EVENT MANAGEMENT

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POLICY

This Policy has been generated to provide a framework in which Brewarrina Shire Council can assess and control risks presented by events held on land and facilities controlled, or managed, by Council.

These events have, in the past, introduced some unacceptable risks to Brewarrina Shire Council, the public and organisers of events, as appropriate controls were not in place.

This Policy will ensure events are properly assessed and appropriate risk management is implemented. The objective is to reduce the exposure of Council and event organisers to potential hazards that can be associated with these activities.

MISSION STATEMENT

Events and the activities of events, on Council controlled and managed land and infrastructure, must not diminish the amenities of residents or visitors.

It is also Council's social responsibility to ensure ecologically sustainable use and protection of the natural environment for the benefit and enjoyment of future generations.

Council will attempt to make every effort to assist and promote all suitably acceptable events to assist the social and cultural enhancement of the Brewarrina Shire community.

OBJECTIVE

To enable assessment and control of risks presented by public events that is to be held on Council controlled and managed land and or amenity. (Land being any Reserve, Road, Footpath, Caravan Park, Sports Field, and so forth. Amenity being Public Swimming Pool, Public Hall, Skate Park, Boat Ramp, Wharf and so forth.)

DEFINITIONS

For the purpose of interpreting this policy, definitions are provided as an appendix. *(Appendix "A")*

REVIEW:

This policy is subject to ongoing review, with a minimum review period of twelve (12) months after adoption.

POLICY STATEMENT

1. CLASSIFICATION OF EVENTS

An event shall be determined in accordance with the Special Event Planning and Resource Matrix, as developed by the following organisations: NSW Police, Roads & Traffic Authority, Premiers Department New South Wales, Local Government Association of NSW.

The Brewarrina Shire Council will use the "Guide to Traffic and Transport Management for Special Events", for the assessment and management of events undertaken within the Shire. This document is a state-wide guide on the management and requirements of special event planning and has been developed for a whole-of-government approach.

1.1: **Classification of Events**

a. Class 1 Event.

- Impacts major traffic & transport systems
- Disrupts the non-event community over a wide area
- Requires the involvement of Police and RTA
- Requires advertising.

For example:
An event that reduces the capacity of the main highway through Brewarrina.

b. Class 2 Event.

- Impacts local traffic and transport systems but does not impact on major traffic and transport systems
- Disrupts the non-event community but not over a wide area
- Requires the involvement of Police and the RTA
- Requires advertising

For Example:
An event that blocks the main street in a town or village, or road races.

c. Class 3 Event

- Does not impact on local or major traffic transport systems
- Disrupts the non-event community in the immediate area only
- Requires Council and Police approval

- Is conducted on a street in a very low traffic area

For Example:
Community Markets, Carnivals and exhibitions

d. Class 4 Event

- Requires Council and Police consent only
- Does not require advertising
- Is not a protest or demonstration

For example
Street Stall, Busking, Dog Shows and competitions (one day duration)

2. ACTIVITIES NOT REQUIRING APPROVAL

2.1 In accordance with clause 32 of the Crown Lands Regulation 2000, Council as the Reserve Trust Manager, has determined that the following activities can be carried out on a Crown reserve under Council control and management without obtaining approval.

- Passive Recreational Activities
- Social Gatherings
- Spreading of Ashes
- Volunteer Rescue Organisations – Training Days
- Emergency Services performed by recognised Emergency Services Organisations

The activities listed in this clause are allowed, provided they are not undertaken for commercial gain and Council is advised, in advance if the event could cause major disruptions to usual use of the area.

3. APPLICATIONS FOR STAGING AN EVENT

3.1. All events require permission from Council to proceed. An application / request to hold an event must be applied for, in writing, to Brewarrina Shire Council, Class 1 & 2 Events four (4) months prior to the scheduled event, Class 3 & 4 Events two (2) months prior to the scheduled event.

This allows a fair and reasonable timeframe to sight and assess all documentation and information submitted, ensure appropriate approvals / insurances have been obtained.

The General Manager shall be authorised to deal with applications lodged with less than the required notice, should time and circumstances permit.

3.2. Upon receipt, the application will be assessed and all relevant forms and information will be forwarded to the applicant.

