



## **THIRD PARTIES – REQUIREMENTS AND DETAILS**

For any event where a third party is operating, it is the responsibility of the Event Organiser to obtain and keep on file details of all Third Parties, including suppliers and contractors etc, who will be participating in or are involved in the event. These details are also required to be passed on to Council to keep on file.

A third party by definition, is an entity that is involved in some way in an interaction that is primarily between two other entities. This includes food vendors, coffee vendors, canteen operators, amusement rides and inflatable devices, volunteer organisations such as Rotary and Lion's Club who may operate a BBQ, entertainers (includes bands and singers), fireworks operators, children's entertainers and sporting activity groups etc.

The Event Organiser must obtain and check the following information in regards to the third party:

- √ A valid public and products liability Certificate of Currency which includes the following information:
  - Ø The policy period covers the date of your event
  - Ø The policy has an insurance limit of no less than \$20million
  - Ø The insurer is an insurer approved to conduct business in Australia
  - Ø The Business Description in the certificate covers the activities / services which the 3<sup>rd</sup> party is being hired to carry out at the event
  - Ø The insured name is the same as the provider offering their services
  
- √ Hirer's name, Business Name, Phone Contact, Email Contact, Other regulatory requirements.
- √ Jumping Castles/Inflatable Devices - a separate Risk Assessment pertaining to the operation of any inflatable device must be obtained and passed on to Council. The device must also be designed, constructed and operated in accordance with the latest Australian Standard.

The below table will assist you to gather third party details for your event. However, this is not an exhaustive list, it is the responsibility of the event organiser to ensure they have all relevant information on file, and this information is kept for auditing purposes when necessary.

Hirer Name	Business Name	Business Activity/Description	Insurer	Public Liability \$20 million	Policy Schedule and Details	Phone contact	Email contact	Other regulatory requirements
Example – John Smith	Example – John’s Hotdogs	Example - Food Vendor	Example – Allianz	Yes	Yes – on file			Food Handling Certificate on file

**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.