

Special Event Application Form

Events held on Council Roads and / or Community Land

Please ensure you have downloaded and read copies of the following documents before completing this application;

- [Special Events Planning and Inclusion Checklist](#)
- [Special Events Risk Assessment example](#)
- Council's [Schedule of Fees and Charges](#)
- Terms & Conditions for Events on a Road or Community Land (see page 13-16)

1. Applicant Details

Organisation Name:	
Contact Name:	Position:
Postal Address:	Email:
ABN:	Phone Number:

2. Event Details

Name of Event:	
Location of Event:	
Date Event Starts:	Date Event Finishes:
Time Event Starts:	Time Event Finishes:
Set up start date:	Pack up end date:
Set up start time:	Pack up end time:
Please note: Events that run for more than three days (including setup and pack down) require a community consultation process under the Local Government Act 1999. Any costs associated with this process must be paid by the applicant.	
Estimated attendance at any one time:	Estimated total attendance:
Is your venue accessible and welcoming for people of all abilities?	YES NO
See the Special Events Planning and Inclusion Checklist for more information	
Have you run this event before?	YES NO
Previous Dates:	
Will an Entry Fee be Charged?	YES NO
If yes, how much will the Entry Fee be?	\$

3. Traffic Management

If your event will be held on, beside, or affect a road, you may need approval from the relevant road authority.

The [Guidelines for Events on SA Roads](#) outlines the minimum requirements and identifies the relevant authority with delegated powers and granted approvals to authorise events held on or near roads.



Events requiring road closures or other traffic management control measures must be done so in accordance with the "SA Standards for Workzone Traffic Management" (which calls up the Austroads Guide to Temporary Traffic Management and AS1742.3) and complies with the SA Road Traffic Act 1961.

For more information about Workzone traffic management visit:

<https://www.dit.sa.gov.au/traffic-control-monitoring/workzone-traffic-management>

Event organisers are responsible for arranging and meeting the costs of preparing and implementing traffic guidance plans for their events.

Will your event require any temporary road closures or parking restrictions? If yes, please provide details below.

Please note: Council is not in the position to close roads on behalf of community events.

Are there any proposed road closures for this Event? <i>If No, please go to section 4.</i>	YES	NO
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Road Closure Location:

Road Closure Start Date:		Road Closure End Date:	
Road Closure Start Time:		Road Closure End Time:	
Workzone Traffic Guidance provider engaged to close the road:	Name: Contact number: Licence/permit Number:		

Please supply a copy of the Workzone Traffic Guidance Plan. This plan should include:

- ☐ where the closure is to take place
- ☐ emergency access and egress routes
- ☐ locations of signage that will be placed
 - ☐ e.g. road closed, detours, speed restrictions
- ☐ location of Workzone traffic management personnel throughout closure

The plan should be signed and dated by the traffic management provider as per the Australian Standards

Has the Workzone traffic guidance plan been submitted to the appropriate road authority (SA Police)?	YES	NO
If yes, please supply a copy of the letter of approval granted by the South Australian Police with your application.	Permit number:	

4. Site Plan

Please attach a site map showing where activities, stalls, facilities and key event areas will be located.

Your site plan should include:

- ☐ all entry/exit points
- ☐ access and egress routes for emergency services
- ☐ where first aid will be situated
- ☐ collection point(s) for lost children / property
- ☐ emergency evacuation point(s)
- ☐ location of permanent public toilets
- ☐ location of temporary / portable public amenities
- ☐ fire extinguisher locations
- ☐ marquees – registration, information, food, seating, vendors etc.
- ☐ liquor outlets / consumption areas
- ☐ security controls or placement
- ☐ where any staging will be erected
- ☐ parking
- ☐ identify if utilising council infrastructure such as power or water



Please note: You can provide an updated site plan closer to the event date. However, Council cannot approve your event until all required documents have been received.

Have you supplied a copy of your site plan?	YES	NO
Have you considered the accessibility and inclusivity of your site plan as per the Special Events Planning and Inclusion Checklist ?	YES	NO

5. Accessible and Inclusive Events

Everyone in the community benefits from participating in accessible and inclusive community events. Accessibility isn't only about people who use wheelchairs – it can also include people with vision or hearing loss, people who need to travel with support people, people with learning challenges, allergies and intolerances, as well as considering people of all ages and abilities.

