

# EXTERNAL EVENT BOOKING APPLICATION FORM



With this application you must include the following:

- Event brief (detailed description of the event including the reason it is being held)
- Copy of site plan (displaying all event equipment, structures, vehicles, routes and facilities)
- Copy of your public liability Insurance - Certificate of Currency

## Payment Details – (No Diners)

**ATTENTION:** An additional 1% Credit Card fee will apply to the dollar amount paid by credit card.

<input type="checkbox"/> EFTPOS	<input type="checkbox"/> C/Card	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	Fee Payable (GST inclusive)	\$
Card No.	/	/	/	Exp Date:	/
Card Name:	Signature:			Date:	
<b>Office Use:</b>	Booking Fee (089)	\$	Receipt No:	Date:	
	Event Fee ( )	\$	Receipt No:	Date:	

## Applicant Details

Surname:		First Name:	
Company name:			
Company Seal: (If applicable)			
ACN:		ABN:	
Postal Address:			
Suburb		Postcode:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	
Email:			

## Event Details

Date/s of Event:				
Location:				
Times the area is required: (including setup and pack up):	From:		To:	
Times of Event:	Start:		Finish:	
Description of event:				
Site contact person:		Phone(m):		
Estimated number of people				

**General information**

**(Please complete each section) if a category does not apply to your event please mark NOT APPLICABLE.**

**1 - Estimated attendance**

a) Estimated attendance per day of participants:

b) Estimated attendance per day of spectators:

**2 - Access to event site by machinery/ vehicles**

If access to the proposed event site is required, describe the nature/size/number of vehicles, number of vehicle movements and the purpose of access: (Please indicate in your site plan the vehicle access corridor and vehicle locations).

  
  
  

**Please note: No vehicles other than those specially approved are permitted on Councils sportsgrounds or reserves.**

**3 - Tents/ marquees/ stalls**

Do you propose to erect tents, marquees or stalls?

Yes

No

(If yes, please indicate size(s) and location on the copy of site plan)

**4 - Parking**

Is it proposed to provide extra parking?

Yes

No

(If yes, please indicate where on the copy of site plan)

**5 - Road closures**

Do you require full or partial temporary road closures?

Yes

No

If yes, a traffic management plan is required, (in accordance with RTA Guidelines – ‘Traffic Management for Special Events’) please provide details below or attach to this document.

  
  
  

**Please note:**

- **Permission must be obtained from the City of Canada Bay Traffic Committee (attended by Council, RTA and Burwood Police) for road closures. This must be requested 16 weeks (4 months) prior to the event to allow for referral to the Traffic Committee, Council and Advertising. Failure to comply may jeopardise approval of application.**
- **All emergency services must be advised of any road closures prior to the event.**

### 6 - Advertising signs

Is outdoor advertising planned?

Yes

No

(If yes, please indicate where on the copy of site plan)

If yes, a Temporary Sign Banner Display application form must be completed which can be found on Councils website link: [http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html)

### 7 - Sale of food at the event

All food sold within NSW must comply with the requirements of the NSW *Food Act 2003*, NSW *Food Regulation 2004* and the FSANZ *Food Standards Code*.

It is proposed to sell food?

Yes

No

If yes, food will be sold from:

Temporary food stall

Mobile Food Vending Vehicle

Temporary food stalls must comply with Council's *Food Handling Guidelines for Temporary Events* and mobile food vending vehicles must comply with Council's *Mobile Food Vending Vehicles Policy*.

Prior to the sale of any food within NSW, the seller of the food must register their intent with both Council and the NSW Food Authority. **The applicable registration form included in this package must be completed and returned to Council.**

**Additional registration application forms can be found on Councils website link:**

[http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html)

Council's Environmental Health Officers may conduct an inspection of the temporary food stall/s and/or mobile food vending vehicles for compliance with NSW food legislation and Council's policies. Failure to comply with these requirements may result in fines and/or a prohibition to conduct business.

