



Event Management MEDIUM TO LARGE EVENT PERMIT APPLICATION

Please allow a minimum of six weeks for your event application form to be processed. Large or major events will require a minimum six-month planning period.

APPLICATION INFORMATION

Please ensure that you review the **Event Planning Guidelines** prior to completing your application. The guidelines have been designed to assist you in planning your event and aims to inform you of your responsibilities and any other permits or legislation that you may need to be aware of to ensure that your event is run safely. You should also have read the **Event Permit Terms & Conditions** prior to applying.

It is the event organiser's responsibility to ensure any proposed event meets State Government requirements under the Emergency Management (Public Activities) Direction 2020 in relation to COVID-19. Council may provide in principle approval of your event, however, for the event to proceed you will be required to also meet SA Health requirements which will include an approved COVID Safe and/or COVID Management Plan. Detailed information relating to State Government and SA Health COVID-19 requirements can be found on their website <https://www.covid-19.sa.gov.au/>.

- Events attracting under 1000 people at any one time require an approved COVID Safe Plan
- Events attracting over 1000 people at any one time require an approved COVID Management Plan

For further information visit <https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan>

SECTION 1 – ORGANISATION/APPLICANT DETAILS

Organisation Name			
Contact Person			
Postal Address			
Email			
Contact Number		ABN	
Can the contact details regarding this event be given out to the public?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is your Organisation not for profit, community or charity based?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Incorporation Number			



SECTION 2 – PRE-EVENT RISK ASSESSMENT

STEP 1 - EVENT HAZARDS						HAZARD RATING
Identify the hazards associated with the event - use the rating where the majority of the hazards are recorded (eg, Low or Medium use the rating where the majority of the hazards are recorded (eg, Low or Medium or High) and then move to STEP 2						
<input type="checkbox"/> INDOOR	<input type="checkbox"/> MAINTAINED LAND	<input type="checkbox"/> WEEKDAY	<input type="checkbox"/> NO FOOD OR ALCOHOL	<input type="checkbox"/> DURATION - SHORT, IE PART OF THE DAY	<input type="checkbox"/> ANNUAL EVENT	LOW
<input type="checkbox"/> OUTDOOR	<input type="checkbox"/> WATER EVENT	<input type="checkbox"/> DURING WEEKEND	<input type="checkbox"/> FOOD	<input type="checkbox"/> DURATION - LONG, IE ONE FULL DAY	<input type="checkbox"/> REPUTABLE ORGANISATION	MEDIUM
<input type="checkbox"/> NOISE	<input type="checkbox"/> AMUSEMENTS	<input type="checkbox"/> AT NIGHT	<input type="checkbox"/> ALCOHOL	<input type="checkbox"/> DURATION - LONGER THAN A FULL DAY	<input type="checkbox"/> NEW ORGANISERS	HIGH

HAZARD RATING	STEP 2 - ESTIMATED CROWD NUMBERS			
	Identify the estimated crowd numbers for the event - this will then detail what Event Assessment documents are required			
LOW		<input type="checkbox"/> 50-100 people	<input type="checkbox"/> 100-400 people	<input type="checkbox"/> 400+ people
		Event organiser to complete and submit Medium & Large Event Application Form to Council for assessment	Event organiser to complete and submit Medium & Large Event Application Form and Event Risk Management Plan to Council for assessment	Event organiser to complete and submit Medium & Large Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting
MEDIUM	<input type="checkbox"/> 50 people or less	<input type="checkbox"/> 50-100 people	<input type="checkbox"/> 100-400 people	<input type="checkbox"/> 400+ people
	Event organiser to complete Medium & Large Event Application Form to Council for assessment	Event organiser to complete and submit Medium & Large Event Application Form to Council for assessment	Event organiser to complete and submit Medium & Large Event Application Form and Event Risk Management Plan to Council for assessment	Event organiser to complete and submit Medium & Large Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting
HIGH	<input type="checkbox"/> 50 people or less	<input type="checkbox"/> 50-100 people	<input type="checkbox"/> 100-400 people	<input type="checkbox"/> 400+ people
	Event organiser to complete Medium & Large Event Application Form and Event Risk Management Plan to Council for assessment	Event organiser to complete and submit Medium & Large Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting	Event organiser to complete and submit Medium & Large Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting	Event organiser to complete and submit Medium & Large Event Application Form and Event Risk Management Plan plus discussion and pre-planning meeting

If the Event Hazard Assessment identifies a Risk Management Plan is required, the applicant must complete Section 31 with this Application form.



SECTION 3 – EVENT DETAILS

Name of Event												
Location												
Is this a new event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Is this an annual event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Event Date/s	To					From						
Bump in Dates	To					From						
Event Times	To					From						
Bump in Times	To					From						
Estimate number of people (Tick Box)	1-50	<input type="checkbox"/>	51-100	<input type="checkbox"/>	101-500	<input type="checkbox"/>	501-1000	<input type="checkbox"/>	1001-3000	<input type="checkbox"/>		
	Estimated attendance if over 3000 people											
Type of Event	Community			Charity			Circus					
	Major			Festival			Filming					
	Sport			Private Party			Music					
	Public Ceremony			Art/Culture/Theatre			Street Party					
	Other (Specify)											
Entry to the event	Free						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
	Ticketed						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
	Limited Private Party						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

SECTION 4 – EVENT PUBLIC LIABILITY INSURANCE DETAILS

Public Liability Insurance cover is mandatory for all events on Council land.		
Attach a current copy of your \$20m Public Liability Insurance Certificate of Currency (PLI-CofC)	Yes	<input type="checkbox"/>

SECTION 5 – OTHER PARTICIPATING ORGANISATIONS, BUSINESSES OR GROUPS

Are there any organisations apart from the event organiser, participating in this event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please list and provide copies of their Public Liability Insurance cover				
<i>If yes provide copies of their Public Liability Insurance cover and any other licenses must be attached to this application for each participant</i>				

SECTION 6 – FIRST AID

It is recommended for all medium and large scale / high risk events (more than 400 people) that you have First Aid in attendance.				
Will first aid services be available at your event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes who will be providing this service?				
If no, please give details as to why First Aid is not needed at your event				



SECTION 7 – SITE PLAN TO BE ATTACHED

Please detail location of all facilities and activities at your event.

The following information is a guide only of what should be included on the site map which is to be attached

- Access and egress points for
 - emergency services
 - vehicles
 - people
- Parking
- Emergency services and First Aid stations
- Food and beverage stalls
- Liquor stalls and consumption areas
- Activities/entertainment areas (including amusements and rides)
- Toilets/public amenities (permanent and/or temporary)
- Generator locations
- Please identify any areas patrons are restricted from entering on the site plan
 - restricted or prohibited areas showing identified Hazards
 - Public exclusion zones (i.e. for fireworks)
- How will support of people with a disability be met to participate in your event

SECTION 8 – NOISE

Will your event include amplified music, images of speeches, etc?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details including what will be amplified, volume and times							
Will your event involve amplified music (recorded or live performance)				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please tick correct option	Band	<input type="checkbox"/>	Street Performer	<input type="checkbox"/>	Recorded Music	<input type="checkbox"/>	Other (Specify)
If yes, please provide details including what will be amplified, volume and times							
Has an application for an APRA or PPCA Licence been made? An APRA or PPCA license may be required. Please refer to http://apraamcos.com.au or www.pcca.com.au . <i>If yes provide a copy of the Public Performance Licence</i>				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will your event involve a public screening of a movie? <i>If yes provide a copy of the Public Performance Licence</i>				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 9 – ROAD RESTRICTIONS AND CLOSURES

Will it be necessary to restrict any of the roads for the event?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What type of restriction are requested?							
<input type="checkbox"/>	Change to speed	<input type="checkbox"/>	Change to traffic flow	<input type="checkbox"/>	Change to parking conditions		
Name of Road/Street							
Day and Date			Time/s				
Will it be necessary to close any of the roads for the event?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Full Closure		<input type="checkbox"/>	Partial Closure			
Will you, the event organiser arrange for road closures to be conducted by an appropriate trained traffic management provider?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, an approved Traffic Management Plan will need to be provided to Council for assessment A Traffic Management Plan template can be downloaded on council's website here							



Road Closure Request				
	Date	Road/Street Name	Closure Time am/pm	Reopen Time am/pm
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

If more than ten (10) road closures required for your event, please attach an additional page with details

SECTION 10 – ALCOHOL				
Will alcohol beverages be provided at your event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, has an application for a Liquor License been made and on what date? Liquor License may be required. Please refer to https://www.sa.gov.au/topics/business-and-trade/liquor/apply				
If yes, has it been approved and issued?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a Liquor Notification Form been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your event require Dry Area Exemption? <i>If yes, please provide requested times and attach a map of the indicated areas</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 11 – FOOD AND BEVERAGES DETAILS				
It is your responsibility to ensure that all food and beverage vendors comply with food safety practices. You must complete and return the Temporary Food Stall Notification Form to Council at least 14 days prior to your event.				
Will food and/or beverages be served at your event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will more than (1) food vendor be supplying food and/or beverages at your event? <i>If more than one (1) food vendor is required at your event, please complete an event Food Safety Notification Form located on council's website</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If only (1) food vendor, how will food and/or beverages be served at your event? <input type="checkbox"/> Sold <input type="checkbox"/> Supplied (without cost)				
Food Business Notification Number of caterer				
Type of food/beverage being served				
Contact person			Phone Number	
Structure Type	Mobile Food Van	<input type="checkbox"/>	Temporary Stall	<input type="checkbox"/>
			Trailer	<input type="checkbox"/>
Other (specify) _____				
If using electrical equipment at the event site, has the equipment been tagged and tested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Note: Single use plastic products (including straws, stirrers, and cutlery) are prohibited from sale, supply, or distribution in South Australia. Refer to the Replace the Waste website for alternatives https://www.replacethewaste.sa.gov.au/				



SECTION 12 – POWER/GENERATORS AND WATER

If you intend on using any electrical equipment at your event, you will be required to engage a South Australian licenced electrician. Power is not available at most parks and open spaces and fees may apply where power is available.

Do you require access to power? If you require power at non powered venues/sites, this will be at your own expense		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes to the above question, please state number of power points, amps required and location					
Location 1					
Number of power points		Amps required			
Location 2					
Number of power points		Amps required			
If using electrical equipment at the event site, has the equipment been tagged and tested?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you require access to water?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what location(s)?					
Will you be providing Generators		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
How many		Who will be providing the generators?			

SECTION 13 – TOILETS AND ABLUTION FACILITIES

	Existing toilets on site	Proposed additional toilets (eg portaloos)			
Number of Female Toilets					
Number of Female hand basins					
Number of Male Toilets					
Number of Urinals					
Number of Male hand basins					
Number of toilets and hand basins for persons with a disability					
Will any additional toilet cleans be required before/during/after the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, please indicate the proposed times/date of additional cleans					
Will these additional toilet cleans be conducted by the event organisers/volunteers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, please provide details					
If no, please note additional charges may be incurred where Council assists with additional toilet cleans					

SECTION 14 – WASTE MANAGEMENT

Council can supply bins for events with up to 3,000 people in attendance. Large scale events that anticipate attendance greater than 3,000 will need to engage an external waste management contractor to supply bins and manage waste disposal to Council's required standard.

Will your event require additional rubbish bins?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please indicate the most suitable time/date/location/number for these bins to be delivered					
Day/Date		Time			
Location		Number of bins			
Do you require an additional waste collection for a multiple day event?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Day/Dates		Time			
Location		Number of bins			



Please indicate the most suitable time/date/location for these bins to be collected			
Day/Date		Time	
Location			
<i>Please note bins collections outside of usual schedule of waste removal may attract an additional charge</i>			

SECTION 15 – EMERGENCY NOTIFICATIONS				
Have emergency services been notified of your event and consulted as to their recommendations/requirements? If yes, indicate below	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
SA Police	Date of notification		Fulfilled	<input type="checkbox"/>
SA Ambulance	Date of notification		Fulfilled	<input type="checkbox"/>
SA Metropolitan Fire Service	Date of notification		Fulfilled	<input type="checkbox"/>
State Emergency Service	Date of notification		Fulfilled	<input type="checkbox"/>
Local Hospital/Health Service	Date of notification		Fulfilled	<input type="checkbox"/>
<i>Council reserves the right to contact SA Police with details about your event and share your contact information as the event organiser.</i>				
Have local businesses and residents been advised? What method/s used?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have public notices/advertising been placed in the media? <input type="checkbox"/> Win TV <input type="checkbox"/> Murray Pioneer <input type="checkbox"/> Other	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 16 – ANIMALS				
Does the event involve the use of animals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what type(s) of animals will attend at this event? <input type="checkbox"/> Horses <input type="checkbox"/> Cattle <input type="checkbox"/> Pigs <input type="checkbox"/> Sheep <input type="checkbox"/> Birds <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> Wildlife or other				
Will the public be handling the animals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, are handwashing facilities available at this event, located in close proximity to the animal enclosures?				
If yes, what arrangements will be necessary for the management, care and well-being of animals at this event?				
If yes, how will the animals be contained at the event?				
If yes, what provisions will be made to minimise transmission of zoonotic (animal to human) disease? Refer to Animal Contact Guidelines SA Health, 2015				
If yes, what provisions will be made for the collection, storage, and removal of animal waste (eg bedding, manure, wash down areas etc.)?				

SECTION 17 – FIREWORKS & PYROTECHNICS				
Will there be fireworks or other pyrotechnics activities at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Name of Company				
Technician Name				



Permit Number					
Company Phone		Mobile			
Site Plan	Show and identify areas patrons are restricted from entering (public exclusion zones) Describe how public exclusion zones will be managed				
Risk Assessment	If your event will be held during fire danger season (October to April annually) document how you will manage fireworks safety concerns if the day is declared a total fire ban with a severe, extreme or catastrophic rating.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have adjoining property owners/occupiers been advised or public notices been placed in local print media in particular to where fireworks to be used?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>A copy of the Technician's current Pyrotechnics Licenses, Public Liability Insurance and Workplace Services application is to be attached to this application</i>					

SECTION 18 – AMUSEMENTS

Such as jumping castles, mechanical equipment, climbing equipment

Will there be any amusement structures operating at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
1 Proprietor					
Structure Type					
SafeWork SA Registration Number					
2 Proprietor					
Structure Type					
SafeWork SA Registration Number					
3 Proprietor					
Structure Type					
SafeWork SA Registration Number					
<i>A copy of each amusement provider's Public Liability Insurance Certificate of Currency, plus a SafeWork SA Certificate of Registration for each structure must be provided with this application. If more than three (3) please attach additional pages with the above details.</i>					

SECTION 19 – SECURITY

Will there be qualified security personnel in attendance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If no, please provide details as to why security is not needed at your event					
If yes, please provide details below					
Name of company					
License details					
Responsible for					
Contact Person at event		Mobile			
Number of security personnel at event					
Time security will commence		Finish time			

SECTION 20 – TEMPORARY STRUCTURES

Will the event include any of the below temporary structures?					
Stages or platforms	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	



Break away stage skirts	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Seating stands	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Marquees/tents	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Truck	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Portable fencing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefabricated buildings	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other (Specify)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, to any of the above questions please advise of the size and dimensions of the structures Number of structures (please list) Sizes				
Have approvals been obtained from Council for temporary structures or changes to existing facilities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If development approval is required, assessment for planning and building may take up to 4-6 weeks</i>				

SECTION 21 – WATER ACTIVITIES				
Will the event include any water activities? Activities occurring on the river will require an aquatic activity license from the Department Infrastructure and Transport (DIT) www.sa.gov.au/topics/boating-and-marine/boat-operators-licences-and-permits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify activities				

SECTION 22 – VOLUNTEERS				
Will volunteers be used at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details of volunteer roles, insurance, management procedures, training, induction and compliance under the Volunteer Protection Act SA 2011				