When organising an event, whether it's a small indoor meeting or a bigger outdoor community event, there are some things to consider that will make your event enjoyable for everyone.

The Accessible and Inclusive Events checklist is a guide for event organisers to increase participation of people with a disability, ensure accessibility and consider needs of community members during the planning stages.

Please download a copy of the checklist and submit a copy of your completed checklist with your event application.

Download a copy of the checklist here:



<https://www.coorong.sa.gov.au/community/events/special-events>

Have you referred to and completed the [Special Events Planning and Inclusion Checklist](#) in your event planning?

YES

NO

Please submit a copy with your application.

6. Marketing

Community and not-for-profit events may seek assistance from Council to promote their events. Please note: assistance will be granted at the discretion of Council.

If you would like to request Council's assistance to promote your event please supply any of the following a minimum of 2 weeks prior to event:

- ☐ Event poster (digital copy preferred)
- ☐ Event website or Facebook event link
- ☐ Link or tag to your social media pages
- ☐ Any other information that will assist



Have you considered the accessibility and inclusivity of your promotional materials as per the [Special Events Planning and Inclusion Checklist](#)?

YES

NO

List your event on Council's Events Calendar at:

<https://www.coorong.sa.gov.au/community/events/event-calendar>

List your event for free on the Australian Tourism Data Warehouse (ATDW)

The Australian Tourism Data Warehouse (ATDW) is Australia's national platform for digital tourism information. Eligible tourism businesses can easily create a listing for their accommodation, tour, food and drink establishment, event and more, free of charge. These listings appear on websites such as australia.com, southaustralia.com and other ATDW distributor websites.

Find out more and list your event here: <https://tourism.sa.gov.au/support/atdw/getting-started>

7. Risk Management

As the event organiser, you are responsible for identifying and managing risks to workers, volunteers, participants and the public. Good planning and organisation is essential to keep you, your workers/volunteers and the public safe at all times.



You must complete a risk assessment for your event and submit it with this application. This assessment will be approved by Council's WHS & Risk Advisor.

The [Special Event Checklist](#) on Council's website will help in identifying many of the risks your risk assessment should cover.

You can find the checklist here: www.coorong.sa.gov.au/community/events/special-events

An example of a Risk Management Plan, Event Safety Management Information Sheet and Checklist can be downloaded from the SafeWork SA Website to help you plan for your event.

<https://safework.sa.gov.au/industry/recreation-and-events/event-safety>

Should you have any enquires for compiling a Risk Management Plan, please contact Council's WHS & Risk Officer on 1300 785 277.

Have you referred to and completed the Special Events Planning and Inclusion Checklist in your event planning? <i>Please submit a copy with your application.</i>	YES	NO
Do you plan to undertake site checks before and after your event? <i>Tip: take photos of the event site to refer to</i>	YES	NO
Have you supplied a copy of your risk management plan?	YES	NO

8. Emergency Services Notification

The following Emergency Service Departments will be required to be informed of your event:

Country Fire Service	Contact details can be found at: https://www.cfs.sa.gov.au/about/contact/contact-us
State Emergency Services	Contact details can be found at: https://www.ses.sa.gov.au/about-us/contact-us
Local SA Police Station	Find your local police station: https://www.police.sa.gov.au/about-us/find-your-local-police-station
Ambulance Service	Fill in the Online Event Notification form: https://saambulance.sa.gov.au/what-we-do/community-events-and-emergency-healthcare
Local Doctors Surgery	
Local Hospital	
Have you notified the above emergency services?	YES NO

9. Insurance

Do you hold Public Liability Insurance with a minimum cover of \$20 million? <i>If yes, please attach a current Certificate of Currency (including any exclusions)</i>	YES	NO
Policy expiry Date:		

10. Operational Details

Will the event include the following?

