



## TOCUMWAL AERODROME EVENT APPLICATION FORM

Application for use of Tocumwal Aerodrome for an event is required when there is a reasonable expectation of increased usage from the activity proposed.

**For your application to be considered, all questions must be addressed. In general this application must be received by Council at least 3 months prior to the event.**

### Section A – Information about your Organisation

#### 1. Application Organisation details

Name of Organisation:	
-----------------------	--

Are you a "Not for Profit" Organisation:	<b>Yes/No</b>
--	---------------

Is the Organisation Incorporated?	<b>Yes/No</b>
-----------------------------------	---------------

Does your Organisation have an Australian Business Number (ABN)?	<b>Yes/No</b> <b>Number:</b>
--	---------------------------------

Is the Organisation registered for GST?	<b>Yes/No</b> <b>Australian Business registration attached/not attached</b>
---	--

Postal Address:	
-----------------	--

Does your Organisation have a minimum \$20m Public Liability Insurance?*	<b>Yes/No</b> <b>(Please attach Certificate of Currency)</b>
--	---

Contact details:	Contact Person:	
	Position held:	
	Contact numbers:	
	Contact Person:	
	Position held:	
	Contact numbers:	
	Contact Person:	
	Position held:	
	Contact numbers:	



## Section B – Event Details

Event Name:	
-------------	--

Proposed Event date/s:	
------------------------	--

Event Description (please provide a detailed description of the activity proposed)	
---	--

Does your event require CASA approval?	<b>Yes/No</b> (If “Yes”, CASA approval must be submitted when obtained)
--	--

Does your event require closure of the airport?	<b>Yes/No</b> If “Yes”, please provide dates/times:  Dates from _____ to _____  Times from _____ am/pm to _____ am/pm
---	--

Has an event management plan been prepared?*	<b>Yes/No</b> If “Yes”, please attach (refer Appendix 2 for details)
--	---

### Display Details

Date(s) of Display	Starting Time of Display	Finish Time of Display
Date(s) of Practice Day (if any)	Start Time of Practice	Finish Time of Practice
Date, Time and Location of Pre-Flight Briefing	Maximum Height of Display	Maximum Radius of Display
Number of Spectators Expected	Additional information (if required)	

### Types of Aviation Activity (Please tick item(s))

<input type="checkbox"/> Aerobatics	<input type="checkbox"/> Banner Towing	<input type="checkbox"/> Free Balloon
<input type="checkbox"/> Helicopter	<input type="checkbox"/> Military Aircraft	<input type="checkbox"/> Kite
<input type="checkbox"/> Helicopter Joy Flights	<input type="checkbox"/> Pylon Racing	<input type="checkbox"/> Model Aircraft
<input type="checkbox"/> Ultralight Aircraft	<input type="checkbox"/> Gliding	<input type="checkbox"/> Other (please detail)
<input type="checkbox"/> Parachuting	<input type="checkbox"/> Fixed Balloon	

**\* NOTE – Council will require the submission of a detailed event management plan and Certificate of Currency for Public Liability insurance in relation to the event.**

## Section C – Consultation

As a requirement of the application process, you need to demonstrate that existing user groups have been consulted and necessary issues of concern addressed. At a minimum, the following users **must** be consulted and their view forwarded to Council on the prescribed form (refer Appendix 1).

Organisation	Contact	Address	Contact Details
Murray Border Flying Club Inc.	Mr Sandy Massina	"Springside" South Coree Road FINLEY NSW 2713	Ph. 03) 5883 1433 Fax 03) 5883 1433 Mobile: 0418 134 608 Email: <a href="mailto:sandy@riverinaford.com.au">sandy@riverinaford.com.au</a>
SportAviation Pty Ltd	Mr Eddie Madden	P.O. Box 44 TOCUMWAL NSW 2714	Ph. 03) 5874 2734 Mobile: 0427 534 122 Email: <a href="mailto:flying@sportaviation.com.au">flying@sportaviation.com.au</a>
Southern Riverina Gliding Club	Mrs Judy Renner	75 Bedford Road INVERGORDON VIC 3636	Ph. 03) 5874 3052
Tocumwal Aviation Pty Ltd	Tim Beecroft	Deniliquin Street TOCUMWAL NSW 2714	Ph. 03) 5874 2478 Fax: 03) 5874 2814 Mobile: 0428 742 478 Email: <a href="mailto:info@tocaviation.com.au">info@tocaviation.com.au</a>

