


# REGIONAL COUNCIL OF GOYDER

	<b>Event Application form</b>	<b>Section:</b>	
		<b>Version No:</b>	1.0
		<b>Adopted:</b>	May 2023
		<b>Reviewed:</b>	
		<b>Next Review:</b>	May 2026
		<b>Responsibility:</b>	CDM

## APPLICANT DETAILS

<b>Organisation:</b>			
<b>Contact Name:</b>		<b>Position:</b>	
<b>Address:</b>		<b>ABN:</b>	
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>		<b>Website:</b>	

## EVENT DETAILS

<b>Name of Event:</b>			
<b>Event Description:</b>			
<b>Dates:</b>			
<b>Location:</b>			
<b>Max Attendance at one time onsite</b>		<b>Attendance over event duration:</b>	
<b>Event Start Time:</b>		<b>Event End Time:</b>	
<b>Set up start date &amp; Time:</b>		<b>Pack up end date &amp; Time</b>	
<b>Has this event been held before?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Previous dates:		


## EVENT FEES

<b>Fees for attendees</b>	Free Entry Yes <input type="checkbox"/> No <input type="checkbox"/>	Limited Private Event Yes <input type="checkbox"/> No <input type="checkbox"/>	Ticketed Yes <input type="checkbox"/> No <input type="checkbox"/>
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## OPERATIONAL DETAILS (will the event include the following?)

		<b>Notes</b>
<b>Amusement Rides</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Brief Description or attach separately.  A current Safework certificate of registration issued by Safework SA and a copy of the operator's public liability insurance must be provided,

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<b>Temporary Toilets</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	How many temporary toilets will be installed:
<b>Lighting</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	What lighting will be installed:
<b>Trading Stalls</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	What number and type of stalls will be set up:
<b>Power Generators</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of generators being used:
<b>Fencing</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Vehicles</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Public Address System</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Live / Recorded Music</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	An APRA or PPCA license may be required. Please refer to <a href="http://apraamcos.com.au">http://apraamcos.com.au</a> or <a href="http://www.pcca.com.au/">www.pcca.com.au/</a> .
<b>Liquor sales / Consumption</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Liquor License may be required. Please refer to <a href="http://www.sa.gov.au/topics/business-and-trade/liquor-and-gambling/licences/liquor-licenses">www.sa.gov.au/topics/business-and-trade/liquor-and-gambling/licences/liquor-licenses</a>
<b>Marquees / Stages / Grandstands</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Please advise of size and dimensions of marquees./ Stages / Grandstands</p> <p><b>Number of marquee/s:</b></p> <p><b>Sizes:</b></p>
<b>Animals / Petting Zoo</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please ensure you comply with SA Health Animal Contact Guidelines
<b>Drones (Remote Pilot Aircraft)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Filming (Including use of Drones)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Brief description of what and where filming will occur. (Attach separate page if required.)

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<b>Staging</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size and number of Stage/s:
<b>Food Outlets</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	List of caterers with contact details is required 14 days prior to the event. ( Attach separate sheet if multiple caterers are required). Ensure that both Category 1 and Category 2 Food Vendors have a current food safety supervisor's certificate.
<b>Fireworks</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Must be provided and operated by a SafeWork SA licensed pyro technician only.
<b>Road Closures</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide a traffic management plan if conducting road closures and who will be completing the closure.
<b>Road Closures</b>		Event organisers are encouraged to engage a traffic control company to manage road closures. Applications involving road closures must be accompanied by a traffic management plan. Traffic management must be prepared and undertaken by an accredited traffic management person. For further assistance regarding events on roads please refer to the Department of Planning, Transport & Infrastructures Guidelines for Events on SA Roads <a href="http://www.dpti.sa.gov.au">www.dpti.sa.gov.au</a> – search 'guidelines for events on SA roads'
<b>Road Closure Start Time:</b>		<b>Road Closure End Time:</b>

## OPERATIONAL SERVICES – services provided by Council (Fees May Apply)

<b>Additional Bins</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number required:
<b>Power Access</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes please provide details of required power
<b>Other Services</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please list any other services requested from Council:

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<b>Advertising (Can Council assist to promote event?)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> List on Council's Events Calendar <input type="checkbox"/> Display flyers in Council Office (supply) <input type="checkbox"/> Include in Council's Community Newsletter <input type="checkbox"/> Community Event signs (Council)
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## PUBLIC CONSULTATION

It is the event organisers responsibility to ensure that surrounding residents and business' have been advised of an event and any potential impacts.  
 Where road closures apply, Council will arrange local newspaper notices with costs to be met by the event organiser.

Have you advised surrounding stakeholders of your event and any potential impacts? (This includes surrounding residents, business and emergency services.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## EVENT MANAGEMENT PLAN & RISK MANAGEMENT PLAN

Special Event organisers should, as part of their event planning, prepare and implement an Event and Risk Management Plan. This is to be done for all medium and Major events. A copy of which should be submitted with the Event application.

For further information on preparing Event and Risk Management Plans please refer to Safe Work SA's Event Safety Information. [www.safework.sa.gov.au](http://www.safework.sa.gov.au) - search 'Event Safety'.

For an example event risk assessment please visit the Council website [www.goyder.sa.gov.au](http://www.goyder.sa.gov.au)

<b>Event &amp; Risk Management Plan Attached</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Other details

**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. Nuisances created by the event must be submitted in your event management plan including actions to minimise nuisances listed.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.
- 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.

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

<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

FEES & CHARGES		Tick Req.
\$80	Application fee – Major Event	
\$10	Bin hire (per bin) pick up/ return from Burra/ Robertstown depot	
\$10	Non removal of signage per site- 3 days post cessation of event	
Full cost recovery	Bin hire delivered/ special arrangements	
Full cost recovery	Newspaper advertising	
Full cost recovery	Pre/ post event inspections	
\$10	Non removal of signage per site- (3 days post cessation of event)	
\$80	Exemption for excessive noise under Local Nuisance and Litter Control Act 2016 – <i>may be charged at Council's discretion</i>	
<p><b>Request for waive of fee</b>            Not for profit or community groups may be eligible for a waiver of fee.            Are you applying for a waiver of fees? <input type="checkbox"/> Yes <input type="checkbox"/> No            If yes, what are the reasons the fee should be waived?            _____            _____            _____            _____</p>		

COUNCIL AUTHORISATION (Office Use)			
Special Conditions:			
Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Name			
Signature			
Date			
Title			