Stages and Platforms	Please indicate size of stage/s: Number of stage/s: Please supply a copy companies Insurance	Yes ☐	No ☐
Power Generators	How many generators to be used:	Yes ☐	No ☐
Public Address System		Yes ☐	No ☐
Temporary Fencing		Yes ☐	No ☐

Portable Toilets	Please indicate how many temporary toilets will be brought onto the event site:	Yes ☐	No ☐
Shade/Shelters or structures		Yes ☐	No ☐
Seating, Tables, or Chairs		Yes ☐	No ☐
Vehicle's Parked on Reserve		Yes ☐	No ☐
Temporary Signage		Yes ☐	No ☐
Drones (remote pilot aircraft)	If yes: • Drone operators must follow Civil Aviation Safety Authority (CASA) rules. • If a drone is being used for commercial purposes (for example, photography or videography), additional requirements may apply. • The drone operator may be required to provide evidence of their registration, licence or accreditation to Council and SA Police. For more information, visit: https://www.casa.gov.au/knowyourdrone/drone-rules Drone Pilot Name: _____ Licence #: _____	Yes ☒	No ☐
Market or trading stalls: Will your event include market, community or trading stalls?	If yes: • Any electrical equipment used by vendors must be tested and tagged. • Marquees must be securely weighted down. • Food vendors must comply with food safety requirements. • If children or vulnerable people will be involved, consider whether stallholders, staff and volunteers should hold appropriate screening checks. Types of stalls: _____ How many stalls are expected? _____ Council will require copies of: • Each vendor's current Public Liability Insurance	Yes ☐	No ☐
Animals part of entertainment Examples: petting zoos, pony rides or animal displays	If yes: • Animals must be cared for and managed in accordance with relevant animal welfare requirements. • If the public will have contact with animals (for example, a petting zoo), appropriate health and safety practices must be in place.	Yes ☐	No ☐

	• Animals must be securely contained and supervised at all times. • Animals must be kept away from food preparation and food service areas. • Event organisers must ensure the site is kept clean and any animal waste is removed during and after the event. • If children or vulnerable people will be interacting with animals, consider whether staff and volunteers should hold appropriate screening checks. For more information: • Animal Welfare Requirements • SA Health Petting Zoo Guidelines		
Water Activities: Will your event include activities on a river, lake or other waterway? <i>Examples: swimming events, regattas, boat races and other activities on waterways</i>	If yes: • An Aquatic Activity Licence may be required. • Activities that require exclusive use of a waterway, or an exemption from boating regulations, must be approved by the Department for Infrastructure and Transport. For more information, visit the SA Government boating licences and permits page: https://www.sa.gov.au/topics/boating-and-marine/boat-operators-licences-and-permits Council will require copies of: • The approved aquatic activity license	Yes ☐	No ☐
Travelling Festival	e.g. circus	Yes ☐	No ☐
Cold Room		Yes ☐	No ☐
Marquees or Tents	Please note: the pegging of any marquee or structure is not allowed due to underground services.	Yes ☐	No ☐
Bands / Live or Recorded Music	If your event includes live music, a band, a DJ, background music, or recorded music, you may need a music licence from OneMusic/APRA AMCOS. Some community events may be covered under Council's OneMusic licence, meaning you may not need to obtain your own licence. Before applying, check whether your event is already covered under Council's licence by checking the flow chart in the "OneMusic local council licence" document	☐ I have my own music licence (please provide a copy) ☐ My event is	☐ No, a music licence is not required for my event

	at https://onemusic.com.au/licences/government/local-government For more information about music licensing, or to apply for a license, visit OneMusic Australia or APRA AMCOS. Council will require copies of: • If your event is not covered under Council's licence, Council may require a copy of your licence	covered under Council's licence	
Will first aid be available at your event?	(if yes, please provide details)	Yes ☐	No ☐
Food / Drink / BBQ / Food Trucks	(if yes, please see section 11. <i>Food Handling</i> below) Council will require copies of: • Each stall holder/food's current Public Liability Insurance • Each food vendor will need to fill in a "Temporary Food Business Notification" form no later than 14 days prior to the event. Event organisers to ensure: • All vendor's electrical equipment MUST be tested, tagged and in date. • Ensure all marquees are weighted (not pegged) down sufficiently • Ensure correct food handling procedures are in place. Cold food is 5 degrees Celsius or below & Hot food 60 degrees Celsius or above. • Recommend checking if stalls staff / volunteers have had Working with children / vulnerable people checks.	Yes ☐	No ☐
Commercial Amusement Rides including Jumping / bouncing Castles	Please provide a brief description or attach separately: Council will require copies of: - Current SafeWork certificate of registration issued by SafeWork SA - a current copy of the Operator's public liability insurance Council recommends requesting for your records: - Working with children / vulnerable people checks for staff / volunteers	Yes ☐	No ☐
Fireworks	If your event includes fireworks: • Fireworks must be supplied and operated by a licensed pyrotechnician. • A permit and Council approval are required.	Yes ☐	No ☐

