ENQUIRIES AND APPLICATION / REGISTRATION FORMS TO:

District Council of Karoonda East Murray, 11 Railway Terrace Karoonda SA 5307
Phone: 08 85781004 Fax: 08 85781246 Email: council@dckem.sa.gov.au

PURPOSE:

The purpose of this Event Application Form is to assist the District Council of Karoonda East Murray in assessing any events planned on Public or Council controlled land, to ensure relevant legislation is taken into consideration by event organisers of the activity they are undertaking.

EVENT EXAMPLES INCLUDE:

- Event/ /Launch/Display or any other public gathering held on District Council of Karoonda East Murray Parks, Gardens or Reserves.
- Organised or promoted small and large events, fairs or festivals.

PROCEDURE:

This **Event Application Form** is to be completed if you are planning or organising a public event in the District Council of Karoonda East Murray area. This form registers your intention to hold an event on a given date and will be assessed by Council. Applications will be assessed and approval provided once all required documentation has been submitted by the applicant.

Please allow a minimum of **six weeks** for your event application form to be processed. High- risk events will require a minimum **six-month** planning period.

All fees and charges applicable to your event must be received at least **14 days** prior to your event. You will receive formal approval by Council when satisfied that all requirements of the event application process have been met.

Any assistance in completing this form can be directed to the District Council of Karoonda East Murray on 08 85781004.

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SECTION 1: EVENT HAZARD AND RISK ASSESSMENT - COUNCIL TO COMPLETE WITH EVENT ORGANISER

STEP 1 - EVENT HAZARDS Identify the hazards and risks associated with the event and then move to STEP 2						HAZARD RATING
☐ INDOOR	☐ MAINTAINED LAND	☐ WEEKDAY	☐ NO FOOD OR ALCOHOL	☐ DURATION - SHORT, IE PART OF THE DAY	☐ ANNUAL EVENT	LOW
☐ OUTDOOR	☐ WATER EVENT	☐ DURING WEEKEND	☐ FOOD	☐ DURATION - LONG, IE ONE FULL DAY	☐ REPUTABLE ORGANISATION	MEDIUM
☐ NOISE	☐ AMUSEMENTS	☐ AT NIGHT	☐ ALCOHOL	☐ DURATION - LONGER THAN A FULL DAY	☐ NEW ORGANISERS	HIGH

HAZARD RATING	STEP 2 - ESTIMATED CROWD NUMBERS Identify the estimated crowd numbers for the event -			
LOW		☐ 51-100 people	☐ 101-400 people	☐ over 400 people
		Event organiser to complete and submit Event Application Form to Council for assessment	Event organiser to complete and submit Event Application Form and Event Risk Management Plan to Council for assessment	Event organiser to complete and submit Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting
MEDIUM	☐ 50 people or less	☐ 51-100 people	☐ 101-400 people	☐ over 400 people
	Event organiser to complete Event Application Form to Council for assessment	Event organiser to complete and submit Event Application Form to Council for assessment	Event organiser to complete and submit Event Application Form and Event Risk Management Plan to Council for assessment	Event organiser to complete and Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting
HIGH	☐ 50 people or less	☐ 51-100 people	☐ 101-400 people	☐ over 400 people
	Event organiser to complete Event Application Form and Event Risk Management Plan to Council for assessment	Event organiser to complete and submit Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting	Event organiser to complete and submit Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting	Event organiser to complete and submit Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting

If the **Event Hazard Assessment** identifies a Risk Management Plan is required then Council must complete Section 7 BEFORE providing this Form to the Event Organiser.

APPLICATION INFORMATION			
SECTION 2: EVENT DETAILS			
Name of Event			
Location Requested			
Note: *Fees may apply in accordance with the District Council of Karoonda East Murray's Fees and Charges Schedule and subject to annual CPI increase.*			
Proposed Date/s			
Proposed Time/s			
Type of Event	☐ Sporting Event ☐ Fair/Market ☐ Festival/Fiesta ☐ Public Ceremony	☐ Other (please specify) _____ _	
Describe your Event and it's key activities			
Is this a 'Free to the Public' Community Event?		☐ Yes	☐ No
Estimated Attendance	☐ 1 – 50 people ☐ 51 – 100 people	☐ 101 – 400 people ☐ 401 + people	
Events that utilise more than one area or run for a duration longer than 4 hours must attach a detailed program of activities, including start times, duration and activities			
SECTION 3: EVENT ORGANISERS CONTACT DETAILS			
Name of Event Organiser			
Name of Organisation			
ABN			
Contact Address			
Contact numbers	*Work/home:*	*Mobile:*	
Email Address			
Preferred Contact	☐ Phone	☐ Email	☐ Post
Note: It is the application's responsibility to ensure the contact details provided above are correct. If contact cannot be made with the applicant/s after repeat attempts OR failure to respond to Council in a timely manner could result in your application being cancelled and the date requested made available to another applicant.			
Is your Organisation not for profit, community or charity based?		☐ Yes	☐ No
Incorporation Number			