Any enquiries in regard to food preparation, storage and handling should be directed to Council's Environmental Health Officers prior to the event on 9911 6555. Fact sheets, registration forms and Council's policies can be obtained from Council's website [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au).

### 8 - Noise

Will there be a public address system used?

Yes

No

Times P.A system is proposed to be used:

From:

To:

Are there any other potentially noisy activities proposed for the event?

Yes

No

If yes, please specify:

If the answer is yes to any of the above, please complete the following. You may be required to produce a current copy of your APRA licence.

**Noise is controlled under the NSW *Protection of the Environment Operations Act 1997* and is administered by Council and the NSW Police. Any approval for use of a reserve by Council is subject to the above Act.**

What type of musical performance is proposed?

Number of speakers/ Sound Power level (e.g. 240 - watt speakers)

Proposed performance times or occurrence of noisy activities:

From:

To:

What measures have been taken to reduce the noise impact on neighbouring residents?

### 9 - Alcohol

Is it proposed that alcohol be consumed?

 Yes No

It is proposed that alcohol be sold?

 Yes No

**PLEASE NOTE:**

- If it is proposed to sell alcohol, an appropriate liquor licence must be obtained from the liquor Administration Board, Level 13, 323 Castlereagh Street, Sydney. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event.
- Alcohol is not permitted in Council's Parks and Reserves

### 10 - Power requirements

Will you be using Council power (where available)?

 Yes No

Please give details of your power requirements:

**Conditions and requirements**

- Council's power supply may only be used for small household appliances. (maximum of 10amp)
- All electrical equipment must have been tested and tagged as per Work Cover Code of Practice
- Residual current detectors should be used as an added safety precaution
- All your power connections must conform to the Australian Standards for electrical wiring

### 11 - Amusement device/ scaffolding, view standing and stage/ fireworks?

Do you propose to have amusement devices?

 Yes No

If yes, a Amusement Devices and Temporary Structures application form which can be found on Council's website link: [http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html)

Is it proposed to have a fireworks display?

 Yes No

(For a fireworks display, approval must be granted by WorkCover: see [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) for more information

Is it proposed to erect scaffolding, view stands or stages?

 Yes No

(If yes, for any of the above, please indicate size(s) and location on the copy of site plan and provide details below:

**Conditions:** Council requires a copy of Public Liability from the company providing the amusement devices/scaffolding etc

### 12 - Safety procedures

Please provide safety procedures that will be in place for the event (for example evacuation plans, safe work methods, first aid arrangement etc). An event safety checklist has been attached to this form to assist you in organising a safe event.

**13 - Security**

Please detail event security measures that will be in place?








Have you notified emergency services e.g. Police, Ambulance and Fire?

 Yes

 No

**14 - Financial**

Is this a profit making venture or a community awareness campaign with monetary gain?

 Yes

 No

(If yes, please indicate where profit will be directed, and please indicate if it is part of a business enterprise. If is is part of a business enterprise, you must provide a copy of your Certificate of Registration or Business Name and your ABN).

Are you charging an entry fee for this event?

 Yes

 No

If yes, please indicated how much you are charging:

**15 - Product sales or give-aways**

Do you plan to give away products? (other than food)

 Yes

 No

Please provide details:



**16 - Waste management and cleaning**

Do you have a cleaning management strategy in place to ensure the event site is clear of waste following the event?

 Yes

 No

Do you require Council to provide extra bins for your event?

 Yes

 No

If yes, how many?

**Cost of bins:**

240L Bin Hire per bin  
Weekday - \$40.00

240 Litre Bin Hire per bin  
Saturday - \$45.00

240 L Bin Hire per bin  
Sunday - \$55.00

**17 - Amenities**

Do you intend to supply portable toilet facilities for the event?

 Yes

 No

If so how many?

