

EVENT INFORMATION

&

EVENT APPLICATION FORM

2011



WYONG SHIRE COUNCIL

INTRODUCTION

The Wyong Shire appeal as a clean, safe and environmentally friendly community makes it a popular haven for residents, visitors and tourists alike. Council welcomes festivals and events that enhance these aspects and respect the Shire's natural assets.

Applications must be submitted at least 8 weeks prior to the event to avoid a late payment fee and must include all of the following information:-

Section 1. Applicant details:

- the organisation,
- primary and secondary contact persons.

Section 2. Event details:

- proposed event time and date,
- proposed event location, Open Space (reserve , park or oval) or Hall
- description of the type of event proposed,
- details of the event, if conducted previously in Wyong Shire,
- details of Development Consent for the event,
- description of the event giving all relevant details as to the proposed timings of all events. Include set up and pack up times,
- anticipated number of event participants and audience/spectator numbers,
- specify the details of any admission fee that will be charged for spectators for entry to the event.

Section 3. Road Closures:

Proposed road closures will require a detailed traffic management plan to be submitted to the Wyong Shire Council Traffic Committee a minimum of *three months prior* to the event. For more information please contact Council's Works Engineer on 4350 3122.

Section 4. Site details:

Please specify marquees, stages, portable toilets, musical entertainment, animals, and vehicle access to the reserve. Please note Council requires one toilet to be provided per one hundred people including any existing toilet facilities on site.

Section 5. Pyrotechnics display:

Pyrotechnics display (fireworks); require the applicant to include a copy of the licences operators Public Liability Insurance and WorkCover Certificate with the Event Application.

Section 6. Amusement Devices:

Details of all amusement devices are to be specified and registered with the Work Cover Authority as required under the Occupational Health and Safety Regulation 2001, Part 5 – and Australian Standard.3533 Registration.

Section 7. Waste minimisation/removal and recycling details:

It is the event organiser's responsibility to arrange the provision, emptying, removal and payment for adequate litter bins for the event. Special event bins may be arranged through Council contractors by completing the WSC Event Bin Application (attached).

Section 8. Electricity:

The use of electricity must comply with the Wyong Shire Council Standard Electrical Specification (E12B) (attached) to provide safety standards and procedures for the use of equipment on any Council controlled reserve or property.

Section 9. Temporary Food Businesses:

With regards to caterers / food stalls present on the day, certain requirements are to be met by each the Event Co-ordinator and the stall owner / operator and are outlined in the Temporary Food Business Information Pack (attached).

Section 10. Alcohol:

No alcohol is permitted without prior approval from Council and the Licensing Authority.

Section 11. Other information:

No temporary signage of any description is to be erected on any reserves without prior written approval from Council's Open Space and Recreation Manager.

Section 12. Restricted access for local residents, clubs and businesses:

Specify how other local clubs and businesses will be able to gain access to their facilities during the conduct of your event and measures to minimise inconvenience to the residential and business community from increased motor traffic circulation and parking.

Have you thought about who will be affected? What arrangements do you intend to have in place to address issues of public access and residential amenity?

Section 13. Noise Levels:

Outline the measures to minimise the impact of noise (both in terms of absolute levels and duration). Please note noise levels are to meet Environmental Protection Authority requirements.

Section 14. Site Plan:

A detailed map identifying locations of all structures, barriers & infrastructure that will be set up on the day is to be included with the application. The site map should include all items such as marquees, temporary structures, finish lines, generators, food stalls, amusement rides etc.

Section 15. Public Liability Insurance:

A copy of your certificate of currency ***which covers this event*** and which ***names Wyong Shire Council*** as an interested party insured with the applicant for the event for a minimum of \$10 million dollars will be required to be submitted with the application

Section 16. Environmental Impact Statement and Risk Management:

Explain arrangements to protect parks, reserves and areas of natural vegetation from damage, and measures to minimise disturbance to native birds and other fauna.

Section 17. Referees:

Please list two referees and their phone numbers who can vouch for the overall quality and standards of events which you have conducted. It is preferred that the referees are the approving authorities of other events, which you have held (excluding Wyong Shire Council).

For on road events at least one referee must be from a Police Branch, which has had involvement with your events previously. The second reference needs to be from a local or state government agency.

