

KEMPSEY SHIRE COUNCIL

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APPLICATION TO HOLD AN EVENT

Application is made under Council Policy C21:19 & Section 68 of the Local Govt Act 1993

INSTRUCTIONS FOR APPLICANTS

Event applications must be submitted for all events that are proposed to be held on Council managed land. Applicants are to complete those sections that are relevant to the individual details of their event; some sections may not be applicable. All additional application forms and information as requested from the applicant must be submitted to Council with this application and any fees payable are due at the time of lodgement. Incomplete applications will be placed on hold until all relevant information is received at Council.

FEES & CHARGES All fees are valid for the 2009/2010 financial year and are payable at lodgment.

Application Fee:	\$60.00 ¹
Cleaning Bond:	\$266.00
For sporting events:	\$381.00 Verge Street grounds \$131.00 Other sports grounds
For all other activities ² :	\$62.00

The following fees may be applicable to your application depending on the details as submitted by the applicant:

- Operate an amusement device (non-motorised): \$65.00 per day of operation
- Operate an amusement device (motorised): \$131.00 per unit
- Construct temporary structures: \$141.00 (plus \$656.00 bond)
- Joy flight or helicopter flight: \$131.00 per day of operation
- Electricity: price on application
- Waste Management Mon - Fri: \$12.00 per bin (supply) and \$12.00 per bin (collection)
- Waste Management Weekends: \$POA
- Beach Driving Permit: \$22.00 per vehicle
- Commercial licence: \$131.00 per day of operation

¹The application fee is waived for local not for profit organisations. Supporting documentation must be submitted with application. Contact Council for further information.

²Some sports grounds may not be available for hire for non-sporting events.

TIMEFRAME FOR SUBMISSION OF APPLICATION

Applications received outside the designated timeframes may result in non-assessment of the application. Applications must be received at Council:

4 months: events that fully or partially close the **Pacific Highway**. See Class 1 events below.

3 months: events that fully or partially close **Local Roads**. See Class 2 events below.

2 months: events that are conducted on **Council Managed Land**. See Class 3 & 4 events below.

BEFORE SUBMITTING YOUR APPLICATION

Before you submit your event application and depending on the details of your application you must have completed or consulted the following:

- Public Assembly: approval obtained from the NSW Police to hold a Public Assembly for all events and a copy is attached to this application
- NSW Ambulance and NSW Fire Services: notification has been sent to advise the Services of the event and a copy is attached to this application.
- Fireworks: approval issued by NSW Work Cover and a copy is attached to this application.
- Operate an amusement device (motorised): approval issued by NSW Work Cover and a copy is attached to this application.

Alcohol: approval issued by Liquor Administration Board NSW and a copy is attached to this application.

CLASSIFICATION OF EVENTS

Class 1 events: Events that impact on the Pacific Highway; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 2 events: Events that impact on local roads and require part or full closure of the road; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 3 events: Events that are conducted on council managed land and requires the concurrence of the NSW Police.

Class 4 events: Events that are conducted on council managed land.

ADDITIONAL RESOURCES

- *Event starter guide: a resource for organising events in New South Wales* issued by the NSW Premier's Department available from http://www.events.nsw.gov.au/event-starter-guide/051004_FullGraphicsESG.pdf
- *Guide to Traffic and Transport Management for Special Events* issued by the Roads and Traffic Authority available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf
- *Notice of Intention to Hold a Public Assembly* available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf
- Risk Management checklists including event management, security and emergency and safety available from http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=1244

OFFICE USE ONLY

Application Fee	\$60.00	GL 110713	
Cleaning Bond	\$266.00	GL 110701	
Sport Ground Hire – Verge Oval 1	\$381.00	GL 110701	
Sport Ground Hire – Other Sports Grounds	\$131.00	GL 110701	
Cleaning Bond	\$266.00	GL 110701	
Reserve Hire	\$116.80	GL 110703	
Non-Motorised amusement device (per day)	\$65.00	GL 110713	
Waste Management (per service) Mon–Fri – Supply Bins	\$12.00	GL 080102	
Waste Management (per service) Mon–Fri – Collection Bins	\$12.00	GL 080102	
Waste Management (per service) Weekends	\$POA	GL 080102	
Commercial licence (per day)	\$131.00	GL 110713	
Fees Paid		RN:	CSO:

PART A: APPLICANT DETAILS

Applicant:

Contact person: Tick here if contact same as above

Postal address:
..... Post Code:

Email:

Telephone: Mobile:

So that Council can offer you a better service please tick this box if we are able to send correspondence relating to your application by email.

Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

PART B: EVENT DETAILS

Name of event:

Description of event:
.....

Council reserve or park:

Date of event: Estimate number of participants:

Time From: Time To:

Are you charging an admission fee? Y N if Yes please specify \$

PART C: SITE PLAN

Site Plan

Site Plan – tick here if you have supplied a site plan showing key areas for the event. See below for further information.

The **site plan** should show the key areas planned for your event including but not limited to the position of any temporary structures, vehicular access points, bins/recycling points, security stations, first aid stations, food stalls and any other information relevant to the assessment of your application. The site plan will be used to assess the risk associated with your event being held on Council managed land.

PART D: CONTINGENCY PLAN

Contingency Plan

You must outline your contingency plan if your event is forced to cease or close due to unforeseen circumstances – tick this box if you have included these details.

The **contingency plan** should outline how you will ensure the safety of the event, the organisers and participants should the event be forced to close due to inclement weather or other unforeseen circumstances. The plan should include, but is not limited to, how the event organiser will deal with structural matters, spectator management and crowd control, traffic and transport, public health, medical care and environmental concerns. The contingency plan will be used to assess the risk associated with your event being held on Council managed land.

PART E: SITE ACCESS

Vehicular Access

Do you require vehicular access? Y N

Specify type and number of vehicles:

Indicate on your **site plan** where the vehicle will access the event location.

Beach Access

Will you need access to the beach? Y N

You must apply for a permit to drive on the beach under Policy *C23: 17 Beaches – Motor Vehicles on Beaches* – tick here if your application is attached. Fees are applicable. Application is available from www.kempsey.nsw.gov.au

PART F: NOTIFICATION OF OTHER SERVICES

- NSW Ambulance and NSW Fire services must be notified of your intention to hold the event – tick this box if your notification is attached.

Emergency Services are notified so that they can provide appropriate resources for events held in the Shire.

PART G: WASTE MANAGEMENT – fees are applicable

I: Waste by contractor

- Will you supply or engage the services of a waste management company? Y N

Name and telephone number of service provider:

Number of bins you will supply:

II: Waste by Council

- Do you want Council to supply additional garbage bins for your event? Y N Fees are applicable

Number of bins required:

Indicate the drop off point for the additional bins:

- Is the applicant the contact person responsible for the bins?

If not list the contact person and telephone number:

The applicant is responsible for the removal of all waste generated by the event. All bins must be removed no later than the next working day from the event site. Fees are applicable if Council is contacted to clean up the area on your behalf.

PART H: AMENITIES

I: Toilets by contractor

- Will you supply or engage the services of a portable toilet company? Y N

Name and telephone number of service provider:

II: Toilets by Council

- Tick here if you require Council to open and close Council toilets located at the event site.

The applicant is responsible for the maintenance of all portable toilets for the duration of the event. All portable toilets must be removed no later than the next working day from the event site. Fees are applicable if Council is contacted to clean up the area on your behalf.

Amenities

- Tick here if you require access to Council supply of power. Refer to *Council Amenities Available* for locations.
 Tick here if you require access to flood lights. Refer to *Council Amenities Available* for locations.

PART I: ROAD CLOSURE & PEDESTRIAN MOVEMENTS

Road Closure

Do you require a part or full road closure? Y N

- A Traffic Management Plan must be submitted with your application – tick this box if the Traffic Management Plan is attached. The Traffic Management Plan must be in accordance with the RTA *Special Events Guide* available from www.rta.nsw.gov.au

*Your application will be referred to the Local Traffic Committee for consideration. This process can take up to **2 months** in addition to the normal processing times and assessment of your application will cease until approval is received from the Committee.*

Pedestrian movements

Will your event interfere with pedestrian access or movements in or near the event location? Y N

- Indicate how you will manage changes to pedestrian access or movements for the duration of the event – tick this box if you have included these details.

