**Template for Planning an Activity**

**Submission Timeline for Approval Activities and Events on Council Land**

(S355 WHS Form 003)

**To be read and completed in conjunction with -** *s355 WHS Form 004*

* Six months before the Event complete the Application for Approval of Activity and Events on Council Land *(s355 WHS Form 004)* and return to Council.
* Public Liability insurance certificate of currency **must** be attached to the application at the time of application.  ***Note***: Council must be endorsed on the policy as an interested party.
* Six months before the event liaise with Council officers if Traffic Management Plans are required i.e., road closures, street parade, large movement of vehicles to sites within town.
* Six months before the event contact Council’s WHS Coordinator with a draft program and Event Risk Management Plan. (use of the Risk Assessment Tool *– s355 WHS* *Form 005* is acceptable).
* Six weeks before the event contact Council’s WHS Coordinator with the **FINAL** event program with the completed Event Risk Management Plan (RMP) for the event.
* Six weeks before the event, ensure the event food requirements have met required standards. Information is available on the Food Authority website [www.gtcc.nsw.gov.au](http://www.gtcc.nsw.gov.au) *“****Guidelines for Food Businesses at Temporary Events***” or contact Council’s Compliance and Sustainability Department at 136 Church Street or on (02) 6730 2350, for any further information relating to food safety.



**Application for Approval Activities and**

**Events on Council Land**

(S355 WHS Form 004)

**To be read and completed in conjunction with -** *s355 WHS Form 003*

*This checklist has been developed to assist applicants to complete the attached application form and to minimise delays in processing.*

***Please tick off as items are completed***

* All sections must be completed.
* Approval from any Community Committee, if necessary, is to be included at the time of application.
* Public Liability insurance – certificate of currency is be attached to the application at the time of application.  ***Note***: Council shouldbe endorsed on the policy as an interested party.
* The applicant must provide an Event Flyer and/or Program
* The applicant must provide an Event Risk Management Plan (use of the Risk Assessment Tool – *s355 WHS Form 005* is acceptable).
* The applicant must sign the application.
* The applicant must pay the application fee (in accordance with the adopted fees and charges as required by Council, inclusive of GST) when lodging the application.
* The type of events that will attract a Refundable Bond for example are: events that will attract large numbers of people; live bands, disco’s, loud music; events where food is being sold; events where people are charged to attend; events which may cause damage to grounds or furniture belonging to Council and its Parks or Reserves.
* Applicants must note and conform to the submission timetable shown on the cover sheet of the application form.

***NOTE:****Incomplete applications will be returned to the applicant without further processing and permission will be withheld until a complete application is received and considered.*

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| **Name of**  **Organisation / Person** |  | | |
| **Address** |  | | |
|  |  | | |
| **Contact Person** |  | | |
| **Telephone** | **H** | **W** | **M** |
| **Name of Event** |  | | |
| **Date of Event** |  | | |
| **Location** |  | | |
| **WHERE IS YOUR EVENT TO BE HELD?** *(more than one may apply – please**tick applicable)* | | | |
| * **RESERVE, PARK LAND**   *(in accordance with**the adopted fees and charges at*  *the ordinary Council Meeting annually in June)*  Name of Reserve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Where the reserve, park land or playing field is*  *controlled by a Committee of Management,*  *that committee will need to be consulted prior to*  *lodgement of this Application with Council*  [Related image](https://www.google.com.au/imgres?imgurl=http://icons.iconarchive.com/icons/icons8/ios7/128/Very-Basic-Paper-Clip-icon.png&imgrefurl=http://www.iconarchive.com/tag/clip&docid=Na_dhQqOKsnJbM&tbnid=XDKX9miwIlqALM:&w=128&h=128&ei=d2S4VaP4PMX4mAX5vYPYBw&ved=0CAIQxiAwAGoVChMI44-g2M3_xgIVRTymCh353gB7&iact=c) *Please attach a copy of the proposed site*  *plan to this application.* | | **Activities Detail** *(List of associated activities with the event and location of each activity)* | |
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| ***Office Use Only***  *Refer to the Director of Place and Growth: YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | |

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| **Conditions of Approval** *(Please tick applicable item)* | | |
| **1** | **PROTECTION OF COUNCIL ASSETS**  Council assets include and not limited to: fences, seating, playing surfaces, playground equipment, trees and gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture must be left in the same state as found.  A refundable bond may be required and will be assessed based on the level of facilities and attendees. Should a bond be required, the facilities will be inspected prior to and immediately following the event. It can be arranged that a representative of the Organising Committee attend the inspections. | |
|  | **🞏 *Agree to pay cost of repairs***  *Bond Assessment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Signature* | ***Office Use Only – Bond Assessment***  *Refer to the Director of Place and Growth:*  *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Bond Required: YES / NO*  *Bond Receipt No \_\_\_\_\_\_\_\_\_\_*  *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **2** | **SECURITY**  What arrangements will be made regarding control and supervision of persons attending? | |
|  | **🞏 *Supervision is to be provided by the following responsible adults:***  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  🞏 ***Security firm contracted*** | ***Office Use Only***  *Refer to the Director of Place and Growth:*  *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Application for Police Approval: YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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| **3** | **REMOVAL OF WASTE**  How will the rubbish and litter generated from the event be removed? | |
|  | 🞏 ***On-site bins to be used, excess litter to be collected and removed by the organiser to the Glen Innes Landfill within 24 hours.*** *(Failure to comply will result in Council’s costs being deducted from the Bond.)*  🞏 ***Organiser to arrange for waste collection with waste contractor.***  🞏 ***Other arrangements*** *(provide details)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | ***Office Use Only***  *Refer to the Director of Place and Growth:*  *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **4** | **TRAFFIC CONTROL**  What arrangements have been made for the direction and control of traffic (including parking)? | |
|  | 🞏 ***Parking restricted to road shoulders and constructed car parks.***   * ***Accredited traffic controllers to be engaged by applicant.***   *(Proof of accreditation to be provided)*  🞏 ***Traffic controlled by Police.***  *(Evidence to be attached)* | ***Office Use Only***  *Refer to the Director of Infrastructure Services:*  *Traffic Committee approval required:*  *YES / NO / N/A*  *Date Referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Controllers accreditation adequate: YES / NO / N/A*  *Date Referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Police involvement adequate: YES / NO / N/A*  *Date Referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **5** | **TOILET FACILITIES**  What toilet facilities are required? | |
|  | ***Crowd Estimate:***  🞏 ***Public toilets on site are adequate.***  🞏 ***Organiser to provide and pay for portable toilets.*** | ***Office Use Only***  *Refer to the Director of Place and Growth:*  *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **6** | **NOISE LEVELS**  How will noise levels, including outdoor amplification, be controlled? | |
|  | 🞏 ***No amplification to be used.***  🞏 ***Curfew set for \_\_\_\_\_\_\_\_\_\_\_ pm***  🞏 ***Noise levels to comply with guidelines of the Environment Protection Act 1997 (EPA).*** *(If necessary, cost of noise reading to be met by the applicant.)* | ***Office Use Only***  *Refer to the Director of Place and Growth:*  *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **7** | **SALE OF ALCOHOL**  What arrangements have been made for the selling of alcohol (if applicable)? | |
|  | 🞏 ***Not applicable – no alcohol for sale.***  🞏 ***Copy of licence.***  🞏 ***Copy of Responsible Service of Alcohol (RSA) Certificate.***  [Related image](https://www.google.com.au/imgres?imgurl=http://icons.iconarchive.com/icons/icons8/ios7/128/Very-Basic-Paper-Clip-icon.png&imgrefurl=http://www.iconarchive.com/tag/clip&docid=Na_dhQqOKsnJbM&tbnid=XDKX9miwIlqALM:&w=128&h=128&ei=d2S4VaP4PMX4mAX5vYPYBw&ved=0CAIQxiAwAGoVChMI44-g2M3_xgIVRTymCh353gB7&iact=c)  *Copies of relevant licence and certificates attached* | ***Office Use Only***  *Refer to the Director of Place and Growth:*  *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Licence sighted and adequate: YES / NO*  *Date referred \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **8** | **ELECTRICITY**  Is electricity required? | |
|  | 🞏 ***Not required.***  🞏 ***Yes, power required.***  🞏 ***Type single phase / three (3) phase*** | ***Office Use Only***  *Refer to the Director of Infrastructure Services: YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Is power available at location: YES / NO* |