Section 18. Event recommendation statement:

Include a statement, which details the purpose of the event. Please address the assessment criteria listed below.

Section 19. Publicity approval:

Are you willing for your telephone number to be provided to the public for enquiries and published alongside your event listing in Council's 'What's on' website or similar publication?

Section 20. Mobile phone event day contact:

A mobile phone contact number available during the course of the event to ensure Council staff can contact you or the site representative if required.

ASSESSMENT CRITERIA

Your application will be processed by using the following assessment criteria:

- All sections of the form are completed, site map and Public Liability Insurance attached and all additional information received.
- Experience conducting large-scale community events.
- Endorsement of a state wide or national association (please supply documentation or evidence of endorsement)
- Quality of application in providing all the information required.
- Suitability of proposed Event Route/Site and requested activity.
- Payment history of applicable fees & charges.
- Traffic and Parking impact
- Resident impact
- Reference check
- Identify the benefits to the Wyong Shire community and businesses for the event; if applicable (Letters of support or some other form of documentation is preferable)
- Other factors which give the event a special significance.
- Impact on the environment

INTERVIEWS:

Council officers may wish to interview event applicants as part of the approval process.

ADMINISTRATION FEES

According to the 2010/11 Management Plan, administration fees are required to be paid at the submission of the Event Application form (Please quote RC133 when making this payment).

- Community / non profit \$62.70 incl. GST per application
- Commercial \$188.10 incl. GST per application
- Late Event administration Fee \$104.50 incl. GST per application for applications submitted less than 30 Working days prior to event.

BOND AND KEY DEPOSITS

- \$574.75 Bond is required to be paid prior to the event. Bonds are refundable in full, or part after deducting any sum required for cleaning, damages or other costs incurred. Following an inspection of the grounds, a refund will be issued to you in the mail. This amount is not to be paid until the event has been approved by the Open Space and Recreation Manager.
- Should keys be required to access Council amenities and facilities, a \$229.90 refundable key deposit per set of keys, would need to be paid within the week before your event at which time the key could be collected.

SITE & COMMUNITY IMPACT FEES

A site fee will be incurred according to the site requested, size, scale and nature of the event and is for the use of the designated site only. Any services provided by Council e.g. waste & recycling bins, mowing, electricity, street & beach cleaning will be on a separate fee for service basis. All fees and charges will be invoiced after the event.

CONCLUSION

We look forward to receiving your application. Council is interested in any feedback related to these forms that would assist you for future events. Please forward to kelli.fletcher@wyong.nsw.gov.au

APPLICATIONS

PLEASE NOTE: A PERMIT FOR THE EVENT WILL NOT BE ISSUED UNTIL ALL SECTIONS OF THIS FORM ARE COMPLETED, APPLICATION FEES, A COPY OF PUBLIC LIABILITY INSURANCE, SITE MAP AND ALL ADDITIONAL INFORMATION HAVE BEEN RECEIVED AND ARE CONSIDERED TO BE SATISFACTORY

Written applications including event application form must be addressed to:

**Open Space and Recreation
Wyong Shire Council
PO Box 20
Wyong NSW 2259
FAX: 02 4351 2098
For Further Information call 4350 5334**

WYONG SHIRE COUNCIL



WYONG SHIRE COUNCIL

OPEN SPACE EVENT APPLICATION FORM

Section 1. APPLICANT DETAILS:

a) NAME OF ORGANISATION: _____

b) IS THE ORGANISATION NOT-FOR-PROFIT? Yes No

Please Supply copy of Certificate

c) PRIMARY CONTACT PERSON: _____

ADDRESS _____ POST CODE _____

EMAIL _____

CONTACT NUMBERS

(Work) _____ (Home) _____

(Fax) _____ (Mobile) _____

d) SECONDARY CONTACT PERSON: _____

ADDRESS _____ POST CODE _____

EMAIL _____

CONTACT NUMBERS

(Work) _____ (Home) _____

(Fax) _____ (Mobile) _____

Section 2. EVENT DETAILS

a) NAME OF EVENT:

b) PROPOSED LOCATION OF EVENT:

c) TYPE OF EVENT: (please give a description eg. Community Event, Sport Club event, A family day involving games, jumping castle, BBQ etc)

d) HAS THIS EVENT BEEN CONDUCTED WITHIN WYONG SHIRE PREVIOUSLY?

