Richmond Valley Council
Event Application Form

Event Application Requirements:

Event Applications must be lodged to Richmond Valley Council **six (6) weeks prior** to the proposed event. Events catering for >2,000 patrons, require temporary road closures or on-street parking alterations must be lodged to Council **eight (8) weeks prior** to the proposed event.
The following are minimum requirements when submitting any Section68 Event Application.

A submission must be made online though the NSW Planning Portal https://pp.planningportal.nsw.gov.au including, but not limited to, the following supporting documentation:

- Full and complete Event Form - please ensure your provide thorough detail of each component
- Amusement devices & inflatable insurances - you must ensure each operator has the appropriate Public Liability and Engineer's Certification. SafeWork complete compliance inspections of amusement devices.
- Site plan detailing all locations of activities and temporary structures.
- Public Liability Insurance -minimum $20million.
- Program of Activities
- List of food vendors (including alcohol) - It is the responsibility of the applicant to ensure each food vendor is appropriately registered with Richmond Valley Council as a temporary food business, i.e. market stall, mobile food vendor etc.
- Evidence of liquor license (if applicable)
- Traffic Control and Traffic Management Plan (if applicable) - Road Closures require a S138 Application via the NSW Planning Portal.
- Pyrotechnic Reports (fireworks, laser light shows etc) - if applicable.

Councils Event Manual provides further detailed information on each requirement, including templated examples to assist the completion of your application. Please refer to this manual when organising and undertaking your event. Home - Richmond Valley Council (nsw.gov.au)

Please note that larger or niche events may require further approvals and/or information such as road races, water activities etc.

1. Event Address

No……………….. Street/Road…………………………………………………………………….
Suburb………………………………………………………….........................

2. 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 Council's details.

Family Name (s) or Company …………………………………………………………………..
Given name (s) …………………………………………………………………………………..
Full postal address ……………………………………………………………………..............
Postcode: ………………………………………………………………………………………….
Phone no……………………………………………………………………………………………
Email address………………………………………………………………………………………
Name…………………………………………… Signature…………………………………………
Name…………………………………………… Signature…………………………………………
Date:…………………………………………….

3. Event Details

Council owned venues are to be secured through **Bookable**. Fees and charges apply.	Name of event……………………………………………………………......... Description of event…………………………………………………………. …………………………………………………………………………………. …………………………………………………………………………………. …………………………………………………………………………………. …………………………………………………………………………………. Name of public reserve required…………………………………………… …………………………………………………………………………………. Do you require vehicular access to the public reserve? Yes No Date of event Start time End time Set up time Pack up time Estimated number of attendees………………………………………………. Entry fee………………………………………………………………………….

4. Sound

Are you proposing to use amplified sound? All amplified sound must conclude by 9pm or as otherwise approved by Council.	Yes No Description of amplification system (band, PA system etc) ……………………………………………………………………………………. ……………………………………………………………………………………. Commencement Time and Duration ………………………………………………………………………………….. …………………………………………………………………………………….

5. Amusement Devices and Inflatables

Are you proposing to have amusement devices? A site plan indicating proposed placement of amusement devices must be submitted with this application.	Yes No If yes, please provide a list of each amusement device. This includes waterslides, jumping castles, laser tag, mechanical rides etc. If you add amusement rides after this application is received, you must inform Council. Copy of current insurances and engineer's certification are attached.

6. Food and Alcohol

Are you proposing to use food stalls or caterers? Event organiser and food stalls must have a minimum $2million public liability. Are you proposing to sell alcohol? Are you proposing to serve alcohol?	Yes No Yes I have reviewed their current insurances and food safety supervisor's certificate. Please provide a list of food stalls attending this event. Yes No If yes, please provide a copy of the liquor licence. Yes No

7. Waste Management/Water/Electricity

Waste Fees and charges apply for bin services. **Water/Power** Fees and charges may apply	Please state the number of bins if required: ………………………………………………………………………………………… Please state the drop off and collection points: ………………………………………………………………………………………… ………………………………………………………………………………………… ………………………………………………………………………………………… Will you require access to water and/or electricity for the event? Yes/No If yes, please completed details below, e.g., power box opened. ………………………………………………………………………………………… ………………………………………………………………………………………… ………………………………………………………………………………………… **Please note that not all Council sites and facilities have these available.**

8. 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. If a third party is involved in the hiring/erecting of structures, please include their details in the application.	Yes No If yes, please complete details below Number of structures proposed: ……………………………………………………………………………. Yes I have attached a site plan. Please describe the type of structures proposed, including sizes. ………………………………………………………………………... ………………………………………………………………………... ………………………………………………………………………... ………………………………………………………………………... ………………………………………………………………………... ………………………………………………………………………... ………………………………………………………………………... ………………………………………………………………………... ………………………………………………………………………... Date/s from **Note:** If you are displaying banners, please ensure words and images are not offensive in nature.

9. Road Closures

Are you proposing road closures?	Yes No If yes, please complete details below. Name of street: ……………………………………………………. Suburb: ……………………………………………………………. Section to be closed: …………………………………………... Date from Time from Date to Time to A Traffic Management Plan is necessary along with a Roads Act Application. All road closures are to be supervised by certified traffic controllers.