



Special Events

Events are held for many reasons and can be in all shapes, sizes and locations.

Coorong District Council comprises of over 8000 sq. km with many parks and reserves owned or under its care and control. When organising an event especially on land that is owned or under control of Council it is important that you supply the correct information and complete the necessary forms to gain approval.

Not all events will be on Council land but still may require some consideration or input from Council or other Government Departments such as;

- Liquor Licence
- Temporary Food Business

There are many considerations to make when planning any event and to assist with this Council have developed a risk assessment and checklist to help you determine what may be required.

Please ensure you have downloaded copies of our;

- Special Events Checklist
- Special Events Risk Assessment

These can be found on the Coorong District Council website, along with further information.

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

If you are unsure of your event and have any queries please contact Council on 1300 785 277.

SPECIAL EVENT APPLICATION FORM
Event on Council Roads and / or Community Land

APPLICANT DETAILS	
Organisation Name:	Contact Person:
Address:	Phone Number:
ABN:	Email Address:
EVENT DETAILS	
Name of Event:	Date Event Starts:
Location of Event:	Date Event Finishes:
Bump In:	Time Event Starts:
Bump Out:	Time Event Finishes:

*Please note: Events over three days, including bump in and bump out, will require community engagement as stated within the Local Government Act 1999.
Community engagement expenses to be borne by applicant.*

ATTENDANCE NUMBERS	
Number of People expected to attend each day:	Number of People expected to attend the event / festival:
Will an Entry Fee be Charged?	YES NO

SITE PLAN

Please attach a map outlining your event and where the activities will be situated. Your site plan should include:

- **where emergency services will be situated**
- **collection point/s for lost children and**
- **emergency evacuation point/s.**

SCHEDULE OF ACTIVITIES

Please **tick** the event / activities that are to be conducted:

Fireworks		Animals	
Market Stalls		Temporary Fencing	
BBQ		Portable Toilets	
Vehicle's Parked on Reserve		Shade Structures	
Jumping Castle		Electricity / Generator	
Bands / Music		Food / Drink	
Consumption of Alcohol		Public Address System	
Signage		Staging	
Cold Room		Water Activities	
Commercial Amusement Rides		Travelling Festival	
Other:		Other:	

If you have ticked:

- **Fireworks** please contact Council's General Inspectors on 1300 785 277 for approval and SafeWork SA for regulation and licensing details on 1300 365 255.
- **Consuming Alcohol** please contact Council's Development Services team on 1300 785 277 to apply for a liquor licence.
- **Bands / Music** you will be required to have an APRA Licence (Copyright of recorded Music).
- **Jumping Castle** you will need to produce a copy of your SafeWork SA Registration.

TRAFFIC DETAILS

Please provide details if your planned event will affect the vehicular and pedestrian traffic flow.

Are there any proposed road closures for this Event?	YES	NO
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If yes, please attached a plan, including emergency access and egress routes.

INSURANCE

Do you have Public Liability Insurance minimum \$20 Million? YES
NO

If yes, please attach evidence in the form of a certificate of currency

TEMPORARY STRUCTURES			
Will any Structures be erected?		YES	NO
Large Stages and Platforms		Portable Staging	
Marquees or Tents		Seating	
Table/Chairs		Shade/Shelters	
Other		Other	

WASTE MANAGEMENT			
Please find attached a table which provides a guide to the recommended provision of toilet and wash room facilities (Attachment A). Below please indicate, from the guide, the following:			
Alcohol to be consumed?		Toilet Provisions are adequate?	
Portable Toilets required?		Hand wash facilities are adequate?	
Will a Waste Management Contractor be appointed to the venue?		YES	NO
To arrange for additional rubbish bins please contact Council's Parks and Gardens Business Unit on 1300 785 277 (See Attachment C Fees and Charges.)			

FOOD HANDLING	
Will food be provided at the event, either for sale or at no charge?	YES NO

If yes, please contact Council's Environmental Health Officers on 1300 785 277 and please consider the healthy options you could offer at your event. Examples are available in Attachment B. Please submit notification to conduct a temporary Food Business/Premises form.

