

Event Application Form

Any event on Council owned or managed land must complete this form. Coolamon Shire Council is committed to working with organisations and community groups to hold successful events.

Applicant Details

Name			
Organisation or Community Group			
Address			
Phone		Mobile	
Email			
Website			
Facebook		Instagram	

Event Details

Event Name			
Location / Venue			
Date (s)			
Start Time		Finish Time	
Set-up Time		Pack-up Time	
Expected attendance numbers			
Wet weather plan			
Describe your event			
Is the event being held on Council owned or managed land? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will there be a fee or charge to attend the event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the event likely to be an ongoing event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will your event be open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you require the use of Council services or equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate these below: (Example: Bins, lighting, traffic controllers, equipment) Please not fees may apply.			

Insurance

It is mandatory for all event organisers to complete and submit insurance documentation. Copies of the Certificate of Currency for the organisation or community groups insurance covering the event dates are required. Your certificate of currency must note Council as an interested party and should be at a minimum of \$20 million.

Does your event have public liability insurance? Yes No

Insurances must be provided from every person/persons who will be providing a service at your event. (eg: market stalls, food vendors, performers).

Risk Assessment

It is mandatory for all event organisers to complete and submit and risk assessment. Event safety is very important and a risk assessment is required for all events as part of the application process.

Attached Risk Assessment Yes No

Event Specifics

Please indicate if any of the following are relevant to your event:

- 1 Fireworks
- 2 Amusements (eg: Jumping castles, petting zoo)
- 3 Consumption of alcohol
- 4 Food and drinks
- 5 Temporary structures
- 6 Market stalls
- 7 Bands, musicians or performers
- 8 Traffic disruption or road closures
- 9 Banners

Please note that third parties involved must have public liability.

1 Fireworks

Fireworks require approval from Service NSW as a single event approval. Please visit <https://www.service.nsw.gov.au/transaction/apply-fireworks-single-use-licence>

Name of pyrotechnic company	
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Location of fireworks	
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Attach copies of	<input type="checkbox"/> Insurance <input type="checkbox"/> Risk Assessment from company
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Has approval been obtained from Service NSW for use of Fireworks? Yes No
(Please provide a copy of this approval).

If unable to attach to this application, indicate when they will be available:

2 Amusements

List amusements	
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Copies of public liability and insurance documents are to be provided before the event date.

Please note approval under Section 68 of the Local Government Act 1993 is required for certain devices. Please contact Council to discuss further and gain approval.

3 Alcohol

Which option applies to your event? BYO Sold Supplied

What type of liquor licence have you applied for?

Has an application been lodged? Yes No

Detail how you will enforce responsible service of alcohol

4 Food and Drinks (non-alcoholic)

Please provide details on the type of food and drinks being provided

List food and drink providers

All stall holders have provided a copy of their certificate of currency? Yes No

Copies of public liability and insurance documents are to be provided before the event date.

Council's Safe Food Handling Policy is to be provided to food and drink stall holders. This is the responsibility of event organisers.

5 Temporary Structures

Please provide details of all temporary structures that will be used at your event. (eg: Maruquees, tents, stages)

6 Market Stalls

Please provide details on the type of markets being provided

List market stalls

Copies of public liability and insurance documents are to be provided before the event date.

All market stalls have provided a copy of their certificate of currency? Yes No

7 Bands, musicians or performers

Please provide details on the type of markets being provided

List bands, musicians or performers

All bands, musicians and performers have provided a copy of their certificate of currency? Yes No

Copies of public liability and insurance documents are to be provided before the event date.	
8 Traffic disruption / Road closures	
Does your event disrupt or impact traffic? Either traffic or pedestrian. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your event require a road closure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to the above, Submission of a 'Special Event Transport Management Plan Template' form and a Traffic Control Plan (TCP) will be required.	
Traffic Control Plan	
Do you require Council to develop Traffic Control Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you provide your own Traffic Control Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No (Traffic Plans must be prepared by person with current accreditation).	
Traffic Control	
Do you require Council to provide traffic control as per the Traffic Control Plan and accept the responsibility of associated costs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you arrange qualified personnel other than Council to provide Traffic Control? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note. If Council is required to develop and complete your Traffic Control Plan, a fee will be charged (as per Council's fees and charges). Please complete 'Request for Plant Hire / Carry Out Private Contract Work' Form if required.	
9 Banners	
Are you seeking permission to erect banners on Council poles and/or property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe banner and proposed location	

Required Documentation

Kit 1 - Large Event Application	Kit 2 - Small Event Application	Kit 3 - Private Event Application
<input type="checkbox"/> Event Application Form (this form) <input type="checkbox"/> Event Site Plan <input type="checkbox"/> Program <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Certificate of Currency Public Liability <input type="checkbox"/> Notice of Intention to Hold a Public Assembly Road Closure: (If applicable) <input type="checkbox"/> Special Event Transport Management Plan Template <input type="checkbox"/> Traffic Management Plan	<input type="checkbox"/> Event Application Form (this form) <input type="checkbox"/> Event Site Plan <input type="checkbox"/> Program <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Certificate of Currency Public Liability	<input type="checkbox"/> Event Application Form (this form) <input type="checkbox"/> Risk Assessment

Signature

Event Organiser			
Name (Print)		Date	
Signed			

Contact Us

Tourism and Business Development Officer Laura Higgins 02 6930 1831 lhiggins@coolamon.nsw.gov.au hello@visitcoolamonshire.com.au	Community Development Officer Jessica Inch 02 6930 1840 jinch@coolamon.nsw.gov.au	Coolamon Shire Council 02 6930 1800 council@coolamon.nsw.gov.au
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