	• Contact Council's General Inspector on 1300 785 277 before making arrangements. • For licensing and safety requirements, contact SafeWork SA on 1300 365 255.		
Consumption of Alcohol	Where alcohol is to be sold, supplied, or consumed, you may be required to obtain a Limited Liquor Licence under the Liquor Licensing Act 1997. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882 for further details. Additional information about liquor licensing in South Australia can be found on the South Australian Business and Trade website at: https://www.sa.gov.au/topics/business-and-trade/liquor/apply Council will require copies of: - Limited Liquor License Event organisers to ensure: - alcohol providers have a current Liquor Licence, and any security requirements as approved by Consumer and Business Services are implemented. Meningie Dry Zone/Area Please note that parts of Meningie, including the lakefront, Lions Park and main street, are designated dry areas where alcohol cannot be consumed. View the dry area map on the Coorong District Council website at: www.coorong.sa.gov.au/community/community-information/meningie-dry-area <u>Applying for an Exemption:</u> If your event is in a dry area and you would like alcohol to be available, please contact Council on 1300 785 277 before applying. Please allow at least 3 months, as Council approval may be required before an application can proceed.	Yes ☐	No ☐
Will your event be smoke-free and vape-free?		Yes ☐	No ☐
Will security be provided at your event?	(if yes, please provide details)	Yes ☐	No ☐
Screening Checks	If your event involves children, older people, or other vulnerable community members, consider whether your volunteers, organisers, vendors or stallholders should have appropriate screening checks.		

<i>(Working with Children and Vulnerable People)</i>	These checks can help create a safe environment for everyone attending your event. To learn more about screening checks, visit the SA Government Screening Checks page at: https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks
Damage to Council facilities, parks and gardens	While your event may not set out to damage Council facilities, parks or gardens please be aware of the impact your event may have. Council recommends arranging for a pre and post event inspection of the event site to discuss any issues, risks or concerns. Should any damage be caused to Council facilities, parks or gardens the event may be required to pay to correct any damages.
Other, please specify:	

11. Food Handling

If food or drinks will be available at your event, all food vendors must meet food safety requirements and submit a “[Temporary Food Business Notification](#)” at least **14 days before the event**.

- All food vendors must comply with South Australian food safety laws and standards.
- Food vendors must submit a **Temporary Food Business Notification Form** at least **14 days before the event**.
 - One-off or occasional food stall operators are required to complete a **Temporary Food Business Notification Form**.
- If food is being prepared or packaged at a home kitchen for sale at the event, approval from the relevant local council may be required.
- Vendors who trade regularly at markets may need to complete an **SA Health Food Business Notification Form**.

Event organisers are encouraged to consider offering healthy food and drink options when selecting vendors.

For forms, guidance and healthy food ideas, visit:

www.coorong.sa.gov.au/community/events/special-events

Please contact Council’s Environmental Health Officers on 1300 785 277 for any assistance.

Will food be provided at the event, either for sale or at no charge?	YES	NO
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12. Waste Management

Waste management is the responsibility of the event organiser.

Please find attached a table which provides a guide to the recommended provision of toilet and washroom facilities (**Attachment A**, page 19). Please indicate, from the guide, the following:

Will alcohol be consumed at event?	Yes ☐	No ☐
Does your event have adequate accessible bathrooms as per the Accessible and inclusive events checklist and Attachment A ?	Yes ☐	No ☐
Are additional portable toilets required? If yes, who is supplying (please provide a copy of their insurance).	Yes ☐	No ☐

How many toilets are being supplied: _____		
Are hand wash facilities are adequate?	Yes ☐	No ☐
Have event planners considered waste minimisation and recycling practices to minimise waste? <i>For more information about better waste management and recycling at events please visit https://www.replacethewaste.sa.gov.au/zerowasteguide</i>	Yes ☐	No ☐
Have event planners considered encouraging the use of reusable or compostable food and drink containers by vendors? <i>Please note: South Australia has bans on the use of single-use and other plastics. More information about banned products and their alternatives can be found at https://www.replacethewaste.sa.gov.au/banned-items</i>	Yes ☐	No ☐
Will a Waste Management Contractor be appointed to the venue? If yes, please provide details including insurances.	Yes ☐	No ☐
Are bin provisions adequate?	Yes ☐	No ☐
Subject to availability, additional rubbish bins can be supplied by Council (fees may apply). Please see section 13. Operational Services below and Council's Fees and Charges .		

