

APPLICATION TO USE COUNCIL FACILITIES FOR SPECIAL EVENTS

(One off special events)

Fees may be apply to your event, please refer to www.penrithcity.nsw.gov.au

If the event will require various times or visits, please attach all the relevant information.

EVENT DETAILS

Name of event

Event location (Council facility)

Area to be hired

Date of arrival at site

Arrival time

Date of departure from site

Departure time

Event date/s

Public arrival time

Public departure time

How did you hear about Council's facilities?

Internet

Banners/ signs

Newspaper

Park Committee

Previous visit

Other – please specify below

Yellow Pages

EVENT MANAGEMENT

Name of organising body

Name of event manager/ contact

Postal address

Suburb

Postcode

Work number

Home number

Mobile number

Fax number

Email address

.....● All information Council collects is used for the specific purpose for which it is collected. We need your permission to release your information to a third party.

PUBLIC CONTACT INFORMATION

Members of the community sometimes request the contact details of the organisation running an event. If you give permission for Council to release your contact details to another person or organisation, please complete the relevant information and sign the declaration.

If you do not consent to the release of this information, please leave this section blank.

Name of organisation

Contact's full name

Contact's official position

Postal address

Suburb

Postcode

Phone number

Fax number

Email address

Website

Event details:

Days and times Yes No Location Yes No

I agree to the above information being released to the public for the purpose of promoting the activities of:

Signature

Date

.....● Please only complete the information you consent to being made public.

EVENT ACTIVITIES

Please outline the nature of the event and what activities will be involved.

.....● Please provide a copy of the run sheet for the event to Council's Recreation Department.

VISITATION

Please list the anticipated number of people attending the event including the public and any staff.

Public visitors

Organisers, stallholders, entertainers etc.

Will an entry fee be charged? Yes No

Cost of entry

.....● You must attach a copy of your insurance policy to this application.

INSURANCE

Are you insured for this event? Yes No

Name of insurance company

Type of insurance

Coverage value

Policy number

Expiry date

PUBLICITY

Will the event involve commercial filming? Yes No

Please outline the proposed nature and extent of any pre-event publicity.

VOLUNTEERS

.....● Have you approached/ do you expect the involvement of local service clubs in any capacity? (e.g. Rotary, Lions, Apex, Rural Fire Service)

.....● Please list each volunteer group's involvement.

FIRST AID

Will there be trained First Aid officers on duty? Yes No

If yes, please provide the name of the organisation providing this service.

If you anticipate more than 3,000 people will attend the event, will you advise your local hospital and ambulance service? Yes No

WORK HEALTH AND SAFETY

Penrith City Council ensures that any Council premises, plant or equipment (e.g. power boxes, generators, playgrounds etc.) comply with legislative requirements and are safe for their intended use.

As the event organiser, you should research your responsibilities under the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, as set out by Safe Work NSW. You can find that information online at safework.nsw.gov.au or by calling the Information Hotline on 13 10 50.

SECURITY

.....● Will you be employing professional security staff? Yes No

If yes, please provide the following information:

Name of security company

Contact person

Phone number

Please list how many people (professional or not) will be assigned to security:

Barricades

Street crossings

Crowd control

I have attached a copy of the security company's 'Certificate of currency' for their public liability insurance (you must attach these documents)

.....● Penrith City Council and the NSW Police Force reserve the right to recommend a ratio of 'crowd controllers' per event, on merit. 'Crowd controllers' must be licensed security guards.

Note: the minimum requirement is the method of liaison with Council staff to determine the condition of the location after rain, the placement of signs at the venue and phone calls to radio stations etc.

WET WEATHER CONTINGENCY

If you're hosting a public event, please provide details of your wet weather contingency plan.

ACCESSIBILITY

Is your event accessible to people with mobility disabilities? Yes No
If yes, please provide details.

Will accessible toilets be provided? Yes No

STALLHOLDERS

Will there be a charge for stallholders to participate in the event? Yes No
How many stalls do you anticipate?

