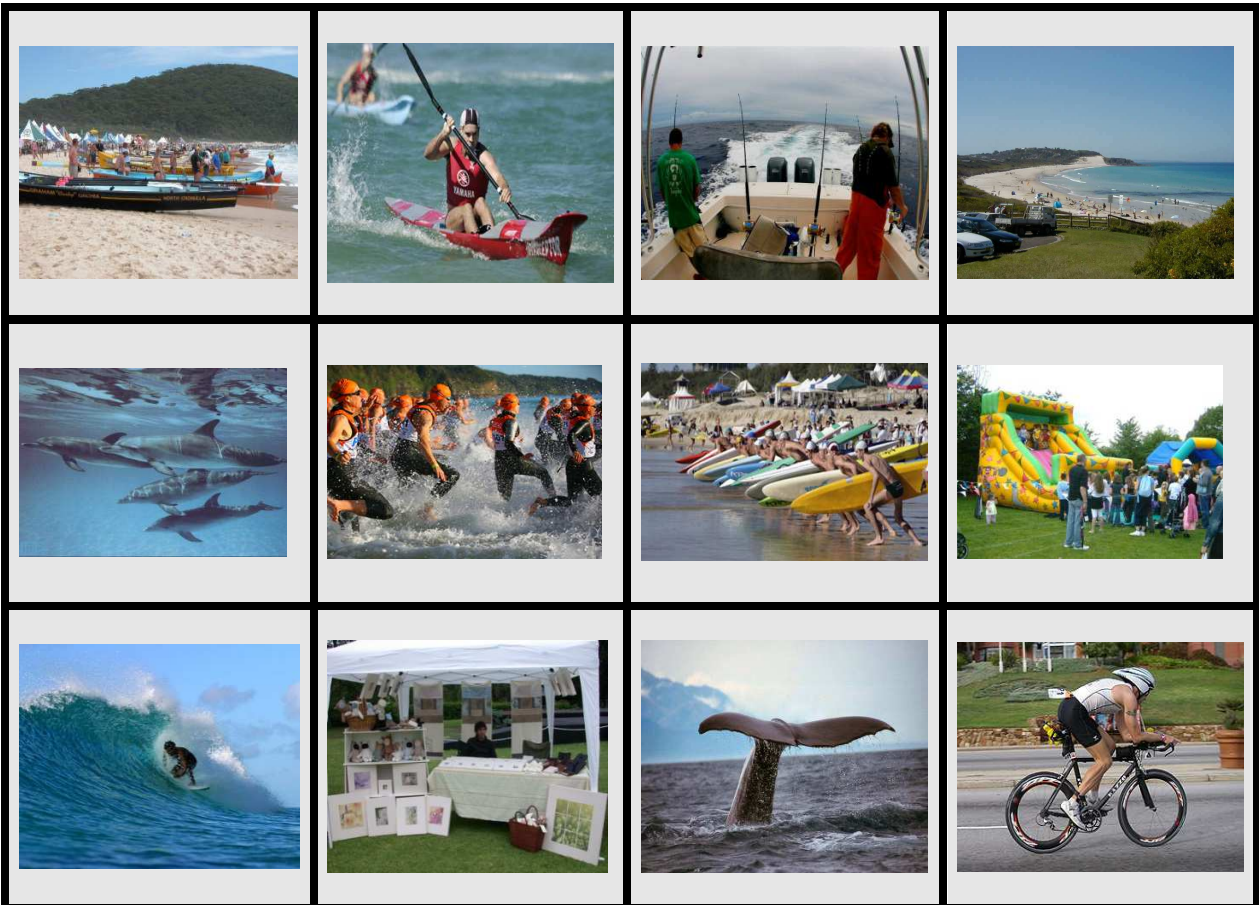




Great Lakes
COUNCIL

GREAT LAKES COUNCIL

APPLICATION TO CONDUCT A SPECIAL EVENT





Great Lakes Council APPLICATION TO CONDUCT A SPECIAL EVENT

Made in accordance with the Great Lakes Council Special Events Policy

Post your application to: Great Lakes Council PO Box 450 FORSTER NSW 2428	If you require assistance in completing your application please contact:: 02 6591 7230.	Office Use Only Date _____ Receipt No. _____ Amount _____ <p style="text-align: center;">Application Number</p>
Alternatively your application may be hand delivered to the Council's Customer Services Counter in Breese Parade, Forster.		

This form should be completed in all cases where an organised event is to be held on Council owned or controlled land within the Great Lakes local government area, and fits the definition contained in Great Lakes Council's "Special Event Management Policy"

Please complete fully and legibly using a black pen. **It is important to provide as much information as possible for each question. An answer of 'N/A' is not acceptable if the questions pertains to your proposed event. The applicant should attach additional pages should the response require it. In all cases you will need to submit a plan showing the proposed location and layout of the event venue.**

This application is to be completed in conjunction with "The Guide to Completing a Special Event Application".

