

REGIONAL COUNCIL OF GOYDER

	Event Application Form	Record No:	
		Version No:	V2.4
		Adopted:	14/3/17
		Revised:	10/7/17
		Next Review:	10/7/19
		Responsibility:	MCCS

APPLICANT DETAILS	
Contact Name:	
Organisation:	
Phone Number:	
Email Address:	

Minor Event Applications MUST be submitted at least 2 weeks prior to event

Major Event Applications MUST be submitted at least 12 weeks prior to event

Is your application for a STREET STALL or RAFFLE ? (minor) If yes complete this box If no go to next box			
Activity:	<input type="checkbox"/> Stall	<input type="checkbox"/> Raffle	<input type="checkbox"/> Other _____
Activity Date:		Times between:	
Activity Location:	<input type="checkbox"/> Burra	<input type="checkbox"/> Adjacent newsagent <input type="checkbox"/> Adjacent IGA	<input type="checkbox"/> Other location (Please list details below)
	<input type="checkbox"/> Eudunda	<input type="checkbox"/> Adjacent IGA	
Will you be selling food?	<input type="checkbox"/> Yes, please complete Section E of this application		<input type="checkbox"/> No
Other details (Please include details on goods being sold including food & equipment to be setup)			

Is your application for a MOBILE SERVICE CENTRE VEHICLE (minor) If yes complete this box If no go to next box			
Activity:			
Activity Date:		Times between:	
Activity Location:	<input type="checkbox"/> Burra	<input type="checkbox"/> Out front Burra Visitor Info. Centre <input type="checkbox"/> Market Street carpark (opposite hall)	<input type="checkbox"/> Other location (Please list details below)
	<input type="checkbox"/> Eudunda	<input type="checkbox"/> Out front Eudunda Town Hall	
Requirements	Power required? Y / N	Do you require Council to cone off car parks? Y / N	
Other details (i.e. power required? List of items to be setup on footpath. Carparks to be coned off?)			

MINOR EVENT	
Event Details:	
Event Date:	Times between:
Event Location:	
Other details (<i>i.e. any food being sold/ prepared? power required? items to be setup on footpath</i>)	
<p>If you filled in either of the above boxes please complete this box and go to Section M</p>	

MAJOR EVENT eg; festival, street party, car rally, parade, market, fete etc	
Event Name:	
Event Location:	
Event Details:	
Event Date:	
Times Between:	
Set Up Date/s:	
Dismantle Date/s:	
Number of people expected to attend:	
Number of workers (Volunteers/Vendors/Contractors etc)	
Additional S222 food selling permits required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Details:	

Section A) ADVERTISING – can Council help you promote your event?	
<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)

Section B) COUNCIL CONTRIBUTIONS

If you tick yes to any of these items please ensure additional details are included in your Event Management Plan.

Council bins	<input type="checkbox"/> Y <input type="checkbox"/> N	Water	<input type="checkbox"/> Y <input type="checkbox"/> N
Power	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N

Additional details

Section C) AMUSEMENT RIDES/ DEVICES

Will amusement rides/ devices be provided at this event? Yes (provide details below) No

Details including Registration Number:

Will Fireworks Explosives or Dangerous substances be located/used? Yes (provide details below) No

Details including Licence Number:

Section D) LIQUOR

Will alcohol be sold, supplied or consumed? Y N

Do you require a letter of support to accompany a limited liquor license application Y N

Events involving alcohol may require a limited liquor license. Please contact Consumer & Business Services for further information www.cbs.sa.gov.au search 'liquor and gambling licenses'

Section E) FOOD

Will food or drink be sold as part of the event? Yes – Complete details below
 No – Proceed to next section (Site Map)

List all food and beverages including condiments:

Catering

Will food be self catered (prepared/sold by event organiser) or by a supplier /caterer

Self catered – Complete **Section F Self Catered** section below
 No – Complete **Section G Vendor/ Caterer** section below

<p>Food Handling Training Copy of stallholder food handling training certificate attached. Please specify and attach copies of all food handling training completed.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – Please complete the online food safety training available at www.goyder.sa.gov.au search 'food safety training'</p>
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<p>Where is food sourced from Eg: supermarket, supplier, home kitchen (if so please list names of those supplying)</p>	
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<p>Will ALL food and beverages be pre-wrapped/pre-packaged</p>	<p><input type="checkbox"/> Yes – Proceed to Section G</p> <p><input type="checkbox"/> No – Complete details below</p>
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Responsible person for food safety –	Name:
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Section F) SELF CATERED

<p>Temperature Control Detail how potentially hazardous foods will be kept under temperature control from point of purchase to sale.</p>	
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<p>Contamination Prevention Detail how you will prevent contamination of food by food handlers and other sources</p>	
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<p>Hand Washing Facilities Describe the intended hand washing facilities at stalls. Hand washing facilities must be available at all times</p>	
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<p>Cleaning/Sanitising Detail methods to ensure surfaces including crockery and cutlery will be cleaned and sanitised.</p>	
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Section G) VENDOR/ CATERER DETAILS

Type of food	Vendor/ Caterer details
1)	Name:
	Address:
	Phone:
2)	Name:
	Address:
	Phone:

3)	Name:
	Address:
	Phone:
4)	Name:
	Address:
	Phone:

Section H) SITE MAP

Have you attached a site map for your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you attached a list of stallholders that are invited to apply for a S222 permit? <i>Reference' Lease, Licence & Permit Policy' for Local Govt.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your signage compliant with Councils guidelines (<i>as per Events procedure</i>)? Please provide a draft copy of intended wording, layout and size.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please include details on activities and entertainment areas, food and beverage stalls, hazards, toilets, parking, restricted areas etc.		

Section I) ROAD CLOSURES

<p>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 www.dpti.sa.gov.au – search 'guidelines for events on SA roads'</p>		
Will your event require a full or part road closure?	<input type="checkbox"/> Yes (complete below details) <input type="checkbox"/> No (proceed to next section)	
Roads to be closed		
Who will be conducting the road closure?		
Have you attached a copy of your Traffic Management Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other details		

Section J) 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?

 Yes

 No
Section K) 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. A copy of which should be submitted with the Special 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 - search 'Event Safety'

For an example event risk assessment please visit the Council website www.goyder.sa.gov.au

Event & Risk Management Plan Attached

 Yes

 No

Other details

Section L) FEES & CHARGES

\$ 0	Application fee – Minor Event
\$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>

Request for waive of fee

Not for profit or community groups may be eligible for a waiver of fee. Requests should be submitted in writing and attached to the application form. Council's Chief Executive Officer is responsible for assessing fee waive requests.

Section M

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.

APPLICANT SIGNATURE	
I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.	
Name:	
Signature:	
Date:	
Organisation (<i>if applicable</i>)	

APPLICANT CHECKLIST – MINOR EVENT

- Application form completed & Signed
- Public Liability Insurance attached
- Food Handling Training Certificate (section E)

APPLICANT CHECKLIST – MAJOR EVENT

- Application form completed & Signed
- Public Liability Insurance attached
- Food Handling Training Certificate (section E)
- Attached list of Stallholders requiring a S222 permit
- Site Map provided (section H)
- Signage draft attached (Section H)
- Traffic Management Plan (applicable for road closures) (section I)
- Event Management Plan provided (section K)

COUNCIL AUTHORISATION

Special Conditions:

Insurance:	Yes	No	Permit:	Approved	Denied
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Name:

Signature:

Date:

Title: