Coolamon Shire Council
Event Application Kit

Kit 2
Small Event Application

Contact Us

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Holding an Event on Council Owned or Managed Land

Coolamon Shire offers a range of fantastic parks, open spaces and community halls that are available for you to use and enjoy. We actively encourage local and community events to be held on land owned and managed by Council.

This Kit

The purpose of this application kit is to assist event organisers through the various stages, forms and documentation required by Coolamon Shire Council.

Event organisers are encouraged to read through this information before completing the event application. We also encourage event organisers to contact the events team prior to submitting an event application.

The Application Process

1. **Read this information pack** and make sure you understand everything you need to provide. If things are missing when you submit your application, delays could result in your approvals.

2. **Consult:** We strongly advise that you speak with Council staff before starting your application. Council staff will be able to talk you through the required documentation and provide some additional information and helpful hints.

3. **Prepare your documentation:** This kit outlines what you need to complete when preparing an event application. Make sure you provide as much information as possible when completing the required forms.

4. **Lodgement:** The easiest way to complete your application form is to email the completed documentation through. Alternatively you can post or hand deliver.

The ensure Council has adequate time to review your application and/or request further information, the below timing is requested:
- Private and Small Event Application Kits – 2 months before event
- Large Event Application Kits – 4 months before event

Processing your Application

Your application will be assessed and processed once received. Communication will be provided back to event organisers once this process is complete.

Council has a responsibility to ensure that events in streets, parks, garden and halls are properly organised and safely managed. An early application will give Council more time to assist and will give event organisers more time to plan a successful event.

Things to think about when preparing your application

- Event Location
- Dates
- Event Numbers, Lost Children, Crowd Control
- Insurance
- Power
- Sound
- Lighting
- Stage, Marquee or Tent Requirements
- Toilets Facilities
- Food, Alcohol and Water
- Waste Management
- Road Closures
- Parking / Public Transport
- Accessibility
- Security
- Noise
- First Aid
- Signage
- Weather Conditions

Event Application Form

If you are holding an event in the Coolamon Shire please complete an 'Event Application Form'. The application form provides Council with your event details for review and assessment. A number of documents are required to be attached to your application, these include:
➔ Event Site Plan
➔ Program (outline of activities)
➔ Risk Assessment Plan
➔ Certificate of Currency Public Liability

Further information is detailed below on the above forms and documents.

Events may require a one-off Development Application. If your event requires additional Development Consent, a staff member will contact you to advice if this is required.

Event Site Plan and Program
Event organisers are required to provide Council with an event site plan, this is a plan/diagram of the site that details a number of items.

The site plan needs to include the following, if they apply to your event:
• Stage arrangements – layout and location
• Lighting
• Sound, speaker and musician set up
• Location of marquees, tents and stalls
• Location of toilets
• First aid station(s)
• Security information
• Parking arrangements
• Location of attractions and/or amusements
• Positioning of temporary boundaries or fencing (entry/exit points, ticket box)

Your program should list or outline activities planned for the event.

Risk Assessment and Management
Event safety is very important and a risk assessment is required for all events as part of the application process.
The reasons for providing a risk assessment are:
• Duty of Care to provide a safe place for event staff, volunteers, participants and attendees
• Protecting the event owner and partners

• Protecting the reputation of the event
• Complying with insurance requirements

Some examples of hazards include, holes in the ground, electrical leads, overcrowding, uneven surfaces, alcohol affected behaviour and water hazards. These hazards can be rectified with simple solutions. By identifying potential risks early, you can develop measures that reduce the chance of an accident or emergency.

Basic Process of Risk Management
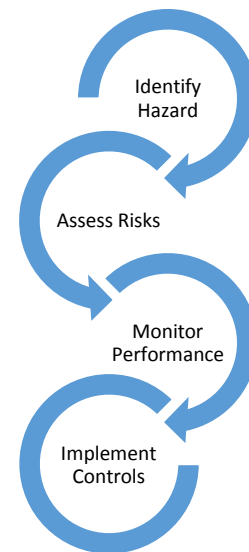
Certificate of Currency Public Liability
It is mandatory that the event has comprehensive public liability insurance. Managing a public event includes ensuring the safety of event organisers, staff, volunteers and the public.

Please note that your certificate of currency must note that Council is an interested party.

Council's public liability insurance cannot be extended to cover external groups or businesses, therefore your organisation will need to produce a Public Liability Certificate of Currency. The event will not be permitted to commence without this in place and provided to Council.

If other organisations are participating in the event, it is important to ensure they also have appropriate public liability and copies are provided to Council (For example, if your event has food and

market stalls attending you will be required to obtain insurance documentation).

If your organisation or community group does not have public liability and you are unable to obtain, you might want to consider collaborating with another community group that has insurance.

Development Application Requirements

A Development Application (DA) is a formal request for permission to carry out proposed development, including the use of premises.

Holding an event may require the lodgement of a development application to Council.
Some events are exempt from development which is determined under the *State Environmental Planning Policy 2008 (Exempt and Complying).*

If your event requires additional Development Consent, a staff member will contact you to advice if this is required. If you would like to discuss the DA process, please contact Council's Planning and Development Team.

Information regarding the State Environmental Planning Policy can be found here - http://www5.austlii.edu.au/au/legis/nsw/consol_reg/seppacdc2008721/

Other Information

Noise
Noise at events can be higher than normal. Factors contributing to noise levels can include music, large crowds, vehicles and generators. Remember to factor in the likelihood of high noise levels and manage them to minimise the effect on neighbouring residents. Noise pollution is a source of many complaints to authorities in communities.