SECTION 23 – SIGNAGE				
Please refer to Council's By-law 2 – Moveable Signs for the requirements around display of temporary event promotional signage. Event promotional signage must not be displayed more than two weeks prior an event and removed from display one day after the event. Placement of signage on road reserves must not present a hazard or obstruction of vision. Signage must not be affixed to existing signs or road infrastructure.				
What signage will you erect for the event?				
Ambulance locations		Camping areas & facilities		Drinking water
First Aid posts		Firefighting posts		Food outlets
Information centre(s)		Liquor Licensing		Lost children
Lost & Found / Stolen goods		Parking		Police
Promotional / Sponsorship		Public transport pick up		Telephones
Toilets		Ablutions		Community Event



Other (Specify)				
Will any signage be larger than 2m ² ? If yes, approval is required from council	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has this approval been obtained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
How will this signage be erected? (<i>pegging/spikes/stakes/weighted down/free standing</i>) Please note spikes or pegs cannot be used on certain council facilities				

SECTION 24 – EVENT PROMOTIONAL SIGNAGE

Will any advertising signage be required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, will signage be larger than 2m ² ? (if yes, development approval will be required)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has this approval been obtained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide details of the requested signage location, duration of signage and wording of signage				

SECTION 25 – VACATING THE SITE

What arrangements have been organised for the site clean-up and surrounding areas?
--

SECTION 26 – REQUESTS FOR KEYS/OTHER EQUIPMENT (note that requests are not guaranteed)

Will you require keys? Reserve keys may be obtained from Council to access gates and electricity boxes.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify				
Do you require Community Event signs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please specify any other special requirements you require for your event?				

SECTION 27 – ONLINE EVENT REGISTRATION

Did you register your event for display on the below websites and calendars?

Have you registered with SAcommunity – Connecting Up website? www.sacommunity.org	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you registered with Destination Riverland Website? http://ems.destinationriverland.org.au/ems/organise	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you registered with Australian Tourism Data Warehouse website? https://atdw.com.au/	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 28 – USEFUL EVENT CONTACT NUMBERS

Name		Position		Phone Number	
Name		Position		Phone Number	
Name		Position		Phone Number	
Name		Position		Phone Number	



Name		Position		Phone Number	
Name		Position		Phone Number	
Name		Position		Phone Number	
Name		Position		Phone Number	

SECTION 29 – PLANNING FOR COVID-SAFE EVENTS

Did you register your event for display on the below websites and calendars?

Events attracting under 1000 people at any one time will require a COVID Safe Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Events attracting over 1000 people at any one time will require an approved COVID Management Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 30 – EVENT RISK MANAGEMENT PLAN (RISK ASSESSMENT)

Is the Event Organiser required to submit an Event Risk Management Plan from the competition of section 2? <i>Council authorisation will NOT be issued without this Plan.</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Where an Event Risk Management Plan is not required, please detail emergency procedures	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
All Event Risk Management Plans will be reviewed by the District Council of Loxton Waikerie to ensure that it sufficiently identifies relevant risks and how they will be managed				

SECTION 31 – RECOGNISING SOCIAL INCLUSION AND ACCESSIBLE EVENTS

Is your event disability and sensory friendly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide details		
Will the event have disability bathroom facilities, if not do you require Council's disability portable and accessible toilet?	Yes		No	
For more information on planning an accessible and inclusive event, please visit https://inclusive.sa.gov.au/resources/state-authority-resources/accessible-and-inclusive-community-events/planning-an-accessible-and-inclusive-event				



SECTION 32 – CHECKLIST

The issuing of this permit is subject to the applicant submitting and answering all the questions in this application. The following checklist is to ensure you have provided all the necessary documentation. If you require further assistance with the application, please contact the Community Development Officer on 8584 8000.

