who certify at least \$10 million public liability coverage for this event and have noted Liverpool Plains Shire Council's interest on the certificate. This insurance policy also contains a cross liability clause.
A copy of the insurance liability cover must reach Council no later than Friday 3pm EST. prior to the event.
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3. Risk Assessment Council will require a **Risk Assessment** for the Event.
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4. Fees and Charges I understand an administration charge may apply, there may be other service charges, I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing.
-
5. Road Closures
Are you requesting a road closure in relation to this event?
NO YES FOR HOW LONG? Up to 24 hours
 Greater than 24 hours
-
6. Applications Are due to Council: - **Notice is required 30 days before the event** for non road closure events.
If road closure up to 24 hours, at least 42 days notice before the event is required.
If road closure greater than 24 hours, notice of at least 3 months prior to the event is required.
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7. Charity Details
Is your organisation a registered charity? NO YES
Are you raising funds as part of this event? NO YES
If yes, please provide beneficiary details
-
8. Signature of Applicant Please sign below to confirm your acceptance of the above terms and conditions

..... Date

PART A: APPLICANT AND EVENT DETAILS

1. Applicant Details

Mr Mrs Miss Ms Other



Organiser's Full Name

Organisation

Position

Postal Address

..... Post Code

 Business ()  Home ()

Mobile Fax

E-mail

Contact Name During Event Phone ()

Mobile ()

2. Event Details

Park usage, clean up and other fees and charges may apply depending on the nature of the event.

Name of Event

Description of Event

.....

.....

Name of Public Reserve/Area/Location Required

Specific Area within the Public Reserve

Date of Event

Time of Event: From To

Set-up Date/Time Set-down Date/Time

Estimated No. of Attendees

Are you charging an admission/entry fee? NO YES If yes \$

PART B: ELECTRICAL

Do you require Access to the use of Liverpool Plains Shire Council electricity If available?

NO If No, please proceed to Part C YES

If Yes, please provide details of proposed use

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PART C: AMPLIFIED SOUND

Are you proposing to use amplified sound?

NO

If No, please proceed to Part D

YES

If Yes, please complete details below

Nature of Sound e.g. Band, PA System etc.....

Style of Music

All amplified sound must conclude by

Commencement Time and Duration.....

Description of Amplification System

PART D: AMUSEMENT DEVICES

Are you proposing to have amusement devices?

NO

If No, please proceed to Part E

YES

If Yes, please complete details below

A site plan indicating placement of amusement devices must be submitted with this application.

Owner's Name Phone ()

Postal Address

..... Post Code

Type of amusement devices e.g. Jumping Castle, Merry Go Round

.....

Company name under which amusements are operated.....

Dates of Operation: From To.....

Approvals – Separate approval will be required to operate amusement devices. Contact should be made with Council's Environmental Services staff to obtain application forms and to arrange payment of fees and inspection times. Copies of Workcover Certificates and Structural Certification must reach the Liverpool Plains Shire Council by Friday 3pm EST. prior to the event.

PART E: FOOD/ALCOHOL

Are you proposing to sell food?

NO

If No, please proceed to Part F.

YES

If Yes, please complete details below

Both the event

Organiser & caterer

Must have a minimum

\$10m Public Liability

indemnifying Council. A

copy of the document/s

must be attached to this application.

Details of approved food van or temporary food premises

.....

Public Liability Insurance Provided to Council Organiser Caterer

Registration No..... Local Govt App No.....

List of Food Items

Are you proposing to sell alcohol?

NO

YES

(If Yes, please supply a copy of the liquor licence)

Are you proposing to serve alcohol?

NO

YES

PART F: WASTE MANAGEMENT

Will you require additional waste management services?

NO

If No, please proceed to Part G

YES

If Yes, please complete details below.

Are you proposing to engage Council's Waste Management Services?

Please note, charges may apply if using more than 12 additional bins!

NO

YES

If Yes, please state the number of bins required

Contact should be made with Council staff to make arrangements.

PART G: TEMPORARY STRUCTURES

Are you proposing to use temporary structures e.g. tents, marquees, banners etc?

NO

If No, please proceed to Part H

YES

If Yes, please complete details below.....

Number of temporary structures proposed

Please describe the type of structures proposed e.g. tents, banners

marquees, stages etc

Size of temporary structures proposed.....

From which organisation will the structures be hired?

Temporary structure to be erected by whom?

Please attach a site plan or map indicating the proposed location of any temporary structures. Depending on the size & nature of the structure a separate Development Application may be required.

PART H: ROAD CLOSURES

Are you proposing road closures?

NO

If No, please proceed to Part H

YES

If Yes, please complete details below.....

The nominated Responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the road closure. This person will be accountable for the co-ordination and supervision of traffic management on the day.

Name of Street

Suburb

Section to be closed

Purpose

Date/s From..... am/pm on/.../.... to am/pm on .../.../....

No. of persons expected to attend.....

Parking Arrangements

Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on The Traffic Management Plan

Note:

- **A traffic Management Plan is necessary with Road Closure Applications.**
- **All barriers are to be supervised by certified traffic controllers.**

PART I: PYROTECHNICS DISPLAY (FIREWORKS)

Are you proposing to use pyrotechnics? NO YES Name of Company supplying pyrotechnics.....

Copy of licensed operator's Public Liability Insurance attached? Yes

Copy of operator's Work Cover Certificate attached? Yes

A copy of the pyrotechnic operator's Work Cover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted with this Application

PART J: CAMPING

Are you proposing Camping? NO YES Estimated numbers

PART K: RISK ASSESSMENT

Council will require a Risk Assessment for the Event..... YES

Will Council require a Management Plan Map for the Event. NO YES

Contact should be made with Council's Works Administration Officer on 6746 1755.

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: To obtain and verify name of persons and their eligibility to participate in and process application for Council's Events in Parks .

Intended Recipients: Council Administrative staff.

Consequence or non

Provision A consequence of non provision may result in ineligibility for an event in a park.

Storage Liverpool Plains Shire Council, 60 Station Street, Quirindi NSW 2343

Retention period: This Application will be destroyed after 10 years analysed.

Do you have any other special requirements or propose any other activities that are not mentioned above? If so, please provide details:

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**Please return completed application to:
Liverpool Plains Shire Council
PO Box 152
QUIRINDI NSW 2343**

Ph: 6746 1755 Fax: 6746 3255 Email: lpsc@lpsc.nsw.gov.au