

# Major Event Application

Mid Murray Council 49 Adelaide Road, Mannum SA 5238 - Phone 08 8596 0100 - [postbox@mid-murray.sa.gov.au](mailto:postbox@mid-murray.sa.gov.au)

For an event to be held on Mid Murray Council land or land under the care and control of Council.

Event Type	Description	Lodgement Deadlines
Major Event	An event expecting to attract over 50 people at any one time, includes additional stall holders or requires amplified music, temporary road closures or additional infrastructure, etc.	Strictly 90 days or more prior to the event

Examples of a **Major Event** may include a Club Gathering (with market type stalls), Market, Fair/Festival, Community Event, Events with Fireworks, and Events with Traffic Management Requirements, etc.

## 1. APPLICANT & EVENT DETAILS


Organisation:			
Primary Contact:		Position:	
Address:		ABN:	
Phone:		Mobile:	
Email:		Website:	

**Note:** The Primary Contact will be the only point of liaison with Council for the event. Community groups are required to provide minutes endorsing the Event Coordinators details.

Name of Event:			
Event Description:			
Date(s):			
Estimated Daily Attendance:		Attendance over Event Duration:	
Event Start Time:		Event End Time:	
Set Up Start Date and Time:		Pack Up End Date and Time:	
Entry Fee (if applicable):			

## 2. EVENT INSURANCE

**Note:** Event Organisers are responsible for the safety of event participants and spectators. Council does not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of your event.

 Please attach a copy of your Certificate of Currency of your Liability Insurance (Public and Products) to the minimum sum of \$20 million


If a copy has not been attached, please explain:



### 3. EVENT LOCATION

<b>Mannum:</b>	<input type="checkbox"/> Arnold Park <input type="checkbox"/> Mary Ann Reserve – South <input type="checkbox"/> Mary Ann Reserve – North <input type="checkbox"/> Other: _____	<b>Palmer:</b>	<input type="checkbox"/> Collier Park <input type="checkbox"/> Other: _____
<b>Morgan:</b>	<input type="checkbox"/> Riverfront Precinct <input type="checkbox"/> Other: _____	<b>Swan Reach:</b>	<input type="checkbox"/> Len White Reserve <input type="checkbox"/> Other: _____
<b>Bowhill:</b>	<input type="checkbox"/> Other: _____	<b>Tungkillo:</b>	<input type="checkbox"/> Pioneer Park <input type="checkbox"/> Other: _____
<b>Walker Flat</b>	<input type="checkbox"/> Walker Flat Reserve <input type="checkbox"/> Other: _____	<b>Purnong/Caurnamont:</b>	<input type="checkbox"/> Other: _____

Access requirements:

 **A Site Plan must be submitted showing the location of facilities and activities of the event. Please provide a copy of the site plan when lodging the application.**

When using a reserve, it is the responsibility of the event organiser to ensure that the cleanliness of the area is to their satisfaction prior to use, as the Council does not make special allowances. Event organisers must then clean up after their event.

*If an aerial photo is required to assist with your site plan, please contact Council on 08 8569 0100. The following points are a guide of what should be included on the site plan:*

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Directional signage locations</li> <li>• Drinking water</li> <li>• Emergency Services access and exit points</li> <li>• Emergency assembly point(s)</li> <li>• Entry and exit points (inc. disabled)</li> <li>• First aid posts</li> <li>• Fire extinguishers</li> <li>• Food stalls</li> <li>• Information points/booths</li> <li>• IT equipment</li> <li>• Licenced (Liquor) areas</li> <li>• Lost property/children</li> <li>• Road closures</li> </ul> | <ul style="list-style-type: none"> <li>• Parking (including disabled)</li> <li>• Performance/entertainment locations</li> <li>• Power (single or 3 phase)</li> <li>• Restricted or prohibited areas</li> <li>• Roads and paths</li> <li>• Rubbish bins</li> <li>• Seating and/or shade</li> <li>• Security</li> <li>• Stages/marquees</li> <li>• Structures (art installations or similar)</li> <li>• Toilets (permanent/temporary/disabled)</li> <li>• Vehicle access routes</li> </ul> |
|---|--|

#### 3.1 POWER

**Note:** Single-phase power involves a 240kw power outlet. Most domestic loads are single phase. Three-phase systems allow you to power larger motors and other devices such as generators. If using a portable power source for audio, power must be earthed.

