



COMPLIANCE AND EVENT PLANNING APPLICATION AND CHECKLIST

This form registers your intent to hold an event with Council. To ensure a successful event, please plan well ahead and lodge this form well in advance of your event as some permissions may take up to 60 days to be provided. **If you are requiring road closure for your event, you will need to lodge this form at least six (6) months prior.**

The completion of this form will guide successful planning to **ensure that the correct permits and permissions are provided prior to your event.** An internal reference number will be provided for your event and the name of an Officer / Team who will assist you in your event planning.

Note: Applying for an event does not give the Event Organiser immediate approval to market or advertise the event. Advertising can only commence following approval of the event from Council.

Section 1: Event name and description	
Event Name	
Date	
Location	
Event description:	

Section 2: Event Organisers' Details			
KEY CONTACT			
Name		Role	
Email		Phone	
OTHER CONTACTS			
Name		Role	
Email		Phone	
Name		Role	
Email		Phone	
AUSPICE / PARTNER			
Business Name		ABN:	
Business Address			

Section 3: DEVELOPMENT APPLICATIONS

Are you planning on having the event annually or more than once in a calendar year?

Some events may require a formal development application (e.g. due to the erection of temporary structures, nature of the event and size) before they can be organised. Event organisers should check with Council to see if a Development Application (DA) may be required.

Before lodging a DA we would encourage the event organiser to book a pre-application meeting with a planner. To make a DA you will need to provide:

- Title (if available).
- Application Fee (will be invoiced)
- Consent of the landowner.
- Site plan showing existing conditions.
- Development plans showing what is proposed (marquees, stages, entertainment area, food vans, seating, parking, etc.) What is required will vary depending on the type and size of event.
- Road and traffic considerations.
- Justification and information outlining potential impact, hours of operation, noise, number of patrons, risk, etc.

In NSW all DAs are required to be lodged on the NSW Planning Portal
<https://www.planningportal.nsw.gov.au/>

Exempt and Complying Development

The State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (aka SEPP) is planning legislation which includes a number of Codes that allow for certain types of specified development to be undertaken without the need for Council approval as either Exempt Development or approved under a fast track approval system known as Complying Development, if the relevant development standards are met. The event organiser should check the SEPP to determine if any aspects of their event are exempt and thus do not require a formal DA approval. For example tents, marquees or booths for community events do not require a DA if they meet the conditions outlined in subdivision 7 of the SEPP.

Are you planning to have any fireworks or pyrotechnics?

If yes, you will need to discuss your event application further with Council staff

FIREWORKS AND PYROTECHNICS

Fireworks are only to be carried out by licensed pyrotechnicians. **Safework NSW** assesses pyrotechnic experience and qualifications to operate and conduct fireworks.

The use of any naked flame or shooting devices are to be approved by **Council**.

Road and Traffic considerations	YES	NO	Notes
<p>Will your event have any impact on roads including car parking?</p> <p><i>ie: require a road to be closed or traffic to be restricted or altered or impact on designated parking bays</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If Yes – you may require approval from Council and a Traffic Management Plan.</p> <p>Closure of roads require approval through Traffic Committee. The Traffic Committee meets four times per year (usually February, May, August & November), and then public notice that must be advertised 1 month prior to the event. You need to ensure you are providing sufficient time to have your event assessed and approved.</p> <p>You will also need to apply for a Section 138 <i>Roads Act</i> for a road closure through the NSW Planning portal and that there is a cost involved.</p>

Council use only:

To be lodged with Traffic Committee Date of meeting: _____

TRAFFIC MANAGEMENT

Event organisers need to determine whether road closures are necessary for the event that they are holding. Consideration should be given to issues such as participant safety, impact on local residents and businesses and the duration of the event.

If road closures are required, the event organiser is required to submit a Traffic Management Plan to Council for approval (**this will also be submitted to Traffic Committee**). Note that suitably trained/qualified persons are required to implement Traffic Management Plan.