### Important Note:

**It is a requirement that the rights and details of existing users are included in all forward promotional material from your organisation. Please detail the means by which this information is to be disseminated.**

**Information regarding this event will be disseminated via email to interested parties.**



**Section D – Essential Supporting Information Checklist**

This information is essential for Berrigan Shire Council to make a full assessment of your application. If this information is not included, Berrigan Shire Council will not be able to assess your application and the application will be returned. All applicants must include full details of the event.

Checklist	Yes	No
Organisation Details (Section A)		
Event Details (Section B)		
Aerodrome user Consultation (Section C)		
Event Management Plan (if not included, please explain why)		
Certificate of Currency of Public Liability Insurance (if not included, please explain why)		
The organisation's Certificate of Incorporation (if not included, please explain why)		
The organisation's registration for the Australian business Number and a copy of your Australian Business Registration (if applicable)		

**Application Declaration**

I declare that all information provided in this application and in the documents provided in support of this application are true and correct. I also agree to pay the appropriate fee for Aerodrome usage in accordance with the nature of the event and Council's Fees and Charges.

Signed: .....

Organisation: .....

Position: .....

Date: .....

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998*. Supply of personal information is legally required and failure to supply could cause delay in your application.

**Office Use Only**

Received: \_\_\_/\_\_\_/\_\_\_

Registered: \_\_\_/\_\_\_/\_\_\_

Information complete? \_\_\_\_\_

VIC: \_\_\_\_\_

CASA Approval: \_\_\_/\_\_\_/\_\_\_

Event determination advice: \_\_\_/\_\_\_/\_\_\_

Stakeholder Advice: \_\_\_/\_\_\_/\_\_\_



**Appendix 1 – Aerodrome User Consultation**

Name of Applicant: .....

Contact Details: .....

Contact Person: .....

Position Held: .....

Contact Phone: .....

Details of the Event (Specifically detail potential impacts on other users)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



## Response from User Groups

In relation to the activity detailed overleaf, I advise that my organisation agrees/disagrees/agrees subject to the following concerns (please circle the applicable response) with the application.

If you disagree with the application or wish to make comment regarding concerns, please detail below:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signed: .....

Organisation: .....

Position: .....

Date: .....

---

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act* 1998. Supply of personal information is legally required and failure to supply could cause delay in your application.

---

## Appendix 2 – Event Management Plan (EMP)

An EMP is a communication medium from the event management to other stakeholders of the event. The document is designed to provide all the details required for the successful running of an event.

The document does not need to be elaborate or time consuming to produce but must be comprehensive to enable the smooth and incident free running of an event.

To assist in the development of the plan, the following headings are provided as a guide. Note that not all items will apply to every event. The items with an asterisk are however considered compulsory information.

### **CONTACTS**

- Emergency Services – Police/Ambulance/Fire numbers including advice of contact with organisations;
- Lost children procedures
- Lost property
- Event co-ordination centre – where and when open
- First Aid – where on site
- “On the Day” Event Contact List
- Infolines for event
- Radio channel list
- Two-way radio operation guide and procedure

### **EVENT**

- Scope of event (expected attendance, etc.) summary – time/action/location;
- Map of event site
- Information booths and map of their location;
- Security information
- Pilot/participant briefing
- Catering details
- Toilet description and location (include comment on adequacy)
- Car parking information
- Road closure schedule and maps
- Event transport schedule and map (of route)
- FAQs – e.g. Toilets, ATMs, First Aid
- Incident report form and what to do
- Risk Assessments
- Emergency Management Plan