



**RICHMOND VALLEY
COUNCIL**

EVENT APPLICATION FORM

Section 68 Local Government Act

Date ____/____/____

Amt \$

Receipt No _____

Prop No _____

*Date of Inspection:

____/____/____

1. Event Address

No Street/Road:

Suburb:

2. Applicant

Name(s) or Company

Postal Address:

Postcode:

Telephone Business: Mobile:.....

Email Address: Fax:

Name (Print):..... Signature:

Date: / /

3. Owner(s) of the Land and Owners Consent

If on private property all owners to consent and sign this document. If on public property please provide Richmond Valley Councils details.

Family Name(s) or Company

Given name(s)

Full Postal Address:

..... Postcode:

Telephone Business: Mobile:

Email Address: Fax:

Name (Print): Signature:

Name (Print): Signature:

Name (Print): Signature:

Date: / /

4. Event Details

<p>If hiring grounds from Richmond Valley Council please complete a Parks Booking Application Form. Fees and charges apply.</p> <p>You must provide a copy of the event insurance with this application. Richmond Valley Council must be list as an interested party.</p>	<p>Name of the event:</p> <p>Description of the event:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Name of public reserve of park required:.....</p> <p>Specific area within the reserve or park:.....</p> <p>Do you require vehicular access to the Public Reserve?</p> <p>If so please identify usage in the Traffic Management Plan.</p> <p>Date of Event: Start Time:..... End Time:</p> <p>Setup Time:Pack up Time:</p> <p>Estimated number of attendees:..... Entry Fee:</p>
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5. Sound

<p>Are you proposing to use amplified sound? Please circle.</p> <p>All amplified sound must conclude by 9.00pm or as otherwise approved by Council.</p>	<p>Yes No If yes, please complete details below</p> <p>Nature of sound e.g. Band, PA system etc.</p> <p>Commencement Time and Duration:</p> <p>Description of Amplification System</p> <p>.....</p> <p>.....</p>
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6. Amusement Devices, Inflatables and Insurance Requirements

<p>Are you proposing to have amusement devices or jumping castles? Please circle.</p> <p>A site plan indicating proposed placement of amusement devices must be submitted with this application.</p>	<p>Yes No</p> <p>If yes, please provide a list of each amusement device you are having. This includes waterslides, jumping castles, Merry Go Rounds and laser tag as examples. If you add amusement rides after this application is received, you must inform Council.</p> <p>It is the responsibility of the applicant to ensure each operator has the necessary public liability insurance and engineer's certification for their device. This can be checked at any time during the course of the event.</p> <p><input type="checkbox"/> Copy of their current insurances and engineers certification are attached.</p>
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7. Food & Alcohol

<p>Are you proposing to use a caterer's / food stalls? Please circle.</p> <p>Event organisers & caterer / food stalls must have a minimum \$10m Public Liability.</p> <p>Are you proposing to sell alcohol? Please circle</p> <p>Are you proposing to serve alcohol?</p>	<p>Yes No If yes, please complete details below.</p> <p>If Yes, it is the responsibility of the applicant to ensure each operator has the necessary public liability insurance and food safety supervisor's certificate.</p> <p><input type="checkbox"/> Yes I have viewed their current insurances and food safety supervisor's certificate.</p> <p><input type="checkbox"/> Please provide a list of foods that will be supplied at the event.</p> <p>Yes No If Yes please include a copy of the liquor licence</p> <p>Yes No</p> <p>Note: Not for profit organisation food stalls must meet the standards of the Northern Rivers Market Code; a copy of the code is available from Council.</p>
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8. Waste Management / Water / Electricity

<p>Waste Fees and charges apply if you request bin services.</p> <p>Water/Power Fees and charges may apply.</p>	<p>Please state the number of bins if required:</p> <p>Please state the drop off & collection points:</p> <p>.....</p> <p>.....</p> <p>Will you require access to water / electricity for the event? Yes No</p> <p>If Yes, please complete details below e.g. power box opened etc.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Please note that not all our sites have these facilities available.</p>
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9. Temporary Structures

Are you proposing to use temporary structures e.g. Tents, marquees, banners etc.?

