

KEMPSEY SHIRE COUNCIL

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EVENTS MANAGEMENT APPLICATION STREET STALLS, RAFFLE TICKETS, BUSKING

APPLICANT DETAILS

Title: Mr Ms Mrs Dr Other: _____

Name of the Organising Body: _____

Legal status of the organizing body: e.g. school, incorporate association, company etc.

Name of person submitting this application: _____

Postal address: _____

_____ Post Code: _____

Daytime Phone: _____ Fax: _____

Mobile: _____

Email: _____

Signature: _____ Date: _____

GENERAL INFORMATION

(Please complete each section). If a category does not apply to your event please mark NOT APPLICABLE). N/A.

1. KEY EVENTS MANAGEMENT PERSONNEL

Council needs to know the names and telephone numbers of the organising group who will be on site during the event.

In providing this information you should clearly identify the person in charge and the responsibility of other team members. This enables the Council staff and Police to be in ready contact at all times.

2. ESTIMATED ATTENDANCE AND HOURS

- a) Time / day at which access is required to the site: _____
- b) Time/day at which you estimate you will vacate site: _____
- c) Hours during which event/s will be run: _____
- d) Locality of Event: _____

4. ACCESS BY MACHINERY / VEHICLES

Is access to the proposed event site required. YES/NO
How many vehicles will be gaining access _____

5. STALLS / SIGNS

Do you propose to erect, stalls and signs? YES/NO
If yes please describe what risk management strategies you have in place for injuries that may be caused to the public by the provision of these structures.

6. SALE OF FOOD AT THE EVENT

Is it proposed to sell food? YES/NO
If yes All temporary food premises (stalls) are to comply with Council’s Policy for Code for Food Markets, Bazaars, Stalls and the like, Sale of Goods Public Places, the Food Act 2003, Food Regulation 2004 and associated standards.
Is it proposed to give away food at your event? YES/NO

7. NOISE

Will there be a public address system used? YES/NO
Will there be musical performances? YES/NO

If yes,. **MUSICAL PERFORMANCES**

What type of musical performance is proposed?

Number of speakers / Sound Power level (eg: 240 watt speakers)

Proposed Performance Times: _____

Duration of Performance From: _____ To _____

PUBLIC ADDRESS SYSTEM

Times PA is proposed to be used? From: _____ To _____

Number of location of speakers:

CONDITIONS AND REQUIREMENTS

Protection of the Environmental Operations Act 1997 in relation to noise control applies and is administrated by Council and the NSW Police. Any approval for use of reserve by Council is subject to the above Act.

Open Air Entertainment

- The LA10 (30min) noise level of the music should not exceed the background level LA90(30min), measured in the absence of the open air entertainment, by more than 5dB(A) when measured at the nearest residential boundary.
- Mixing equipment should be regulated to control low frequency noise such as drums and bass.

PA Systems

- Speakers should be located and the volume controlled so that the noise levels do not impact on the amenity of any nearby residents.
- The public address system should only be used to control the event and commentaries, advertising and playing music should be kept to a minimum.
- Speakers should be small lower power units no more than 20cm across and operated by an amplifier of no more than 30 watts. Horns should be pointed downward at 45 degrees.
- It is preferable to place more small power horns around the event area than use large power units.
- Any instructions issues by Council's Environmental Health Officer relating to these conditions of approval shall be completed forthwith.

8. POWER AND LIGHTING

Do you require use of Council's power supply (where available)? YES / NO
If yes, please see attachment 5

If no, will a generator or other power source be used? YES / NO

site is clear of waste following the event? YES/NO

9. CURRENT INSURANCE COVER

- a) Assets: - Council will not be responsible for any equipment.
- b) Liabilities: - Your organisation is to produce a current Public Liability Policy (Certificate of Currency) held with an acceptable Insurance Company with a minimum cover of \$10 million indemnity.

Kempsey Shire Council is to be named as an interested party and a cross liability clause must apply.

A copy of the Certificate of Currency is to be provided to Council with this application at least 30 days prior to the date of the event, following site confirmation. A receipt for payment of an insurance premium will not be accepted. **The event will not be permitted to commence without such a policy in place.**

- c) Personal Accident / Workers Compensation: - The event organizer is responsible to ensure that all parties involved in the organisation of the event has suitable insurance cover. Council will not be responsible for any personal injury to event personnel and requires indemnification from the event organizer should any claims be made against Council. A copy of the Personal Accident / Workers Compensation certificate should be supplied.

10. PRIVACY POLICY

The information you provide in this application will enable your application to be assessed by us.

I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND UNDERTAKE TO ADVISE COUNCIL SHOULD THERE BE ANY ALTERATIONS OF ADDITIONS TO THE INFORMATION SUPPLIED.

(Print Name)

(Signature)

On Behalf of: _____
(Organisation)

Date: _____