Is power required for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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*If yes, safety issues must be considered. All power leads must be tagged and tested and must be covered with approved safety pads to prevent damage by both pedestrian and motorised traffic. Potential hazards relating to power must be addressed. Refer to Section 7: Risk and Emergency Management.*

Details of requirements:

#### 3.2 DANGEROUS SUBSTANCES (LPG CYLINDERS, FLAMMABLE LIQUIDS)

Will LPG Gas Cylinders or flammable liquids (e.g. petrol) be used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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*If yes, safety issues must be considered. Potential hazards relating to dangerous substances must be addressed and included in Section 7: Risk and Emergency Management.*

Will there be over 250kg of LPG or 120L of flammable liquids on the entire site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the Dangerous Substances Licence Number:	

Other information:

### 3.3 FACILITIES/EQUIPMENT REQUESTED FROM COUNCIL

Equipment Required	Amount	Details - <i>Pick Up - Who, When, Where, How?</i>
<ul style="list-style-type: none"> <li>Community Event Signage</li> </ul>		
<ul style="list-style-type: none"> <li>Bunting</li> </ul>		
<ul style="list-style-type: none"> <li>Star Droppers and Caps</li> </ul>		
<ul style="list-style-type: none"> <li>T Tops</li> </ul>		

**Note:** All requested equipment will need to be collected and returned by the Event Organiser and is by appointment only. Loaned equipment is to be returned in an "as like" condition. If items should become lost or damaged the Event Organiser is liable to pay for all damages/replacements required.

### 3.4 WASTE MANAGEMENT

Will your event require assistance with waste management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please provide details:

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### 3.5 TOILET FACILITIES

Please describe available toilet facilities:

☐ Permanent ☐ Temporary (Hired) ☐ Mixture of Both

Number of toilets	Female:		Male:		Disabled:	
Number of urinals			Male:		Disabled:	
Number of hand basins	Female:		Male:		Disabled:	

Details of hygiene considerations during the event (toilet cleaning, hand washing, drying, consumables stock):

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### 3.6 SIGNAGE

Will your event have temporary signage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please indicate below, including those under the provision of the Liquor Licensing Act.

Ambulance/First Aid locations	<input type="checkbox"/>	No smoking/alcohol (if appropriate)	<input type="checkbox"/>
Camping areas and facilities	<input type="checkbox"/>	Parking (including disabled)	<input type="checkbox"/>
Drinking water	<input type="checkbox"/>	Police	<input type="checkbox"/>
Emergency Services	<input type="checkbox"/>	Public transport pick up/drop off points	<input type="checkbox"/>
Food outlets	<input type="checkbox"/>	Security	<input type="checkbox"/>
Information centre(s)	<input type="checkbox"/>	Toilets and ablutions	<input type="checkbox"/>
Lost and found/stolen property	<input type="checkbox"/>	Pedestrian/wheelchair access	<input type="checkbox"/>

Will any signage be larger than 2m <sup>2</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Note:** If yes, development approval is required from Council.