<input type="checkbox"/>	Copy of your Public Liability Insurance Certificate of Currency for a minimum of \$20 million
<input type="checkbox"/>	Event Risk Management Plan
<input type="checkbox"/>	Copy of third party Public Liability Insurance Certificate of Currency/Licences
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Program of Activities <i>(if applicable)</i>
<input type="checkbox"/>	Copy of APRA and PPCA Licence <i>(if applicable)</i>
<input type="checkbox"/>	Road Closure Details <i>(if applicable)</i>
<input type="checkbox"/>	Copy of Workzone Traffic Management training Licence/s <i>(if applicable)</i>
<input type="checkbox"/>	Traffic Management Plan <i>(if applicable)</i>
<input type="checkbox"/>	Limited Liquor Licence Notification Form <i>(if applicable)</i>
<input type="checkbox"/>	Temporary Event Food Safety Notification Form <i>(if applicable)</i>
<input type="checkbox"/>	Stall holder Registration Form <i>(if applicable)</i>
<input type="checkbox"/>	Pyrotechnic documents <i>(if applicable)</i>
<input type="checkbox"/>	Copy of Safework documents for amusements <i>(if applicable)</i>
<input type="checkbox"/>	Online event registrations SAcommunity/ Destination Riverland/ Australian Tourism Data Warehouse
<input type="checkbox"/>	Covid Safe Plan
<input type="checkbox"/>	Covid Management Plan <i>(if applicable)</i>
<input type="checkbox"/>	If using a drone, a copy of Civil Aviation Safety Authority Licence or permit <i>(if applicable)</i>
<input type="checkbox"/>	Payment of any prescribed fees <i>(if applicable)</i>
<input type="checkbox"/>	Is your event disability and sensory friendly?

SECTION 33 – DECLARATION AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood the permit conditions and agree to abide by the conditions and any special conditions that Council may determine.

I agree to adhere to State Government requirements under the Emergency Management (Public Activities) Direction 2020 in relation to COVID-19 and will prepare and submit a COVID Safe or COVID Management Plan for SA Health if required.

Name		Date	
Organisation and Position			
Signature			

LODGEMENT DETAILS

District Council of Loxton Waikerie
PO Box 409
35 Bookpurnong Terrace, Loxton SA 5333
Email: council@lwdc.sa.gov.au

For enquiries, please contact:
Sue Schultz
Community Development Officer
Phone: 08 8584 8000 / Email: council@lwdc.sa.gov.au

Your application will be assessed and if elements of your information is incomplete a Council representative will be in contact with you.



TERMS AND CONDITIONS

1. The permit holder agrees to indemnify and to keep indemnified the District Council of Loxton Waikerie, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought or made or claimed against them arising out of or in relation to the issuing of the Permit.
2. The permit holder, where appropriate, shall ensure that it is licenced or registered to carry out the activity authorised by the issuing of the Permit.
3. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
4. No music system or amplified sound is to be used by any permit holder without the prior approval of the District Council of Loxton Waikerie. Provide proof that APRA & PPCA Licences have been obtained where applicable.
5. Stalls and exhibitors sites may be allocated by the District Council of Loxton Waikerie and no allocated sites may be altered without the approval of the Council.
6. The permit holder shall ensure that the site/s (including all facilities and equipment used) are left in a clean and tidy state at the end of the event and in the same condition that it was found prior to the event. Failure to do so may result in cleaning fees and damages being charged. Pre & post event inspections may be conducted by Council officers.
7. The use of power by permit holders shall not exceed that agreed to and approved by the District Council of Loxton Waikerie. Unauthorised access to electricity boxes will not be permitted. All electrical cords are to be tagged and tested, appropriately covered and not placed in such a way that could cause a trip hazard.
8. This Permit will not come into operation until Council officers are satisfied that your event does not pose any safety concerns to the general public. A satisfactory Event Risk Management Plan and Site Plan received and accepted, proof of the appropriate insurances and all applicable supporting documentation received by the District Council of Loxton Waikerie and the Permit, signed by an authorised officer of the District Council of Loxton Waikerie has been issued. The Permit is not transferrable.
9. A refundable deposit is required when you collect keys or hire equipment (applicable to your event) from the District Council of Loxton Waikerie. Keys or equipment may only be collected during business hours on a weekday. The permit holder will within two days (or as agreed) at the conclusion of the hire period return all keys and equipment provided to the District Council of Loxton Waikerie during business hours on weekdays (or otherwise by prior arrangement) or an appropriate authority specified by Council.
10. The prescribed fee (refer to current Fees & Charges Schedule) must be received by the District Council of Loxton Waikerie at least 14 days prior to the permit period unless agreed to by the District Council of Loxton Waikerie. The Permit does not come into effect (regardless of whether you have received the Permit / Council Approval documentation) until all fees and deposits have been paid in full
11. Your organisation must hold a current Public Liability Insurance Policy for the minimum sum of twenty million dollars (\$20,000,000) that provides insurance cover against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought, made or claimed against the permit holder in relation to the prescribed activity. The permit holder must provide confirmation of Insurance (Certificate of Currency) to Council. The policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
12. The permit holder must contact the Office of the Liquor and Gambling Commissioner to confirm liquor licence requirements for the prescribed event. It is the event applicant's sole responsibility to get the correct information & licences.
13. The permit holder must ensure that each food vendor in attendance at the prescribed event has completed and submitted a Temporary Food Premises Form prior to the event for assessment/approval by Council's Environmental Health Officer.
14. Advertising sign/s on A Frames or other moveable structures shall not encroach into the designated pedestrian walkways where a minimum unobstructed thoroughfare of at least 1.2m is maintained. They shall be well constructed, of neat appearance and designed to minimise the risk of collapse, overturning or falling objects during the event. If in the opinion of Council's authorised officer, the advertising sign/s on A Frames or other moveable structures is duly hindering the passage or may pose a risk to the public, the object or stand shall be removed or repositioned immediately upon request. All other signage requests must be made in writing to the District Council of Loxton Waikerie.
15. The permit holder agrees to pay the repair costs relating to any damage of Infrastructure associated to their event. Council has a complex irrigation system, for structures that require pegs or droppers to be placed into the ground, the permit holder must ensure irrigation has been marked out by an authorised officer of Council