SECTION 4: EVENT REQUIRED SERVICES

If available at the site, do you require any of the following Council services?
Note: Costs may be applicable, please clarify with officer approving this Permit

Access to Power	☐ Yes ☐ No	(general conditions item 7)
Access through locked gates and bollards	☐ Yes ☐ No	(general conditions item 10)
Access to Toilets	☐ Yes ☐ No	(general conditions item 6)
Access to BBQ Facilities	☐ Yes ☐ No	
Reserved Parking	☐ Yes ☐ No	
Waste Management	☐ Please can I have_____extra bins placed at the site ☐ I am able to pick up and return the bins ☐ I understand there may be an associated cost	
Do you require access to a permanent Structure?	Shed, Shelter, etc	

Note: If you would like to request other Council services, please contact the District Council of Karoonda East Murray to discuss your requirements further.

SECTION 5: EVENT BANNER BOOKING (ALSO REFER TO SECTION 8)

Major events may have the opportunity to display their banner on Council land at Apex Park

Would you like to apply to display a banner advertising your event? ☐ Yes ☐ No
If yes, please submit the **Banner & Signs Application Form**

Note: If approved, it is the responsibility of the permit holder to arrange for the banner and all other advertising to be professionally erected and removed within the approved time frame. Contact the District Council of Karoonda East Murray for a recommendation.

Please indicate the preferred location to display your event banner	

Note: Approval of a banner booking will depend on availability. District Council of Karoonda East Murray will inform you of the final schedule, this will not be negotiable. Council reserves the right to remove any banner considered to be offensive, unprofessionally designed, not structurally sound or not appropriately secured. The permit holder will be charged for any costs relating to its removal.

SECTION 6: MANAGEMENT OF EVENT

This section will help to establish if other permits/approvals are required

6a. Will ALCOHOL be available at this event?	☐ Yes ☐ No	*(if NO continue to question 6b)*
Please describe in detail the Alcohol Services available at your event (eg. Sale of Alcohol, BYO, Supply FOC etc.)		

SECTION 6: MANAGEMENT OF EVENT – *CONTINUED*

Note: You must contact CBS Liquor & Gaming to confirm your liquor licence requirements. It is the event applicant's sole responsibility to get the right information. CBS Liquor & Gaming can be contacted by phone on 131 882 or email shortterms@sa.gov.au

Please provide the date you contacted the Office of the Liquor and Gambling Commissioner regarding your event liquor licence requirements	___/___/ 20___
Have you been advised by the Office of the Liquor and Gambling Commissioner that your event requires a Liquor Licence?	☐ Yes ☐ No

The OLGC require at least 14 days to process completed and authorised application forms.
The One-off event (limited) Liquor Licence application can be completed online at
https://www.sa.gov.au/topics/business-and-trade/liquor

Please attach a copy of the approved Liquor Licence

6b.	Will FOOD or DRINKS be available at this event?	☐ Yes ☐ No	*(if NO continue to question 6c)*

If '**Yes**', it is the event applicant's responsibility to ensure all organisations involved in any provision of food or drinks at your event complete and submit a **Temporary Food Premises Notification Form** to the District Council of Karoonda East Murray for assessment by Council's Environmental Health Officer. The Temporary Food Premises Notification Form can be collected from the District Council of Karoonda East Murray.

Please list the relevant organisations providing food and drinks at your event:

Name of Organisation	Type of Food or Drink	Provided / Sold

Please provide details of the toilet facilities available at your event?	

Note: Depending on the availability of toilet facilities at the event site and your estimated attendance, you may need to provide portable toilets at your event.
1-2 toilets per 50 people is the recommended guideline.