Please indicate the location of the portable toilets on the copy of site plan

## 18 - Current Insurance cover

- a) Assets: - Council will not be responsible for any equipment  
b) Liabilities: - Your organisation is to produce a current Public Liability Policy (Certificate of Currency) held with an acceptable Insurance Company with a minimum cover of \$10 million indemnity

Canada Bay Council is to be named as a joint insured on the Certificate of Currency

A copy of the Certificate of Currency is to be provided to Council with this application at least 14 days prior to the date of the event, following site confirmation. A receipt for payment of an insurance premium will not be accepted. **The event will not be permitted to commence without such a policy in place.**

- c) Personal Accident/Workers Compensation: - The event organiser is responsible to ensure that all parties involved in the organisation of the event has suitable insurance cover. Council will not be responsible for any personal injury to event personnel and requires indemnification from the event organiser should any claims be made against Council. A copy of the Personal Accident/Workers Compensation Certificate should be supplied.

**I certify that the foregoing information is correct to the best of my knowledge and belief, and undertake to advise Council should there be any alterations or additions to the information supplied.**

## 10 - Declaration

I have supplied all required documents and confirm that all of the details I have provided are true and correct. I understand that I will need to submit a new application for each event. In signing this form I acknowledge that I have read and accepted the 'Conditions of Park Hire'.

Full Name:

Signature:

Date:

## Council Details

Address: City of Canada Bay Council Civic Centre  
1A Marlborough Street, Drummoyne NSW 2047  
Locked Bag 1470, Drummoyne NSW 1470

Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)  
Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Telephone: 02 9911 6555  
Fax: 02 9911 6550

# TEMPORARY FOOD VENDORS REGISTRATION FORM



## Payment Details – (No Diners)

**ATTENTION:** An additional 1% Credit Card fee will apply to the dollar amount paid by credit card.

<input type="checkbox"/> EFTPOS	<input type="checkbox"/> C/Card	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	Fee Payable	\$
Card No.	/ / /			Exp Date:	/
Card Name:		Signature:		Date:	
<b>Office Use:</b>	<i>Fee Paid:</i> <i>(Code 325)</i>	\$	<i>Receipt No:</i>		<i>Date:</i>

## Fees and Charges (GST inclusive)

\$190.00 per year or \$130.00 per inspection

## Applicant Details

Surname:		First Name:	
Trading Name:			
Postal Address:			
Suburb:		Postcode:	
Phone (h):		Phone (w):	
		Phone (m):	

## Application Details

I propose to sell the following types of food:	
The location of the Temporary Food Stall is:	
Date(s) when the Food Stall will be operating:	
Time inspection is requested:	<input type="checkbox"/> AM <input type="checkbox"/> PM
<i>(Please Note: the stall may not be used until an inspection has been completed)</i>	
Name of the event:	

## Please Note

This approval applies for the duration of the event only, unless agreed otherwise

An appointment is to be made with Council's Environmental Health Officer on 9911-6555. The vehicle is to be inspected and licensed by Council before operating. A per year, per vehicle registration fee is applicable. Your licence must be displayed at all times whilst operating in the area.

**Declaration**

I, the above named, hereby apply to operate a Temporary food stall within the City of Canada Bay Council area

Applicant Signature:

Date:

**Council Details**

Address: City of Canada Bay Council Civic Centre  
1A Marlborough Street, Drummoyne NSW 2047  
Locked Bag 1470, Drummoyne NSW 1470

Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)  
Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Telephone: 02 9911 6555  
Fax: 02 9911 6550

**Site Plan**

Please use the space provided below to draw a Site Plan of your event. Please include as much details as possible.

A large, empty rectangular box with a thin green border, intended for drawing a site plan. The box occupies most of the page's vertical space below the instructions.

# EVENT SAFETY CHECKLIST

(TO BE COMPLETED BY EVENT ORGANISER)



This checklist is designed as an indication only, to assist you in providing a safe and fun event for everyone.

