

RESERVE USE - APPLICATION TO STAGE AN EVENT

Applications must be submitted at least 6 weeks prior to your event.

This application under Section 68 of the Local Government Act is required for events on Council managed reserve areas, which include one or more of the following activities.

Select all the activities below that apply to your event. You may tick more than one.

Please indicate

- Engage in a trade or business
- Direct or procure a theatrical musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- Play a musical instrument or sing for a fee or reward
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting
- Install or operate an amusement device
- Use a standing vehicle or any other article for the purpose of selling any article in a public place
- Static Display
- Public Assembly
- Road Closure
- Other (please specify) _____

Office Use Only/CRM

EVENT DETAILS

Name of Reserve/Location required

Name of event

Date/s of operation of event

Time/s of operation

Contact person for event

Contact phone number



EVENT DETAILS continued

Description of Event

Set up/bump in date

Set up time

Departure/bump out date

Departure time

Estimated number of people expected to attend/participate

Are you selling anything?

Yes No

What is being sold?

Are you charging an entry fee?

Yes No

If yes, how much? _____

Is the event open to the general public?

Yes No

APPLICANTS DETAILS

Applicant's Name

Contact person for event

Email Address

Telephone (Business Hours)

Event Mobile

Organisation Name/Address



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CERTIFICATE OF CURRENCY



Attach - Event Organisers Certificate of Currency

Please attach your Public Liability Insurance Certificate of Currency with a minimum of \$20 million coverage and must include Port Macquarie-Hastings Council as an Interested Party - **note your application will not be processed unless this has been received.**

SITE PLAN



Attach - You are required to submit a site plan (can be attached separately) OR draw below. Site Plans for Town Green and Westport Park are available to download on Council's website.

Please include on your site plan the exact location of everything that will be on-site at the event including bin locations, entry/exit points, market stalls/marquees etc, amenities, stages/fences etc



ACTIVITIES ASSOCIATED WITH YOUR EVENT

AMUSEMENT DEVICES Yes No

Is the amusement a jumping castle/inflatable children's device? Yes No

Is the amusement a mechanical device? Yes No
If yes, Council inspection and fees apply.

Type and Number of Amusement Devices

Company Name of Operator/Workcover Number

 **Attach - Please provide a copy of the amusement provider's current Workcover Authority Registration & Public Liability Certificate of Currency (min \$20M).**

ELECTRICITY Yes No

Do you require use of Port Macquarie-Hastings Council's power?
Supply facilities if available at reserve? Yes No

Power access fee apply - please indicate power requirements:-
 Single Phase - 10amp No. required _____ Three Phase - 32amp No. required _____

If not using Council's power, please provide details of your intended power source.

Licensed Electrician/Contractor

Licence No.

Telephone No.

AMPLIFIED SOUND Yes No

Will there be musical performances/entertainment? Yes No

Type of amplified sound (band, PA system etc)

Type of performance/entertainment

Commencement Time

Finishing Time



OUTDOOR LIGHTING

Yes No

Type of lighting

Commencement Time

Finishing Time

TEMPORARY STRUCTURES/STAGES

Yes No

Temporary structures or enclosures includes **tents, marquees, booths, stalls, stages, shade structures** etc.

Are you proposing to use any of the temporary structures as an Entertainment venue?

Yes No

No. of structures

Type of temporary structures proposed

Dimensions of each temporary structure in square metres

Will any structures be required to remain on the reserve overnight? If yes, what security or safety measures will be in place?

Yes No

A development application may be required to be submitted if you propose to install temporary structures with a combined area greater than 300m²; a stage or platform with floor area greater than 50m²; or use a temporary structure as an entertainment venue. Big top /large tents with a floor area greater than 100m² will require an occupation certificate please contact our Duty Planners on 6581 8111 for further information.

STAGE/S

Height of each stage or platform measured from ground level

Dimensions of each stage or platform

If structures are remaining on reserve overnight what security and/or safety measures are proposed?

ROAD CLOSURES/PARKING & TRAFFIC

Yes No



If your event requires temporary road or car park closures, or impacts on vehicular traffic flows or pedestrian movement, separate approvals are required.

Please provide a brief description of the intent for the road closure or the impact your event will have on traffic flow and parking.

A Council representative from the Transport Administration team will contact you if separate approvals are required.

PYROTECHNICS DISPLAY (FIREWORKS)

Yes No

Firework displays are to be launched from a river barge only. Launching is not permitted on any Council park or reserve.

Time of display _____

Duration of display _____



Attach - The applicant is to provide Council with a copy of:

- Approved Notification of Pyrotechnics Display granted under the Explosives Act 2003, issued by WorkCover NSW, for this event.
- Licensed operator's public liability insurance
- Prior to the event, submit the Aquatic Licence issued by Roads & Maritime Services (when issued)

AQUATIC ACTIVITIES

Yes No

If yes, separate approvals may be required. Please contact Roads & Maritime Services www.rms.nsw.gov.au/maritime.

Will your event impact on access to any boat ramps? Yes No

If Yes, please provide details of the aquatic activities.



