**Event Application Form**

Any event on Council owned or managed land must complete this form. Coolamon Shire Council is committed to working with organisations and community groups to hold successful events.

**Applicant Details**

|  |  |
| --- | --- |
| Name |  |
| Organisation or Community Group |  |
| Address |  |
| Phone |  | Mobile |  |
| Email |  |
| Website |  |
| Facebook |  | Instagram |  |

**Event Details**

|  |  |
| --- | --- |
| Event Name |  |
| Location / Venue |  |
| Date (s) |  |
| Start Time |  | Finish Time |  |
| Set-up Time |  | Pack-up Time |  |
| Expected attendance numbers |  |
| Wet weather plan |  |
| Describe your event |  |
| Is the event being held on Council owned or managed land? 🞏 Yes 🞏 No |
| Will there be a fee or charge to attend the event? 🞏 Yes 🞏 No |
| Is the event likely to be an ongoing event? 🞏 Yes 🞏 No |
| Will your event be open to the public? 🞏 Yes 🞏 No |
| Will you require the use of Council services or equipment? 🞏 Yes 🞏 No If yes, please indicate these below: (Example: Bins, lighting, traffic controllers, equipment) Please not fees may apply.  |

**Insurance**

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| It is mandatory for all event organisers to complete and submit insurance documentation. Copies of the Certificate of Currency for the organisation or community groups insurance covering the event dates are required. Your certificate of currency must note Council as an interested party and should be at a minimum of $20 million. Does your event have public liability insurance? 🞏 Yes 🞏 No |
| Insurances must be provided from every person/persons who will be providing a service at your event. (eg: market stalls, food vendors, performers).  |

**Risk Assessment**

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| It is mandatory for all event organisers to complete and submit and risk assessment. Event safety is very important and a risk assessment is required for all events as part of the application process. Attached Risk Assessment 🞏 Yes 🞏 No |

**Event Specifics**

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| Please indicate if any of the following are relevant to your event:* 1 Fireworks
* 2 Amusements (eg: Jumping castles, petting zoo)
* 3 Consumption of alcohol
* 4 Food and drinks
* 5 Temporary structures
* 6 Market stalls
* 7 Bands, musicians or performers
* 8 Traffic disruption or road closures
* 9 Banners

*Please note that third parties involved must have public liability.* |
| **1 Fireworks** |
| Fireworks require approval from Service NSW as a single event approval. Please visit <https://www.service.nsw.gov.au/transaction/apply-fireworks-single-use-licence> |
| Name of pyrotechnic company |  |
| Location of fireworks |  |
| Attach copies of | * Insurance
* Risk Assessment from company
 |
| Has approval been obtained from Service NSW for use of Fireworks? 🞏 Yes 🞏 No (Please provide a copy of this approval).  |
| If unable to attach to this application, indicate when they will be available: |
| **2 Amusements** |
| List amusements |  |
| Copies of public liability and insurance documents are to be provided before the event date. |
| Please note approval under Section 68 of the Local Government Act 1993 is required for certain devices. Please contact Council to discuss further and gain approval.  |
| **3 Alcohol** |
| Which option applies to your event? 🞏 BYO 🞏 Sold 🞏 Supplied |
| What type of liquor licence have you applied for? |  |
| Has an application been lodged? | 🞏 Yes 🞏 No |
| Detail how you will enforce responsible service of alcohol |  |
| **4 Food and Drinks (non-alcoholic)** |
| Please provide details on the type of food and drinks being provided |  |
| List food and drink providers |  |
| All stall holders have provided a copy of their certificate of currency? 🞏 Yes 🞏 No |
| Copies of public liability and insurance documents are to be provided before the event date. |
| Council’s Safe Food Handling Policy is to be provided to food and drink stall holders. This is the responsibility of event organisers.  |
| **5 Temporary Structures** |
| Please provide details of all temporary structures that will be used at your event. (eg: Maruquees, tents, stages)  |
| **6 Market Stalls** |
| Please provide details on the type of markets being provided |  |
| List market stalls |  |
| Copies of public liability and insurance documents are to be provided before the event date. |
| All market stalls have provided a copy of their certificate of currency? 🞏 Yes 🞏 No |
| **7 Bands, musicians or performers** |
| Please provide details on the type of markets being provided |  |
| List bands, musicians or performers |  |
| All bands, musicians and performers have provided a copy of their certificate of currency? 🞏 Yes 🞏 No |
| Copies of public liability and insurance documents are to be provided before the event date. |
| **8 Traffic disruption / Road closures** |
| Does your event disrupt or impact traffic? Either traffic or pedestrian. 🞏 Yes 🞏 No  |
| Does your event require a road closure? 🞏 Yes 🞏 No |
| If yes to the above, Submission of a ‘Special Event Transport Management Plan Template’ form and a Traffic Control Plan (TCP) will be required.  |
| ***Traffic Control Plan*** |
| Do you require Council to develop Traffic Control Plan? 🞏 Yes 🞏 No |
| Will you provide your own Traffic Control Plan? 🞏 Yes 🞏 No (Traffic Plans must be prepared by person with current accreditation).  |
| ***Traffic Control*** |
| Do you require Council to provide traffic control as per the Traffic Control Plan and accept the responsibility of associated costs? 🞏 Yes 🞏 No |
| Will you arrange qualified personnel other than Council to provide Traffic Control? 🞏 Yes 🞏 No |
| Please note. If Council is required to develop and complete your Traffic Control Plan, a fee will be charged (as per Council’s fees and charges). Please complete ‘Request for Plant Hire / Carry Out Private Contract Work’ Form if required.  |
| **9 Banners** |
| Are you seeking permission to erect banners on Council poles and/or property? 🞏 Yes 🞏 No |
| If yes, please describe banner and proposed location |  |

**Required Documentation**

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|  **Kit 1 - Large Event Application** | **Kit 2 - Small Event Application** | **Kit 3 - Private Event Application** |
| * Event Application Form (this form)
* Event Site Plan
* Program
* Risk Assessment
* Certificate of Currency Public Liability
* Notice of Intention to Hold a Public Assembly

**Road Closure:** *(If applicable)** Special Event Transport Management Plan Template
* Traffic Management Plan
 | * Event Application Form (this form)
* Event Site Plan
* Program
* Risk Assessment
* Certificate of Currency Public Liability
 | * Event Application Form (this form)
* Risk Assessment
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**Signature**

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| **Event Organiser**  |
| Name (Print) |  | Date |  |
| Signed |  |

**Contact Us**

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| **Tourism and Business Development Officer**Laura Higgins | 02 6930 1831 lhiggins@coolamon.nsw.gov.au hello@visitcoolamonshire.com.au | **Community Development Officer** Jessica Inch 02 6930 1840jinch@coolamon.nsw.gov.au | **Coolamon Shire Council** 02 6930 1800council@coolamon.nsw.gov.au |