Council is asking you to provide this information in order to:

- ensure that you are aware of relevant Council policies and understand your obligations in this regard;
- ensure that you have thoroughly planned the event and consulted with relevant groups, have made efforts to reduce impacts on local residents, and have allowed for contingencies such as bad weather, personal accident, parking and waste removal;
- ensure that Council has a very clear picture about the nature of the event proposed, and all related activities, including the relevant lines of accountability and contact details for relevant personnel; and

Upon assessment of this application you **may** need to submit a Development Application to stage your event.

PRIVACY STATEMENT: The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters and take relevant actions required under related planning legislation, regulations, standards, codes, policies etc in relation to dealing with your application. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is required by law and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information, which will ultimately be stored in Council's records system. You may make application for access or amendment to information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.

Part One	Applicant and Details of Special Event
Applicant	<p>Title: Mr Ms Mrs Other: _____</p> <p>Family name or Organisation: </p> <p>Given Names:.....</p> <p>Organisation:.....</p> <p>If a Company or Organisation provide details of Legal status, eg. school, incorporated association, company, etc: </p> <p>Postal address:</p> <p>.....</p> <p>Telephone..... Mobile:.....</p> <p>Email:</p> <p>Applicant's Signature:.....</p>

Part One	Applicant and Details of Special Event
	<p>1.1 Event Details Describe the proposed event, i.e. Carols by Candlelight, major sporting event, Corporate Promotion etc.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Where is the proposed event to be conducted?</p> <p>.....</p> <p>.....</p> <p>Date(s) you propose to conduct the event?</p> <p>.....</p> <p>What are the estimated numbers of participants/spectators?</p> <p>Participants..... Spectators.....</p> <p>What are the set up and pull down day/date, times</p> <p>Set Up..... Pull Down.....</p> <p>What are the hours of operation of the Special Event?</p> <p>Start..... Stop.....</p> <p>1.2 Site Plans Details here should include but not limited to:-</p> <ul style="list-style-type: none"> • Pedestrian and crowd movements i.e. entry & exit, queuing and emergency exit & evacuation points. • Toilets & amenities, first aid stations. • Traffic and vehicle movements, parking & emergency vehicle access. • Event operational area, back of house & storage areas - crowd and spectator areas.

1.3 Insurances

Do you currently have public liability insurance and/or do you understand your insurance obligations as set out in Council's Special Events Management Policy? (attach Certificate of Currency)

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1.4 Risk Management Plan

Please consider and supply a Risk management plan including risk management and emergency management procedures.

As a guidance note this plan should follow the methodology of the International Standard of Risk Management; ISO 31000, which continues to adopt the key methodology of AS/NZS 4360.

Note: Great Lakes Council can provided assistance & templates for the production of this plan if required.

1.5 Will the organising body be responsible for management and conduct of the event, or will this be fully or partly undertaken by contractors (If required attach contractor details separately).

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1.6 If professional event organisers are not being employed, please provide details of any previous events managed by the organising group/applicant:

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1.7 Council requires the names and telephone numbers of those members (more than 1) of the organising group who will be on site during the event.

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1.8 Wet Weather Contingency (provide details of wet weather plans)

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Part Two	General Details of Special Event <i>If you have responded YES to any of the questions below you are required to provide more detail in the appropriate section</i>
	<p>2.1 Power requirements Do you require access to mains power? And/or use generators Yes <input type="checkbox"/> complete section in part 3 No <input type="checkbox"/> (also mark these details on your site plan)</p> <p>2.2 Vehicle Access requirements Will you need to drive vehicles into reserves? Yes <input type="checkbox"/> complete section in part 3 No <input type="checkbox"/></p> <p>2.3 Cleaning, rubbish collection and recycling services Do you require the provision of additional Garbage Collection and recycling facilities to meet the needs of your Special event? Yes <input type="checkbox"/> complete section in part 3 No <input type="checkbox"/> <i>Note: The sale of food, beverages and other consumables will impact on your need to provide additional Waste Management facilities</i></p> <p>2.4 Toilet facilities Have you considered the provision of additional toilet facilities to meet the needs of your Special Event? Yes <input type="checkbox"/> complete section in part 3 No <input type="checkbox"/> <i>Note: The sale of food and beverages will impact on your need to provide additional toilet facilities.</i></p> <p>2.5 Food and Beverages Do you plan to sell or supply food or drinks, including alcoholic beverages? Yes <input type="checkbox"/> complete section in part 4 No <input type="checkbox"/></p> <p>2.6 Traffic Flows / Parking / Road Closures Will the conduct of your Special Event create significant increases or changes to traffic flow, demand on parking or require road closures within the immediate area of the Special Event? Yes <input type="checkbox"/> complete section in part 5 No <input type="checkbox"/> <i>Note: Council may require the creation of a Traffic Control Plan or Transport Management Plan.</i></p> <p>2.7 Banners, Signs & Temporary Structures / Marquees Does your Special Event require the placement of Banners, Signs or Temporary Structures / Marquees? Yes <input type="checkbox"/> complete section in part 6 No <input type="checkbox"/></p>

2.8 Ceremonial Fires, Fireworks & Amusement Rides

Does your Special Event involve Ceremonial Fires, Fireworks or Amusement Rides?