Attach a copy of the Council Development Approval

### 3.7 TEMPORARY STRUCTURES AND CHANGES TO EXISTING FACILITIES

*If development approval is required, assessment for both Planning and Building may take up to 16 weeks.*

Will your event include any temporary structures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, provide additional information below:

Stages or platforms	Yes <input type="checkbox"/> No <input type="checkbox"/>
Break away stage skirts	Yes <input type="checkbox"/> No <input type="checkbox"/>
Seating stands	Yes <input type="checkbox"/> No <input type="checkbox"/>
Marquees/tents	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pre-fabricated buildings	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Development Approval been obtained from Council for temporary structures or changes to existing facilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Comments:

### 4. TEMPORARY ROAD CLOSURES

*Event organisers will be responsible for ensuring that suitably qualified traffic management officers and traffic management plans are provided to Council prior to any approval being granted.*

Will the event impact local traffic access, flows or speed or will it be necessary to close any roads or divert any traffic for your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Note:** If yes, please complete and attach an 'Application for Temporary Road Closure'. To allow time to meet all road closure requirements, both forms **must** be lodged **90 days or more** prior to the Event.

 **Attach a completed Application for Temporary Road Closure/Speed Restrictions**

**Note:** If this section is completed please ensure traffic is noted as a hazard/risk with documented controls as part of your risk assessment.

### 5. PUBLIC HEALTH, SAFETY & OTHER CONSIDERATIONS

#### 5.1 COMMUNITY & PUBLIC CONSULTATION

*If the event is likely to impact in any way on adjoining properties (e.g. noise, extra cars, road closures, it is recommended that the occupants be contacted well in advance of the event)*

Have adjoining property owners/occupiers been advised where required? (e.g. public notices in local print media, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Comments:

#### 5.2 NOISE

*Under the requirements of the Local Nuisance and Litter Act 2016, applicants are required to seek an exemption from Council from creating a local nuisance (Noise).*

Will your event include amplified music, speeches, etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please provide details including what will be amplified, volume (decibel level if known) and time:

#### 5.3 ANIMALS

*Events involving animals must comply with all RSPCA recommendations and standards to minimise or prevent harm or distress to the animals. Appropriate considerations are to be demonstrated for Transport, Handling and Containment of Animals, Waste Removal, Handwashing and Sanitation requirements.*

Does the event involve the use of animals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will people handle the animals in any way?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, provide additional details for the following:

Handwashing and other hygiene facilities:	
Transport, handling and containment of animals:	
Collection, storage and removal of waste: (e.g. bedding, manure, etc.)	

**Note:** Removal of animal waste is solely the Event Organiser responsibility. Failure to do so will incur additional costs to the Event Organiser.

## 5.4 LIQUOR LICENSING & ALCOHOL CONSUMPTION

Will alcohol be provided or sold?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Note:** If yes, a 'Limited Liquor License' may be required

 **Attach a copy of the Limited Liquor Licence**

Comments:

## 5.5 SECURITY

Will there be qualified security personnel in attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please provide details:

Company Name:		
Licence Details:		Number of Personnel on Site:
Contact Name:		Phone:
Time Security will be at Event:		Time Security will leave Event:

If no, please explain why security is not required:

## 5.6 FIREWORKS

Will there be any fireworks or other pyrotechnics at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, provide the Technician's details:

Company Name:		
Technician Name:		Permit Number:
Phone:		Email:

 **Attach a copy of the Technicians pyrotechnics licence and SafeWork SA Workplace Services Permit**

Detail how public exclusion zones will be managed:

*Ref: Explosives Act SA 1936*

## 5.7 AMUSEMENT STRUCTURES

Will there be any amusement structures operating at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, provide details and attach applicable information for each structure:

Type:			
Proprietor:		Registration Number:	

 Attach a copy of the SafeWork SA Workplace Services Certificate of Amusement Structure Registration

 Attach a copy of their Public Liability Insurance Certificate of Currency (minimum of \$10 million)

 Attach a copy of any other applicable licences and/or information

**Note:** Copy and attach additional pages as required

## 6. OTHER PARTICIPATING ORGANISATIONS/BUSINESSES/GROUPS

### 6.1 FOOD OUTLETS

Will food be sold at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please indicate the Food Business Notification (FBN) number for the food outlets in attendance. If the food outlet does not have a FBN number, please complete a Food Business Notification (FBN) form, available on Council's website.

