



MINOR EVENT PERMIT APPLICATION

Record: _____
 Doc # MMC-SPE-FORM-000
 Issued July 2017
 Next Review Q1/2018

(For an event to be held on Mid Murray Council land or land under Council’s care and control)

Send To: Mid Murray Council, PO Box 28, MANNUM SA 5238; OR Email: Postbox@Mid-Murray.sa.gov.au

Minor Event Permit Applications **must** be lodged with Council **30 days or more** prior to the event.

1. EVENT DETAILS

I, _____
(Name)

For and behalf of: _____
(Organisation)

Here-in-after called the “Applicant / Permit Holder” make this Application to hold the event described below on Mid Murray Council land or land under Council’s Care and Control and declare I am over 18 years of age.

Address: _____

Contact Person: _____ Position / Title: _____

E-mail: _____

Best Contact Ph: _____ During Event: _____

Type of Event: _____

Brief Description: _____

Number of People: _____

Event Date: Start: _____ Finish: _____

Event Times: Start: _____ Finish: _____

Proposed Venue _____

Venue Address: _____

2. PUBLIC LIABILITY INSURANCE

Do you have Public Liability Insurance for the minimum sum of \$10 million? Yes No

A copy of the Certificate of Currency for the minimum sum \$10 million attached Yes No

3 NOISE

NOTE: 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 the Event include amplified music or speeches, etc.? Yes No

If YES, please provide details including what will be amplified, volume (decibel level if known) and times.

4. FOOD

Will food be provided (not sold) at the Event? Yes No

Type of Food	Facilities Required / Utilised	Supplier / Caterer	Contact Details	
			Name	
			Address	
			Phone	

5. LIQUOR LICENSING & ALCOHOL CONSUMPTION

NOTE: If YES, a 'Limited Liquor License' may be required

Will alcohol be provided (not sold)? Yes No

Copy of Limited Liquor License attached? Yes No

Notes / Comments:

6. 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 No

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 Section 8: Risk Assessment & Control

Details of requirements:

7. WASTE MANAGEMENT

Will your event require assistance with waste management? Yes No

If YES, please provide details:

8. OTHER PARTICIPATING ORGANISATIONS/BUSINESSES/GROUPS

Are any (non food related) organisations / businesses participating at this Event?

Yes

No

NOTE: Please list the any contractors and or services that will be engaged as part of the Event,(e.g. entertainment)

Business Name	Type of Service(s) to be Provided	Contact Details	
		Name	
		Address	
		Phone	

9. GENERAL CONDITIONS – MINOR EVENT PERMIT

1. This Permit does not give exclusive use of any total reserve, park or garden area, and the general area must remain accessible to other members of the public throughout any private or corporate Event therein.
2. Persons organising or participating in private Events in a reserve, park or garden area, do so at their own risk. The Council accepts no liability for loss, and the permit applicant must agree to indemnify and to 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 arising out of or in relation to the issuing of the permit.
3. The Applicant / Permit Holder shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Ten Million Dollars (\$10,000,000) 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
4. No umbrellas or marquees/tents may be erected within the reserve, park or garden area without specific prior written permission being obtained.
5. No vehicles 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.
6. Any amplifiers, announcements, music or other noise, is to be kept to a minimum and at a volume that will not cause undue disturbance or annoyance to nearby residents.
7. No food or drink may be offered **for sale** without the prior approval of the Council.
8. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
9. Repair or replacement of damaged property will be the responsibility of the permit holder. If repair or replacement of damaged property is not undertaken within a reasonable time, council may repair or replace and recover costs from the permit holder.
10. Any incident(s) which may give rise to any potential claim(s), is to be notified as soon as practical to the Councils' Risk Management Officer.

Fees associated with this Permit are listed on Council Fees and Charges schedule. No fee will be waived or reduced unless a written request is considered by Council.

DECLARATION

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions:

Name (Print):	
Signature: _____	Date: _____

FOR OFFICE USE ONLY –

Application Received by or on behalf of Council:

Name: _____	Date: _____
Position: _____	Signature: _____

Assessment & Administration by or on behalf of Council:

Name: _____	Date: _____
Position: _____	Signature: _____

TASKS	✓	DATE	NOTES
Application Registered	<input type="checkbox"/>		Record #
Acknowledgement to Applicant	<input type="checkbox"/>		Record #
	<input type="checkbox"/>		
	<input type="checkbox"/>		
Decision Notification to Applicant	<input type="checkbox"/>		Record #
	<input type="checkbox"/>		

Council Authorisation

Application Approved:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Notes: _____
Fee	\$				Receipt No: _____
By (Print Name)	_____			Date: _____	
Position	_____				
Signature:	_____				

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