I have attached a copy of each stallholder's 'Certificate of currency' for their public liability insurance (you must attach these documents)

Will you or any stallholders sell or provide food or drink to the public? Yes No

Providing or selling food: Council requires all temporary food businesses to apply for permission to operate at events in our City. We regularly inspect food stalls to ensure safe and suitable food is provided to the public.

All events selling or providing food must comply with national food safety standards, and it is the event manager's responsibility to ensure all food stakeholders have a copy of the food safety standards.

For an application and to view the guidelines, please read the [Guidelines for food businesses at temporary events](#), provided by the NSW Food Authority.

Please contact Council's Environmental Health team with any questions about food stalls and activities.

ALCOHOL

Will alcohol be: Consumed Supplied Sold

If you are planning to supply or sell alcohol at the event, you will require liquor permits. You can find out more and apply for a permit online at liquorandgaming.nsw.gov.au.

Note: it is essential that the Amusement Device Operator's insurance details the exact names of the rides they are providing, or your application will be delayed.

AMUSEMENT DEVICES

Will the event include amusement devices/ rides? Yes No

If yes, please provide details below:

Name	Size	Supplier	Method of transport	Type
			e.g. small trailer, truck	e.g. inflatable, rotating, small, mechanical, water, primarily for children

You must provide the following to Council for **each** amusement device:

A copy of current Safe Work NSW registration 'Certificate of Plant' (except for exempt devices)

An extract of the current insurance or indemnity for the device indicating date of cover, device inspection description and value of cover available (minimum \$10million)

A copy of each supplier's 'Certificate of currency' for their public liability insurance

A site plan indicating the proposed location of the device (including any slope that may affect the set-up area)

A risk assessment or brief statement indicating what precautions will be taken to ensure public safety

The name of the 'responsible persons' who will be operating the device/s

Note: you must provide the above information, including the name of your supplier/s, and complete the above check list. If you don't, your application will be delayed and will likely be declined.

TEMPORARY STRUCTURES

Will you be erecting any temporary structures? Yes No

If yes, please provide details below:

Name	Size	Supplier	Method of transport	Type
			e.g. small trailer, truck	e.g. shade tents, marquees, stages, lighting etc.

You must provide the following to Council for **each** structure:

The locations of all structures must be indicated on your site plan

An extract of current insurance for the structure (minimum of \$10 million)

A copy of each supplier's 'Certificate of currency' for their public liability insurance

Please note:

- All structures are required to meet the [State Environmental Planning Policy](#)
- Certain structures may require more detailed drawings and a Development Application

Note: For the safety of event attendees and liability of the event organisers, all electrical work must comply with Australian Standards.

POWER REQUIREMENTS

Do you require access to power? Yes No

If yes, please provide the following details:

Power source (e.g. generators, mains power if available):

Power requirement (e.g. amp, voltage, single phase etc.):

Please list the equipment that will be utilising power:

If you will require power, please note:

- You must indicate the location of any generators on your event site plan.
- Fees apply for the provision of power.

PUBLIC ADDRESS (PA) SYSTEM

Will you, or any stallholder or amusement device operator, be providing a PA system or amplified music during the event? Yes No

If yes, please provide details of the proposed hours of use and what steps you will take to minimise noise intrusion for local homes and businesses.

Please read the information about [Council's noise restrictions](#). It is the responsibility of the event manager to ensure all restrictions are met.

There are laws that can be used to prevent people from creating 'offensive'. Details of what constitutes 'offensive' noise, as well as Council's noise restriction times are available on [Council's pollution webpage](#).

NOISE RESTRICTIONS

I have read and understood Council's noise restrictions Yes No

LIGHTING

This section only applies to evening and night time events.

Will you provide extra lighting? Yes No

If yes, please provide details of the extra lighting you will provide.

If no, please outline what existing lighting is at the location (major consideration needs to be given to access/ egress).

In the event of a Total Fire Ban, all fireworks must be cancelled.