Yes (When and Where) _____ No

e) DO YOU HAVE A CURRENT DEVELOPMENT CONSENT FOR THIS EVENT?

Yes (DA No.) _____ No

f) PROPOSED EVENT DATE(S)

Total Site Occupation (including bump in/out)

Arrival Day and Time _____

Departure Day and Time _____

Event Time

Day/s _____

Event Start _____

Event Finish _____

g) NO. OF PEOPLE INVOLVED IN THE EVENT _____

h) EXPECTED AUDIENCE/SPECTATOR NUMBERS _____

i) WILL THERE BE AN ADMISSION FEE FOR AUDIENCE/SPECTATORS?

Yes (please specify) No

ADULT \$ _____

CHILD \$ _____

CONCESSION \$ _____

Section 3: PROPOSED ROAD CLOSURES

Will you require the closure of any roads during your event?

Yes (Please complete the following) No

Roads to be closed _____

Road Closure Times

Start _____ Finish _____

Proposed road closures will require a detailed traffic management plan to be submitted to the Wyong Shire Council Traffic Committee a minimum of three months prior to the event. For more information please contact Council's Works Engineer on 4350 3122.

Section 4: SITE DETAILS

a) Will Marquees be erected on the site?

Yes (please complete the following) No

Size _____ Quantity _____
Size _____ Quantity _____
Size _____ Quantity _____

b) Will stages be erected on the site?

Yes (please complete the following) No

Size _____ Quantity _____
Size _____ Quantity _____
Size _____ Quantity _____

c) Will Portable Toilets be required? Please note Council requires one toilet per one hundred people including existing toilet facilities on site.

Yes No. of units _____ No

d) Does the event involve Musical Entertainment?

Yes No

Details: _____

e) Are Animals included in the event?

Yes No

Details _____

f) Is Vehicle access to the reserve required? (eg caterers, deliveries)

Yes

No

Number of vehicles _____ Time required _____

Reason required _____

(Please note that vehicles must not remain in parks during events)

Section 5: PYROTECHNICS

Pyrotechnics Display (fireworks)

Yes

No

Name of Company supplying pyrotechnics _____

Copy of the licensed operator's Public Liability Insurance Attached? Yes

Copy of the operators WorkCover Certificate attached? Yes

Section 6: AMUSEMENT DEVICES

Does the event include Amusement Rides? (Jumping castles, climbing walls etc.)

Yes No. of rides _____

No

Type of Ride (Jumping Castle) _____

Type of Ride _____ Rotations per minute _____

Type of Ride _____ Rotations per minute _____

Type of Ride _____ Rotations per minute _____

Type of Ride _____ Rotations per minute _____

- Each amusement device must be registered with the Work Cover Authority as required under the Occupational Health and Safety Regulation 2001, Part 5 – and Australian Standard.3533 Registration.
- The ground or other surface on which devices are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.

Section 7: WASTE MINIMISATION/REMOVAL & RECYCLING DETAILS

It is the event organiser's responsibility to arrange the provision, emptying, removal and payment for adequate litter bins for the event.

- Company providing waste service: _____
- Number of waste and recycling bins for event :
Existing Bins on reserve _____
Bins provided for event _____
Total Number of Bins _____

Note: No waste collection trucks over 4 tonnes GVM to drive on grassed areas within parks.

Section 8: ELECTRICITY

Will electricity be used? Yes No

If Yes, please identify source:

Generators Yes No
Council power Yes No

Other _____

The use of electricity must comply with the Wyong Shire Council Standard Electrical Specification (E12B) to provide safety standards and procedures for the use of equipment on any Council controlled reserve or property.

Section 9: TEMPORARY FOOD BUSINESSES

Will the event include the provision of food on site? Yes No

Provided by whom? _____

Will the event include the sale of food on site? Yes No

Please read the Food Handling Guidelines for Temporary Events and Complete the application for Temporary Food Business.

Section 10: ALCOHOL

Will the event include the provision of Alcohol? Yes No

Please note all Open Space areas within the Wyong Shire are alcohol free zones.