13. Operational services

Services provided by Council (Costs may apply) and are subject to availability.

Please review Council's **Fees and Charges Schedule** to find any applicable fees and charges and insert the relevant cost into the table below (Council's Fees and Charges are reviewed each financial year).

<https://www.coorong.sa.gov.au/your-council/finance-and-rating/fees-and-charges>

Description	Quantity required	Fee \$
Power Access/Usage (may incur key hire fee) Location required :		
Water connection access: (water connections available in some locations)		
Line Marking (if required) Location:		
Additional Rubbish Bins (if required)		
Cones		
Bollards		
Bunting		
Installation of promotional banners (may be subject to availability of town entry banner poles) Size & location to be displayed:		
Community event signage To be collected from the nearest Council office		
Other signage:		
Specific requests to prepare the event site prior to event: e.g. mowing, emptying existing bins		
Other:		
TOTAL COSTS:		\$

Please contact the Community Development Team on 1300 785 277 to discuss and arrange for collection.

Delivery &/or collection location:	
Pre event collection date/time:	
Post event return date/time:	

14. Terms And Conditions

Please find below Council's Terms and Conditions for Event/s on a Road or Community Land

TERMS AND CONDITIONS FOR EVENT/S ON A ROAD OR COMMUNITY LAND

1. Pre-requisites:

The permit is not effective unless and until stated pre-requisites are satisfied or in writing waived by Council.

2. Limitations:

Once effective, the permit is limited to the particulars stated earlier. A variation to any such limitation is at Council's discretion.

3. Nature of the permit:

The permit is not a lease or tenancy. Unless stated otherwise in special conditions, the Area remains a public place and the Operator does not have exclusive use of the Area.

4. Inputs:

Council is not obligated to supply any information, materials, plant, equipment or other goods or services for the Event. If Council needs or is required to supply any goods or services for the Event (e.g. mobile rubbish bins, labour inset up, operation, break down or cleaning up), Council may recover from the Promoter a reasonable fee by reference to Council's **Fees and Charges Schedule** when applying.

5. Promotion:

Unless stated otherwise in special conditions, the Promoter may not promote the Event by hanging a banner over a public road/installing signage or posters on street furniture or within window fronts / distributing leaflets by hand on footpaths within the area of Council/using the name or logo of Council.

6. Relocation or rescheduling:

If the Area is or includes a park or reserve, Council may require the Event to relocate to an alternate venue or be rescheduled if Council believes that necessary due to inclement weather, fire risk, vandalism or for other good reasons.

7. Access issues:

If the Event is likely to impede occupiers of adjacent property having foot or vehicular access to their land, the Promoter must provide safe and adequate means of access. If the Event is likely to restrict or coincide with the regular kerbside collection of household waste, the Promoter must provide access or assistance so that collections may proceed on schedule.

8. Site Safety:

The Promoter must supply, erect, maintain and when no longer required remove from the Area all barricades, guards, fencing, signs, lights, temporary roadways and footpaths needed to protect property or for the safety and convenience of the public. Limitations on the Event's trading hours do not relieve the Promoter from responsibility to maintain any lights, signs or barricades outside of trading hours, nor the Promoter's responsibility to correct any hazardous conditions that may develop outside of trading hours. If Council believes the Area is in unsafe condition, Council may take steps to rectify the problem and recover the costs from the Promoter.

