

PRINCIPAL OFFICE:
8 Elizabeth Street, Maitland
Telephone (08) 8832 0000

ALL CORRESPONDENCE TO:
PO Box 57, MAITLAND, SA 5573
Fax (08) 8853 2494

Email: admin@yorke.sa.gov.au
Website: www.yorke.sa.gov.au



EVENT APPLICATION FORM

SF162
Responsible Officer: HR Officer
Issue Date: 20/10/2016
Next Review Date: October 2018

The Event Application Form is to be used when applying to conduct an event in a park, open space, street or within a community building, within the Yorke Peninsula Council (Council) area.

Application shall be submitted six (6) week prior to the event.

To submit an application at short notice, please contact Councils Customer Service team to discuss.

Note:

The submission of an application does not imply the booking is confirmed, it is a registration of interest only. This also applies for events that have previously happened on an annual basis.

The Event Permit Terms and Conditions are incorporated and form part of the event application.

HOW TO COMPLETE THIS FORM

Ensure the Event Planning Toolkit has been reviewed prior to completing the Event Application Form. The toolkit has been designed to assist in planning an event and aims to inform the Event Organiser of their responsibilities and of any permits or legislation requirements they may need, to ensure the event is run safely.

Ensure all fields have been completed correctly. Fields on this form marked with an * are mandatory and must be completed.

Once completed, the application can be submitted via:

- Email admin@yorke.sa.gov.au
- Mail PO Box 57, Maitland SA 5573, or
- In Person Maitland Office, 8 Elizabeth Street, Maitland SA 5573

Hire fees may apply.

A refundable bond may apply for medium and large scale and/or high risk events.

Ensure attached to the application is a copy of Public Liability Insurance and/or Stallholders Insurances and all other documentation required. Without this information, the application cannot be processed.

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Application Check List

Forms attached to application (if applicable):

- Stall Holder/Exhibitor Permits – SF160 (including copy of Public Liability Insurance)
- Final List of Stall Holder(s)
- Road Closure Application Form– SF107A
- Final List of Food Stall Holders
- Portable Toilet Booking Form – SF134
- Copy of Limited Liquor Licence
- Amusement Structure Registration Certificate
- Pyrotechnic Technical Licence and Public Liability Insurance

APPLICANT DETAILS

Company/Organisation Name	ABN Number
Contact Name*	Position
Address*	Contact Number*
Email Address*	

EVENT OVERVIEW

Type of Event*		Name of Event*	
<input type="checkbox"/>	Free Community Event	Proposed venue*	
<input type="checkbox"/>	Ticketed Event		
<input type="checkbox"/>	Private Event		

Anticipated number attending*	Event date*	Event set-up date*	Event set-up start time*
Event start time*	Event finish time*	Event pack-down date*	Event pack-down finish time*

EVENT APPLICATION FORM

Event Description*
Aims/objectives of event*

Please indicate if any of the following elements will be at the event*	
<input type="checkbox"/> Infrastructure (marquees / staging etc)	<input type="checkbox"/> Amusement rides
<input type="checkbox"/> Live entertainment / PA system	<input type="checkbox"/> Road closure
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Animal or Petting Zoo

INDEMNITIES AND INSURANCES

Public Liability Insurance

The permit holder shall obtain and keep current during the period of this permit, a general public liability insurance policy in a form approved by Council, insuring for a minimum sum of ten (10) million dollars (\$10,000,000) for the specific event location. A copy of a current public liability insurance certificate of currency must accompany the event application.

Final approval cannot be given until the current certificates are received.

Insurance Claims

The permit holder shall notify Council in writing, giving full details, whenever the permit holder becomes aware of a possible claim under any insurance required for an Event.

Limits on Council's Liability

The permit holder will occupy and use the event site at the risk of the permit holder.

The permit holder agrees to indemnify Council from any costs and/or loss arising from any damages, accidents or injury occurring on the event site except where such accident, damage or injury results from any wilful or negligent act or omission of Council.

The council is not responsible for any loss of or damage to any fixtures, fittings or personal property of the permit holder.

Compulsory

- A copy of certificate of currency for public liability insurance (minimum \$10 million)
 - A certificate of currency is ONLY issued by your insurance company or broker upon request

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- A certificate of currency is NOT A CERTIFICATE OF INSURANCE
- A certificate of currency is NOT a copy of your public liability policy
- A certificate of currency is NOT the tax invoice for your policy

EVENT SITE AND INFRASTRUCTURE

The Event Application will be approved based on the site map accompanying the event application. If the event site layout map requires alterations, the Permit Holder must first seek approval from Council.

If the installation of any type of infrastructure is planned for the event (tent, stall, marquee, staging, jumping castle, inflatable structure or any other type of equipment) an application shall be submitted for an Event Permit.