To obtain a Liquor Licence you will need to apply to the NSW Office of Liquor, Gaming and Racing

Section 11: OTHER INFORMATION

Please indicate the use of the following equipment -

Amplification equipment Yes No

If Yes please specify _____

Lighting equipment Yes No
If Yes please specify _____

Emergency Vehicles Yes No
If Yes please specify _____

Any other structures Yes No
If Yes please specify _____

Do you require Council park access key? Yes No
If Yes please specify _____

Has security been arranged? Yes No
If yes, please provide the name of the company/firm
Company _____
Contact person _____
Mobile Number _____

Proposed Signage Yes No
If yes please specify –
Type (banners, A Frames etc) corflute on crowd control barriers _____
Size (if applicable) _____
Quantity _____
Location _____

No temporary signage of any description is to be erected on reserves without prior written approval from Council's Open Space and Recreation Manager

Section 12: WILL ACCESS BE RESTRICTED FOR LOCAL RESIDENTS, CLUBS & BUSINESSES? Yes No

If Yes, please provide details as to how local residents, clubs and businesses will be able to gain access to their facilities /residences during the conduct of your _____ event.

Section 13: NOISE LEVELS

Please outline how you plan to minimise noise levels so as not to adversely affect surrounding residences

Operating times for PA / music:

Start: _____ Finish: _____

Section 14: SITE PLAN

A Site plan indicating the placement of amusement devices, barriers, infrastructure, electrical devices MUST be attached. Yes

All structures being set up prior to and during the event are the organiser's responsibility for security of equipment and safety to the public.

Section 15: PUBLIC LIABILITY INSURANCE

A copy of your certificate of currency **which covers this event** and which **names Wyong Shire Council** as an interested party insured with the applicant for the event for a minimum of \$10 million dollars is attached? Yes

Section 16: ENVIRONMENTAL IMPACT STATEMENT AND RISK MANAGEMENT

Please provide a statement as to the environmental impact of your event on: Parks and Reserves, Flora and Fauna and Pollution

Section 17: REFEREES

Please provide the names & telephone numbers of two referees who can vouch for the standard overall quality of the events, which you conduct.

For on road events, at least one referee must be from a Police Branch, which has had involvement with your events previously. The second reference needs to be from a local or state government agency.

1. Name: _____ Organisation: _____ Phone: _____

2. Name: _____ Organisation: _____ Phone: _____

Section 18: EVENT RECOMMENDATION STATEMENT

Please provide a statement as to why Council should authorize your organisation to conduct an event within the shire (*purpose of event*).

Section 19: PUBLICITY APPROVAL

Are you willing for your telephone number to be published alongside your event listing in council's what's on website or similar publication?

YES NO

Section 20: MOBILE PHONE EVENT DAY CONTACT

Please provide a mobile phone number(s) that will be in use on the day of your event.

1. Name: _____ Number: _____

2. Name: _____ Number: _____

**PLEASE NOTE: A PERMIT FOR YOUR EVENT WILL NOT BE ISSUED UNTIL:-
ALL SECTIONS OF THIS FORM ARE COMPLETED;
A COPY OF PUBLIC LIABILITY INSURANCE,
SITE MAP AND ALL ADDITIONAL INFORMATION HAS BEEN RECEIVED AND IS
CONSIDERED TO BE SATISFACTORY.**