6c	Will AMPLIFIED SOUND/IMAGES be used at this event?	☐ Yes ☐ No	*(if NO continue to question 6d)*
If '**Yes**' please describe Amplified Sound/Images to used			

Note: You may be required to purchase APRA or PPCA licences. Please contact the Australasian Performing Right Association (APRA) on (08) 8331 5800 or visit https://www.apraamcos.com.au/ and/or the Phonographic Performance Company of Australia (PPCA) on (02) 8569 1111 or visit http://www.ppca.com.au/ with any enquiries. There are penalties for performing or playing music works publicly without the appropriate licences.

6d	Will ROAD CLOSURE/S be required?	☐ Yes ☐ No	(if NO continue to question 6e)
Please describe Road Closure requirements (indicate specific roads involved)			

Note: A **Road Closure Application Form** must be completed and submitted **28 days prior** to the proposed event/activity. Costs associated with a Road Closure may be passed onto the applicant.

Please attach a copy of the Traffic Management Plan

6e	Do you intend to use equipment or temporary structures?	☐ Yes ☐ No	(if NO continue to question 6f)

Note: Equipment or Temporary Structures may include: Marquees, Shade Tents, Stages, Portable Toilets etc.

Please describe ALL equipment or structures to be used (e.g. quantity, size & type)	

Note: If you intend to erect any structure for your event on land under the care and control of District Council of Karoonda East Murray, you must accurately indicate this above and mark the location clearly on your Site Plan.

6f	Will RIDES, AMUSEMENTS, JUMPING CASTLES be used at your event?	☐ Yes ☐ No	(if NO continue to question 6g)
Please describe the Ride/s, Amusement/s or Jumping Castle/s to be used			

Note: Applicants are to supply SafeWork SA registration documentation for each ride/amusement/jumping castle to be used. Contact SafeWork SA Riverland Office 8595 2199 or 1300 365 255 for further details.

6g	Will STALL HOLDERS be in attendance at your event	☐ Yes ☐ No

If '**Yes**', it is the event applicant's responsibility to ensure all stall holders at your event complete and submit a **Stall Registration Application Form** to the District Council of Karoonda East Murray. The Stall Registration Application Form can be collected from the District Council of Karoonda East Murray.

SECTION 7: RISK MANAGEMENT PLAN AND SITE PLAN FOR EVENT

Council Use only

Event Organiser is required to submit a Risk Management Plan for their event.

☐ Yes ☐ No

If required, Council authorisation will NOT be issued without this Plan.

Council Use only

Event Organiser is required to submit a detailed Site Plan for their event.

☐ Yes ☐ No

If required, Council authorisation will NOT be issued without this Plan.

Please attach a detailed SITE PLAN of your event (if Yes checked above)

Please attach a copy of your RISK MANAGEMENT PLAN for this event (if Yes checked above)

Note: All Risk Management Plans will be reviewed by the District Council of Karoonda East Murray to ensure that it sufficiently identifies relevant risks and how they will be managed.

Has this event been coordinated in consultation with Emergency Services/Police?	☐ Yes ☐ No
Where a Risk Management Plan is not required, please detail emergency procedures	

Please attach a copy of your $20 million + Public Liability Insurance covering this event

SECTION 8: ERECTING AN 'A' FRAME OR MOVEABLE SIGNAGE

This section is only applicable to any Advertising/Sponsorship signs being placed at events. This helps us to ensure signage is used in accordance with government by-laws and all safety regulations are met. If you like to display signs, A-Frames and other forms of advertising at the event, please submit the **Banner & Signs Application Form**

Will any Advertising or Sponsorship signs be required at your event?	☐ Yes ☐ No
If 'Yes' please describe your signage	
Please indicate the measurements of each sign (include all dimensions)	
What material will the sign be constructed from?	
How will the moveable sign be anchored?	
Describe the proposed location for the moveable sign/s	

Note: The location of signage must be accurately indicated on your site plan

SECTION 9 - NOTIFICATION TO SAFE WORK SA

SafeWork is interested in receiving the public assessment checklist forms (preferably 4 weeks before an event) for the events that have either of the following:

- Registered amusement devices
- Dangerous goods over the licensable quantities, i.e. 250kg or more of LPG, 120L or more of petrol
- Fireworks
- Large marques, over 6m in length
- Stages or grand stands that require scaffolding

Please ensure that if your event includes any of the above, please visit https://www.safework.sa.gov.au/industry/recreation-and-events/event-safety for more information and download, complete and submit the Public Events Assessment Checklist and attach a copy to this application

SECTION 10: CHECKLIST

After you have completed answering all the questions in your Event Application Form –, use the following **Event Checklist** to ensure you have provided all the necessary documentation.