9. Site Control:

While upon the Area for the purposes of the Event, the Promoter must:

- Not interfere with / damage any structure (including a kerb, gutter, paving, manhole lid, irrigation system) or vegetation (including a tree, grass, shrub, garden bed) or wildlife on or about the Area not essential to the Event.
- If the Area is a park or reserve, ensure all heavy vehicles remain upon designated roads or car parks;
- Not disturb or obliterate a public survey mark – otherwise the Promoter is liable for all costs and fines so incurred under the *Surveyors Act, 1976*;
- Take all proper measures to protect utility services upon or adjacent to the Area – if a service is damaged in the Event, the Promoter must arrange for its repair with the

appropriate authority or owner as soon as practicable, consistent with the status of the service;

- While any patrons are upon the Area, not fail to provide the attendance on the Area of a responsible adult having executive control of all activities;
- Where a site plan approved by Council identifies a location to have a particular use (e.g. for stalls), not use that location for any other purpose;
- Keep the Area sanitary, safe and reasonably free of rubbish;
- Not allow disorderly conduct or a public nuisance;
- Take all reasonable steps to keep down noise and dust;
- Minimise restriction to foot or vehicular traffic likely to be affected;
- Not allow to be done anything that, in the reasonable opinion of Council, is likely to bring Council into disrepute.

10. Standards of Care:

While upon the Area for the purposes of the Event, the Promoter (or contractor, as applicable) and workers must comply with (in descending priority):

- Applicable laws, codes of practice and guidelines – including those for WH&S, public health, road safety, protection of the environment;
- Any reasonable directions as may be given by an Authorised Officer of Council or by the Police or other proper authority;
- Plans / specifications / methods submitted by the Promoter and approved by Council;
- Applicable Australian Standards; and
- The exercise of reasonable care, skill and diligence.

11. Suspension of work:

If Council has reason to believe practices upon the Area do not comply with these conditions, an Authorised Officer of Council may require work or the Event to be interrupted or suspended. In case of a serious breach of these conditions, an Authorised Officer of Council may require the Event to vacate the Area immediately.

12. Reports:

At any time, Council may require the Promoter to provide promptly any reasonable information as relates to the Event. On the same day as occurs (or, if that is not practicable, on the next working day), the Promoter must notify Council (via its contact person):

- Any injury to an individual upon the Area requiring off-site medical treatment;
- Any material loss / damage to property upon the Area;
- Any Police attendance during the Event in response to a complaint;
- Any environmental harm required to be reported to the EPA;
- A material variation, suspension, revocation or expiry of insurance or a 3rd party consent, licence, permit or approval the Event requires.

13. Making good:

On the completion of the Event or upon the end of the permit (whichever comes first) the Promoter must:

- Within 1 working day remove all property of the Promoter (or its invitee) from the Area and restore the Area to at least the same condition as before the Event;
- Within 2 working days make good any damage caused to any 3rd party property.

14. Risk:

The Promoter occupies the Area and stages the Event at its own risk. Council does not offer any assurance the Area is suitable for the Event.

15. Indemnity:

16. As a continuing obligation, the Promoter indemnifies Council against any loss, damage, cost or expense incurred by Council in relation to property or persons to the extent caused by the Promoter (or contractor or their workers, as applicable) either:

- Having use of the Area;
- Bringing on or using on the Area any materials / plant / equipment;
- Holding the Event;

- Breaching a condition of this permit; or
- Being negligent.

Liability to indemnify reduces proportionally to the extent Council's wilful default or negligence contributed to the loss, damage, cost or expense.

17. Council's insurance:

If by reason of the Promoter's (or contractors or their worker's) default or negligence Council claims under insurance held by Council, the Promoter bears any excess or deductible for that claim.

18. Recourse to Security:

Council may have recourse to the security for any loss or damage caused by the Promoter's breach of a condition, any unpaid fee and / or an amount for which Council is entitled to be indemnified. The Promoter's liability is not limited to the security.

19. No Duty of Care:

If Council gives consent, approval or direction, accepts any work or inspects anything for the Event:

- Council does not have a duty of care to the Promoter; and
- The Promoter is not to any extent relieved from its obligations to comply with these conditions.

20. About the Permit:

The Permit:

- Extends to the Promoter's contractor and/or stallholders for the Event;
- Is not transferable;
- May be surrendered at any time, by so notifying Council; and
- Is revocable by Council as Local Government Act 1999, s. 225 allows.

A copy of this permit must be kept upon the Area, and upon demand produced to an Authorised Officer of Council.

21. About Council:

Council grants the permit under *Local Government Act 1999*, S. 200 / 202 (if the Area is or includes community land) and / or S. 222 (if the Area is or includes a public road) and not in any other capacity. The permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power. Council is not liable to compensate the Promoter for properly exercising a right under these conditions.

22. About the Promoter:

If the Promoter is more than one person, each of them is bound jointly and also severally. The Promoter is liable to Council for anything done or not done by its contractor or worker that if done or not done by the Promoter would breach a condition. A person signing this authorisation for a Promoter warrants they have authority for that purpose. The Promoter's contact person is taken to have authority to give and receive notices and make decisions for the Promoter.

23. These conditions:

A variation of these conditions is only effective if in writing signed by both parties. Council waives a right under these conditions only if in writing signed by Council.

24. Special conditions:

Any stated special conditions prevail over other conditions to the extent of any inconsistency.

Notes: *Local Government Act 1999* makes it an offence for a person:

- To use community land for a business purpose unless the use is approved by the Council (s.200(1));
- To use a public road for a business purpose unless authorised to do so by a permit (s.222(1)).

Acceptance of terms and conditions

I, ..., the undersigned agree to ensure that all individuals, members and groups using the facility as a result of this event application will comply with the attached Terms and Conditions of Council.

Signature:

Date:

_____/_____/_____

Event Application Submission Checklist

Please **do not** lodge your application until all of the following has been completed. Return this event checklist with your application.

Note: An event application can be supplied without all attachments however all documentation requested by Council will be required before event approval is granted.

	Please Tick
1. Event Application form completed	☐
2. Traffic Guidance Plan drawn, submitted to SAPOL and attached	☐
a. Copy of the letter of approval granted by the South Australian Police	☐
3. Site Plan attached	
a. <i>If only supplying a draft, when you do expect to submit final site plan:</i> _____	☐
4. Marketing materials	☐
5. Risk Management Plan completed and attached	☐
6. Emergency Services Notified of event	☐
7. Current Public Liability Certificate of Currency for event attached	☐
8. A copy of your completed copy of the Special Events Planning and Inclusion Checklist	☐
9. Copies of the following for all stallholders attending as part of the event:	
a. Public Liability Insurance	☐
b. Temporary Food Notification application (or copy of a approval received from Coorong District Council health officers)	☐
10. Terms and conditions accepted (section 14, page 13-16)	☐

Other Items that may be required with your application:	Please Tick
Food Handling – notify Council’s Environmental Health Officers of event	☐
Commercial entertainment, rides and amusement activities	
• Current Safework certificate of registration issued by SafeWork SA	☐
• a current copy of the Operator’s public liability insurance	☐
If Alcohol is to be consumed, a copy of the Limited Liquor Licence	☐
If Fireworks are to be part of the event:	
• Council’s Inspectors notified, and	☐
• Appropriate SafeWork SA licensing obtained.	☐
If music is to be part of the event,	
• a copy of your APRA Licence has been provided	☐
Community Facility Hire Should your event require the use of one of Council’s Facilities please fill in the Council Facilities Hire form – fees will be applicable	☐
Bonds for key, facility or other (if required)	☐
Inspection of Area – Pre & Post Event	☐

Please submit completed Application and Checklist to:

OFFICE USE ONLY

Date application received		
Risk management approved	YES	NO
Copy of Insurance provided	YES	NO
Traffic management approval received	YES	NO
Community facilities requests actioned	YES	NO
Temporary Food notifications approved by health officers	YES	NO

Special Event Application Approval

Council permit approval	YES	NO
Authorised Signature		
Position:		
Date Approved:		
Reference / Permit Number:		

ATTACHMENT A

Toilet Facilities for events where alcohol is not available

MALES				FEMALES	
Patrons	Toilets	Urinals	Hand Washing Basins	Toilets	Hand Washing Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet Facilities for Events where alcohol is available

MALES				FEMALES	
Patrons	Toilets	Urinals	Hand Washing Basins	Toilets	Hand Washing Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Depending on the duration of the event, the number of toilet facilities can be reduced proportionally as follows

DURATION OF EVENT	QUANTITY REQUIRED
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Toilets and ablutions for persons with a disability

It is recommended that at least 1 unisex toilet (including hand basin) for persons with a disability be provided for every 100 toilets or part thereof.

For further information see *Guidelines for the Management of Public Health & Safety at Public Events (SA Health)*.