

Notes:

Please review the Event Guidelines and Singleton Council Fees and Charges Schedule before completing this application.

Before submitting this application please ensure you have included the following attachments (where appropriate or required by Council)

Essential:

- Site Map
- Risk Assessment
- Certificate of Currency (Public Liability Insurance) for the group organising the event
- Evidence of registered Charity status.
- Waste Management Plan

Event specific:

- Traffic Management Plan
- Temporary Liquor licence

Applicant Details.			
Name/s (individual or company name in full)			
For companies, contact name			
Registered charity.			
Postal address			
ABN:			
		Suburb	
		State	Post Code
Contact phone number			
Mobile number			
Email address			

Event Details									
Event Title:					Proposed Location:				
Description of Event: (e.g. family funday, sporting contest, musical entertainment, cultural/festival, outdoor theatre)									
Day(s) of event	From		To		Time(s)	Start		Finish	
Expected staffing/volunteer numbers:					Anticipated Attendee Numbers				
One off event		Reoccurring		Has the event been held previously?			Yes	No	
If yes, when and where?									
Admission will be		Free	Pre-Sold Tickets	Tickets at event	Donations	Other			

If proposed location is within a Park or reserve please fill out Part a), if on a road, please complete part b)

Part a) Event Location – Park/Reserve

1 st Choice location:		Secondary Location	
Will you require any preparation to the park to take place?		Yes	No
Will you require access to the park grounds for Vehicles?		Yes	No
If Yes, Please provide details of access required, including any proposed temporary closure:			
Do you require existing toilet facilities at the site to be cleaned during the event? <i>(If yes, there will be an additional cost to you – see Councils' Fees and Charges schedule)</i>		Yes	No
If Yes, Please specify day(s) and/or time(s):			

Part b) Event Location – Road

Name of street(s) or car park to be closed/occupied									
Does Your event include:	Temporary full road closure		On street moving			On-street non moving			
	Partial road closure		Temporary car park closure			Other			
What class do you consider your event to be? Guide provided in Event Handbook			Class 1		Class 2		Class 3		Class 4
Have you provided your Traffic Management Plan			Yes			No			
Have you included a site map?			Yes			No			
Please state where attendees will Park: (Ensure to indicated on your site map)									
How many disabled parking spots will be provided? (ensure to indicate on your site map)									
Will traffic controllers be used?			Yes		No		If yes how many?		
Please provide details of the company or person(s) providing traffic control (Must hold Traffic Controller licence)									
Name of Company			Contact Person			Phone:			

Insurance

Does your organisation have Public Liability Insurance for this event:		Yes	No
Have you attached a copy with your application?		Yes	No
Name of the Insurance Provider:		Contact Name:	
Contact Phone:		Policy No:	
<i>Ensure the event PLI is for a minimum limit of indemnity of \$20 million and that Singleton Council is listed as an interested party on the certificate.</i>			

Risk Management

Have you undertaken a risk assessment?	Yes	No
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Food/Drink/Entertainment/Amusement Devices

Will the event include the provision of any food and beverages on site:	Yes	No	If Yes, How many?	
Will the event include markets/display/merchandise/stalls on site?	Yes	No	If yes, How many:	
Will the event include the provision of alcohol?			Yes	No
Will the event utilize a PA system, loud speakers or amplified music?			Yes	No
If Yes, what equipment will be used?				
Will the event include fireworks?			Yes	No
If Yes, please complete Fireworks Notification Form				
Will the event have temporary structures?			Yes	No
If yes, what are these structures?				
Will the event include Amusement Devices?			Yes	No
Do you propose to erect Display Boards / Banners / Signs within your event space?			Yes	No

Waste Management

What arrangement will be made for collection and removal of your recyclable and general waste?		
Have you submitted a Waste Management Plan?	Yes	No

Additional Information

Will portable toilets be hired?	Yes	No	If yes, How many:	
Will there be external security providers for your event?			Yes	No

Privacy and Personal information Protection Notice: The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system.