4. ACTIVITIES DEFINING EVENTS

4.1 Events utilizing council land and / or facilities shall include activities such as, but not restricted to, Public Events, Marches, Rallies, Street Stalls, Team Sport Events, Athletics Carnivals, Swimming Carnivals, Fun Runs, Marathons, Bi & Triathlons, Amusement Carnivals, Circuses, Markets, Weddings, etc. (see separate Council Policy and Guidelines for Film and Television Production Liaison Unit.)

4.2 For each event, all activities need to be identified and a risk assessment of each separate activity will need to be completed.

Additional requirements will include the following:

a. Notice of Intention to Hold a Public Assembly - as per Summary Offences Act 1988, Sec 23
b. Traffic Management Plans for the use of any street or road,
c. Evidence of Police and RTA concurrence
d. Liaison with NSW Ambulance, NSW Fire Brigade and SES and full even outline provided
e. Licenses for all amusement devices and approval as per Sect 68, Part F, clause 3, Local Government Act, 1993
f. Sale of food will be accordance with Council's Policy
g. Any temporary structure will require approval, as per Sect 68, Part A, Local Government Act, 1993.
h. Outdoor Religious Activities will be subject to Council's Policy

5. INSURANCES

5.1. All and any owner of a structure or operator of an activity introduced onto Council land or amenity shall have in place appropriate current insurance cover of a minimum of $10 million for Public Liability Insurance and will not be permitted to occupy any land or amenity or install amusement devices for the purpose of the applied event without such cover.

5.2. The certificate of cover should have Council noted as having co – insured interest.

5.3. A copy of the certificate of currency is to be produced to Council prior to commencing any activity and setting up any structure.

6. ASSESSMENT OF ACTIVITIES

6.1. Events will be assessed by Council's respective Manager, who will consult with the all relative Departments of Brewarrina Shire Council and its Risk Officer, as required.

7. ACCEPTANCE OF ACTIVITIES

7.1. Council's decision on granting / refusing permission for an event will be final.

8. FEES & CHARGES

8.1 A fee of $150 ($70 – Goodooga) will apply for the use of Council managed community land, for activities outside the general scope of use for those areas, with exception of activities organized and conducted by local community non-profit organizations.

8.2 Charges for extra garbage service, as advertised in Council's Annual Fees & Charges.

8.3 A minimum cleaning deposit of $150 may apply (a higher deposit up to $500 may be considered for major events.) refundable if areas are found, on inspection after the conclusion of an event, to be in a clean and tidy condition.

8.4 A Commercial License is required for all commercial activities. (eg. Fireworks Display)

8.5 Road Closure fee, as advertised in Council's Fees & Charges

8.6 Fee for use of Council Managed areas outside the scope of an areas general use, for such activities as Markets, Carnivals, Circuses.

9. COMMERCIAL LICENSE AGREEMENT

9.1 Applications to conduct an activity of commercial gain to the applicant will require a Commercial License.

9.2 A Commercial License can be obtained for a single event or a long term license renewable annually.

9.3 Individual activities considered to be those of commercial nature will include, but not be restricted to, the following,

- Joy Flights.
- Fireworks displays.
- Amusement Rides.
- Commercial food vendors.
- Any retail licensed vendor.

APPENDIX "A" – DEFINITIONS

In this Policy:

Council - means the Brewarrina Shire Council.

Event - means any introduced activity that is not an every day occurrence or part of a seasonal booking for an area under council management.

Fees & Charges means fees & charges as published by Brewarrina Shire Council each financial year, in line with its management Plan.

Social Gathering means small gatherings of people, meeting on an informal and social basis.

Passive Recreational Activities means passive recreational / leisure activities undertaken by people on an informal basis.

APPENDIX "B"- Example of Internal Memorandum

BREWARRINA SHIRE COUNCIL

Internal Memorandum

File: C2-8

To: Administration Manager
Operations Manager
Environment Health & Building Manager

Copy:

Assessor: George Warne

Date: 6 December 2010

Subject: **Event Management Application – Farmers Markets/ Carols by Candlelight**

An application has been received for the above event to be held on 10 December 2010 from the applicant. Please evaluate your section of the application and provide comments where applicable. Please return to the Assessor by the required date.

Administration	**Return By ……/……/……**
Applicant details	☐ Yes ☐ No
Event details	☐ Yes ☐ No
Site plan	☐ Yes ☐ No ☐ N/A
Notification of Other Services	☐ Yes ☐ No ☐ N/A
Fees correctly charged	☐ Yes ☐ No ☐ N/A
Facility booked	☐ Yes ☐ No ☐ N/A

Comments

……

……

Name ……Signed …… Date ……..

