

EVENT AND FESTIVAL APPROVAL APPLICATION FORM

Thank you for hosting an event in the Federation Council.
Please fill in the below form with as much information about your event as possible.

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:	
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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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 an interested party in respect to this event.

RISK AND EMERGENCY MANAGEMENT

Has a risk assessment been completed on the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	 Please 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	 Record the date and the method of contact, e.g. letter. Please provide copies of event notification to emergency services.
Has first aid been organized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details.


TRAFFIC MANAGEMENT

Will the event require any road or street closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked 'yes' council approval required. Please provide details.
Increase road congestion in the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Restrict access to, or require the use of footpaths or public car parks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the event have a Traffic Control Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your event a Road Race Event, e.g. Triathlon?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 (Transport for NSW, 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. Transport for NSW, 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.


PUBLIC HEALTH AND SAFETY

Please provide the total number of toilets to be available at the event including portable toilets.	<u>Males</u> Enclosed Unit: Urinals: Hand Basins:	<u>Females</u> Enclosed Unit: Hand Basins:
Has a cleaning schedule been completed for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	 Please attach the cleaning schedule
If your event is conducted at night, has provision been made to light the toilets and access areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has an accessibility plan been developed to ensure access to all people, including people with a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will your event provide water to patrons?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How?

EVENT ACTIVITIES

Please complete *ONLY* the following sections on event activities that are relevant to your event.

ALCOHOL

Will alcohol be consumed at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked yes please complete this section.
Have you determined the type of license required by going to the Liquor and Gaming NSW website?	<input type="checkbox"/> Yes <input type="checkbox"/> No	https://www.liquorandgaming.nsw.gov.au
Has an application been lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How will you enforce the responsible service of alcohol?		
 If a license has been issued, please attach copies to this application.		





FOOD AND BEVERAGES

Will food or beverages be provided at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked yes please complete this section.
Please provide details on the type of food being provided:		
Is a temporary food permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please ensure a copy of the Food Handling Guidelines for Temporary Events has been

All vendors have Public Liability and Products insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	provided to all food vendors operating at the event. A copy can be downloaded from http://www.foodauthority.nsw.gov.au
All food vendors are registered with the NSW Food Authority and Council	<input type="checkbox"/> Yes <input type="checkbox"/> No	

For further information or clarification, please contact Council's Department of Environment, Facilities and Regulations on (02) 6033 8999 or visit the NSW Food Authority website www.foodauthority.nsw.gov.au

FIREWORKS



Is the planned fireworks display on council land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked yes you will need to council approval. Please complete this section
Name of pyrotechnic:		
 Please attach a copy of the pyrotechnic Security Clearance and Explosive License.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
 Please attach a copy of Safe Work NSW approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If fireworks are on private land, the pyrotechnic must still notify Council seven days prior. Council may request the pyrotechnic to complete the Fireworks Display Checklist .
 Please attach a copy of the pyrotechnics current Certificate of Currency of public Liability insurance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
 Please attach a Site Plan of the proposed fireworks display (including exclusion zone)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Confirmation that a risk assessment will be undertaken prior to the display taking place	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has local area commander of police (and/or local police) been notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the local NSW Fire and Rescue and /or NSW Rural Fire Service been notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the fireworks between October and March?	<input type="checkbox"/> Yes <input type="checkbox"/> No	You may need to apply for an Total Fire Ban Exemption from NSW Rural Fire Service

MARKET STALLS

Will there be market stalls at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked yes please complete this section
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Stall holders have filled a stall holder application form indemnifying themselves from event organizers and council?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies of stall holders Public Liability insurance sighted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Whilst copies of these do not need to be provided to Council, by signing this application you are declaring that as the event organiser, you have a copy on file.		

AMUSEMENTS

Amusements (i.e. Jumping Castle)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked yes please complete this section.
Name of provider:		
Please provide details of the type of amusements to be provided		
 Copy of the providers risk assessment attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
 Copy of the provider's public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The provider will need to complete an Amusement Device Approval Form. This form can be found in the Events and Festivals Guidelines.		

SITE PLAN

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
- ✓ Entry register & sanitizing stations
- ✓ 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



Please 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

How will people register for your event?

It is under the NSW Public Health Order (PHO) that anyone entering a indoor or outdoor venue must provide their details for public tracing in the event of Covid-19 positive testing from an attendee at your event.



Please attach a copy of the events tickets and/or entry forms.

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

CALENDAR OF EVENTS

Finally do not forget to list your event on [Australian Tourism Destination Website](#). It's free and gets your event listed on [Visit NSW](#) as well as feeding through to various other directories including the appropriate Federation Council region website, [North of the Murray](#).
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

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