RISK MANAGEMENT
Event Holders are required to complete a Risk Assessment of the event. This plan will be approved by Council's Organisational Development Coordinator.

An Event Safety Management Information Sheet can be downloaded from the SafeWork SA Website (www.safework.sa.gov.au) where there is an example of a Risk Management Plan that can be used to help you plan for your event. Should you have any enquires for compiling a Risk Management Plan, please contact Council's WHS & Risk Advisor on 1300 785 277.

FEES AND CHARGES	
Please find attached a separation sheet outlining the fees and charges applicable (See Attachment A). Please insert the relevant cost into the table below.	
Description	Fee \$
Hire Fee	
Bond (if required)	
Power Usage (if required)	
Key Bond (if required)	
Rubbish Bin Hire (if required)	
Rubbish Bin Delivery and Pick Up (if required)	
Line Marking (if required)	
Other:	
TOTAL COSTS:	\$

EMERGENCY SERVICES	
The following Emergency Service Departments will be required to be informed of your event	
Local Doctors Surgery	Country Fire Service
Local Hospital	State Emergency Services
Ambulance Service	

TERMS AND CONDITIONS
Please find attached Council's Terms and Conditions for Event/s on a Road or Community Land (See Attachment C).

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

Signature:	Date:

EVENT PACKAGE CHECKLIST

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

Please Tick

1. Application form completed	
2. Site Plan drawn and attached	
3. Traffic Plan drawn and attached	
4. Public Liability Certificate of Currency attached	
5. Risk Management Plan completed and attached	
6. Emergency Services Notified of event	
Other Items that may be required with your application:	
Food Handling – Council's Environmental Health Officers notified of event	
If Alcohol is to be consumed, an application form completed	
If Fireworks is 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, an APRA Licence has been sought.	
Inspection of Area – Pre Event	

Please forward completed Application and Checklist to:

Coorong District Council
 PO Box 399
 TAILEM BEND SA 5260
 Telephone: 1300 785 277
 Facsimile: (08) 8572 3822
 Email: council@coorong.sa.gov.au

OFFICE USE ONLY

Authorised Signature:

Date Approved: ____/____/____

Receipt Number: _____

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)*.

HEALTHY CATERING EXAMPLES

Coorong District Council has a Healthy Eating Policy which aims to ensure that members of community, staff, volunteers and visitors have the opportunity to access healthy food and drink choices when attending facilities and workplaces operated by Council and at Council sponsored events. The aim is to increase the availability of healthy food and drink choices and to encourage and support the community to make food and drink choices that will impact positively on health.

MEAT

- **Beef:** lean minute steaks
- **Lamb:** trim fat from lamb steaks such as round, rump or topside
- **Pork:** leg and rump steaks, trimmed loin chop cutlets, lean diced cubes for kebabs
- **Poultry:** skinless chicken / turkey breast, thighs and drumsticks
- **Fish:** Coorong mullet, whiting fillets

**VEGETABLES**

- Corn on the cob
- Vegetable skewers: mushroom/capsicum/zucchini/onion/eggplant
- Baked potatoes: top with lean meat, salad, vegetables, grated cheese
- Soups

**SANDWICHES / BURGERS / WRAPS / YIROS / BURRITOS**

- Multigrain or wholemeal bread / rolls / pita breads
- Meat: marinated chicken steak, Coorong mullet, minute steaks
- TIP:** add a salad for extra variety and flavour.

**SIDES / SALADS**

- Couscous with roast vegetables (serve with fish or chicken)
- Stir-fry
- Fried rice (egg, peas, corn, onion)
- Pasta salad
- Green garden salad / Coleslaw

DESSERTS (Fruit Based)

- Fruit salad with low fat yogurt
- Fruit mousses
- Pancakes/crepes with fruit and yogurt
- Fruit, muesli and yogurt cups
- Smoothies (low fat milk, yogurt and frozen fruit)

**Drinks**

- Water, mineral water, sparkling water
- 100% fruit juice (e.g. unsweetened juice) / Vegetable Juice
- Milk drinks (small portion size)



CONDITIONS

- 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 requires 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, shrub, garden bed) or wildlife on or about the Area not essential tot eh 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: 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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)).