







# KEMPSEY SHIRE COUNCIL EVENTS MANAGEMENT APPLICATION

## SECTION C – Site Plan

The site plan must show key areas planned for your event including but not limited to the position of any temporary structures, vehicular access points, emergency 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. All event applications must be accompanied by a site plan

Is your site plan attached?

Yes  No

## SECTION D – Contingency Plan

The contingency plan must 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 organizer 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.

Is your contingency plan attached?

Yes  No

## SECTION E – Event Schedule

A copy of your event schedule must accompany this application.  
Is a copy attached?

Yes  No

## SECTION F – Crowd Control

Where crowd control is considered an issue, contact should be made with the local Police to discuss security concerns and patron safety. Sufficient consideration of security and crowd control should be demonstrated in the application.

Are you providing security or any form of crowd control?

Yes  No

## SECTION G – Site Access

Do you require vehicular access?

Yes  No

**If yes,** please specify the type and number of vehicles:

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Do you require beach access?

Yes  No

For vehicular access to the beach you must apply for a permit to drive on the beach. An application form is available from [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)

## SECTION H – Notification of Other Services

NSW Ambulance and Fire Services must be notified in writing of your intention to hold the event. If your event is proposed to have over 500 participants and spectators you must also submit an 'intention to hold a public assembly' with the NSW Police. A copy of all letters and applications must be supplied to Council.

Have you attached the necessary copies?

Yes  No

## SECTION I – Waste Management

Do you want Council to supply garbage bins for your event (fees apply)

Yes  No

Number of general waste bins required

Number of recycling bins required

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

Yes  No

**If yes,**

Name and telephone number of service provider: \_\_\_\_\_

Number of general waste bins  Size of bins

Number of recycle bins  Size of bins

## SECTION J - Amenities

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

Yes  No

**If yes,** name and telephone number of service provider \_\_\_\_\_

Number of toilets to be supplied \_\_\_\_\_



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Do you require Council to open and close Council toilets located at the event?

Yes  No

If you have answered no to the above two questions please supply details on the toilets that will be available during the event.

Do you require access to Council's supply of power?

Yes  No

Do you require access to Council's flood lights?

Yes  No

**If yes,** fees may apply.

## SECTION K – Road Closure and Pedestrian Movements

Do you require a part of full road closure?

Yes  No

If yes, a traffic management plan must be submitted with your application. The plan must be in accordance with the RTA Special Events Guide available from [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au)

Have you attached a traffic management plans?

Yes  No

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

Yes  No

**If yes,** you must indicate in your contingency plan how you will manage changes to pedestrian access or movements for the duration of the event.

## SECTION L - Food

Will you sell food at the event?

Yes  No

**If yes,** you must comply with the NSW Food Authority Food Handling Guidelines for Temporary Events available from [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

Have you read and understood the guidelines and will comply with them for the duration of the



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event?

Yes  No

Will you engage any independent mobile food operators?

Yes  No

**If yes**, independent food operators must supply a copy of their approval to operate.

Place a cross (x) in the box if any of the following hazardous foods will be prepared:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Raw and cooked meat or foods containing raw or cook meat      |
| <input type="checkbox"/> | Dairy products and foods containing diary products            |
| <input type="checkbox"/> | Seafood (excluding live seafood) and foods containing seafood |
| <input type="checkbox"/> | Processed fruits and vegetables                               |
| <input type="checkbox"/> | Cooked rice and pasta   |
| <input type="checkbox"/> | Processed foods containing eggs, beans, nuts or other protein |
| <input type="checkbox"/> | Foods that contain any of the above such as sandwiches        |

If you have selected any of the above items Council's Health Officer may be in contact with you.

Will you give away food at the event?

Yes  No

## SECTION M - Alcohol

Will you sell alcohol at the event?

Yes  No

**If yes**, you must obtain a liquor licence from the Liquor Administration Boards NSW and a copy of your licence must be supplied to Council.

Is a copy of your licence attached?

Yes  No

A separate application for the consumption of alcohol must be submitted to Council. The application form is available from [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)

Is your consumption of alcohol form attached?

Yes  No

## SECTION N - Amusement Devices



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Will you have amusement devices that are motorized at the event?

Yes  No

**If yes**, you must Council with a copy of your NSW Work Cover Authority Permit and Public Liability Insurance with a minimum cover of \$20,000,000.

Have you attached a copy of your permit and cover?

Yes  No

Name of amusement device operator: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Will you have non-motorised amusement devices at your event?

If yes, the operator must supply Public Liability Insurance with a minimum cover of \$20,000,00 and apply for a commercial permit from Council. The application form is available from [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)

Have you attached the application form and insurance?

Yes  No

## SECTION O – Temporary Structures

Will you have any temporary structures, including stages and marquees, at the event?

Yes  No

If yes, temporary structures must comply with loads determined in accordance with Australian and 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.

Type of structures: \_\_\_\_\_

Total floor area of all structures:

The location of all temporary structures are to be noted on your site plan  
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 or visit [www.1100.com.au](http://www.1100.com.au)

## SECTION P – Helicopter, Joy Flights or Fireworks

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

Yes  No

**If yes**, you must obtain a commercial licence from Council. The application form is available from [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)



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Is a copy of your commercial licence application attached?

Yes  No

Will fireworks be used as part of the event?

Yes  No

**If yes,** you must obtain a commercial licence from Council. The application form is available from [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au)

Is a copy of your commercial licence application attached?

Yes  No

## SECTION Q - Noise

Will you have musical performances?

Yes  No

**If yes,**

Type of musical performance: \_\_\_\_\_

Number of speakers

Sound power level

**Time**

From  :  AM/PM

To  :  AM/PM

Will you use a public address system?

Yes  No

Number of speakers

Sound power level

**Time**

From  :  AM/PM

To  :  AM/PM

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





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## SECTION R – Security, Safety and Parking

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

Yes  No

**If yes**, name and contact phone number of service provider: \_\_\_\_\_

The Event Coordinator must provide an agreed level of first aid, paramedical and medical facilities at the event depending on the type of event, number of people in attendance and associated risk.

Name and contact phone number of first aid officer: \_\_\_\_\_

Will you provide additional parking facilities?

Yes  No

You must indicate on your site plan the additional parking facilities.

## SECTION S – Child Protection

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

Yes  No

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 1989 available from [www.austlii.edu.au](http://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](http://www.kids.nsw.gov.au) and will be kept for the applicants own records.

## SECTION T – APPLICANTS SIGNATURE AND 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. The applicant is liable for any damages or injuries sustained as a result of the activity.
2. 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.
3. The applicant will ensure all structures and removed following the event. Portable toilets and garbage bins are removed no later than the next working day.
4. Council reserves the right to cease the event if the applicant does not comply with Council conditions.
5. A copy of the Public Liability Policy with a minimum cover of \$20,000,000 is submitted with the application.
6. Further conditions may apply depending on the individual details as submitted by the applicant.
7. Council reserves the right to cease the event if conditions are not complied with.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_