FIREWORKS

Will there be a fireworks display at the event? Yes No
 If yes, please contact Council's Recreation team on 4732 7930 or email recreation@penrith.city.

TOILET FACILITIES

Will you provide temporary toilet facilities? Yes No
 If yes, you must:

- Indicate the proposed location on your event site plan.
- Provide a copy of the supplier's 'Certificate of currency' for their public liability insurance.

Are you planning to use Council's toilet facilities? Yes No
 If yes, please select **one** of the following:
 Council can employ a cleaner and additional cost will be charged to the event organiser.
 Arrangements can be made for the provision of additional toilet paper and hand cleaner.

Comments:

Note: Council does not have any Portaloo's for hire. These must be obtained from a private supplier.

Please note: the number of toilets recommended by the NSW State Government event starter guide (for alcohol-free events) is:

Patrons	MALE FACILITIES			FEMALE FACILITIES	
	Toilets	Urinals	Hand basins	Toilets	Hand 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

Note: the number of facilities is much higher for events with alcohol.

WASTE MANAGEMENT

Will you need extra rubbish bins? (charges apply) Yes No
 If yes, please complete the following details:

Number of bins needed Delivery location

Delivery contact person Delivery contact mobile number

Will additional emptying of bins be required during the event? (charges apply) Yes No

Note: Bins will be delivered and collected Monday-Friday only. If your event is on a weekend, bins will be delivered Friday and the event manager is responsible for the 'safe keeping' of the bins until they are collected the following week.

If yes, please indicate days and times:

Will additional street cleaning be required? (charges apply) Yes No

What arrangements have been made for the disposal of used oil and water from food stalls?

Organisers are responsible for placing all litter in Council receptacles and encouraging stallholders to do the same. The site should be left in original condition.

I, the event organiser, agree to replace any bin that is lost, stolen or damaged: Yes No
 Signature Date

It is critical that local residents are given advanced notice of major events that may impact them.

ADVICE TO LOCAL RESIDENTS

Residents should be notified at least **one month before the event**, and again closer to the event date. If the event includes fireworks, this must be included in the information you provide.

Please outline what steps you will take to notify local residents of the event. (Where appropriate, provide copies/ samples of leaflets or advertisements)

All signage must be temporary, and must be removed at the conclusion of the event.

SIGNAGE

Do you plan on displaying any signage for your event? Yes No
If yes, please provide details (location, size, number etc.)

NOTIFYING THE POLICE

Have you completed the '[Notification of Intention to Hold a Public Assembly](#)' form, and submitted it to the local Police Station? Yes No

SUPPORTING DOCUMENTATION

You must attach a copy of the following documents. If you don't, your application will be delayed and will likely be declined.

Risk Assessment

Traffic Management/ Control Plan (this will include details of parking facilities)

All insurance and public liability documents and certificates for all suppliers and stallholders (as outlined throughout the form above)

AGREEMENT

I agree to abide by Penrith City Council's terms and conditions issued to me at the time of application, applicable to the area hired. I hereby certify that the information supplied in this application is correct to the best of my knowledge. I also undertake to advise Penrith City Council of any alterations or additions to the information supplied immediately.

Applicant's name Applicant's position

Signature Date

NEED HELP?

Call Council's Recreation Team on 4732 7777
8:30am - 4:00pm Monday to Friday or see penrithcity.nsw.gov.au

CONTACT US

Penrith City Council
601 High Street
PENRITH NSW 2750

PO Box 60
PENRITH NSW 2751

PHONE: (02) 4732 7777
FAX: (02) 4732 7958
EMAIL: council@penrithcity.nsw.gov.au
WEB: www.penrithcity.nsw.gov.au

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Your site map should be drawn as an aerial view. It doesn't have to be to scale, but as close as possible is preferred.

• EVENT SITE PLAN

PLEASE DRAW OR INDICATE BELOW THE LAYOUT OF YOUR EVENT STRUCTURES, INCLUDING PERMANENTLY FIXED FACILITIES (WHERE APPLICABLE).