Yes complete section in part 7 No

2.9 Sponsorship

Will your Special Event involve sponsorship?

Yes complete section in part 8 No

2.10 Other Agencies

Does your event require associate approvals from other managing agencies?

- National Parks
- Marine Parks
- Maritime
- NSW Police
- etc

Yes complete section in part 9 No

Parts 1,2,3 & 4	Waste Management, Toilet Facilities & Power Requirements
	<p>Power requirements Do you require access to mains power? Please detail requirements e.g. demand, number of phases etc </p> <p>Are you proposing to use generators? Please provide details </p> <p>Vehicle Access requirements Will you need to drive vehicles into reserves? When, where and why? </p> <p>Cleaning, rubbish collection and recycling services <i>Note: The sale of food, beverages and other consumables will impact on your need to provide additional Waste Management facilities</i> </p> <p>Toilet facilities Have you considered the provision of additional toilet facilities to meet the needs of your Special Event? <i>Note: The sale of food and beverages will impact on your need to provide additional toilet facilities.</i> </p>

Part Five	Food and Beverages
	<p>Food/Drink Sales Please provide brief details of food/drinks sales:-</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Liquor sales If alcohol to be provided at the event, what types of alcoholic beverages are to be provided? Do you have or will complete and application for a Liquor Licence? Please provide details.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Part Six	Traffic/Transport Management
	<p>Road Closures Do you require closing or partially closing any roads to allow for the safe conduct of your Special Event? <i>Note: Council may require the creation of a Traffic Control Plan or Transport Management Plan.</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Parking Will your Special Event create significant pressure on parking facilities within the local area?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Traffic Flows Will the conduct of your Special Event create significant increases or changes to traffic flows within the immediate area of the Special Event?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Part Seven	Banners, Signs and Marquees
	<p>Banners and Signs Provide details of signs or banners you are proposing to erect in or around the event venue?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Temporary Structures/ Marquees Please provide details of any structures, which you propose to erect at the event venue.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Part Eight	Ceremonial Fires, Fireworks and Amusement Rides
	<p data-bbox="464 376 722 409">Ceremonial Fires</p> <p data-bbox="464 414 823 448">Please provide full details</p> <p data-bbox="464 495 1374 510">.....</p> <p data-bbox="464 566 1374 582">.....</p> <p data-bbox="464 638 1374 654">.....</p> <p data-bbox="464 710 1374 725">.....</p> <p data-bbox="464 799 812 833">Use of fireworks / Fires</p> <p data-bbox="464 837 831 871">Please provide full details.</p> <p data-bbox="464 918 1374 934">.....</p> <p data-bbox="464 990 1374 1005">.....</p> <p data-bbox="464 1061 1374 1077">.....</p> <p data-bbox="464 1151 730 1184">Amusement rides</p> <p data-bbox="464 1189 1382 1223">Will the proposed event involve the provision of amusement rides</p> <p data-bbox="464 1227 839 1261">Please provide full details?</p> <p data-bbox="464 1308 1374 1323">.....</p> <p data-bbox="464 1379 1374 1395">.....</p> <p data-bbox="464 1451 1374 1467">.....</p> <p data-bbox="464 1523 1374 1538">.....</p> <p data-bbox="464 1594 1374 1610">.....</p> <p data-bbox="464 1666 1374 1682">.....</p> <p data-bbox="464 1738 1374 1753">.....</p>

Part Nine	Sponsorship
	<p data-bbox="448 427 807 461">Naming Rights Sponsor</p> <p data-bbox="448 465 1382 533">Do you propose to / have a naming rights sponsor? If so, please provide full details.</p> <p data-bbox="448 589 1374 600">.....</p> <p data-bbox="448 658 1374 669">.....</p> <p data-bbox="448 728 1374 739">.....</p> <p data-bbox="448 786 687 819">Other Sponsors</p> <p data-bbox="448 824 903 857">Please details of other sponsors.</p> <p data-bbox="448 909 1374 920">.....</p> <p data-bbox="448 978 1374 990">.....</p> <p data-bbox="448 1048 1374 1059">.....</p> <p data-bbox="448 1120 1374 1131">.....</p> <p data-bbox="448 1189 1374 1200">.....</p> <p data-bbox="448 1258 1374 1270">.....</p>

Part Ten	Other Agencies
	<p>Does your event require associate approvals from other managing agencies?</p> <ul style="list-style-type: none"> • National Parks • Marine Parks • Maritime • NSW Police • etc <p>Provide details of each agencies involvement:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>