



## LACHLAN SHIRE COUNCIL

Wiradjuri Country

### Event Application Form

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The Event Application Form should be completed for events that are proposed to be held on council owned or managed land, or public land in Lachlan Shire. If some of the sections included in this form do not apply to your proposed event simply note 'Not applicable'.

Lachlan Shire Council is committed to working with organisations and community groups to deliver safe and enjoyable events. Please submit the event application form to Lachlan Shire Council at least twelve (12) weeks prior to your event. If you are seeking Financial or In-Kind Support Assistance for your event, please submit your event application form within the funding round dates (1 March-15 April and 1 August-15 September), in line with the Community Donation and Event Guidelines on the Lachlan Shire website. All applications can be submitted by:

Email: [events@lachlan.nsw.gov.au](mailto:events@lachlan.nsw.gov.au) or [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au).

Mail: Lachlan Shire Council PO Box 216 CONDOBOLIN NSW 2877

Direct: To Council offices in Condobolin or Lake Cargelligo

For information on Council assistance – please refer to the Community Donation and Event Support Policy and Community Donation and Event Guidelines on the Lachlan Shire website.

#### Useful Contacts

Organisation	Phone Number	Website
Lachlan Shire Council	02 6895 1900	<a href="http://www.lachlan.nsw.gov.au">www.lachlan.nsw.gov.au</a>
NSW Police – Condobolin	02 6895 6600	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>
NSW Police – Lake Cargelligo	02 6895 6680	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>
NSW Ambulance	13 12 23	<a href="http://www.ambulance.nsw.gov.au">www.ambulance.nsw.gov.au</a>
Service NSW	13 77 88	<a href="http://www.service.nsw.gov.au">www.service.nsw.gov.au</a>

## Event Details

Event Name:			
Event Date:			
Event Start Time:			Event Finish Time:
Expected number of attendees:			
Event Location:			
Entry to the event:	<b>Free</b> Yes or No	<b>Ticketed</b> Yes or No	Cost of Tickets:
Event is	<input type="checkbox"/> off street	<input type="checkbox"/> on street moving	<input type="checkbox"/> on street non-moving
Describe the main purpose of your event and what activities will be involved:			
Who is the target audience?			
Is this event likely to become an annual event	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Council assistance - In-Kind Support	<input type="checkbox"/> No	<input type="checkbox"/> Yes, funding app required	
Council assistance - Donation	<input type="checkbox"/> No	<input type="checkbox"/> Yes, funding app required	

## Organiser Details

Organisation Name:	
Contact Person:	
Position in Organisation:	
Address:	
Phone:	
Mobile:	
Email:	
Event Website:	
Event Facebook Page:	
Secondary Contact:	
Phone:	
Email:	
Position	

Is the organisation not for profit?

(click on the appropriate box) Yes  No

Will the event organising body be responsible for the total management of the event?

(click on the appropriate box) Yes  No

If no, please provide details of the person or organisation responsible for the total management of the event below:

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## Event Overview

**SITE PLANNING:** Please show the placement of all existing and temporary equipment proposed to be set up on a site plan to be attached. Ensure items below are included on the site plan if appropriate.

<b>Fencing</b>	<b>No</b>	<b>Yes</b>	Existing fence:	Temporary fence:
<b>Marquees</b>	<b>No</b>	<b>Yes</b>	Number of marquees:	Size of marquees:
<b>Stages</b>	<b>No</b>	<b>Yes</b>	Number of stages:	Size of stages:

**SITE PLAN / MAP:** the event organiser must create a site plan of their event and provide to Council with their Event Application Form. You can enquire to Council's Event Administration Officer at [events@lachlan.nsw.gov.au](mailto:events@lachlan.nsw.gov.au) for a copy of outdoor venue maps (where available) or use online resources i.e. Google Maps.

**TRAFFIC MANAGEMENT:** If you are proposing to close a road or change normal traffic conditions and it is supported by the road managers, then you will be required to provide a traffic management plan that can be developed by Council staff.