(Tick box as required, place X if N/A)

## Event Organisation

- Have the following key personnel been identified? Event Organiser, Crowd Control, Security, First Aid, Council, Volunteers etc
- Have you decided who should be responsible for health and safety at your event?
- Do you know how many people you are expecting?
- Do you have trained, briefed and clearly identifiable crowd control/security/volunteers?
- Have you set up a reliable system of communication between key people and with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Do you require a Traffic Management Plan?
- Is a Place of Public Entertainment licence required?
- Have you set up a contingency on place of wet weather?

## Site Layout

- Is the site suitable for your event and its proposed activities?
- Do you know where the entrances and exits are on your site?
- Are the entrances and exits controlled, marshalled, suitable for prams and wheelchair and appropriately signed?
- Have you met the needs of people with disabilities?
- Are crowd barriers necessary?
- Do you need any other special arrangements i.e. lost children, lost property, drinking water, toilets, noise control or parking?
- Do you have methods in place for security equipment in case of strong winds?
- Is the event taking place at night? If so are all areas that the public has access to adequately lit?

## Risk Management

- Have you carried out a Risk Assessment to make sure you have all the necessary health and safety measures are in place? Have you included food safety hazards involved in the preparation or handling of the food and drink you will be offering?
- Have you provided all necessary information to Risk management including Risk Assessment form, maps and site plans, details of gas/electricity installations and a program of events a minimum 21 days prior to your event? Has the Assessment been registered in Dataworks?
- Has Council's insurance cover for the event been confirmed?
- Do you have adequate insurance cover?
- Have all third parties involved in your event supplied details of their insurance cover i.e. current Certificate of Currency?

### Emergency Services

- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency services get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you have access to fire extinguishes?
- Do you have an emergency plan? Does it cover everything? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Have you distributed a list of emergency contacts?

### Food Preparation

- You will need to identify critical steps in food preparation or handling and put in suitable control measures. You should monitor these control measures. If you are using caterers, they should be able to provide this information.
- Have you obtained a Temporary Food Permit from Council?

### Council Details

Address: City of Canada Bay Council Civic Centre  
1A Marlborough Street, Drummoyne NSW 2047  
Locked Bag 1470, Drummoyne NSW 1470

Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)  
Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Telephone: 02 9911 6555  
Fax: 02 9911 6550

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# NOISE CONTROL AT EVENTS

**The City of Canada Bay area is host to many fantastic events throughout the year. Events can range from small events involving few people, to large events involving many thousands of people. Regardless of the event size, noise generated by the event can be a major issue for local residents and therefore must be managed when holding an event within the City.**

Noise from events is regulated under the NSW Protection of the Environment Operations Act 1997. The Act provides regulatory authorities with the adequate tools required to ensure that events do not create a nuisance to residents within the vicinity of the event. Under the Act, Council can issue Notices to control noise or fine event organisers that do not take the appropriate measures to control noise from their event.

When assessing noise from an event, Council will determine whether the noise is, or is likely to be offensive noise. Under the Act, offensive noise means:

- (a) that, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:
- i. is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or
  - ii. interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted, or

- (b) that is of a level, nature, character or quality prescribed by the regulations or that is made at a time, or in other circumstances, prescribed by the regulations.

Careful management of noise from events is required to ensure that offensive noise is not emitted. Noise mitigation measures might include:

- 'Letterbox drop' to neighbouring residents advising them of the event details and contact details.
- Siting potential noise sources as far away as possible from residents.
- Orienting potential noise sources away from residents (i.e. turn speakers away from residents).
- Restricting use of a PA system to authorised people and special announcements only.
- Mount any speakers as far down poles as possible and at a downward 45° angle.
- Ensuring that the noisiest activities at the event are conducted at 'reasonable' times.
- Controlling speaker volumes to 'reasonable' levels.
- Limit noisy activities to short durations.

By controlling noise from your event, both you and your event participants will be able to enjoy the event without troubling local residents and ensure that you are able to hold future events within the City.