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| **9** | **AMUSEMENT DEVICES**  Will there be amusement devices? | |
|  | 🞏 ***No amusement devices.***  🞏 ***Yes, amusement device/s will be installed.***  *(Provide detailed list.)*  *Public Liability Insurance will be required from the owner of each device and sighted by the Event Organiser* | ***Office Use Only***  *Refer to the Director of Place and Growth:*  YES / NO  *Date referred:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Send Application for Approval to Install or Operate an Amusement Device and request list of devices: YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **10** | **SALE OF FOOD**  Will food be sold or prepared at the event? | |
|  | 🞏 ***No food will be sold.***  🞏 ***Yes, food will be sold.***  (Provide detailed list.)  🞏 ***Free prepared food will be provided.*** | ***Office Use Only***  *Refer to the* *Director of Place and Growth:*  *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Inspection required: YES / NO* |
| **11** | **PUBLIC LIABILITY INSURANCE**  Provision of a Certificate of Currency indicating that you or your organisation has a current Public Liability Insurance Policy ($20million).  ***Noted on the Certificate the following:***  ***a) Council endorsed as an interested party and***  ***b) A notation must be on the certificate – the policy covers the event.***  ***If due to the nature of the event, you are unable to attach evidence of insurance, a statement advising reasons for failure to comply is to be attached.*** | |
|  | 🞏 ***Certificate of Currency.***  🞏 ***Statement.***  [Related image](https://www.google.com.au/imgres?imgurl=http://icons.iconarchive.com/icons/icons8/ios7/128/Very-Basic-Paper-Clip-icon.png&imgrefurl=http://www.iconarchive.com/tag/clip&docid=Na_dhQqOKsnJbM&tbnid=XDKX9miwIlqALM:&w=128&h=128&ei=d2S4VaP4PMX4mAX5vYPYBw&ved=0CAIQxiAwAGoVChMI44-g2M3_xgIVRTymCh353gB7&iact=c)  *Attach relevant certificate* | ***Office Use Only***  *Refer to the Manager of Governance Risk and Corporate Planning: YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Certificate of Currency sighted and adequate: YES / NO* |
| **12** | **ENVIRONMENTAL** | |
|  | An Environmental Management Plan is required if there is potential for the pollution of a waterway.  🞏 ***Environmental Management Plan.***  Due to the potential for damage from the rubber material of deflated balloons in the waterways **NO BALLOONS ARE TO BE RELEASED.** | ***Office Use Only***  *Refer to the Director of Infrastructure Services:* *YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **13** | **WHS AND RISK** | |
|  | A Risk Management Plan and a Program of Events is required for all Events on Council land (Councils Risk Assessment Tool – s355 WHS Form 005 may be used)  🞏 ***Draft Program and Plan only.***  🞏 ***Final Event Program.***  🞏 ***Final Risk Management Plan.*** | ***Office Use Only***  *Refer to the Manager of Governance, Risk and Corporate Planning: YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Forward to broker: YES / NO*  *Date referred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **GENERAL INFORMATION**   1. *The applicant may be required to lodge a bond (refundable) against damage to public services and infrastructure.* 2. *An application fee will be payable on lodgement of this form (in accordance with the adopted fees and charges as required by Council, inclusive of GST) regarding all activities will be required as a contribution toward the cost of processing the application.* | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Applicant and Event  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of applicant Date | | |

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| ***Office Use Only***  **APPLICATION CHECKLIST**  **s355 WHS Form 004** | | | | | | | |
|  | Application Fee paid | | | | YES | NO | $ |
|  | Refundable Bond paid | | | | YES | NO | $ |
|  | Additional Bond required | | | | YES | NO | $ |
|  | Consent of Management Committee required | | | | YES | NO | N/A |
|  | Name of Committee: | | | |  |  |  |
|  | Address: |  | | | | | |
|  |  |  | | | | | |
|  | Contact person: |  | | | | | |
|  | Phone no: |  | | | | | |
|  | Committee’s comments and/or conditions regarding use of facility | | | | | | |
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|  | **Send to applicant:** | | | | | | |
|  | 🞏 *Application for* *Police Approval* | | | 🞏 *Application for Approval to Install or Operate an Amusement Device* | | | |
|  | 🞏 *Traffic Control follow-up* | | | 🞏 *Risk Management Plan Template* | | | |
|  | 🞏 *Circus and Carnival Procedure* | | | 🞏 *Guidelines for Food Businesses at Temporary Events* | | | |
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|  | **Comments and/or conditions to advise applicant:** | | | | | | |
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|  | 🞏 **Approved** | | | | | | |
|  | 🞏 **Not approved** | | | | | | |
|  | 🞏 **Insufficient information, return to applicant** | | | | | | |
| Assessed by: | | | Date: | | | | |
|  | | |  | | | | |