Engineering **Return By ……/……/……**

Site Access	☐ Yes ☐ No ☐ N/A
Road Closure & Pedestrian Movement	☐ Yes ☐ No ☐ N/A

Comments

……

……

Name ……Signed …… Date ……..

EH&B Manager **Return By ……/……/……**

Waste Management	☐ Yes ☐ No ☐ N/A
Amenities	☐ Yes ☐ No ☐ N/A
Food	☐ Yes ☐ No ☐ N/A
Alcohol	☐ Yes ☐ No ☐ N/A
Amusement devices	☐ Yes ☐ No ☐ N/A
Temporary Structures	☐ Yes ☐ No ☐ N/A
Helicopter, Joy Flight and Fire Works	☐ Yes ☐ No ☐ N/A
Noise	☐ Yes ☐ No ☐ N/A
Safety and Security	☐ Yes ☐ No ☐ N/A

Comments

……

……

Name ……Signed …… Date ……..

Part Q – Assessor to check

Child Protection	☐ Yes ☐ No ☐ N/A

The application has been assessed and found to be:

- ☐ Approved / Compliant
- ☐ Requires further information
- ☐ Not allowed to proceed

Name of Assessor …… Date ……..

Signature ……..

Outstanding Items

……

……

……

……

……

APPENDIX "C" – Application Form

EVENTS MANAGEMENT APPLICATION

BREWARRINA SHIRE COUNCIL
57 Bathurst Street Brewarrina NSW 2839
PO Box 125, Brewarrina 2839
Phone 02 6830 5100 Fax 02 6830 2100
Web: www.breshire.com Email: breshire@brewarrina.nsw.gov.au

APPLICATION TO HOLD AN EVENT

Application is made under Council Policy <*> & Section 68 of the Local Govt Act 1993**

INSTRUCTIONS FOR APPLICANTS

Event applications must be submitted for all events that are proposed to be held on Council managed land. Applicants are to complete those sections that are relevant to the individual details of their event; some sections may not be applicable. All additional application forms and information as requested from the applicant must be submitted to Council with this application and any fees payable are due at the time of lodgement. Incomplete applications will be placed on hold until all relevant information is received at Council.

FEES & CHARGES All fees are valid for the 2010/2011 financial year and are payable at lodgment.

Application Fee:	$50.00[1]
Cleaning Bond:	$250.00 ($100 Goodooga)
For sporting events:	$150.00 Geoff New grounds
	$70.00 Goodooga sports grounds
For all other activities[2]:	$150.00 ($70 Goodooga)

The following fees may be applicable to your application depending on the details as submitted by the applicant:

- Operate an amusement device (non-motorised): See Fees and Charges
- Operate an amusement device (motorised): See Fees and Charges
- Construct temporary structures: $141.00 (plus $656.00 bond)
- Joy flight or helicopter flight: $131.00 per day of operation
- Electricity: price on application
- Waste Management Mon - Fri: $20.00 per bin (supply) and $55.00 per bin (collection)
- Waste Management Weekends: $POA
- Commercial licence: $131.00 per day of operation

1 The application fee is waived for local not for profit organisations. Supporting documentation must be submitted with application. Contact Council for further information.
2 Some sports grounds may not be available for hire for non-sporting events.

TIMEFRAME FOR SUBMISSION OF APPLICATION

Applications received outside the designated timeframes may result in non-assessment of the application. Applications must be received at Council:

4 months: events that fully or partially close the **Kamilaroi Highway**. See Class 1 events below.

3 months: events that fully or partially close **Local Roads**. See Class 2 events below.

2 months: events that are conducted on **Council Managed Land**. See Class 3 & 4 events below.

BEFORE SUBMITTING YOUR APPLICATION

Before you submit your event application and depending on the details of your application you must have completed or consulted the following:

- Public Assembly: approval obtained from the NSW Police to hold a Public Assembly for all events and a copy is attached to this application
- NSW Ambulance and NSW Fire Services: notification has been sent to advise the Services of the event and a copy is attached to this application.
- Fireworks: approval issued by NSW Work Cover and a copy is attached to this application.
- Operate an amusement device (motorised): approval issued by NSW Work Cover and a copy is attached to this application.

Alcohol: approval issued by Liquor Administration Board NSW and a copy is attached to this application.

CLASSIFICATION OF EVENTS

Class 1 events: Events that impact on the Kamilaroi Highway; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 2 events: Events that impact on local roads and require part or full closure of the road; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 3 events: Events that are conducted on council managed land and requires the concurrence of the NSW Police.

Class 4 events: Events that are conducted on council managed land.

ADDITIONAL RESOURCES

- *Event starter guide: a resource for organising events in New South Wales* issued by the NSW Premier's Department available from http://www.events.nsw.gov.au/event-starter-guide/051004_FullGraphicsESG.pdf
- *Guide to Traffic and Transport Management for Special Events* issued by the Roads and Traffic Authority available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf
- *Notice of Intention to Hold a Public Assembly* available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf
- Risk Management checklists including event management, security and emergency and safety available from http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=1244

OFFICE USE ONLY

Application Fee	$50	
Cleaning Bond	$250.00 ($100 Goodooga)	
Sport Ground Hire – Geoff New Oval	$150.00	
Sport Ground Hire – Other Sports Grounds	$70.00 Goodooga sports grounds	
Cleaning Bond	$250.00 ($100 Goodooga)	
Reserve Hire		
Non-Motorised amusement device (per day)		
Waste Management (per service) Mon–Fri – Supply Bins	$20	
Waste Management (per service) Mon–Fri – Collection Bins	$55	
Waste Management (per service) Weekends	POA	
Commercial licence (per day)		
Fees Paid		

PART A: APPLICANT DETAILS

Applicant:.....

Contact person: ..... ☐ Tick here if contact same as above

Postal address: .....

..... Post Code: .....

Email: .....

Telephone: ..... Mobile: .....

☐ So that Council can offer you a better service please tick this box if we are able to send correspondence relating to your application by email.

☐ Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

PART B: EVENT DETAILS

Name of event: ……

Description of event:……

……

Council reserve or park: ……

Date of event: ……. Estimate number of participants: ……

Time From: ……..Time To: ……..

Are you charging an admission fee? ☐ Y ☐ N if Yes please specify ……

PART C: SITE PLAN

Site Plan

☐ Site Plan – tick here if you have supplied a site plan showing key areas for the event. See below for further information.

The **site plan** should show the key areas planned for your event including but not limited to the position of any temporary structures, vehicular access points, bins/recycling points, security stations, first aid stations, food stalls and any other information relevant to the assessment of your application. The site plan will be used to assess the risk associated with your event being held on Council managed land.

PART D: CONTINGENCY PLAN

Contingency Plan

☐ You must outline your contingency plan if your event is forced to cease or close due to unforeseen circumstances – tick this box if you have included these details.

The **contingency plan** should outline how you will ensure the safety of the event, the organisers and participants should the event be forced to close due to inclement weather or other unforeseen circumstances. The plan should include, but is not limited to, how the event organiser will deal with structural matters, spectator management and crowd control, traffic and transport, public health, medical care and environmental concerns. The contingency plan will be used to assess the risk associated with your event being held on Council managed land.

PART F: NOTIFICATION OF OTHER SERVICES

☐ NSW Ambulance and NSW Fire services must be notified of your intention to hold the event – tick this box if your notification is attached.

Emergency Services are notified so that they can provide appropriate resources for events held in the Shire.

ENGINEERING REQUIREMENTS

PART E: SITE ACCESS

Vehicular Access

Do you require vehicular access? ☐ Y ☐ N

Specify type and number of vehicles: ……

Indicate on your **site plan** where the vehicle will access the event location.

PART I: ROAD CLOSURE & PEDESTRIAN MOVEMENTS

Road Closure

Do you require a part or full road closure? ☐ Y ☐ N

☐ A Traffic Management Plan must be submitted with your application – tick this box if the Traffic Management Plan is attached. The Traffic Management Plan must be in accordance with the RTA *Special Events Guide* available from www.rta.nsw.gov.au

*Your application will be referred to the Local Traffic Committee for consideration. This process can take up to **3 months** in addition to the normal processing times and assessment of your application will cease until approval is received from the Committee.*

Pedestrian movements

Will your event interfere with pedestrian access or movements in or near the event location? ☐ Y ☐ N

☐ Indicate how you will manage changes to pedestrian access or movements for the duration of the event – tick this box if you have included these details.

ENVIRONMENTAL HEALTH & BUILDING REQUIREMENTS

PART G: WASTE MANAGEMENT – fees are applicable

I: Waste by contractor

☐ Will you supply or engage the services of a waste management company? ☐ Y ☐ N

Name and telephone number of service provider: .....