<b>Could your event impact traffic on a road/footpath in and around the event site?</b>	<b>No</b>	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Yes, a Traffic Control Plan may be required from Council</li> <li>• Include on the site plan/map names of the road/s affected</li> <li>• Fun runs / cycle events / marches include the direction of the course on a site plan/map and any equipment proposed to be set up on or near the road</li> <li>• Include an adequate area for parking at the event.</li> </ul>
<b>Will road closures apply?</b>	<b>No</b>	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Yes, a Traffic Control Plan will be required from Council</li> </ul>

**SITE SERVICES:** Where possible please visit the site while developing your application.

<b>Are camping facilities required?</b>	<b>No</b>	<b>Yes</b>	Should an event organiser require camping, they must seek written permission from Council. There is no guarantee of approval.
<b>Is power available onsite that you require access to?</b>	<b>No</b>	<b>Yes</b>	Describe the power to be used and show on the site plan.
<b>Is there a water point on site that you require access to?</b>	<b>No</b>	<b>Yes</b>	Describe what the water will be used for and show on the site plan.
<b>Are there public toilets on the event site?</b>	<b>No</b>	<b>Yes</b>	Please show their location on the site plan.
<b>Are you providing extra temporary toilets?</b>	<b>No</b>	<b>Yes</b>	Please show their location the site plan.

Are there existing bins on the event site	No	Yes	How many and include their location on the site plan.
Are you providing extra bins?	No	Yes	How many and include their location on the site plan.

## PROPOSED ENTERTAINMENT

Describe the entertainment program			
Do you require a banner/large display item to be erected?	No	Yes,	a section 68 approval will be required
Is live or recorded music part of the entertainment plan?	No	Yes,	a section 68 approval will be required
Will there be speakers and amplified noise at the event?	No	Yes,	a section 68 approval will be required
Will there be fireworks at the event?	No	Yes,	Fireworks must be operated by a pyro- technician who is licensed by SafeWork NSW, for further details visit <a href="http://www.safework.nsw.gov.au">www.safework.nsw.gov.au</a> . Safework NSW approval must be provided.
Will there be inflatable items set up (i.e. Jumping castle, sumo suits, arches etc.)	No	Yes,	a risk assessment from the operator will be required and devices must comply with the current Australian standard.  Please show location on the site plan.
Will there be amusement devices at the event?	No	Yes,	a section 68 approval will be required and devices must comply with the current Australian standard.  Please show location/s on the site plan.
Will there be an animal involvement in the event?	No	Yes,	please refer to hazards/risk assessment. Risks must be addressed for Council approval of event.  Please show location on the site plan:

## FIRST AID

Do you plan to have first aid at the event?	No	Yes,	please include the location and provider of First Aid on the site plan
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## FOOD AND BEVERAGE

Note: The location and nature of event will determine if permission will be granted to the sale of food and beverage.

Do you plan to sell or serve food at the event?	No	Yes,	please list details on the third-party details form including Public Liability and Regulatory requirements.  Please show the location of the proposed food vendors on the site plan.
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Do you plan to sell or serve alcohol at the event?	No	<p><b>Yes, Show on the site plan where the alcohol areas will be. Please list details on the third-party details form. Please provide a copy of the applicable liquor license.</b></p> <p><i>NB: a liquor license will need to be applied for from Liquor and Gaming NSW. Further information can be found on the website at <a href="http://www.liquorandgaming.nsw.gov.au">www.liquorandgaming.nsw.gov.au</a></i></p>
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<b>REQUIRED DOCUMENTATION</b>	
<p><i>As part of your event permit application you will be required to submit the following documentation. Please ensure all documentation required is attached.</i></p>	
Public liability insurance to the value of \$20,000,000, noting Lachlan Shire Council and NSW Police as interested parties. Policy must be current for the event date and by a valid insurer.	Attached
Risk assessment - Lachlan Shire Council's or your organisation's format.	Attached
Schedule 1 Form – Notice of Intention to Hold a Public Assembly (required by NSW Police)	Attached
A signed copy of the indemnity form, required for events on Crown Land only.	Attached
Lachlan Shire Council In-Kind Support Form	Attached
Third Party Details – copy of Public liability insurance to the value of \$20,000,000	Attached
Site Plan/Map	Attached
Lachlan Shire Council Funding Application form (if required)	Attached

<b>AUTHORISATION</b>	
<p><b>I have completed the Event Application form to the best of my knowledge and agree to adhere to all of the reasonable requests made during the assessment and planning phase that may be stipulated by Lachlan Shire Council and other agencies.</b></p>	
Print name:	
Signature:	
Date:	

**Privacy Note:** This completed form contains your personal information we are collecting for the purpose of organising and administering an event. Provision of the information is voluntary; however, if insufficient information is provided, we will be unable to process your application. The information will be stored in council's business systems. We will not disclose your personal information to anybody else, unless you have given consent, or we are authorised or required to do so by law. Our Privacy Management Plan explains the lawful grounds on which we collect, use, disclose and transfer personal information. It also explains how you can seek access to, or amendment of the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint.