

EVENT

APPLICATION FORM



NARRANDERA VISITOR INFORMATION
CENTRE

Cadell Street, NARRANDERA NSW 2700

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E tourist.centre@narrandera.nsw.gov.au

Narrandera Shire Council is committed to working with organisations and community groups to deliver safe and enjoyable events. Below is some information to assist in the application process.

EVENT APPLICATION TIMEFRAMES

Please submit this event application, along with all other required documentation to Narrandera Shire Council at least 21 days prior to your event.

If your event is to involve any of the following aspects, please adhere to the associated timeframes:

Application/approval type	Minimum timeframe before event
Approval to Install and Operate Amusement Device (ie: Section 68 approval)	5 working days
Temporary Food Permit	5 working days
Filming Proposal	5 working days
Donations and Grants Application	Quarterly throughout the year
Alcohol Licence	30 working days
Temporary Suspension of an Existing Alcohol Free Zone	12 weeks
Road Closure/ Traffic Management Plan	16 weeks
Event documentation submitted to Council's Events Department	6 weeks prior to the event date

USEFUL CONTACTS

Organisation	Phone number
Narrandera Shire Council	(02) 6959 5510
Narrandera Police	(02) 6959 5999
NSW Ambulance	131 233
Roads and Maritime Services	13 22 13
NSW Food Authority	1300 552 406
Department of Justice - Liquor and Gaming NSW	(02) 9995 0300

APPLICANT DETAILS

Name:

Organisation:

Address:

Suburb:

Postcode:

Phone:

Mobile:

Email:

Website:

Facebook:

Instagram:

Twitter:

EVENT DETAILS

Event Name:

Location/Venue *subject to availability :

Please note that all venues are subject to usage fees as stated in Narrandera Shire Council's Fees and Charges.

Event Date/s:

Event Time/s:

Bump in date and time:

Bump out date and time:

Describe the main purpose of your event:

Is the event likely to be an ongoing event?

YES

NO

Will your event be open to the public?

YES

NO

Expected event attendance. Participants:

Spectators:

Will your event be attended by children or young people under 18 years of age?

YES

NO

Will you charge an entry fee for this event?

YES


NO

Any event held on Council land or premises must be conducted in accordance with Section 68 of the Local Government Act 1993

PLEASE NOTE:

 = Questions marked with this symbol may require additional Council permits under the Local Government Act or other relevant legislation

EVENT SERVICES

 Will there be food and/or drinks sold or supplied at your event? **YES** **NO**

If yes, you must ensure all Food Vendors have approval from Narrandera Shire Council. All Food Vendors must be issued with a Temporary Food Permit and comply with all relevant food and health regulations.

 Will you be operating a BBQ/s at your event? **YES** **NO**

 Will alcohol be served and/or for sale? **YES** **NO**

Is your event to be held in a designated Alcohol Free Zone? **YES** **NO**

If yes, you are required to provide the appropriate Liquor Licence to Council and ensure those serving alcohol have current RSA accreditation. You must ensure there is free drinking water available. You must also make an application to Council at least 3 months prior to your event if your event is to be held within an existing Alcohol Free Zone. You will be required to pay the advertising fees associated with the publication of the suspension of the Alcohol Free Zone via the local newspaper.

Will your event require security personnel? **YES** **NO**

Will your event require waste management? **YES** **NO**

Council's existing public placed litter bins are not to be used for waste generated from the event without Council approval to do so.

Will you need to organise the use of the venue's public toilets at your event? **YES** **NO**

Will you require additional toilets and amenities, including accessible (disabled) facilities? **YES** **NO**

Guidelines for the number of toilets required are listed below:

People	No alcohol		Alcohol	
	Male	Female	Male	Female
<500	3	6	11	13
<1000	6	9	15	16

Will your event require access to a power supply? (If yes, please provide requirements) **YES** **NO**

10 amp | Qty: 15 amp | Qty: 20 amp | Qty: 32 amp | Qty:

Will you need to organise the collection of keys? **YES** **NO**

Will your event require the use of existing Council lighting? **YES** **NO**

Will you need to organise additional lighting? **YES** **NO**


 Will you be installing or erecting a structure? (e.g. stage, marquee, tent, caravan etc.) **YES** **NO**

Type of structure, quantity and dimensions in m²:

EVENT SERVICES – continued

Will you require the entry of vehicles on to Council property? **YES** **NO**

 Will your event impact vehicular/pedestrian traffic? **YES** **NO**

 Are you requesting any road/footpath closures or road/footpath occupation? **YES** **NO**