A copy of Public Liability Insurance Certificate of Currency for the minimum sum of \$20 million must be lodged with Council at least 14 days **PRIOR** to the event for each participant.

Business Name	Contact Details	Type of Food (or provide copy of menu)	Food Business Registration Number
	Name:		<input type="checkbox"/> FBN _____ <input type="checkbox"/> Public Liability Insurance
	Address:		
	Phone:		

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	Phone:		

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	Name:		<input type="checkbox"/> FBN _____ <input type="checkbox"/> Public Liability Insurance
	Address:		
	Phone:		

Ref: Food Act 2001

### 6.2 STALL HOLDERS (NON FOOD RELATED)

Will any (non-food related) organisations/businesses be participating in the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, provide details of each business below:

Name of Stall/Exhibitor	Type of Stall (Products/Goods for Sale)	Contact Details	Documents
		Name:	<input type="checkbox"/> Public Liability Insurance Expiry:
		Address:	
		Phone:	

Name of Stall/Exhibitor	Type of Stall (Products/Goods for Sale)	Contact Details		Documents
		Name:		<input type="checkbox"/> Public Liability Insurance  Expiry:
		Address:		
		Phone:		

Name of Stall/Exhibitor	Type of Stall (Products/Goods for Sale)	Contact Details		Documents
		Name:		<input type="checkbox"/> Public Liability Insurance  Expiry:
		Address:		
		Phone:		

 Attach a copy of each businesses Public Liability Insurance Certificate of Currency (minimum of \$10 million)

 Attach a copy of any other applicable licences and/or information


## 7. RISK & EMERGENCY MANAGEMENT

### 7.1 RISK ASSESSMENT & CONTROL

**Note:** All events have risks, regardless of the nature or size. It is the event organiser's responsibility to identify and manage these risks. Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. In order to identify what risks need to be managed, a risk assessment must be conducted.

Further information, templates and assistance/guidance can be found at: <https://www.safework.sa.gov.au/industry/recreation-and-events/event-safety>

Will contractors be engaged to work at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be persons working at height?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be moving vehicles in the event space? (e.g. forklifts, motor vehicles, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>

 Attach a copy of your Risk Assessment

If a copy has not been attached, please explain:

### 7.3 EMERGENCY SERVICES NOTIFICATION

It is essential that event organisers notify Emergency Services of the event to assist in their planning for response to any emergency. Consult all services listed and include all requirements / recommendations they provide, and action taken below:

<b>SA POLICE</b>	Date Notified:		Notified By:	
Branch Name:			Branch Location:	
Contact Officer:				
Requirements /Recommendations				

<b>FIRE AUTHORITY</b>	Date Notified:		Notified By:	
Branch Name:			Branch Location:	
Contact Officer:				
Requirements /Recommendations				

<b>SA AMBULANCE SERVICE</b>	Date Notified:		Notified By:	
Branch Name:			Branch Location:	
Contact Officer:				
Requirements /Recommendations				

<b>HOSPITAL/HEALTH SERVICE</b>	<b>Date Notified:</b>		<b>Notified By:</b>	
<b>Branch Name:</b>			<b>Branch Location:</b>	
<b>Contact Officer:</b>				
<b>Requirements /Recommendations</b>				

## 7.4 COVID-19 SAFETY REQUIREMENTS

Major Event Applications are required to meet any COVID-19 restrictions applicable at the time of submission.

Council encourages all applicants to familiarise themselves with the current Emergency Management Direction on Public Activities, as well as the latest information on the official South Australian Government's website.