Dependant on the size and nature of the infrastructure relating to the event, development approval may be required prior to the erection of any infrastructure or advertising display as per the Development Regulations 2008. A certificate from a qualified installer or engineer confirming the temporary structures have been erected in accordance with appropriate specifications may also be required prior to the start of the event.

Detailed site map

Producing a site map will assist with forming the layout of the event and ensure adequate space for all of the elements.

The site map shall identify the location of all aspects of the event including; equipment, activities, permanent and temporary infrastructure, generators, amenities, parking, vehicle access routes, water, seating, emergency access, etc.

The site selected shall match expectations of size, location and available facilities. Consideration should be given to existing Council infrastructure and park features such as waterways, fencing and buildings.

Risk Assessment

Emergency Response Plan

BUILDING AND STRUCTURE REQUIREMENTS

Will marquees, tents, temporary fencing and/or stalls be installed at the event?* Yes No

Size*
Number of structures *

Description and Purpose*
Name of supplying contractor/installer *

Will staging be installed at the event?* Yes No

Size*

Description and Purpose*

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STALL HOLDERS

Are there any other participants apart from the event organiser involved in the event?*

Yes No

If YES:

- Ensure an SF160 Stall Holder/Exhibitor Permit is completed for each participant. A copy of their Certificate of Currency for Public Liability Insurance needs to accompany the completed Stall Holder Permit including food and beverage stalls.
- Complete "Final List of Stall Holders" (including animal amusements and amusement rides) and return with the completed application.

Note:

The Event Organiser will also need to complete additional Final List of Food Stall Holders for the food and beverage stalls. See Section 'Food and Beverage'

ENTERTAINMENT

The Permit Holder shall exercise all reasonable care to ensure disturbance by way of noise or other activities to residents or other occupiers of the area are minimal.

The Council shall in its discretion determine whether such disturbance has exceeded minimal standards in line with the Yorke Peninsula Council's by laws.

Generators, amusement rides, amplified music or public address systems shall not be used before 8.30am Monday to Saturday, and before 10.00am on Sundays and Public Holidays. Event set up may occur from 7.00am Monday to Saturday, and from 9.00am on Sundays and Public Holidays. All events must conclude by sunset unless otherwise agreed and written consent has been obtained from Council.

Will a public address system or amplified music be at the event?*

Yes No

If YES, please refer to the Environmental Protection Authority (EPA) 'Noise' information sheet via the following link: www.epa.sa.gov.au

ROAD CLOSURES

Temporary road closures have specific times of operation and conditions and will be implemented in accordance with legislative requirements. It is paramount applications for temporary road closures are received 30 days prior to the event due to external approvals required and advertising of the closure in the Yorke Peninsula Country Times. Failure to provide this application 30 days prior to the event may result in the application being delayed or declined.

Will a road closure be required?*

Yes No

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If YES, please ensure SF107A Application for Temporary Road Closure has been completed and attached to this application.

ALCOHOL

A Limited Liquor Licence may be required if the service or supply of liquor is intended as part of your event. Please contact Consumer and Business Services (CBS) via 131 882 or www.cbs.sa.gov.au to find out if the event requires a Limited Liquor Licence.

If a Limited Liquor Licence is required an application can be completed on the CBS website.

Please be aware that Dry Zones are set up throughout the Council area. These zones may prohibit the serving or supplying liquor in specific areas at certain times, unless a Limited Liquor Licence is obtained.

Dry Zones:

- Maitland Town Centre *24 hours*
- Port Victoria Foreshore/Main Street/Jetty *10pm-8am*
- Edithburgh Foreshore/Main Street/Town Centre *10pm-8am*
- Port Vincent Foreshore/Town Centre *10pm-8am*
- Ardrossan Foreshore/Town Centre/Jetty *10pm-8am*
- Stansbury **New Years Eve ONLY** *10pm-8am*

Will alcohol be available/served at the event?*

Yes No

Will liquor be sold at the event?*

Yes No

Will there be a cover charge to enter the Event?*

Yes No

Have CBS been contacted to see if a licence is required?*

Yes No

Is a Limited Liquor Licence required?*

Yes No

If YES, is a letter of support required from Council?*

Yes No

If a Limited Liquor Licence is required, please provide a copy of the Limited Liquor Licence issued from CBS.

FOOD AND BEVERAGE

The Event Organiser is responsible for ensuring all food and beverage vendors comply with food safety practices, as set by Councils Environmental Health Officer and the Food Act 2001. The Event Organiser must complete and return the Final List of Food Stall Holders as a part of the Event Application. An inspection of the catering facilities at the event may be conducted by Councils Environmental Health Officer.