Council use only:

Operations Manager - Transport reviewed

Footpath Trading	YES	NO	Notes
<p>Will your event including activities or signage to be placed on the footpath or road reserve?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If Yes – <i>Written approval from owner/occupier is required if the activity is to take place outside residential / commercial premises (copy of letter to be attached with this application form)</i></p>

Council use only:

Confirmation of letter attached – Yes/No

Food and Beverages	YES	NO	Notes
<p>ALCOHOL Are you selling or supplying alcohol as part of your event?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A Liquor licence is required when selling liquor or when a gate fee applies.</p> <p>Confirm that the licence covers the correct area, dates and time.</p> <p>https://www.service.nsw.gov.au/transaction/apply-for-a-limited-liquor-licence-special-event</p>

FOOD Are you selling or providing food as part of your event?	<input type="checkbox"/>	<input type="checkbox"/>	
<p>FOOD ACT REGISTRATION – STREATRADER</p> <p>In NSW, all food premises are required to have a Food Act registration from their registering council before selling food. This includes fixed premises, such as cafes and restaurants – but also temporary and mobile food premises such as a market stall or a food van. Any applicable food registration should be provided to the event organiser.</p> <p>If you are unsure about your obligations under the Food Act, it would be in your best interests to contact the Biosecurity & Compliance Unit to discuss your event activities well before your intended trading day.</p> <p>A good resource for Event Organisers and Food Vendors is the ‘Guidelines for Food Businesses at Temporary Events’. This document details legal requirements for food businesses and provides guidance on food safety at temporary events.</p> <p>.</p>			

Section 4: LOCATION AND SERVICES

Venue	YES	NO	Notes
Will the event be held in a Council Venue or on Council Land (park or reserve)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes – application to hire venues and facilities are through Customer Experience and referred to the relevant department.
Will the event be held on Private Land	<input type="checkbox"/>	<input type="checkbox"/>	Letter of approval from owner and Planning Permit required. See below.

EVENTS ON PRIVATE LAND
 An event on private land will require a Development Application. The property may be in a zone that will provide guidance on whether an application for the proposed activity or land use is prohibited or permitted.

The timeframe for considering a Development Application is **normally 40 days**, but it may take longer depending on the circumstances such as requests for further information, referrals to authorities and notice.

Please also see Section 3 about exemptions under the SEPP.

Site Services	YES	NO	Notes
Do you require access to power?	<input type="checkbox"/>	<input type="checkbox"/>	Charges may apply
Do you require access to potable water?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you require access to non-potable water?	<input type="checkbox"/>	<input type="checkbox"/>	
Is access gained through locked gates or bollards?	<input type="checkbox"/>	<input type="checkbox"/>	
Will vehicle access be required on the land?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you require access to public toilets?	<input type="checkbox"/>	<input type="checkbox"/>	Refer to further information on Page 8 regarding number of facilities required
Will you provide portable toilets?	<input type="checkbox"/>	<input type="checkbox"/>	

Waste Management	Yes	No	Notes
Do you have a Waste Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	Council can provide advice and assistance with waste management including the provision of additional bins
Do you need General Waste bins?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need Recycling bins?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need Organic Waste bins?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered alternatives to single used plastics?	<input type="checkbox"/>	<input type="checkbox"/>	
<p>WASTE MANAGEMENT</p> <p>Inadequate waste management can result in safety hazards, odours, attraction of animals and pests and aid in the transmission of communicable diseases to both staff and patrons.</p> <p>It is an offence under the Environment Protection Act to litter. Event organisers are responsible for waste management at their event.</p>			
<p>Council use only:</p> <p>Number of bins: _____ General _____ Recycling _____ Organic</p> <p><input type="checkbox"/> Council funded <input type="checkbox"/> Service to be paid for by Event Organiser</p>			
<p>Council use only:</p> <p><input type="checkbox"/> Operations Manager - Transport reviewed</p>			
Entertainment	YES	NO	Notes
Entertainment operators have the relevant permits and are on the site plan	<input type="checkbox"/>	<input type="checkbox"/>	
Each amusement operator must have their own insurance and risk assessment plan	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm registration and insurance of Pyrotechnic company	<input type="checkbox"/>	<input type="checkbox"/>	
Approval from surrounding businesses or residences			

Promotion and Marketing	YES	NO	Notes
Do you have a marketing plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you contacted the Manager of Economic Development and Tourism ?	<input type="checkbox"/>	<input type="checkbox"/>	Council may assist with promotion of your event through the ATDW and the local "Events Newsletter etc. See below.
Are you receiving funding for this event?	<input type="checkbox"/>	<input type="checkbox"/>	The Council runs a Major Event funding program for events that specifically encourage overnight visitation. Contact the Council on 5888 5100 for more information.
Are you targeting local residents?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you targeting visitors to the region?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the accommodation needs?	<input type="checkbox"/>	<input type="checkbox"/>	
Council use only: <input type="checkbox"/> Manager of Economic Development and Tourism reviewed			
<p>MARKETING – WHAT’S ON AND TOURISM WEBSITE</p> <p>If you are holding an event that will bring visitors to town, you can ensure your event is promoted by listing for free on the Australian Tourism Data Warehouse (http://atdw.com.au/listing-with-atdw/). Please note that an ATDW listing will ensure your event is listed on the state tourism website (www.visitvictoria.com.au), regional tourism website (www.visitthemurray.com.au) and the local tourism website (www.suncountryonthemurray.com.au).</p> <p>For further information on how to promote your event please contact Council Visitor Services staff at the Visitor Information Centre in Tocumwal on 0447 333 114.</p>			
Insurance and Risk Management	YES	NO	Notes
Have you arranged a Public Liability Certificate of Currency?	<input type="checkbox"/>	<input type="checkbox"/>	Must be to a minimum of \$20,000,000
Have you arranged Personal Accident Insurance for volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the property & equipment insured?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you completed a Risk Assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
<p>INSURANCE</p> <p>It is the responsibility of the event organiser to hold public liability insurance to the minimum of \$20 million for the event. The insurance policy must be extended to specifically cover the event if it does not already do so. If the event is to be staged on Council owned or managed land Council requires that Berrigan Shire Council is noted as an interest party on the Certificate.</p> <p>If you are having other groups or organisations participating in the Event (e.g. individual stall holders, bands, entertainers, etc.) then it is essential they also have appropriate public liability insurance.</p>			

Emergency Management	YES	NO	Notes
Have you prepared an Emergency Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you prepared a Site Plan that includes: <ul style="list-style-type: none"> • Location of amusements, entertainment providers • A suitable number of toilets (public, portable or a combination of both) • portable fire equipment • fencing barriers • marquees and temporary structures • drinking water • evacuation points 	<input type="checkbox"/>	<input type="checkbox"/>	Site plan checklist
EMERGENCY SERVICES It is important that emergency services be notified of medium and large scale events. If emergency services are required to be in attendance on the day of the event, event organisers are responsible for notifying the service providers ideally at least 6 weeks prior to the event.			
Council use only: <input type="checkbox"/> Enterprise Risk Manager reviewed			

TOILETS

The number of toilets to be provided will depend on a number of factors including:

- Anticipated crowd numbers;
- The sex of patrons (women require more facilities than men);
- If alcohol will be available; and
- The duration of the event.

If existing facilities are not adequate, additional portable units must be made available. The Australian Emergency Manual recommends the following as a guide:

Toilet Facilities for events where alcohol is not available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet Facilities for events where alcohol is available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4

<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The above figures may be reduced for short events as follows:

Duration of Event	Quantity Required
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

Toilet facilities must be:

- Well-lit so as not to provide a security and safety hazard;
- Provided with soap and hand drying equipment;
- Odour free;
- Cleaned and re-stocked regularly;
- Located away from food storage and food service areas;
- Accessible for people with disabilities;
- Provided with nappy changing facilities;
- Supplied with condoms at some events
- Appropriate for wet weather.

<p>Council use only:</p> <p><input type="checkbox"/> Co-ordinator Biosecurity and Compliance reviewed</p>

<p>Council use only:</p> <p>Event approval:</p> <p><input type="checkbox"/> Manager Planning and Development</p>
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COLLECTION STATEMENT

Berrigan Shire Council has certain obligations in relation to the personal information that it obtains from persons who use its website. Please read this statement to learn what information Council collects about you, why it is collected and what is done with it.