**Attach a copy of any relevant COVID Management Plans and/or documents**

If a copy has not been attached, please explain:

## 8. CONDITIONS

The Event Permit:

- is not a lease or tenancy – the event area remains a public place and, except as stated otherwise on the plan, neither the event holder nor their patrons have exclusive use of the event area;
- is limited to the particulars of this permit – any variation to details is at the Council's discretion;
- is not transferable;
- may be surrendered at any time through notification to the Council;
- is revocable by the Council as Local Government Act 1999 allows.
- During the period covered by the Event Permit, a copy of the Event Permit must be kept upon the event area, and upon request, produced to an authorised employee of Council.
- The Permit Holder organising and / or persons participating in private events in a reserve, park or garden, do so at their own risk. The Council accepts no liability for loss, and the Applicant / Permit Holder agrees to indemnify and keep indemnified the Council, its servants and agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- The Applicant / Permit Holder (or Organisation) shall take out and keep current a Public Risk Insurance Policy in the name of the Permit Holder (or Organisation) insuring the Permit Holder for the minimum sum of Twenty Million Dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Applicant / Permit Holder in relation to the activity.
- The Applicant / Permit Holder or any other participant, (e.g. a vendor of merchandise), where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Event Permit. The Permit Holder must ensure that all stall holders or performers associated with the Event provide required insurances. Any plant or equipment of the Permit Holder or its participants, must be presentable, clean, safe, and kept within the Event Area boundaries. Equipment and structures must be removed from the Event Area or secured at the close of business on each day of the Event. A marquee, staging, scaffolding or other temporary structure must be installed by qualified persons; electrical works must be carried out by qualified electricians; plumbing works must be carried out by qualified plumbers. Any plant or equipment of the Permit Holder or its participants brought upon the Event Area is at the Permit Holder's risk.
- The Permit Holder must not suffer upon the Event Area any disorderly conduct or a public nuisance.
- The Permit Holder must keep the Event Area safe, clean and free of rubbish.
- No vehicle of any type may be driven onto the reserve, park or garden without the prior written approval of Council. Unauthorised vehicle access on reserves is a breach of Council By-laws, and will result in the issue of an expiation notice.
- Umbrellas or marquees / tents must not be erected within the reserve, park or garden without written approval of Council.
- On the day of occurrence or, if not practicable, the next business day, the Permit Holder must advise Council in writing of:
  - any injury/s that required off-site medical treatment during the Event;
  - any loss, damage or defect of property under the Council's care, control and management;
  - any Police attendance in response to complaints, disorderly conduct or public nuisance;
  - any material variation, suspension, revocation or expiry of insurance or a third party consent, licence, permit or approval the Event Permit or Event requires.
- The event area must be restored to the same condition as prior to the event, by the date stipulated in the application or no longer than 48 hours after the event. If repair or replacement of damaged property is required by Council, Council may seek to recover costs from the Permit Holder.
- If by reason of the Permit Holder's (or its participants) default or negligence the Council claims any insurance the Permit Holder shall bear any excess or deductible for the claim.
- The Event Organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- The Council grants the Event Permit under Local Government Act 1999 s. 202 (in case of community land) and s. 222 (in case of a public road) and not in any other capacity. The Event Permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power.
- Permission may be revoked by Council if the Permit Holder fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
- Permission to commence the Event will not come into operation until proof of all required documentation has been provided to the Council and the Event Permit, authorised by Council, has been returned to the Permit Holder.
- The Permit Holder paying prescribed fee(s). Community organisation (non-profit), in lieu of monetary payment, are to recognise Mid Murray Council is promotion / advertising for the event to the same value. Refer Council's Fees and Charges schedule.
- The Permit Holder agrees to all 'Special Conditions for Permit', which the Council may determine.

## DECLARATION

I declare that I am over 18 years of age and have read and understand the permit conditions, and agree to abide by the said conditions.

<b>Name (Print):</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>

## FOR OFFICE USE ONLY

### *Council Authorisation*

<b>Application Approved:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>By (Print Name):</b>	<b>Date:</b>
<b>Position:</b>	
<b>Signature:</b>	

END OF DOCUMENT