Security
Event security may be required. The circumstances under which you many need security include ticketed entry, alcohol service, valuable goods, equipment or vehicles on site.

Food Stalls
To ensure the operation of food stalls are carried out according to adequate Health and Safety requirements, Council's Safe Food Handling Policy should be referenced.

Inspection of food stalls may be required by Council. Please contact Council's Planning and Environmental Services section to discuss further.

Event organisers and food stalls are to be made aware of Council's Safe food handling policy. It is the responsibility of event organisers to pass this information onto stall holders.

Alcohol
If you are intending to serve or supply alcohol at your event, visit the below websites for information regarding issues that may affect the service of alcohol and approval requirements.
- www.olgr.nsw.gov.au/liquor_license_apps.asp
- www.onegov.nsw.gov.au/new/categories/liquor-gaming

Promoting your Event
There are a number of methods and channels to market and promote your event. Your research into your markets should help you decide how best to reach attendees. These can include media releases, partnerships, mailing lists, website, social media, word of mouth, TV, radio and print advertising.

Parking
Parking needs to be carefully managed. Take into account the number of cars your event may attracts, the lighting in the parking area if the event is after dark, clear marked signage and traffic controllers.

Accessibility
Assess your venue for accessibility. Event attendees with disabilities need to be able to enter the venue and use all amenities.

Event Evaluation
It's important to evaluate your event, reviewing your event will enable future improvements and growth. Ways to evaluate your event can include a survey, meetings with major partners and word of mouth.

Required Documentation - Checklist

- ☐ Event Application Form
- ☐ Event Site Plan
- ☐ Program (outline of activities)
- ☐ Risk Assessment
- ☐ Certificate of Currency Public Liability

Fees and Charges

There is no fee to lodge your event application. Your event may incur a fee if you are required to complete any of the below:

- Development Application Consent
- Road Closures
- Use of Council Staff or Equipment
- Hire of particular buildings

Event organisers will be notified of any fees and charges after you lodge your event application.

Templates and Documents

A number of templates and documents are attached within this kit. If you have any questions or require additional information please contact the events team. Individual documents are listed on www.visitcoolamonshire.com.au.

Contact Us

Events Team
Tourism and Business Development Officer
Laura Higgins | 02 6930 1831
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Community Development Officer
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Coolamon Shire Council
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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? ☐ Yes ☐ No

Will there be a fee or charge to attend the event? ☐ Yes ☐ No

Is the event likely to be an ongoing event? ☐ Yes ☐ No

Will your event be open to the public? ☐ Yes ☐ No

Will you require the use of Council services or equipment? ☐ Yes ☐ 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	
Location of fireworks	
Attach copies of	☐ Insurance ☐ Risk Assessment from company

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	

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. ☐ Yes ☐ No
Does your event require a road closure? ☐ Yes ☐ 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? ☐ Yes ☐ No
Will you provide your own Traffic Control Plan? ☐ Yes ☐ 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? ☐ Yes ☐ No
Will you arrange qualified personnel other than Council to provide Traffic Control? ☐ Yes ☐ 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? ☐ Yes ☐ 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
☐ Event Application Form (this form) ☐ Event Site Plan ☐ Program ☐ Risk Assessment ☐ Certificate of Currency Public Liability ☐ Notice of Intention to Hold a Public Assembly **Road Closure:** *(If applicable)* ☐ Special Event Transport Management Plan Template ☐ Traffic Management Plan	☐ Event Application Form (this form) ☐ Event Site Plan ☐ Program ☐ Risk Assessment ☐ Certificate of Currency Public Liability	☐ Event Application Form (this form) ☐ Risk Assessment

Signature

Event Organiser			
Name (Print)		Date	
Signed			

Contact Us

Tourism and Business Development Officer	Community Development Officer	Coolamon Shire Council
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Event Risk Assessment

It is mandatory for all event organisers to complete and submit and risk assessment with event applications. If inspection reveals that use of the facility will not be safe, do not proceed until action is taken that assures the risk has been eliminated.

Event Name		Event Location	
Assessment completed by		Event Coordinator	
Signature		Reviewed by	
		Review date	

Please refer to the next page for details regarding Likelihood, Consequence and Rating.

Event Activity *Activity or task involved in event*	Hazards/Issues *What could go wrong*	Controls to be implemented	Person allocated responsibility	Likelihood	Consequence	Rating

Likelihood

Likelihood	Category	Description
Almost Certain	A	The hazard/issue is expected to occur in most circumstances
Likely	B	The hazard/issue will probably occur in most circumstances
Possible	C	The hazard/issue should occur at some time
Unlikely	D	The hazard/issue could occur at some time
Rare	E	The hazard/issue may occur only in exceptional circumstances

Consequence

Consequence	Category	Example detail Description
Catastrophic	5	• Irreversible damage • Catastrophic financial loss • Single Death/ multiple long term or critical injuries • National and International Concern / exposure
Major	4	• Harm requiring restorative work • Major financial loss • Single minor disablement/ multiple temporary disablement • State wide Concern / exposure
Moderate	3	• Temporary, recoverable service failure • Residual pollution requiring cleanup work • High financial loss • Injury / medical treatment required • Local community concern
Minor	2	• Brief service interruption • Remote, temporary pollution • Medium financial loss • Minor First Aid • Customer complaint
Insignificant	1	• Low financial loss • Basic First Aid • Resolved in day-to-day management

Rating

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	Medium	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	Medium