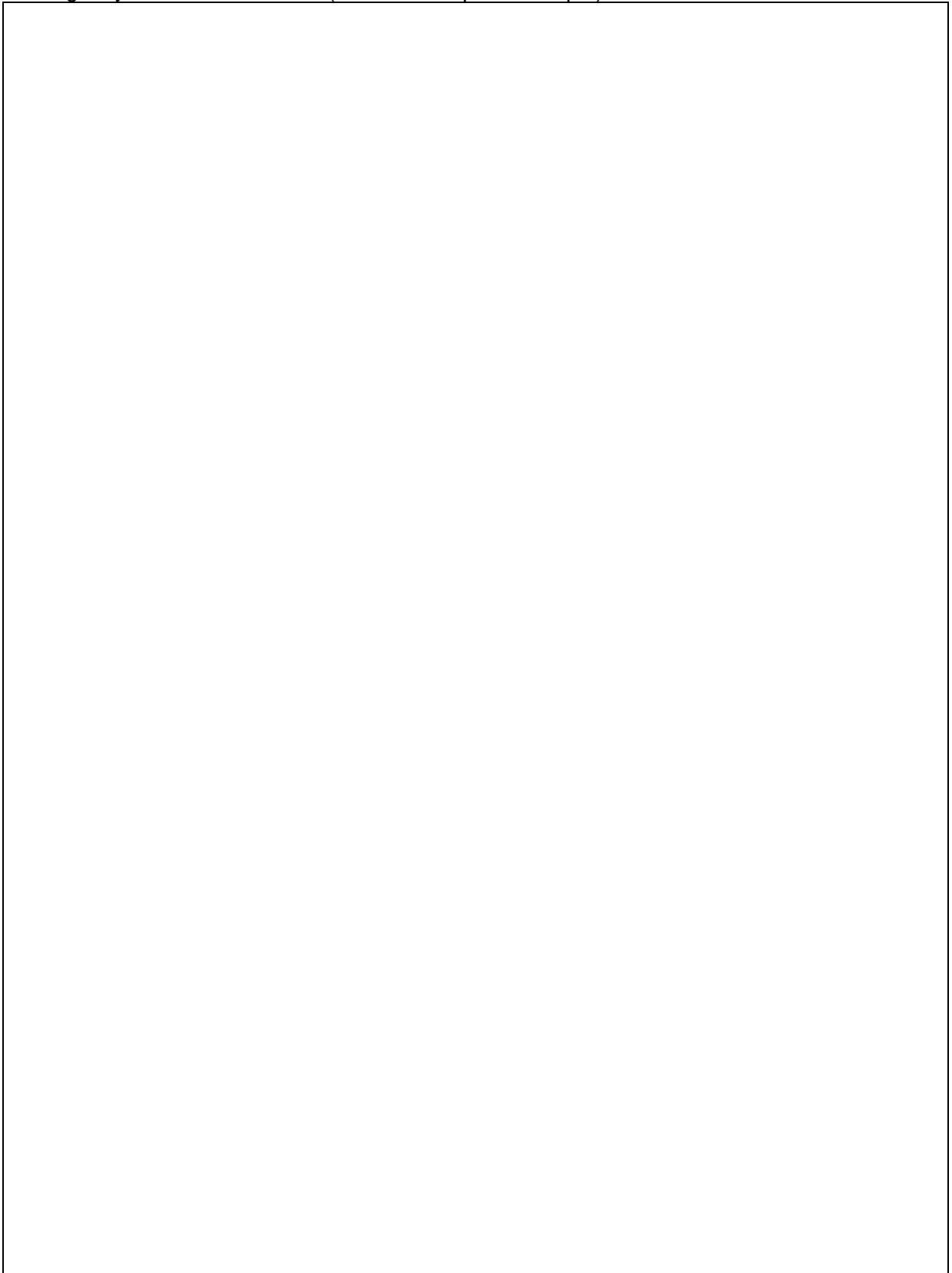
SIGNATURE

Name: _____ Organisation: _____

Signature: _____ Date: _____

SITE PLAN OF THE EVENT

Please provide a detailed and dimension site plan including location of all structures: parking (including proposed additional parking); details of road closures; PA systems; amusement devices; tents, marquees; food/drink/merchandise stalls; stage; sound & lighting towers; porta loos; access path; temporary seating; marquees; signage; displays; first aid station; emergency vehicle access etc. (Refer to site plan example).

A large, empty rectangular box with a thin black border, intended for the user to draw a detailed site plan for the event. The box is currently blank.

Checklist

1. Complete all Application Forms.

Do you need:-

Crowd Density Map
Development Application
Emergency Evacuation Plan
Environmental Impact Statement
Event Bin Form
Event Site Map
Liquor Licence
Place of Public Entertainment licence
Risk Assessment
Temporary Food Business
Traffic Management Plan

Include Insurance Certificates with all forms.

2. Book all venue operators, e.g. food, music etc. Provide them with site map
3. Book all guest speakers and/or dignitaries.
4. Book traffic control equipment and signage
5. Book security, first aid
6. Check with local residents/businesses for support approval.
7. Check all electrical equipment and liaise with Wyong Council staff – Electrical Section.
8. Upon approval of event – Publicise event via Council website, newspaper, radio etc.
9. Finalize all arrangements/bookings
10. Check wet weather forecasts e.g. NSW Country Forecasts 1900 926 102
11. Develop Contingency Plan