**EVENT APPROVAL APPLICATION FORM**

Thank you for having an event in the Federation Council.

Before completing this application, please confirm the availability of the Federation Council facility you wish to use and that your proposed event does not conflict with any other event been held.

Please contact Council on (02) 6033 8999.

**EVENT APPLICANT DETAILS**

|  |  |
| --- | --- |
| Contact Name (person to liaise with Council): |  |
| Event Organization / Group: |  |
| ABN: |  |
| Phone: |  |
| Email:  |  |
| Website: |  |
| Mailing Address: |  |

**EVENT DETAILS**

|  |
| --- |
| Event Name: |
| Description of the event: |
| Event activities (what will happen at your event) e.g. live music, food or market stalls, fireworks:1.2.3.4.5. |

**EVENT LOCATION**

|  |  |
| --- | --- |
| Event site and Address: |  |

**DATE AND TIMES**

|  |  |  |  |
| --- | --- | --- | --- |
| Event Date (s): |  | Start Time (s): |  |
| End Time (s): |  |
| Set up date (s): |  | Pack down date (s) |  |
| Entry Costs: | Free Entry:  | Voluntary donation:  | Administration fees:$..................... |
| Total no. of people expected to attend at any one time: |  |

**INSURANCE**

|  |  |
| --- | --- |
| Name of Company: |  |
| Address: |  |
| Phone: |  |
| Policy Number: |  |
| Value: |  |
| Does this policy cover volunteers? | ❑ Yes ❑ No |

Please attach a copy of the current Certificate of Currency Public Liability with a minimum indemnity of $20 million. If the event is held on land owned or managed by Council, the policy must be endorsed to note the Federation Council as interested party in respect to this event.

**RISK AND EMERGENCY MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| Has a risk assessment been completed on the event? | ❑ Yes ❑ No | paper clip iconPlease attach risk assessment in accordance with Australian Standards 31000:2009. A template can be found in the Events and Festivals Guidelines |
| Please list any consultation that has occurred with emergency services: Local Police, Ambulance and Fire and Rescue. | ❑ Yes ❑ No | paper clip iconRecord the date and the method of contact, e.g. letter. Please provide copies of event notification to emergency services. |
| Has first aid been organized? | ❑ Yes ❑ No | Please provide details. |

**TRAFFIC MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| Will the event require any road or street closures? | ❑ Yes ❑ No | If you ticked ‘yes’ council approval required. Please provide details. |
| Increase road congestion in the area? | ❑ Yes ❑ No |
| Restrict access to, or require the use of footpaths or public car parks? | ❑ Yes ❑ No |
| Does the event have a Traffic Control Plan?  | ❑ Yes ❑ No |
| Is your event a Road Race Event, e.g. Triathlon? | ❑ Yes ❑ No | A Roads Occupancy License (ROL)will be required and police approval under Section 40 of the Road Transport (Safety & Traffic Management) Act 1999.  |

Road or street closures will require you to submit an application to the local Traffic Management Committee.

You should speak with Council prior to preparing any traffic documentation to ensure you have a thorough understanding of what is required. Please contact Council on 02 6033 8999.

Council can assist you with preparing your documentation and submit the forms to the local Traffic Committee (NSW RMS, NSW Police, Council and Member of the Legislative Assembly) on your behalf.

** Please submit the event’s Traffic Control Plan/s, Transport Management Plan, Risk assessment and a copy of the event’s current Certificate of Currency of Public Liability with a minimum indemnity of $20,000,000. NSW RMS, NSW Police and Federation Council will need to be listed as interested parties on the policy. A copy of the Transport Management Plan can be found in the Events and Festivals Guidelines.

**SITE PLAN**

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| Please provide a detailed site plan indicating where the event and all activities will be situated. This plan must also show where emergency services will be situated,* Entry and Egress
* Emergency services
* Collection point for lost children.

You should also indicate the following;* Office / information centre
* Parking
* Toilets
* Food/drink
* Any structures such as marquees, stages etc
* Seating
* Entertainment areas / activity areas
* Rubbish bins
* Power outlets
* Fencing
 |
| paper clip iconPlease attach a copy of the site plan to this application and ensure that all participants have been provided with a copy prior to the event.**Ready access must be provided for emergency vehicle access at all times.** |

**WAIVERS / DISCLAIMERS**

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| How will people register for your event? |
| paper clip iconPlease attach a copy of the events tickets and/or entry forms*.* |

All entry forms and event tickets must include a waiver that indemnifies Council(Examples of waivers and disclaimers can be provided.)**CALENDAR OF EVENTS**

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| Finally do not forget to list your event on [Australian Tourism Destination Website.](http://www.atdw-online.com.au) It’s free and gets your event listed on [Visit NSW](http://www.visitnsw.com) as well as feeding through to various other directories including the appropriate Federation Council region website, [Visit Corowa Region.](http://www.visitcorowaregion.com.au)In you require assistance, please don’t hesitate to contact the Visitor Information Centre on 02 6033 3221 or tourism@federationcouncil.nsw.gov.au  |

**ACKNOWLEDGEMENT**

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| I, acknowledge that the information contained in this form is true and correct and that all individuals and groups will comply with the terms and conditions of the event approval and other conditions as required by Federation Council. |
| Contact Name: |  | Date: |  |
| Signature: |  |

Please forward this application form to the:

Community and Events

Federation Council

PO Box 77

COROWA NSW 2646

Or personally to

100 Edward Street, Corowa NSW 2646

Or email communityevents@federationcouncil.nsw.gov.au