☐	Event Application Form
☐	Risk Management Plan *(if applicable)*
☐	Site Plan
☐	Copy of Public Liability Insurance Certificate of Currency
☐	Program of Activities *(if applicable)*
☐	Limited Liquor Licence Notification Form *(if applicable)*
☐	Temporary Food Premises Form for each Food and Drink Vendor *(if applicable)*
☐	Stallholder Registration Form *(if applicable)*
☐	Road Closure Application Form *(if applicable)*
☐	Traffic Management Plan (if applicable)
☐	Copy of APRA and PPCA Licence *(if applicable)*
☐	Copy of Safework Documentation for Rides/Amusements *(if applicable)*
☐	Program of Events
☐	Safework SA Events notification form (if applicable)
☐	Notes (if applicable)

SECTION 11: VERIFICATION BY APPLICANT

Please read the conditions of this application as it is important that you understand the requirements outlined by the District Council of Karoonda East Murray.

I/we acknowledge that I/we have read and understand the permit conditions and agree to abide by, and be bound by the said conditions. I/we have read and completed the Event Application Form in good faith and all details provided are true and correct. The event will be organised and managed as I have documented unless otherwise advised by the District Council of Karoonda East Murray and/or its authorities. Any changes that I/we may require will be requested in writing with at least two weeks notice and I/we understand that these changes are subject to approval.

Print your full name	
Signature	
Date	

Note: District Council of Karoonda East Murray reserves the right to revoke a Permit where the applicant/s fails to comply with a condition of the Permit or may be revoked in any other justifiable circumstance. Applicants are encouraged to continue planning their event during the application process, however, it is recommended that any advertising and promotion of your event does not commence until formal approval has been issued by the District Council of Karoonda East Murray. Council will not be held responsible for any losses or expenses incurred if your event application is not approved.

Please ensure to keep a copy of your application including **Section 10: General Conditions of Permit**

Privacy Statement:

The personal information on this form is being collected to issue you with a Permit to conduct an event(s). Your personal information will be solely used by the District Council of Karoonda East Murray for this purpose or for directly related purposes. Should you wish to access or amend this information, you can contact the Council on 08 85781004. Failure to provide the requested information may result in the Council not being able to process your event application. Some details may be passed onto relevant departments within the District Council of Karoonda East Murray as well as other appropriate bodies.

The issuing of this Permit is subject to:

- The permit holder submitting a completed 'Event Application Form'
- The permit holder agreeing to and abiding by the General Conditions of Permit contained herein.
- The permit holder paying any prescribed fee(s).
- The permit holder providing a copy of insurances, licences and other supporting documentation applicable to your application or as required by the General Conditions of Permit.

SECTION 12: GENERAL CONDITIONS OF PERMIT *(applies to ALL applications)*

1. The permit holder agrees to indemnify and to keep indemnified the District Council of Karoonda East Murray, 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 arising out of or in relation to the issuing of the Permit.
2. The permit holder, where appropriate, shall ensure that it is licenced or registered to carry out the activity authorised by the issuing of the Permit.
3. 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.
4. No music system or amplified sound is to be used by any permit holder without the prior approval of the District Council of Karoonda East Murray. Provide proof that APRA & PPCA Licences have been obtained where applicable.
5. Stalls and exhibitors sites may be allocated by the District Council of Karoonda East Murray and no allocated sites may be altered without the approval of the Council.
6. The permit holder shall ensure that the site/s (including all facilities and equipment used) are left in a clean and tidy state at the end of the event and in the same condition that it was found prior to the event. Failure to do so may result in cleaning fees and damages being charged. Pre & post event inspections may be conducted by Council officers.
7. The use of power by permit holders shall not exceed that agreed to and approved by the District Council of Karoonda East Murray. Unauthorised access to electricity boxes will not be permitted. All electrical cords are to be tagged and tested, appropriately covered and not placed in such a way that could cause a trip hazard.
8. This Permit will not come into operation until Council officers are satisfied that your event does not pose any safety concerns to the general public. A satisfactory Risk Management Plan and Site Plan received and accepted, proof of the appropriate insurances and all applicable supporting documentation received by the District Council of Karoonda East Murray and the Permit, signed by an authorised officer of the District Council of Karoonda East Murray has been issued. The Permit is not transferrable.
9. A refundable deposit is required when you collect keys or hire equipment (applicable to your event) from the District Council of Karoonda East Murray. Keys or equipment may only be collected during business hours on a weekday. The permit holder will within two days (or as agreed) at the conclusion of the hire period return all keys and equipment provided to the District Council of Karoonda East Murray during business hours on weekdays (or otherwise by prior arrangement) or an appropriate authority specified by Council.
10. The prescribed fee (refer to current Fees & Charges Schedule) must be received by the District Council of Karoonda East Murray at least 14 days prior to the permit period unless agreed to by the District Council of Karoonda East Murray. The Permit does not come into effect (regardless of whether you have received the Permit / Council Approval documentation) until all fees and deposits have been paid in full.

