



PROPOSAL TO STAGE AN EVENT

Completing this form will allow Council representatives to determine the requirements of your event and if a Development Application or other approvals are required.

Assessment timeframe: Please submit this form at least 4 months prior to your event.

1. Event Title:

2. Applicant Details:

Name of Organisation:

ABN:

Postal Address:

Suburb:

State:

Postcode:

Contact Person:

Position:

Phone:

Alternate Phone:

Email:

Fax:

Web Site:

Event Day Contact: These details will be used on the day of the event by Council employees and local authorities if needed.

Contact Person:

Position:

Mobile Phone:

Email:

3. Event Description:

Detailed description of the event:

4. Event Details:

Event Dates:

Start:

Finish:

Event Times:

Start:

Finish:

Set Up

Date:

Times:

Removal

Date:

Times:

Estimated Attendance:

Participants:

Spectators:

Staff/Marshalls:

Target Audience:

Entry Fee/Ticket Price:

Adult: \$

Child: \$

Concession: \$

Other participant charges:

N.B. Attendance numbers may trigger additional costs for amenities cleaning and other services.



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5. Insurance: You are required to hold \$10million public liability with Bellingen Shire Council noted as an interested party. Your certificate of currency needs to be submitted along with this form.

Insurance Company:	
Expiry Date:	

6. Location: The Events Hub can assist in recommending locations/venues.

Location/Venue:	
Location/Venue address:	

N.B. You will be required to gain permission from the land owner before approval for your event can be granted.

7. Bookings: Do you require the following bookings?

Maam Gaduying Park	
Marquees	
Banner Poles	
Community Notice Boards	
Mobile Drinking Water Stations	

8a. Traffic Management: Traffic management plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns.

Are you requesting a road closure or traffic diversion?	
Name of Street:	
Suburb:	
Dates:	
Times:	
Event Class: (refer to Traffic Management of Special Events document).	
Other details: (Including if emergency services have been notified of the event)	



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8b. Notice of Intention to Hold a Public Assembly:

Please note that it is a requirement that police be informed of your intention to hold an event.

9. Parking:

What provisions for parking have been made for event attendees/ participants of the event?

10. Food, drink and sale of goods:

Will you sell or serve food or drinks?

Will you (or another party) sell goods of any kind?

If yes you will be required to submit an application for a s68 Certificate. This will be forwarded to you once you have lodged this form.

11. Alcohol: *A Liquor Licence will be required if alcohol is to be sold or served outside existing licenced premises. Please note that some venues have alcohol free zones in place and therefore serving of alcohol will not be permitted.*

Will you sell or serve alcohol?

12. Electrical Access:

Do you require access to Council electricity if available?

13. Amplified Sound:

Will your event include amplified sound, please provide a brief description.

Nature of Sound (band / PA)

Style of Music

Commencement time / duration

Description of equipment to be used

Other

If yes you may be required to submit an application for a s68 Certificate if on community land. If so this will be forwarded to you once you have lodged this form.



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14. Amusement Devices:	
Are you proposing to have amusement devises?	
Amusement Hire Company	
Contact phone number	
Type of Amusement device	Dimensions / description
<p><i>Please note: Some mechanical amusement devices and inflatables may require you as the event applicant to provide copies of Insurance, Registration and Work Cover certificates. You may also be required to submit an application for a s68 certificate. If so this will be forwarded to you once you have lodged this form.</i></p>	

<p>15. Waste Management: <i>Most Council parks and reserves have waste facilities available for use. These however may not be suitable or sufficient for your event. Providing the venue is located within the kerbside collection area council can organise additional waste and recycle bins for your event which may incur additional costs as per the council fees and charges.</i></p>		
What provisions or plans do you have for waste management at your event?		
How many additional 240L bins will you require for your event?		
How many of these will be waste/recycle/organic bins?	Waste	Recycle
Would you like Council to organise this service?		
<p><i>Please note: Council reserve the right to request and enforce extra bins deemed necessary for an event. Large scale events may be required to supply Waste Management Plans. You will be advised if this is required.</i></p>		

<p>16. Amenities: <i>If existing Council amenities at your nominated venue are not sufficient additional toilets must be provided.</i></p>	
Does your event require access to Council amenities?	
Will additional toilets/amenities be supplied for your event? Provide details.	
<p><i>Your event may require additional servicing of the amenities which may incur a fee. Where the number of people attending the event exceeds 250, a minimum of 6 toilets must be available/provided. Thereafter one additional toilet for every additional 250 people must be provided. This ratio varies when alcohol is available at events.</i></p>	



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17. Pyrotechnics:

Are you proposing to use pyrotechnics as part of your event?

Please provide details

A copy of the pyrotechnic operator's WorkCover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted to gain final approval.

18. Infrastructure:

Mark any of the following that apply to your event and provide details of all proposed infrastructure that is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure:

- *Underground power and irrigation lines must be identified by Council officers before any structures are erected*

Food Vendors	Number:	Size	Details:
Stall Holders	Number:	Size:	Details:
Marquees	Number:	Size:	Details:
Stages	Number:	Size:	Details:
Lighting Equipment	Number:	Size:	Details:
Generators	Number:	Size:	Details:
Portable Toilets	Number:	Size:	Details:
Other structures	Number:	Size:	Details:

19. Reference Details:

Have you managed an event in the past? Please provide details of the approving authority.

Organisation:	
Event:	Date:
Contact Name:	Position:
Ph:	Mobile:

20. Agreement:

I understand that this Proposal to Stage an Event does not constitute event approval for the conduct of any aspect of the event. I declare that all information in this proposal is true and correct. Should approval be granted I agree to comply with all conditions, local laws and relevant legislation when staging the event. I declare that this event will be organised and managed as described unless advised otherwise by Bellinghen Shire Council and/or its authorities.

Name:	Position:
Signature:	Date:



BELLINGEN
SHIRE COUNCIL

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LODGEMENT DETAILS

Email:

council@bellingen.nsw.gov.au

Post:

33-39 Hyde Street, Bellingen NSW 2454