Food safety information can be found on the SA Health website www.sahealth.sa.gov.au

Will there be food and beverage stalls at the event?*

Yes No

If YES, please complete Final List of Food Stall Holders for the events and return with the completed application.

PROTECTION OF COUNCIL GROUNDS AND FACILITIES

Remediation Of Council Grounds And Facilities

Where remediation of an event site is required as a result of event activity, the remediation can occur in one of two ways:

- Permit Holder remediates according to Council's instructions and to the satisfaction of Council within agreed time frames; or
- Permit Holder pays Council to remediate the site

Remediation will be charged to the Permit Holder on the basis of the direct cost to Council, including all labour, materials and out-of-pocket expenses. The Permit Holder is responsible for all costs associated with remediating the site to its original condition and this responsibility extends to all event staff, contractors and attendees.

CLEANING AND WASTE MANAGEMENT

When required, Council is able to supply six (6) maroon waste bins for the duration of the event. Council will deliver the bins to site and collect after the bins are emptied. It is a requirement for these bins to be placed out for waste collection by the event organiser.

Will assistance be required with waste management?*

Yes

No

If NO, what measures will be in place to manage waste for the duration of the event?*

TOILET FACILITIES

It is the Event Organisers responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the event. Should the toilets be left in an untidy manner and require special attention following the event, an additional cleaning fee will be deducted from the bond (if applicable) or the Permit Holder may be issued an invoice. (Refer to the Event Planning Toolkit)

If the event site does not have adequate toilet facilities it is the responsibility of the hirer to provide additional toilets, toilet paper, etc., at the Permit Holders cost. The Permit Holder shall liaise with Council regarding the delivery, location and removal of the temporary toilets. Accessible facilities must be available and well lit to avoid security and safety hazards. Toilets must be located away from food storage and service areas.

Council toilets are cleaned regularly but Permit Holders shall leave the toilets in a clean and tidy state. If Council is required to undertake additional cleaning of the toilets following an event, the Permit Holder may be charged with a cleaning fee or the bond (if applicable) may not be refunded.

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A Limited Liquor Licence will stipulate the number of toilets required under the conditions of the licence. It is the licence holder's responsibility to comply with these conditions. Heavy penalties can apply if the licence holder does not comply.

Number of Male Toilets (Including urinals)*

Number of female Toilets*

Number of facilities for persons with disabilities?*

Will additional toilet facilities be required?*

Yes

No

If YES, please complete Portable Toilet Booking SF134 and return with the completed application.

FIRST AID

All events require the Event Organiser to provide First Aid facilities. It is recommended for all medium and large scale events (approximately more than 200 people) that professional first aiders be in attendance (ie. St Johns)

Will First Aid be provided at your event?*

Yes

No

If YES, please provide details

If NO, please specify why First Aid is not being supplied

ANIMALS

If an animal nursery, petting zoo or display is planned for the event, ensure animal faeces are removed immediately so no health risks or inconveniences arise.

To ensure good hygiene, full hand washing facilities shall be provided. A buffer zone shall be put in place between animals and any stalls selling food and beverages.

Will the event include the use of animals?*

Yes

No

If YES, please refer to 'Animal Contact Guidelines' and the 'Contact with Animals and Your Health' brochure issued by SA Health or contact Council's Environmental Health Officer on 8832 0000 for further information. These brochures can be found by visiting the SA Health website www.sahealth.sa.gov.au

AMUSEMENT STRUCTURES

Amusement Structures (classified as Class 2-5) cannot be used or operated unless a current certificate of registration issued by SafeWork SA or an Interstate WorkSafe Authority can be provided (where applicable).

If the amusement structure is classified as Class 1, evidence shall be provided by the Event Organiser that the amusement structure does not require registration.

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All amusement structures must also have:

- Appropriate space and suitable ground surface allocated for each ride, including access and egress for patrons;
- Appropriate fencing surrounding rides; and
- Appropriate soft-fall area for inflatable structures.

Will there be amusement structures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES then complete below:			
1. - Description of amusement structure:			
Name of supplying contractor:			
Copy of current registration Certificate for Class 2-5 Amusement Devices provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Current evidence (no greater than 12 months prior to the date of the proposed event) of inspection by a competent person and statement it is safe to use or operate for Class 1 Amusement Devices provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2 - Description of amusement structure:			
Name of supplying contractor:			
Copy of current registration Certificate for Class 2-5 Amusement Devices provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Current evidence (no greater than 12 months prior to the date of the proposed event) of inspection by a competent person and statement it is safe to use or operate for Class 1 Amusement Devices provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

If more that two (2) amusement structures will be in use, please attached additional forms with details as per above requirements.

FIREWORKS

Requests to hold a fireworks display at approved events will be assessed on a case by case basis. A request will not be considered unless the display is being conducted by a licenced pyrotechnician (Refer to the Event Planning Toolkit for further information).

