

## Do you need to complete an event application for council approval?



- There will be amusement rides.
- There will be fireworks displays.
- There will be food sold.
- There will be alcohol sold.
- There will be market stalls.
- There will be large temporary structures/stages.
- There will be traffic disruption or road closures.
- There will be noise/parking implications.
- There will be a requirement for Council resources Eg: staff, equipment, traffic controllers, waste management. *Please note costs may apply.*

Yes, to all or any of the above

No to all

#### **Kit 3 - Private Event Application**

- The event is not open to the public.
- No traffic disruption or closures
- No alcohol will be sold.
- No food will be sold.
- No amusement rides.

Eg: Weddings in parks, small sporting event for schools at local sports ground.

This kit requires you to:

- Complete Event Application
- Complete Risk Assessment



## Kit 1 – Large Event Application

This kit requires you to:

- Complete Event Application Form
- Complete Risk Assessment
- Provide
   Certificate of
   Currency Public
   Liability
- Provide Site Plan
- Provide Program
- May require Traffic Control Plan
- Check Food Stall Policy
- May require development consent.

# Kit 2 – Small Event Application

This kit requires you to:

- Complete Event Application Form
- Complete Risk Assessment
- Provide Certificate of Currency Public Liability
- Provide Site Plan
- Provide Program
- May require development consent.

Please note each event will be assessed individually.

Further documentation may be required.

#### **Contact Us**

Tourism and Economic Development Officer

Matt Holt 0419 944 616 | mholt@lockhart.nsw.gov.au

Lockhart Shire Council 02 6920 5305 | mail@lockhart.nsw.gov.au