Attach - The applicant is to provide Council with a copy of:

- Prior to the event, submit the Aquatic Licence issued by Roads & Maritime Services (when issued)
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WASTE MANAGEMENT



PORT MACQUARIE
HASTINGS

Litter bins located on our reserves are for the use of the general public and not for the use of organised events. Litter generated during the event is the event organiser's responsibility. Clean up's **must be carried out during and immediately after the event as required.**

Please outline the management strategy in place to ensure the event site is clear of waste during and following the event:

Please indicate the number and location of bins on your site plan. Note - for calculating the number of bins to be provided, estimate **1 litre per attendee** and divide this into the different waste streams, this rate increases for food focused events where more food and beverages will be served. Typically in these instances 1 litre per attendee per meal is applicable.

Please indicate the waste service provider for each applicable waste stream below.

Waste Provider	Recycling Provider	Organics Provider (if applicable)
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Waste services may be organised through one of our preferred providers listed below:-

- J R Richards Waste Services - 6580 3300 (waste, recycling & organics)
- Port Macquarie-Hastings Council - 0407 417 414 (waste)
- Remondis Pty Ltd - 6585 0899 (waste, recycling & organics)
- Ezy Waste n Recycle - 1300726515 (waste & recycling)

Depending upon the type and size of your event you may be required to submit a detailed waste management plan. Information and guidelines are available on Council's website www.pmhc.nsw.gov.au or by contacting Council's Environmental Services team on 6581 8111. Note: Council can also provide assistance with specific bin caps and signage if required.

AMENITIES Yes No

Where Council's amenities on site are insufficient, additional amenities are to be provided.

No. of toilet facilities proposed to be provided _____
Provider of the Service: _____
Name _____ Phone No _____

SAFETY & SECURITY Yes No



Do you have an Emergency Management Plan?

Yes No



Attach - If Yes, attach a copy of the Emergency Management Plan.

How many trained first aid personnel?

What times will they be on site?

How many security guards?

What times will they be on site?

VEHICULAR ACCESS REQUIREMENTS

Yes No

Where vehicle access is required to a reserve there is a potential risk of damage, you will be required to submit a bond prior to the event. (Either \$2,000 for small events or \$6,000 for large events)

How many vehicles will be requiring access?

Set up time

Departure time

Will the vehicles be remaining on the reserve for the duration of the event?

Yes No

Description of vehicles requiring entry.

PERFORMING ANIMALS

Yes No



Attach - A copy of your current licence/s

Type of animals to be exhibited/performing.

ALCOHOL

Yes No



Attach - If Yes, please forward a copy of the liquor licence when issued by the NSW Office of Liquor, Gaming and Racing prior to the event.

SALE/PROVISION OF FOOD

Yes No

Each food vendor is required to submit an **Application To Operate a Temporary Food Stall** or hold a current licence to operate one. The event organiser is to ensure that each food vendor holds current public liability insurance. For further enquiries please contact Council's Food Safety Officer Mark Derwent on 6581 8111.

Please provide details of food to be sold/served at the event.

Caterer/Stallholder Information

OTHER ACTIVITIES

Yes No

Details of other activities proposed.

IMPORTANT NOTE

- **The processing of your application may be delayed and/or approval may not be issued if supporting documentation is not received.**
- If approved, you agree to the conditions of approval and abide by these conditions in accordance with your event. Non-compliance of these conditions will invalidate the approval. The conditions of approval will be forwarded to you with your approval notice.
- The applicant is responsible for the management and safety of the event and is to ensure that all employees, volunteers, or contractors comply with any conditions of use, plans of management or policies relating to the reserve area.
- If you outsource market stall holders, entertainers, amusement operators etc, to take part in your event, unless your insurer agrees to cover them as part of your cover and this is noted on the policy, the onus is on the organiser to ensure that each person/group taking part holds their own public liability insurance.

ATTACHMENTS



**Have you included all the required attachments with your application?
Incomplete applications will not be processed.**



Checklist:

- Event Organisers Certificate of Currency (Public Liability Insurance)
- Site Plan for your event
- Amusement provider's Workcover Authority Registration & Public Liability Certificate of Currency
- Approved Notification of Pyrotechnics & licensed operator's Public Liability insurance
- Aquatic Licence
- Emergency Management Plan
- Performing animals licence
- Liquor licence

SIGNATURE

By signing this application, I acknowledge the information provided in this document with regard to my proposed event, and accept that approval of my event is subject to providing the appropriate certificates and licenses to Council pertaining to the information within the application.

Applicant's Signature Date.....

OFFICE USE ONLY

FEE DETAILS - Cashier Code 59

Date Paid	Receipt No	Fee
		\$126.00

PRIVACY AND PERSONAL INFORMATION
Port Macquarie-Hastings Council is committed to handling your personal information in accordance with the Privacy Act

COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION
By providing your personal information, you acknowledge consent that Port Macquarie-Hastings Council will use this information to assess your application to hold an event on Council controlled land. If you choose not to provide this information, it may affect our ability to assess your application