PART J: FOOD

Sale of food

Will you sell food at the event? Y N

- You must comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au – tick here if you have read and understood the guidelines and will comply with them for the duration of your event.
- Independent mobile food operators must supply a copy of their approval to operate – tick here if approval is attached.
- Hot and cold water provided for hand washing purposes for your stall – tick here if you will supply
- Stall is constructed in accordance with the diagram depicted on page 21 Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au

Will any of the following hazardous foods be prepared? Indicate with a tick next to the food that is applicable.

- Raw and cooked meat or foods containing raw or cooked meat
- Dairy products and foods containing dairy products
- Seafood (excluding live seafood) and food containing seafood
- Processed fruits and vegetables
- Cooked rice and pasta
- Processed foods containing eggs, beans, nuts or other protein
- Foods that contain any of the above such as sandwiches

If you plan to sell any of the food listed on the hazardous foods list Council's Environmental Health Officer will contact you directly to discuss.

Giving away food

Will you give away food at the event? Y N

If you plan to **give away** food free of charge you do not need to comply with these guidelines but should ensure that food is prepared in a safe and responsible manner.

PART K: ALCOHOL

Sale of Alcohol

Will you sell alcohol at the event? Y N

- You must obtain a liquor licence from the Liquor Administration Board NSW if you plan to sell alcohol before submitting your events application – tick this box if your licence is attached.

Consumption of Alcohol

Will participants consume alcohol at the event? Y N if no go to Part G

If you sell alcohol or participants will consume alcohol you must ensure that the activity will not be held in an alcohol free zone or an alcohol prohibited zone. Refer to Policy C21:5 Consumption of Alcohol on Public Reserves available from www.kempsey.nsw.gov.au

PART L: AMUSEMENT DEVICES (S68 – FE) – fees are applicable

Motorised

Will you have amusement devices that are *motorised* at the event? Y N

- You must seek approval to operate the amusement device under Section 68 of the Local Government Act 1993 – tick here if your application is attached.
- You must obtain a permit from NSW Work Cover Authority – tick this box if a copy of your permit is attached.
- Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

Non-motorised

Will you have amusement devices that are *non-motorised* at the event? Y N

You must obtain a commercial licence from Council. Fees are applicable.

Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

PART M: TEMPORARY STRUCTURES (S68 – AE)

Temporary structures must comply with loads determined in accordance with Australian & New Zealand Standards entitled (i) AS/NZS 1170.0:2002 Structural design actions – General Principles (ii) AS/NZS 1170.1:2002 Structural design actions – Permanent, imposed and other actions and (iii) AS/NZS 1170.2:2002 Structural design actions – Wind actions.

You must seek approval to construct a temporary structure under Section 68 of the Local Government Act 1993 –tick here if your application is attached. Fees are applicable.

Floor area of each structure:

Total floor area of all structures: Distance from the boundary:

Wall height: Height from ground to highest point:

Number of structures:Number of exits in each structure: Width of each exit:

The **site controller** is accountable for the safe and responsible construction and disassembly of the temporary structure.

Name and telephone number of site controller:

Tick here if you accept responsibility for the safe construction and disassembly of the temporary structure.

You must indicate on your **site plan** where the temporary structures are to be located at the event site.

You should apply for a **Dial Before You Dig** one month prior to the event being held to ensure you are aware of the location of underground services. Phone 1100 to lodge an application.

PART N: HELICOPTER, JOY FLIGHTS OR FIREWORKS – fees are applicable

Will a helicopter land or a joy flight operate at the event? Y N

You must obtain a commercial licence from Council. Fees are applicable.

You must indicate on your **site plan** where the helicopter or joy flight will land at the event site.

Will fireworks be used as part of the event? Y N

You must obtain a permit from NSW Work Cover Authority – tick this box if a copy of your permit is attached.