SECTION 12: GENERAL CONDITIONS OF PERMIT – *CONTINUED*

11. Your organisation must hold a current Public Liability Insurance Policy for the minimum sum of twenty million dollars ($20,000,000) that provides insurance cover against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought, made or claimed against the permit holder in relation to the prescribed activity. The permit holder must provide confirmation of Insurance (Certificate of Currency) to Council. The policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

12. The permit holder must contact the Office of the Liquor and Gambling Commissioner to confirm liquor licence requirements for the prescribed event. It is the event applicant's sole responsibility to get the correct information & licences.

13. The permit holder must ensure that each food vendor in attendance at the prescribed event has completed and submitted a Temporary Food Premises Form prior to the event for assessment/approval by Council's Environmental Health Officer.

14. Advertising sign/s on A Frames or other moveable structures shall not encroach into the designated pedestrian walkways where a minimum unobstructed thoroughfare of at least 1.2m is maintained. They shall be well constructed, of neat appearance and designed to minimise the risk of collapse, overturning or falling objects during the event. If in the opinion of Council's authorised officer, the advertising sign/s on A Frames or other moveable structures is duly hindering the passage or may pose a risk to the public, the object or stand shall be removed or repositioned immediately upon request. All other signage requests must be made in writing to the District Council of Karoonda East Murray.

15. The permit holder agrees to pay the repair costs relating to any damage of Infrastructure associated to their event. Council has a complex irrigation system, for structures that require pegs or droppers to be placed into the ground, the permit holder must ensure irrigation has been marked out by an authorised officer of Council prior to their event and note that a clearance of 1 metre either side of the said mark must be avoided to ensure irrigation systems are not punctured. Marquees must be installed by qualified persons. In addition to this, applicants are encouraged to contact 'Dial Before You Dig' on 1100 to ensure underground electric cables and mains pipes are avoided.

16. Event applicants are encouraged to continue planning their event during the application process; however, it is recommended that any advertising and promotion of your event does not commence until formal approval has been issued by the District Council of Karoonda East Murray. Council will not be held responsible for any losses or expenses incurred if your event application is not approved.

SECTION 13: COUNCIL USE ONLY ASSESSMENT OF APPLICATION			
Name of Event			
Name of Event Organiser			
Name of Organisation			
Location of Event			
Date of Event		Record No:	
Documentation Received and Reviewed	Public Liability Insurance	☐ Yes	
	Risk Management Plan	☐ Yes	☐ N/A
	Detailed Site Plan	☐ Yes	☐ N/A
	Road Closure Approval	☐ Yes	☐ N/A
	Temporary Food Premises Form/s	☐ Yes	☐ N/A
	SafeWwork SA Registration Documents	☐ Yes	☐ N/A
	Liquor Licence	☐ Yes	☐ N/A
	APRA/PPCA Licence	☐ Yes	☐ N/A
	Traffic Management Plan	☐ Yes	☐ N/A
	Safe Work SA Notification Form	☐ Yes	☐ No
		☐ Yes	☐ No
Permit Approved	☐ Yes	☐ No	
Fee/s Payable	☐ Yes	☐ No	
Note: All fees & charges are subject to annual CPI increase			
Location Charge	$		
Electricity	$	(refundable deposit required on pick up of key)	
Bins	$		
Road Closure	$		
Traffic Cone Hire	$	(refundable deposit required on pick of cones)	
Other	$	Specify	
TOTAL	**$**		
Signed on behalf of District Council of Karoonda East Murray:			
Name			
Position			
Address	11 Railway Terrace Karoonda SA 5307		
Phone	08 85781004		
Email	council@dckem.sa.gov.au		
Signature			
Date			