

This form is used when applying to hold an event on council managed land.

Applications must be submitted at least 6 weeks prior to the event date. Earlier notification may be required depending on the individual details submitted by the organiser.

Fees apply - www.kempsey.nsw.gov.au/fees-and-charges.html

NOTE: Applying for an event does not give the Event Organiser immediate approval to market or advertise the event.

Submit your Event Application form to: Kempsey Shire Council
Email: KSC@kempsey.nsw.gov.au
Contact: (02) 6566 3200

SECTION 1: EVENT ORGANISER DETAILS

Business / company	
Event organiser name	
Telephone	
Postal address	
Email	
Alternate Contact Person	

SECTION 2: EVENT DETAILS

Event name	
Proposed event date/s	From: _____ To: _____
Event time	From: _____ To: _____
Proposed Venue Address / Reserve <i>** site hire fees may apply **</i>	
Type of event	<input type="checkbox"/> Community Event <input type="checkbox"/> Commercial Event (for profit) <input type="checkbox"/> Free <input type="checkbox"/> Ticketed or restricted entry
Expected attendance numbers	



SECTION 3: EVENT DESCRIPTION

Describe the event program and objectives:

SECTION 4: SITE PLAN *Please indicate with X.*

Marquees and Temporary structures	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Size of marquees:	
Stages	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Number of stages:	Size of stages:
Vehicular site access	No <input type="checkbox"/>	Yes <input type="checkbox"/>	For vehicular access to the beach you must apply for a beach driving permit.	

SECTION 5: TRAFFIC MANAGEMENT

NOTE: If you are proposing to close a road or change normal traffic conditions, you are required to provide a traffic management plan that is developed by a qualified traffic management company.

Could your event implicate a road in and around the event site?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<ul style="list-style-type: none">• Include a map naming the roads with this application• Fun runs / cycle events / marches to include the direction of the course on a site plan and any equipment proposed to be set up on or near the road
Will road closures apply?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Time: From: _____ To: _____
Will pedestrian movement be affected?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Time: From: _____ To: _____

SECTION 6: SITE SERVICES *Please indicate with X.*

Do you require access to Council's power?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>If yes, Describe the power to be used and show on the site plan.</i>
Do you plan on bringing a generator on site?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>If yes, Describe the power to be used and show on the site plan.</i>
Do you require access to lighting or Flood lights?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>Fees may apply</i>
Do you require access to public toilets on the event site?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Are you providing extra temporary toilets?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>If yes, indicate on site plan where toilets will be located</i>

SECTION 7: WASTE MANAGEMENT

Bins already located on our reserves are for the use of the general public and not for organised events. The event organiser is responsible for the removal of all waste generated by the event. Fees apply <https://www.kempsey.nsw.gov.au/fees-and-charges.html>

Would you like Council to supply bins for your event? Fees apply.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Number of bins required _____ General waste _____ Recycle _____ Organic
Will you supply or engage the services of a waste management company?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>If yes, please provide the name of service provider and indicate the number of bins being provided: _____</i>

SECTION 8: PROPOSED ENTERTAINMENT

Please indicate with X.

Is live or recorded music part of the entertainment plan?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	APRA or PPCA permit likely to be required If yes, times: From: _____ to: _____
Will there be speakers and amplified noise at the event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	EPA guidelines apply to noise. If yes, Amplification times: From: _____ to: _____
Will there be fireworks at the event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, Name of Fireworks Company: Firework discharge times: From: _____ to: _____
Will there be inflatable items set up (i.e. Jumping castle, arches)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, show location on the site plan.
Will there be mechanical rides at the event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, A copy of the amusement providers current Public Liability Certificate of Currency (minimum \$20,000,000.00) is to be provided to Council. Please show location/s on the site plan.
Will there be an animal nursery at the event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, show location on the site plan.
Will there be Helicopter or joy flights	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, you must obtain a commercial license from Council. Application form is available from www.Kempsey.nsw.gov.au
Will your event consist of aquatic activities?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, show location on the site plan. Separate approvals may be required. Please contact Roads and Maritime Services.

SECTION 9: EMERGENCY SERVICES

NSW Ambulance and Fire Services must be notified in writing of your intention to hold the event. Please indicate with X.

Have you notified the relevant emergency services?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	A copy of all letters must be supplied to Council.
Is it expected that there will be 500 or more participants?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, an 'intention to hold a public assembly' form must be lodged with the NSW Police. A copy of all letters must be supplied to Council.

SECTION 10: FOOD AND BEVERAGE

Note: The location and nature of event will determine if permission will be granted to the sale of food and beverage.

Do you plan to sell or giveaway food at the event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, Include the location of the proposed food vendors on the site plan
Do you plan to sell or serve alcohol at the event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, indicate on the site plan where the red line alcohol areas will be. Liquor licenses will be required.

SECTION 11: SAFETY & SECURITY

Please indicate with X.

Will you provide or engage the services of a qualified security company?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, provide name and contact details
First aid	No <input type="checkbox"/>	Yes <input type="checkbox"/>	The event organiser must provide an agreed level of first aid, paramedical and medical facilities at the event depending on size, number of participants and associated risks. Indicate on site plan. First Aid officer name: _____ Contact: _____

SECTION 12: RISK MANAGEMENT

As part of your event application you will be required to submit the following documentation. Please indicate with X.

Public liability insurance to the value of \$20,000,000. Current of the event date.	<input type="checkbox"/>	Coverage must INLCUDE Kempsey Shire Council as an interested party. <i>Note: your application will not be processed unless this has been provided.</i>
Event Schedule	<input type="checkbox"/>	
Site Plan	<input type="checkbox"/>	
Contingency Plan	<input type="checkbox"/>	Contingency plan must outline how you will ensure the safety of the event, the organisers and participants should the event be forced to close to inclement weather or unforeseen circumstances.
Risk Assessment.	<input type="checkbox"/>	If your event consists of 500 or more participants a risk assessment is required.

Depending on the nature of your event and the associated risks, further documentation may be required.

SECTION 13: IMPORTANT NOTICE

- The processing of your application may be delayed and/or approval may not be issued if supporting documentation is not received.
- If approved, you agree to the conditions of approval and abide by these conditions in accordance with your event. Non-compliance of these conditions will invalidate approval. The conditions of approval will be forwarded to you with your approval notice.
 - The organiser is responsible for the management and safety of the event and is to ensure that all employees, volunteers, or contractors comply with any conditions of use, plans of management or policies relating to the reserve area.
 - If you outsource market stall holders, entertainers, amusement operators etc, to take part in your event, unless your insurer agrees to cover and this is noted on the policy, the onus is on the organiser to ensure that each person/group taking part holds their own public liability insurance.

SECTION 14: AUTHORISATION

By signing this application, I acknowledge

1. I have completed the Event Application form to the best of my knowledge
2. Accept that approval of my event is subject to providing the appropriate certificates and licences to Council pertaining to the information within the application.
3. that the participants undertaking the activity and the paid and volunteer workers will abide where applicable by the conditions set by Kempsey Shire Council.
4. The applicant is liable for any damages or injuries sustained as a result of the event.
5. Further conditions may apply depending on the individual details submitted by the organiser.

Print name:

Signature:

Date:

Stay up to date with great events in our community or post your own community event at
Hey Hey Macleay community.kempsey.nsw.gov.au