Fines of up to \$5000 (enforced by the State Government) apply for possessing or using fireworks without a licence. Please contact SafeWork SA via 1300 365 255 or www.safework.sa.gov.au for further information.

Will there be a firework display at the event?*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide the following documents:			
<input type="checkbox"/>	Name and Contact Number of Pyrotechnician:		
<input type="checkbox"/>	Pyrotechnician's licence		
<input type="checkbox"/>	Certificate of Currency for Public Liability Insurance (minimum \$10 million)		

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- Schedule 9 Permit issued by CFS Headquarters (if applicable during 15 Nov – 30 April)
- Schedule 10 Permit issued from CFS Headquarters (only applicable on a declared Total Fire Ban Day)
- Risk Assessment (provided from Pyrotechnician) for display
- Detailed Site and Management plan
- Aquatic Activities Licence issued from Department Planning Transport & Infrastructure (required if the exclusion zone extends over the water)

POWER

Power cords must not be run along the ground uncovered. They shall be either be placed in cable trays or raised 2.75 metres above walking areas (including grassed areas) and 5 metres above roads (or in places where vehicles are likely to traverse).

All electrical equipment should have a current test tag, which has been conducted by a qualified technician.

Power is not available on all Councils land and fees may apply where power is available.

Will access to Council power facilities be required?*

Yes

No

If Yes, Will all cables be in approved cable tray or strung above ground?*

If No, please provide details of how cables will be managed during the event (risk assessment)*

SIGNAGE AND PROMOTION

Advertising is not permitted on Council property or Road Reserves without written permission of Council. Approved advertising is displayed at the risk of the Permit Holder.

Will signage or promotional material be displayed for the event?*

Yes

No

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If YES, please provide details (size, location, advertisement details)*

GENERAL

The Event Permit is not transferrable.

The Permit Holder, where appropriate, shall ensure they are licenced or registered to carry out the activity authorised by the issuing of this Event Permit.

Whilst the Event Permit allows the Permit Holder to use a designated space or facility for a specific purpose, the Permit Holder shall not prevent other people from using areas surrounding the approved event site.

The Permit Holder shall comply with and give all notices required by any Legislation, Regulation or By-Law relating to the activity. In particular, participants agree to comply with the Food Act (SA) 2001 and Food Safety Standards, Liquor Licensing Act (SA)1997, Fire and Emergency Services Act (SA) 2005 and Work Health Safety Act (SA) 2012.

Permit Holders shall ensure at all times they have sufficient numbers of persons (over the age of 18 years) available to properly supervise and manage all activities at the event site or facilities (including amenities buildings).

Safety

All non-fixed items (umbrellas, displays, signage, etc.) shall be suitably anchored to prevent 'wind lift off' and be in a safe condition.

Use of sporting equipment (such as javelins, discus, hammers, golf balls, etc.) that may injure other open space users is prohibited.

It is the responsibility of the Permit Holder to ensure that all contractors are made aware of their legal obligations as per relevant standards.

Non Approval of Permit Application

Council has the right to refuse the use of any of its land at its discretion. Such circumstances may include:

- Submission of an incomplete, misleading and/or incorrect Event Permit Application;
- Insufficient prior notice provided to Council for assessing an application and reviewing required licences, permits, certificates, etc.;
- Inability of Permit Holder to provide required licences, permits, certificates, etc.;
- Impacts on the general public, local residents and businesses;
- Conflicts with other events already approved for the area; and
- Submission of an application to hold an event that is not consistent with Councils values and objectives.

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Cancellation

If the event needs to be cancelled please notify Council no later than 10 business days prior to the scheduled event set up date.

If an event is cancelled due to extreme weather, all hire fees will be refunded. Extreme weather will be defined as weather that threatens the immediate or long term safety of individuals, as a result of rain, lightning, wind or temperature.

A refund will not apply where the event was deemed to have commenced prior to cancellation.

APPLICANT DECLARATION

I declare the information provided in this application is to the best of my knowledge, true and correct. I also understand that if the information is incomplete, more information may be requested and therefore the application may be delayed or rejected.

I acknowledge that if the information provided is misleading, any approval granted may be void and any costs incurred by Council may be recovered.

I understand that once I have submitted the application, hire fees and a refundable bond may be payable.

I acknowledge that I have read and agree to the Event Permit Terms & Conditions*

Applicant name*	
Applicant signature*	Date*

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Final List of Food Stall Holders

List the food businesses and type of food (including alcohol and other beverages) being provided at the event.

Type of Food	Facilities Required / Utilised	Supplier / Caterer	Contact Details	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
			Name	
			Address	
			Phone	
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			Phone	
			Name	
			Address	