prior to their event and note that a clearance of 1 metre either side of the said mark must be avoided to ensure irrigation systems are not punctured. Marquees must be installed by qualified persons. In addition to this, applicants are encouraged to contact 'Dial Before You Dig' on 1100 to ensure underground electric cables and mains pipes are avoided.

16. Event applicants are encouraged to continue planning their event during the application process, however, it is recommended that any advertising and promotion of your event does not commence until formal approval has been issued by the District Council of Loxton Waikerie. Council will not be held responsible for any losses or expenses incurred if your event application is not approved.
17. Applicants must be eighteen (18) years or over.



COUNCIL USE ONLY SECTION 33 – ASSESSMENT OF APPLICATION CHECKLIST

Name of Event		Permit Number		
Name of Event Organiser				
Location of Event				
Date of Event		CM Record No		
Booked in Councils Calendars		Works Requests		
Documentation Received and Reviewed			Yes	N/A
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$20m				
Third party Public Liability Insurance Certificate of Currency/Licences				
Event Risk Management Plan				
Site Plan				
Program of Activities <i>(if applicable)</i>				
Copy of APRA and PPCA Licence <i>(if applicable)</i>				
Do you require a permit from the Environment Protection Authority for excessive noise				
Copy of Public Performance Licence <i>(if applicable)</i>				
Road Closure Details <i>(if applicable)</i>				
Advertising for Road Closures				
Department Infrastructure and Transport (DIT)/SAPOL approvals				
Copy of Workzone Traffic Management training Licence/s <i>(if applicable)</i>				
Traffic Management Plan <i>(if applicable)</i>				
Is a limited liquor license required? <i>(if applicable)</i>				
Limited Liquor Notification Form (Form located on Councils Website) <i>(if applicable)</i>				
Does the event require a Dry Area exemption?				
Temporary Event Food Safety Notification Form <i>(if applicable)</i>				
Stall holder Registration Form/Food Business Numbers <i>(if applicable)</i>				
Is water required?				
Has electrical equipment on council land been tagged and tested?				
Does the event meet the requirement of toilets and ablution facilities?				
Number of bins required and organised				
Have the Emergency Services been notified?				
Does the event meet the requirements of animals?				
Pyro-technician's Public Liability Insurance				
Pyro-technician's Risk Assessments and site plan				
Pyro-technician's Safework SA approval				
Amusement Devices Owners Public Liability Insurance				
Amusement Devices Licence/registration certificate from SafeWork SA				
Amusement Devices Engineers Report				
Is security being used?				
Are Temporary Structures being used?				
Keys				
Covid Safe Plan				

