

Event Name  Event date  Event location

Event coordinator name & mobile number  Event coordinator email

Have you submitted an Event Application?  Yes  No **If no, please complete the Event Application before submitting this form.**

All Amusement Device Operators are required to notify Council and the relevant authorities of their intention to operate a device on public land.

As a condition of approval for this event, the event organiser is required to notify details of all Amusement & Inflatable Devices and Mechanical Rides operating at their event to Council four (4) weeks prior to the event, and to ensure each operator provides the necessary documentation within the required timeframes.

Further detail is provided in the Event Application and the accompanying *Guide to Completing an Event Application*. All necessary forms can be found on our website at [www.midcoast.nsw.gov.au](http://www.midcoast.nsw.gov.au) in our Forms Library.

Name of device	Description of device	Owner/ company	Contact Name & Email	Mobile No. during event hours	SafeWork Registration Number	Council Application submitted	* Required documentation sighted

\* Required documentation - Evidence of current SafeWork NSW Registration; Public Liability Insurance Certificate of Currency, stating MCC as an interested party; Risk Assessment Plan; detailed site plan.

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*Privacy: This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.*