

Application for Small to Medium Community Events

Recreation Services Unit

This application is for small to medium size community events held on land owned or administered by Council.

For the purposes of this application, a community event is defined as:

- being accessible to the general public
- provides for the physical, cultural or intellectual wellbeing of the community
- has a community benefit as the primary reason for the event
- is consistent with the accepted use of the reserve or facility
- there may be commercial elements to the activity but this must be incidental to the event.

An activity designed primarily for commercial purposes is not considered a community event.

Applications must be submitted a minimum of 30 days prior to the event.

NOTE: Incomplete applications cannot be considered. If a section does not apply to your event please put 'Not Applicable'.

(OFFICE USE)							
Approval	No	<input type="checkbox"/>	Reason	<input type="text"/>			
	Yes	<input type="checkbox"/>	DWS	<input type="text"/>	Date	<input type="text"/>	
			Attachments included?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			Public Liability Certificate Provided	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Prior to completing the application form, please consider the following questions.

- Will the number of participants and/or spectators exceed 1500 people on any one day (excluding sporting events on Council controlled sports grounds)?
 Yes No
- Will the event take place beyond the hours of 8am and 10pm, including set up and pull down?
 Yes No
- Will the event produce loud noise (play music, motors etc) between 8am and 10pm?
 Yes No
- Are the activities on for more than 14 days in a calendar year?
 Yes No
- Is the event longer than 7 days in duration?
 Yes No

If you answer no to all the above questions, your event is likely to be a small to medium event and you should complete this application. If you answer yes to any of the above questions, your event is likely to be a major event and a different application process applies. Contact Council on (02) 6670 2400 to discuss your application.

Commercial events and events that require power will incur a fee. Please refer to Council's website for the current Fees and Charges www.tweed.nsw.gov.au/FeesAndCharges

1. Organisation Name and Details

Organisation			
Contact Name			
ABN			
Postal Address			
Suburb		State	Post Code
Telephone		Mobile	
Facsimile		Email	

2. Insurance Details

Is the organisation running the event a club, association, sporting body, incorporated body, business or corporation, government agency or non government agency?

Yes No

If yes, you must supply a Certificate of Currency stating that you hold relevant public liability insurance of at least \$20 million. This must be valid for the day of the event.

Note: Your application cannot be processed until this Certificate is received

Name of Insurer

Certificate of Currency attached? (Valid for date of event)

Yes No

3. Location and Event Description

Event Name

Name of Park/Location

Provide a detailed description of the event below (attach additional pages if required)

Date(s) - include set up and departure

Hours of Operation

Description

Estimated number of people participating or attending

4. Event and Site Details

4.1 Provide a map of the site that indicates the location, boundaries and general layout of your event.

Site map provided? (This is essential)

Yes

Please find a link below to Council's mapping site which may assist you in preparing a map:

www.tweed.nsw.gov.au/Mapping

4.2 How will toilets be provided for the event? (Include how many, and if event is more than one day; frequency of service).

4.3 Will food or beverages be sold at the event?

Yes No (if yes provide details)

Note: No food can be sold unless vendors comply with the NSW Food Authorities Guidelines for Temporary Events, and the NSW Food Act (2003). For more information, contact Council's Environmental Health Unit.

4.4 What noise impacts are expected? Provide detail on source of noise, (such as playing of music, generators) times, etc.

4.5 How will parking be provided for and managed at the event?

4.6 Details of proposed event infrastructure (marquees, scaffolding, stages etc) including floor area, name of supplier, WorkCover accreditation etc.

4.7 Are fireworks to be used?

Yes No

If yes, details of proposed fireworks to be supplied including details of operator (WorkCover permit etc).

4.8 Will there be amusement rides, jumping castles etc?

Yes No

If yes, provide details.

Note: All amusement devices must comply with NSW WorkCover and Tweed Shire Council regulations. For more information contact Council's Environmental Health Unit.

4.9 How will you manage the waste generated by the event? Organisers are:

- required to manage and remove all waste from the event
- strongly encouraged to use recycling opportunities.

Refer to Council's website at <http://www.tweed.nsw.gov.au/WastewiseEvents>

4.10 Is access to power required? (Not available in all parks)

- Yes No

Note: Please refer to Council's Fees and Charges www.tweed.nsw.gov.au/FeesAndCharges

4.11 Are the activities to take place in the water?

- Yes No

Note: If yes, a Waterways Licence may be required. Contact NSW Roads & Maritime Services on telephone number 13 12 56 or email enquiries@rms.nsw.gov.au.

4.12 Do you want to take vehicles on to the beach?

- Yes No

You must supply all of the following details for each vehicle that will access the beach as part of the event:

Vehicle Make	<input type="text"/>	Vehicle Type	<input type="text"/>
Registration No	<input type="text"/>	Vehicle Colour	<input type="text"/>

If more than one vehicle is proposed, please attach a separate page with the above information for each vehicle.

Applicant's Declaration

I declare that all the information in this application and attachments are true and correct.

I understand that if the information is incomplete the application may be delayed or rejected.

Applicant's Name (please print)	<input type="text"/>		
Applicant's Signature	<input type="text"/>	Date	<input type="text"/>