Please attach a site plan indicating the location of any temporary structures

Depending on the size and nature of the structure, a Development Application may be required.

Yes No

If Yes, please complete details below

Number of temporary structures proposed:

Yes, I have attached a site plan.

Please describe the type of structures proposed including sizes e.g. Tents, banners, marquees, stage etc.

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From which organisation will the structures be hired or provided?

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Temporary structure to be erected by whom?

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.....

Date/s From am/pm on / / to am/pm on / /

If you are displaying banners, please ensure words and images are not offensive in nature.

10. Road Closures

Are you proposing road closures?	Yes No If Yes, please complete details below Name of Street: Suburb: Section to be closed: Purpose: Date/s From am/pm on / / to am/pm on / / A Traffic Management Plan is necessary with Road Closure Applications. All barriers are to be supervised by certified traffic controllers.
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***Inspection bookings are essential for Operating Amusement Devices.**

Approvals

(NOT ANCILLARY TO A DEVELOPMENT APPLICATION)

Part A - Structures or Places of Public Entertainment

1. Install a manufactured home, moveable dwelling or associated structure on land.

Part C - Management of Waste

1. For fee or reward, transport waste over or under a public place.
2. Place waste in a public place.
3. Place a waste storage container in a public place.
4. Dispose of waste into a sewer of the Council.
5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.
6. Operate system of sewage management (within the meaning of section 68A).

Part D - Community Land

1. Engage in a trade or business.
2. Direct or procure a theatrical, musical or other entertainment for the public.
3. Construct a temporary enclosure for the purpose of entertainment.
4. For fee or reward, play a musical instrument or sing.
5. Set up, operate or use loudspeaker or sound amplifying device.
6. Deliver a public address or hold religious service or public meeting.

Part E - Public Roads

1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway.
2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.

Part F - Other Articles

1. Operate a public carpark.
2. Operate a caravan park or camping ground.
3. Operate a manufactured home estate.
4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance.
5. Install or operate amusement devices (within the mean of the Construction Safety Act, 1912).
6. Use a standing vehicle or any article for the purpose of selling any article in a public place.
7. Carry out an activity prescribed by the regulation or an activity of a class or description by the regulation.

Privacy & Personal Information Protection Act

The personal information that council has collected from you is personal information for the purposes of the Privacy and Personal Information protection Act, 1998. The intended recipients of the personal information are: Officers within the Council; Any other agent of the Council; and Public sector agencies.

The supply of the information by you is required by law. Failure to provide this information will prevent Council determining this matter. Council has collected this personal information from you in order to assist it in its determination of this matter. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information.

Owner's Consent

Where the owner is a company.

If the owner of the land is a company, the company must sign as the owner. Section 127 of the Corporations Act 2001 details how a company may execute a document. This outlines the following requirements:

A Company may execute a document without using a common seal if they document is signed by:

two (2) directors of the company; or
a director and a company secretary of the company; or
for a proprietary company that has a sole director who is also the sole company secretary - that director.

Where the owner of the land is a company, and owner's consent is provided on documentation accompanying the form, Council requests that the names and positions held (e.g. Company Director) by those signing the form are clearly printed adjacent to the relevant signature(s).

Where the owner is identified as a body corporate.

Where the owner is identified as a Body corporate, the following is required:

- Body Corporate Seal; and

A letter of consent signed by the Chairperson and Secretary.

or

Body Corporate Seal; and

Body Corporate resolution consenting to the proposal (i.e. minutes of meeting where proposal was adopted);
and

two (2) signatures, one of which must be the Chairperson.

or

a signed letter of consent from each lot owner covered by the Body Corporate.

Where the land is identified as crown land.

If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.