PART O: NOISE

Musical Performances

Will you have musical performances? Y N

Type of musical performance:

Number of speakers: Sound Power Level:

Time From:Time To: Number of Performances:

Indicate on your **site plan** where the musical performances and speakers will be at the event location.

Public Address System

Will you use a public address system? Y N

Number of speakers: Sound Power Level:

Time From:Time To:

Indicate on your **site plan** where the public address system will be at the event location.

The maximum level of noise from musical performances or public address systems must not exceed 75 dB(A) at the nearest residential boundary. All musical performances must finish at midnight.

PART P: SAFETY & SECURITY

Security

Will you provide or engage the services of a qualified security company for events of more than one day? Y N

Name and telephone number of service provider:

Will you provide accommodation on site for events of more than one day? Y N

Accommodation:

Indicate on your **site plan** where the security station will be at the event location.

First Aid

Will you provide or engage the services of a certified first aid officer? Y N

Name and telephone number of service provider:

Indicate on your **site plan** where the first aid station will be at the event location.

Parking

Will you provide additional parking facilities? Y N

You must indicate on your site plan where the additional parking facilities are positioned – tick this box if you have included these details.

Access for Emergency Services

You must indicate on your site plan where emergency service personnel can gain access to the event – tick this box if you have included these details.

PART Q: CHILD PROTECTION

Will your event involve children 18 years and under participating in activities? Y N

All paid and volunteer workers at the event who will have direct and unsupervised contact with children 18 years and under must read, understand and comply with the *Commission for Children and Young People Act 1998* available from www.austlii.edu.au.

As the applicant you are responsible for ensuring that all paid and volunteer workers are aware of the legislation and that each paid or volunteer worker has completed a Prohibited Employment Declaration available from www.kids.nsw.gov.au and will be kept for the applicants own records. As the applicant you must sign to indicate you have met your obligations.

Tick here if your paid and volunteer workers have read, understood and will comply with the legislation.

Signature of Applicant:

COUNCIL AMENITIES AVAILABLE

Power is available from the following locations:

Kempsey

- Riverside Park
- Services Clubs Park
- South Kempsey Tourist Park

Villages

- Horseshoe Bay Reserve

Lights are available at the following locations:

Kempsey

- Verge Street sports ground
- Eden Street sports ground
- South Kempsey sports ground

Villages

Electric **BBQ's** are available at the following locations:

Kempsey

- Riverside Park
- South Kempsey Tourist Park

Villages

- Crescent Head Reserve
- Crescent Head Rotunda
- Gladstone Riverside Park

Toilets are available at the following locations:

Kempsey

- Riverside Park
- Services Clubs Park
- South Kempsey Tourist Park
- Verge Street sports ground

Villages

- Crescent Head sports ground

Hat Head Caravan Park
Horseshoe Bay Reserve

Crescent Head Reserve
Gladstone Park
Horseshoe Bay Reserve
Smithtown Park
South West Rocks sports ground
Stuarts Point sports ground
Willawarrin sports ground

APPLICANT SIGNATURE & CONDITIONS

I agree as the applicant that the participants undertaking the activity and the paid and volunteer workers will abide where applicable by the following conditions:

1. All information, additional forms and fees payable that have been requested that apply to your event are submitted together with this application to hold an event.
2. A copy of the Public Liability Policy covering **\$10,000,000** is submitted with this application.
3. The applicant is liable for any damages or injuries sustained as a result of the activity.
4. All fees and charges are in accordance with the adopted Fees & Charges available from www.kempsey.nsw.gov.au
5. Council managed land used for the staging of the event is left in a clean and tidy condition. Additional cleaning undertaken by Council on behalf of the application will incur costs.
6. The applicant will apply for a beach driving permit and comply with Policy *C23: 17 Beaches – Motor Vehicles on Beaches*
7. The applicant will read, understand and comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au
8. The applicant will ensure that portable toilets and garbage bins are removed from the event site the next working day following the event. Additional cleaning undertaken by Council on behalf of the application will incur costs.
9. Council reserves the right to cease the event if the applicant does not comply with these conditions of consent.
10. Further conditions may apply depending on the individual details as submitted by the applicant.

Signature of Applicant: Date: