



DISTRICT COUNCIL OF LOWER EYRE PENINSULA
SPECIAL EVENT PERMIT APPLICATION FORM

INFORMATION SHEET FOR THE
EVENT ORGANISER

Thank you for your enquiry concerning a Community event to be held on Council land or land in Council's care and control. A **Special Event Permit Application** form is attached and is required to be completed by the organising club, school, business or group (Event Organiser).

If the event for which the **Special Event Permit Application** form refers will include stalls and/or other exhibits, a **Stall Holder / Exhibitor Permit** form should be distributed to and completed by each Stall Holder or Exhibitor. Further forms are available on request at our Council's Office's. If your event requires a Temporary Road Closure you will need to fill out the '**Temporary Road Closure Form**' at the rear of the Special Event Permit. The responsibility to ensure these forms are completed correctly is that of the Event Organiser.

These forms are provided to assist with the planning and organising of your event and should be kept on hand throughout the event. In the situation where any of the stall holders/exhibitors do not have current public liability risk insurance, the Event Organiser should advise their Insurance Broker details concerning this matter as well as Council's Risk Manager.

The **Special Event Application** form should be received by Council a minimum of six weeks prior to the event or function being held. It is noted that provision of adequate insurance cover of ten million dollars (\$10,000,000) may be pre-requisite for the granting of approval to the Event Organiser, depending on the size of the event. Smaller events such as weddings and birthdays generally do not require separate insurance cover, however each event will be assessed individually.

Once received the **Special Event Application** form will be forwarded to Council's Risk Manager for processing. Part of this process may include an on-site inspection with the applicant as well as discussion with other Council Officers. Depending on the event, formal approval may be required by resolution of Council particularly when a street closure request is included.

When a tentative booking can be accepted by Council, final approval of the application and subsequent issue of a signed Permit will be the result of the permit being completed. It is essential that payment of the Prescribed Fee and Bond (if applicable) as advised be received by the District Council of Lower Eyre Peninsula at least five business days prior to the activity being held. In some instances a deposit may be requested from the applicant.

If you have any queries in relation to your application, please contact the Council Office.

Cummins Main Office
32 Railway Terrace
Ph: (08) 8676 0400

Port Lincoln Branch Office
38 Washington Street
Ph: (08) 8623 0600

2 EVENT DETAILS

NAME OF EVENT:

DATE OF EVENT:

EVENT LOCATION:

BETWEEN THE HOURS OFam/pm ANDam/pm

ESTIMATED CROWD NUMBERS: **Please tick ✓**

Minor event

Under 50

50-100

Major event

100 – 400

400 – 1000

1000-4000

4000+

3 EVENT MANAGEMENT DETAILS - Please tick ✓

YES

NO

1 Will there be food or drink sales?

If YES, please provide details -

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.....

2 Will amplified music and/or voice be used?

If YES, please provide details -

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.....

3 Is a road closure required?

If YES, please fill out a Temporary Road Closure form.

4 Will you require Council facilities?

(power, bins, lights etc).

If YES, please provide details –

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3 EVENT MANAGEMENT DETAILS (continued)

5 Will any organisations other than the applicant be involved in this event? YES NO
(e.g. Food stalls, craft stalls, entertainment etc)

If yes, please list the relevant organisations and their involvement in the event.

NAME (of group) **ACTIVITY (eg. Food stalls etc)**

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Note: If more space is required please attach.

If yes, have relevant insurance/compliance details been sighted by organisers? YES NO

If your event has any of the high risk activities following then please let Safework SA know by filling in appendix A and returning the form direct to Safework SA:

- amusement rides (includes bouncy castles)
- dangerous goods (i.e. LPG or petrol) – Note – Includes BBQ gas bottles
- fireworks
- staging or large marques – Above 2x4 metres

Given the above mentioned activities, has Appendix A been completed and returned to Safework SA.

If **yes** please provide a copy of the Event Risk assessment undertaken to Council.
If **no** please provide explanation.

Please note that Council may choose to audit the requested details by organisers to ensure compliance of the approved permit. Therefore it is recommended the event organisers keep copies of necessary insurance at a key location on the event date.

4 EMERGENCY MANAGEMENT DETAILS

Have any of the following been contacted/notified? **Please tick ✓**

	YES	NO
POLICE	<input type="checkbox"/>	<input type="checkbox"/>
AMBULANCE	<input type="checkbox"/>	<input type="checkbox"/>
SES	<input type="checkbox"/>	<input type="checkbox"/>
CFS	<input type="checkbox"/>	<input type="checkbox"/>
MFS	<input type="checkbox"/>	<input type="checkbox"/>
Has an Event Safety Officer been nominated for the duration of this event?	<input type="checkbox"/>	<input type="checkbox"/>

If YES, please provide details.

Name:

General Contact Number:

Contact Number:
(contact number on the event date)

Have relevant emergency services/other parties been provided with the Event Safety Officer contact details?

Please list contact details of other persons (organisers) and their key role/responsibility

NAME	CONTACT NO.	ROLE
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4 EMERGENCY MANAGEMENT DETAILS (continued)

Please detail any emergency procedures and arrangements should an incident occur.

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(If insufficient space please attach)

	YES	NO
Have these procedures been coordinated in consultation with the Emergency Services and/or Police?	<input type="checkbox"/>	<input type="checkbox"/>

5 INSURANCE/LICENCE DETAILS - Please tick ✓

A copy of appropriate insurance is attached. (Minimum of \$10,000,000 public liability cover)	<input type="checkbox"/>	<input type="checkbox"/>
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All necessary licences or registrations required by Council is authorised. (If unsure please check with relevant Council officers)	<input type="checkbox"/>	<input type="checkbox"/>
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6 GENERAL

Is the organising body aware of any conflicting events which may impact on the event? If yes, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>
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Should the event have to be relocated due to weather/other, are there any contingency plans in place?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please provide details (e.g. location change)
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Should organisers have to cancel the event, Council staff (as identified in the approval letter) must be notified.

GENERAL CONDITIONS OF PERMIT

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
8. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
9. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
10. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
12. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.

13. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

The issue of this permit is subject to:

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee (if applicable).
- D. The permit holder providing a copy of all appropriate insurances as required by either the General or Special Conditions of Permit

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by all conditions.

Signed for and on behalf of the permit holder:

Name:

Date:

Position:

Signature:

Council Authorisation:

Insurance Received Yes / No

Permit Approved / Denied

Fee \$

Signed by or on behalf of the Council:

Name:

Date:

Position:

Signature:

Appendix A



Government of South Australia
SafeWork SA

ATTENTION:
Community, Retail and Business Services Team

Event Name			
Event Organiser:			
Contact Person:		Phone No.:	
Date/s of Event:		Estimated number of persons to attend	
Amusement Device Names (<i>ensure the amusement devices has a current annual inspection, and public liability insurance</i>):		Registration Numbers:	
Describe any dangerous substances (LPG cylinders, flammable liquids) you may have on the entire site for the event:		If you have over 250kg LPG, or 120L of flammable liquids on the entire site, please provide the DS Storage Licence Number:	
Describe any explosives or fireworks you may use for the event:		Relevant Explosives/Fireworks Licence Number:	

Appendix A

<p>List names of vendors which will be present at the event, i.e. catering vans etc.</p>					
<p>Will the Event have any of the following hazards (please tick relevant box/es):</p>					
Temporary structures (marques/staging)		Moving vehicles in event space		Persons working at heights	
Persons operating plant such as forklifts		Will there be temporary electrical boards		Inflatable devices (not requiring registration)	
Are road closures required		Crowd control		Public moving from car parking to event space	
Facilities such as drinking water, toilets, first aid etc		Overhead lighting/ electrical cords			
<p>Is there any other information you would like to SafeWork SA to know?</p>					
<p>Please enclose the following information:</p> <ul style="list-style-type: none"> • Risk management plan • Emergency plan • Contractor induction process 					
<p>FAX TO: (08) 8204 9200</p> <p>EMAIL TO: communityevents.safeworks@sa.gov.au</p>			<p>SEND VIA MAIL: Community, Retail and Business Services Team SafeWork SA GPO Box 465 ADELAIDE SA 5000</p>		
<p>If you have any questions about your public event please email Mandy Kay, Manager, Community, Retail and Business Services Team: amanda.kay@sa.gov.au</p>					

NB: Please feel free to attach additional sheets if required