Number of bins you will supply: .....

II: Waste by Council

☐ Do you want Council to supply additional garbage bins for your event? ☐ Y ☐ N (Fees are applicable)

Number of bins required: .....

Indicate the drop off point for the additional bins: .....

☐ Is the applicant the contact person responsible for the bins?

If not list the contact person and telephone number: .....

The applicant is responsible for the removal of all waste generated by the event. All bins must be removed no later than the next working day from the event site. Fees are applicable if Council is contacted to clean up the area on your behalf.

PART H: AMENITIES

I: Toilets by contractor

☐ Will you supply or engage the services of a portable toilet company? ☐ Y ☐ N

Name and telephone number of service provider: .....

II: Toilets by Council

☐ Tick here if you require Council to open and close Council toilets located at the event site.

The applicant is responsible for the maintenance of all portable toilets for the duration of the event. All portable

toilets must be removed no later than the next working day from the event site. Fees are applicable if Council is contacted to clean up the area on your behalf.

Amenities

☐ Tick here if you require access to Council supply of power. Refer to *Council Amenities Available* for locations.

☐ Tick here if you require access to flood lights.

PART J: FOOD

Sale of food

Will you sell food at the event? ☐ Y ☐ N

☐ You must comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au – tick here if you have read and understood the guidelines and will comply with them for the duration of your event.
☐ Independent mobile food operators must supply a copy of their approval to operate – tick here if approval is attached.
☐ Hot and cold water provided for hand washing purposes for your stall – tick here if you will supply
☐ Stall is constructed in accordance with the diagram depicted on page 21 Food Authority *Food Handling*

Guidelines for Temporary Events available from www.foodauthority.nsw.gov.au

Will any of the following hazardous foods be prepared? Indicate with a tick next to the food that is applicable.
☐ Raw and cooked meat or foods containing raw or cooked meat
☐ Dairy products and foods containing dairy products
☐ Seafood (excluding live seafood) and food containing seafood
☐ Processed fruits and vegetables
☐ Cooked rice and pasta
☐ Processed foods containing eggs, beans, nuts or other protein
☐ Foods that contain any of the above such as sandwiches

If you plan to sell any of the food listed on the hazardous foods list Council's Environmental Health & Building Officer will contact you directly to discuss.

Giving away food

Will you give away food at the event? ☐ Y ☐ N

If you plan to **give away** food free of charge you do not need to comply with these guidelines but should ensure that food is prepared in a safe and responsible manner.

PART K: ALCOHOL

Sale of Alcohol

Will you sell alcohol at the event? ☐ Y ☐ N

☐ You must obtain a liquor licence from the Liquor Administration Board NSW if you plan to sell alcohol before submitting your events application – tick this box if your licence is attached.

Consumption of Alcohol

Will participants consume alcohol at the event? ☐ Y ☐ N

If you sell alcohol or participants will consume alcohol you must ensure that the activity will not be held in an alcohol free zone or an alcohol prohibited zone. Refer to Council's Environment Health & Building Manager for details of locations.

PART L: AMUSEMENT DEVICES (S68 – FE) – fees are applicable

Motorised

Will you have amusement devices that are *motorised* at the event? ☐ Y ☐ N

☐ You must seek approval to operate the amusement device under Section 68 of the Local Government Act 1993 – tick here if your application is attached.

☐ You must obtain a permit from NSW Work Cover Authority – tick this box if a copy of your permit is attached.

Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

Non-motorised

Will you have amusement devices that are *non-motorised* at the event? ☐ Y ☐ N

☐ You must obtain a commercial licence from Council. Fees are applicable.

☐ Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

PART M: TEMPORARY STRUCTURES (S68 – AE)

Temporary structures must comply with loads determined in accordance with Australian & New Zealand Standards entitled (i) AS/NZS 1170.0:2002 Structural design actions – General Principles (ii) AS/NZS 1170.1:2002 Structural design actions – Permanent, imposed and other actions and (iii) AS/NZS 1170.2:2002 Structural design actions – Wind actions.

☐ You must seek approval to construct a temporary structure under Section 68 of the Local Government Act 1993 –tick here if your application is attached. Fees are applicable.

Floor area of each structure: ……

Total floor area of all structures: …….. Distance from the boundary: ……

Wall height: …….. Height from ground to highest point: ……

Number of structures: ……Number of exits in each structure: …… Width of each exit: ……

The **site controller** is accountable for the safe and responsible construction and disassembly of the temporary structure.

