

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 style="width: 100%;" type="text"/> | |
| | Yes | <input type="checkbox"/> | DWS | <input style="width: 100%;" type="text"/> | Date <input style="width: 100%;" type="text"/> |
| Fees | Bond | <input style="width: 100%;" type="text"/> | Power | <input style="width: 100%;" type="text"/> | Other <input style="width: 100%;" type="text"/> |
| | | | | Total | <input style="width: 100%;" type="text"/> |
| Is Bond Refundable? | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | Full Amount <input style="width: 100%;" type="text"/> |
| | | | | Partial Refund | <input style="width: 100%;" type="text"/> |
| Reason for No or Partial Refund | <input style="width: 100%;" type="text"/> | | | | |

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

- i. 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
- ii. Will the event take place beyond the hours of 8am and 10pm, including set up and pull down?
 Yes No
- iii. Will the event produce loud noise (play music, motors etc) between 8am and 10pm?
 Yes No
- iv. Are the activities on for more than 14 days in a calendar year?
 Yes No
- v. 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 | <input type="text"/> | | |
| Contact Name | <input type="text"/> | | |
| ABN | <input type="text"/> | | |
| Postal Address | <input type="text"/> | | |
| Suburb | <input type="text"/> | State | <input type="text"/> |
| | | Post Code | <input type="text"/> |
| Telephone | <input type="text"/> | Mobile | <input type="text"/> |
| Email | <input type="text"/> | | |

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

Attached Certificate of Currency in the name of the organisation/applicant stating that you hold relevant public liability insurance of a minimum \$20 million that covers the proposed activity. This must be valid for the day/s of the event.

Yes No

Does the insurance policy expire prior to the event?

Yes No – If YES, a copy of the new policy must be provided prior to the issue of a licence.

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

3. Location and Event Description

| | | | |
|---|----------------------|----|----------------------|
| Event Name | <input type="text"/> | | |
| Name of Park/Location | <input type="text"/> | | |
| Provide a detailed description of the event below (attach additional pages if required) | | | |
| Bump In Date/s | <input type="text"/> | to | <input type="text"/> |
| Bump Out Date/s | <input type="text"/> | to | <input type="text"/> |
| Dates of Event | <input type="text"/> | | |
| Hours of Operation | <input type="text"/> | | |
| Description | <input type="text"/> | | |
| Estimated number of people participating or attending | <input type="text"/> | | |

4. Event and Site Details

4.1 First Aid Provisions

First Aid Kit and person qualified in First Aid be present (required).

Does the type or size of your event require

First Aid Tent / Designated First Aid area

First Aid Provider (provide details)

Has NSW Ambulance been notified of your event and any relevant road closures etc.

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

Attached Site Map (*application cannot be processed without this*)

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

www.tweed.nsw.gov.au/Mapping

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

4.4 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.

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

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

4.6 Infrastructure - Provided details of event infrastructure (marquees, scaffolding, stages etc) including floor area, name of supplier, WorkCover accreditation etc.

4.7 Fireworks?

Yes No

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

4.8 Amusement Rides - 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 Waste Management 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 Access to power? (Not available in all parks)

Yes No

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

4.11 Activities in Water - 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 Beach Vehicle Permit - 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.

5. Applicant's Declaration

I declare that all the information in this application and attachments are true and correct. If the information is incomplete the application may be delayed or rejected.

Attached to this application are:

Public Liability Insurance (Min of \$20,000,000) Certificate of Currency

Site Map

Other - Please Specify

I acknowledge that by signing this declaration I have read and understood the requirements and confirm that I will hold and keep current the relevant insurances and accreditations. I will also be responsible for ensuring all contractors providing a service to this event hold and maintain the relevant insurances and accreditations.

I will also undertake to abide by the licence conditions in relation to the licenced area and abide by the licence conditions and any other conditions as well as being responsible for all contractors and attendees at my event.

| | | | |
|-------------------------------------|----------------------|------|----------------------|
| Applicant's Name | <input type="text"/> | | |
| Applicant's Signature (required) | <input type="text"/> | Date | <input type="text"/> |

Note: I agree to pay any bond and/or fees that may be associated with this application and its approved licence.