If yes, you will be required to obtain approval from Council, Police and in some cases the Roads and Maritime Services (RMS). An application should be submitted to Narrandera Shire Traffic Management Committee at least 16 weeks prior to your event which must include:

- **Traffic Management Plan (TMP) and Traffic Control Plan (TCP) compiled by an appropriately qualified person**
- Proof of public liability insurance to the value of \$20 million
- Detailed risk assessment


 Will your event involve large crowds, the use of PA system/s, or amplified music? **YES** **NO**

Noise levels must not exceed 5 decibels above background noise when **measured at the nearest affected residence.**

Will there be signage erected promoting your event at the venue? **YES** **NO**

 Will there be signage erected promoting your event at other locations in the Narrandera region? **YES** **NO**

Details:

 Will your event involve the distribution of pamphlets and/or other marketing/promotional material? **YES** **NO**

Will your event require additional First Aid or Emergency personnel? **YES** **NO**

Guidelines for the number of First Aid personnel required is listed to the right. Each event must be attended by at least one suitably qualified First Aid **Officer. The Ambulance Service of NSW should be advised of major events.**

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2

Who is the person nominated to engage emergency services or authorise an evacuation?

Name:


Contact phone number:

What is your Emergency Evacuation Plan?

For any event, your strategies for emergency/risk management must comply with Australian Standards AS/NZS ISO 3100/2009. The location of the Emergency Muster Point and details of the nominated person who can authorise an evacuation must be communicated to all those involved with the event.

EVENT SERVICES – continued

What is your contingency plan for bad weather?

 Will amusement devices (e.g. jumping castle/s, mechanical ride/s) or other entertainment (performers or attractions) be in operation at your event? **YES** **NO**

Type and number of devices:

Apart from a 'small' jumping castle (i.e. highest platform is less than 9m high), all amusement device owners must hold a Section 68 Approval issued by Narrandera Shire Council. Applications must be received at least five working days before the event.

Will there be animal involvement at your event? **YES** **NO**

If yes, you must comply with all provisions of the Exhibited Animals Protection Act, 1986.

Will your event involve the movement of any aircraft? **YES** **NO**

Will there be goods (other than food) for sale at your event? **YES** **NO**

 Will there be fireworks at your event? **YES** **NO**

Will you be fundraising as part of your event? **YES** **NO**

Will the event involve any professional filming, drone operation or photography? **YES** **NO**

Will the event involve any camping? **YES** **NO**

Will your organisation require information on Council's Donations, Grants and Sponsorship program? **YES** **NO**

Responsibility to Protect Crowded Places

You are required to address your responsibilities in relation to the protection of crowded places from a range of foreseeable threats, including terror attacks, and should consider anti-terror measures in planning your event.

Under the Summary Offences Act 1988, you are required to complete a 'Notice of Intention to Hold a Public Assembly' (available via www.police.nsw.gov.au) and submit to the Police at least 90 days prior to your event.

NOTES

REQUIRED DOCUMENTATION

In order for your request to be processed, please ensure you also provide the following documentation:

- Site Plan depicting everything you plan to bring or utilise at the venue, such as: barricading/fencing, stalls and marquees, stages, toilets, rubbish/recycling bins, signs/banners, lights/lighting towers, PA/speakers, entry and exit points, parking, power, first aid and emergency muster points.
- Certificate of Currency of Public Liability Insurance to a minimum of \$10 million
- Risk Assessment outlining all applicable risks and control measures.

INDEMNITY & DECLARATION

I, _____ hold Narrandera Shire Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of council, its servants, agents or employees either solely or in contribution thereto.

I am authorised by the nominated organisation/club/school/association to make this application. I understand that a safety inspection and audit of the Council property is required along with completing a risk assessment prior to each use. I understand that I must only use the Council property if it is safe to do so and must leave the council property in a clean and tidy condition, including all associated facilities. I understand that if Council is required to clean or conduct any repairs due to damage or neglect caused by the applicant, the applicant will be invoiced. I agree to ensure that if the Council property is used at night, the level of lighting is appropriate for the intended purpose and agree to turn off all lighting immediately after the event or use of Council property has ceased.

I understand that only approved line marking agents can be used on Council property and I must obtain Council approval for any signage erected. I agree not to sub-let any Council property or facility. I agree to ensure children using Council property are supervised by an adult and agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained.

I agree to comply with any requirement set by Council as part of the Conditions of Approval for the event and will comply with any direction of Council in relation to the Council property (e.g. closures due to wet weather and maintenance).

I am authorised to provide this release to Council on behalf of the nominated organisation/club/school/association from all claims made against Council by any person resulting from activities held on Council property.

Signature

Name (BLOCK LETTERS)

Date