Name and telephone number of site controller: ……..

☐ Tick here if you accept responsibility for the safe construction and disassembly of the temporary structure.

You must indicate on your **site plan** where the temporary structures are to be located at the event site.

You should apply for a **Dial Before You Dig** one month prior to the event being held to ensure you are aware of the location of underground services. Phone 1100 to lodge an application.

PART N: HELICOPTER, JOY FLIGHTS OR FIREWORKS – fees are applicable

Will a helicopter land or a joy flight operate at the event? ☐ Y ☐ N

☐ You must obtain a commercial license from Council. Fees are applicable.

You must indicate on your **site plan** where the helicopter or joy flight will land at the event site.

Will fireworks be used as part of the event? ☐ Y ☐ N

☐ You must obtain a permit from NSW Work Cover Authority – tick this box if a copy of your permit is attached.

PART O: NOISE

Musical Performances

Will you have musical performances? ☐ Y ☐ N

Type of musical performance: ……

Number of speakers: …… Sound Power Level: ……..

Time From: ……Time To: …… Number of Performances: ……

Indicate on your **site plan** where the musical performances and speakers will be at the event location.

Public Address System

Will you use a public address system? ☐ Y ☐ N

Number of speakers: …… Sound Power Level: ……..

Time From: ……Time To: ……

Indicate on your **site plan** where the public address system will be at the event location.

The maximum level of noise from musical performances or public address systems must not exceed 75 dB(A) at the nearest residential boundary. All musical performances must finish at midnight.

PART P: SAFETY & SECURITY

Security

Will you provide or engage the services of a qualified security company for events of more than one day?

☐ Y ☐ N

Name and telephone number of service provider: ……

Will you provide accommodation on site for events of more than one day? ☐ Y ☐ N

Accommodation: ……

Indicate on your **site plan** where the security station will be at the event location.

First Aid

Will you provide or engage the services of a certified first aid officer? ☐ Y ☐ N

Name and telephone number of service provider: ……

Indicate on your **site plan** where the first aid station will be at the event location.

Parking

Will you provide additional parking facilities? ☐ Y ☐ N

☐ You must indicate on your site plan where the additional parking facilities are positioned – tick this box if you have included these details.

Access for Emergency Services

☐ You must indicate on your site plan where emergency service personnel can gain access to the event – tick this box if you have included these details.

PART Q: CHILD PROTECTION

Will your event involve children 18 years and under participating in activities? ☐ Y ☐ N
All paid and volunteer workers at the event who will have direct and unsupervised contact with children 18 years and under must read, understand and comply with the *Commission for Children and Young People Act 1998* available from www.austlii.edu.au.

As the applicant you are responsible for ensuring that all paid and volunteer workers are aware of the legislation and that each paid or volunteer worker has completed a Prohibited Employment Declaration available from www.kids.nsw.gov.au and will be kept for the applicants own records. As the applicant you must sign to indicate you have met your obligations.

☐ Tick here if your paid and volunteer workers have read, understood and will comply with the legislation.

Signature of Applicant: ……

APPLICANT SIGNATURE & CONDITIONS

I agree as the applicant that the participants undertaking the activity and the paid and volunteer workers will abide where applicable by the following conditions:

1. All information, additional forms and fees payable that have been requested that apply to your event are submitted together with this application to hold an event.
2. A copy of the Public Liability Policy covering **$10,000,000** is submitted with this application.
3. The applicant is liable for any damages or injuries sustained as a result of the activity.
4. All fees and charges are in accordance with the adopted Fees & Charges available from www.breshire.com
5. Council managed land used for the staging of the event is left in a clean and tidy condition. Additional cleaning undertaken by Council on behalf of the application will incur costs.
6. The applicant will read, understand and comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au
7. The applicant will ensure that portable toilets and garbage bins are removed from the event site the next working day following the event. Additional cleaning undertaken by Council on behalf of the application will incur costs.
8. Council reserves the right to cease the event if the applicant does not comply with these conditions of consent.
9. Further conditions may apply depending on the individual details as submitted by the applicant.

Signature of Applicant: …… Date: ……

OFFICE USE ONLY

I have assessed the above application as submitted and have determined based on the information supplied that the event is compliant / non compliant with the requirements of Brewarrina Shire Council's Event Management Policy.

Signed …… Position ……

Name …… Date ……

The applicant has been advised of the determination ☐ Yes ☐ No Date…….