



# Lockhart 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

Lockhart 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 Lockhart 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 guide 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. Lodgment: The easiest way to complete your application form is to email the completed documentation through.

To 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 – 3 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 Lockhart 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 – listing Council as interested party.

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 advise 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 and Lockhart Shire
- 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. (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 lodgment 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 advise if this is required. If you would like to discuss the DA process, please contact Council's Planning and Environment Team.

## 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 may need security include ticketed entry, alcohol service, valuable goods, equipment or vehicles on site.

## Food Stalls

To ensure the operation of food stalls is 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 Environment 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 on to 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](http://www.olgr.nsw.gov.au/liquor_license_apps.asp)
- [www.onegov.nsw.gov.au/new/categories/liquor-gaming](http://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. Consider the number of cars your event may attract, the lighting in the parking area if the event is after dark, clearly 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.

## Event Resources

Council has several free event resources available to use. Please contact us or visit our website.

## 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 included within this kit. If you have any questions or require additional information, please contact the events team. Individual documents are listed on [www.lockhart.nsw.gov.au](http://www.lockhart.nsw.gov.au).

## Contact Us

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## Event Application Form

Any event on Council owned or managed land must complete this form. Lockhart 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 note 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 group's 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 to you from every person/persons who will be providing a service at your event. (e.g.: 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 (e.g.: 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	<input type="checkbox"/> Insurance <input type="checkbox"/> Risk Assessment from company
Has approval been obtained from Service NSW for use of Fireworks? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please provide a copy of this approval.)	
If unable to attach to this application, indicate when they will be available:	
<b>2. Amusements</b>	
List amusements	
Copies of public liability and insurance documents are to be provided to you 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.	

<b>3. Alcohol</b>	
Which option applies to your event? <input type="checkbox"/> BYO <input type="checkbox"/> Sold <input type="checkbox"/> Supplied	
What type of liquor licence have you applied for?	
Has an application been lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail how you will enforce responsible service of alcohol	
<b>4. Food and Drinks (non-alcoholic)</b>	
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. <input type="checkbox"/> Yes <input type="checkbox"/> 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.	
<b>5. Temporary Structures</b>	
Please provide details of all temporary structures that will be used at your event. (e.g.: Marquees, tents, stages)	
<b>6. Market Stalls</b>	
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. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>7. Bands, musicians or performers</b>	
Please provide details on the type of entertainment being provided	
List bands, musicians or performers	
All bands, musicians and performers have provided a copy of their certificate of currency. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies of public liability and insurance documents are to be provided before the event date.	



<b>8. Traffic disruption/Road closures</b>	
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.	
<b><i>Traffic Control Plan</i></b>	
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).	
<b><i>Traffic Control</i></b>	
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.	
<b>9. Banners</b>	
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 Road Closure ( <i>If applicable</i> ) <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

<b>Event Organiser</b>			
Name (Print)		Date	
Signed			

## Contact Us

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## Event Risk Assessment

It is mandatory for all event organisers to complete and submit a risk assessment with event applications. If inspection reveals that use of the facility will not be safe, do not proceed until action is taken to ensure 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 <i>Activity or task involved in event</i>	Hazards/Issues <i>What could go wrong</i>	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	<ul style="list-style-type: none"> <li>Irreversible damage</li> <li>Catastrophic financial loss</li> <li>Single Death/multiple long term or critical injuries</li> <li>National and International concern/exposure</li> </ul>
Major	4	<ul style="list-style-type: none"> <li>Harm requiring restorative work</li> <li>Major financial loss</li> <li>Single minor disablement/multiple temporary disablement</li> <li>State-wide concern/exposure</li> </ul>
Moderate	3	<ul style="list-style-type: none"> <li>Temporary, recoverable service failure</li> <li>Residual pollution requiring cleanup work</li> <li>High financial loss</li> <li>Injury/medical treatment required</li> <li>Local community concern</li> </ul>
Minor	2	<ul style="list-style-type: none"> <li>Brief service interruption</li> <li>Remote, temporary pollution</li> <li>Medium financial loss</li> <li>Minor First Aid</li> <li>Customer complaint</li> </ul>
Insignificant	1	<ul style="list-style-type: none"> <li>Low financial loss</li> <li>Basic First Aid</li> <li>Resolved in day-to-day management</li> </ul>

## 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