



Event Management

SMALL EVENT PERMIT APPLICATION

This event application form is to be only used when applying for a Permit to hold Badge Days, Street Stalls/Trading Tables, Raffle ticket sales or any other activity for the purpose of raising money for charity and non-profit organisations and expecting less than 100 people at any one time.

This application **MUST** be completed and submitted a minimum of **4 weeks prior** to the proposed event/activity

SECTION 1 – ORGANISATION DETAILS

Organisation Name	
Contact Person	
Postal Address	
Contact Number	
Email Address	
Is the postal address and email address provided	The organisations Postal address? <input type="checkbox"/> or your private address? <input type="checkbox"/>
	The organisations Email address? <input type="checkbox"/> or your private address? <input type="checkbox"/>

SECTION 2 - EVENT DETAILS

Is this to be a single event <input type="checkbox"/>													
Or													
Will it be an ongoing permit with multiple dates, if ongoing, please specify each individual date below <input type="checkbox"/>													
Venue Location	Date/s	Start Time/s	Finish Time/s										
Public Liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> The permit holder MUST provide a copy of their current public liability insurance policy which covers the event to the minimum level of \$20 million per claim. This is a mandatory requirement.												
Purpose of Application	<table><tr><td><input type="checkbox"/> Street Stall/Trading Table</td><td><input type="checkbox"/> Raffle</td></tr><tr><td><input type="checkbox"/> Badge Day</td><td><input type="checkbox"/> BBQ/Sausage Sizzle</td></tr><tr><td><input type="checkbox"/> 2nd A Frame/Sandwich Board Structure</td><td><input type="checkbox"/> Display on Footpath</td></tr><tr><td><input type="checkbox"/> Information Stall</td><td></td></tr><tr><td><input type="checkbox"/> Other (Please specify below)</td><td></td></tr></table>			<input type="checkbox"/> Street Stall/Trading Table	<input type="checkbox"/> Raffle	<input type="checkbox"/> Badge Day	<input type="checkbox"/> BBQ/Sausage Sizzle	<input type="checkbox"/> 2 nd A Frame/Sandwich Board Structure	<input type="checkbox"/> Display on Footpath	<input type="checkbox"/> Information Stall		<input type="checkbox"/> Other (Please specify below)	
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<p>Do you intend on using any equipment erecting temporary structures or signage?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please list and describe the equipment</p> <p>Please indicate the measurements/dimensions</p> <p>How will the equipment be anchored?</p>
<p>Will food and/or drink be available at this event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please provide your Trading name of business:</p> <p>Do you have a Food Business Notification (FBN) Number? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please attach Food Business Notification Certificate. <i>(If unsure of your FBN please contact Council's Environment Health Officer on 8584 8000)</i></p> <p>Please list the food and/or drinks that will be supplied below. Do these comply with your FBN certificate?</p> <p>Will the items be Sold or Consumed? Sold <input type="checkbox"/> Consumed (free) <input type="checkbox"/></p>
<p>Will power be required?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please state number of power points, AMPs required and location. Further information on available council power outlets/lamps can be made by contacting council. Provide details here</p>
<p>Keys</p>	<p>Will you require keys? Reserve keys may be obtained from Council Offices during business hours to access gates and electricity boxes. Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will waste bins be required?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details as Council can supply bins according to the attendance numbers.</p> <p>Yellow Community Waste Bins: Delivery date and location:</p>
<p>Do you have any other requirements?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please detail below:</p>
<p>Is your organisation registered with the SA Community – Connecting Up website?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, your organisation is encouraged to register – www.sacommunity.org</p> <p>This website is an online database of community groups and organisations. Please advise if you would like council staff to register on your behalf.</p>



SECTION 3 – RECOGNISING SOCIAL INCLUSION AND ACCESSIBLE EVENTS

Is your event disability and sensory friendly?

Yes ☐ No ☐
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 4 – 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"/>	Third Party Public Liability Insurance Certificate of Currency (<i>if applicable</i>)
<input type="checkbox"/>	Food Business Notification Number and Certificate (<i>if applicable</i>)
<input type="checkbox"/>	Food Safety Supervisor Certificate (<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 5 – DECLARATION AND ACKNOWLEDGEMENT

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

Name		Date
Organisation and Position		
Signature		

LODGEMENT DETAILS

District Council of Loxton Waikerie
PO Box 409
35 Bookpurnong Road, 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 event holder agrees to indemnify and to keep indemnified the Council, 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 or any of them arising out of or in relation to the issuing of the permit.
2. The event holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty million dollars **(\$20,000,000)** against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The Permit holder shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit, and where appropriate shall comply with, and give all notices required by any Act of Parliament, ordinance, regulation or By-Law relating to the activity.
5. The permit is NOT transferable.
6. No food or drink will be offered for sale by any permit holder without the prior approval of the Council. The permit holder must complete a "Temporary Food Premises" application form at least 7 days prior to the event if food is to be sold or provided.
7. No music system or amplified sound to be used by any permit holder without the prior approval of the Council. In accordance with By-Law 2 2010 - parts 9.4 and 9.20 Council approves amplification and/or live acoustic music to be within reasonable levels. Please refer to www.apraamcos.com.au for your APRA AMCOS licence responsibilities
8. The position of stalls and/or exhibitor's sites are to be approved by the Council prior to the date of the event and may not be altered without the approval of the Council.
9. The permit holder shall ensure that the site or sites are left in a clean and tidy condition at the end of the event. It is the responsibility of the permit holder to remove from the site all litter resulting from the event. Failure to do so may result in cleaning fees being charged.
10. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
11. The permit holder must take all reasonable precautions to avoid damage to services and must immediately notify the council in the event of damage to any grassed surface, tree, shrub, flower bed, water, gas, electric, telephone, or other service within the area or connected to the activity.
12. This permit will not come into operation until proof of the Certificate of Currency Insurance has been provided to the Council, all fees have been paid, and a copy of this document, signed by the Council has been returned to the applicant.
13. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit & may be revoked in any other justifiable circumstances.
14. This permit must be available for inspection by the General Inspector if requested.
15. Permission is liable to be revoked by Council if the event organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
16. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.
17. Applicants must be eighteen (18) years or over.
18. All keys are available to be collected from either the Loxton or Waikerie Council Offices. Keys MUST be returned within two (2) business days following your event.
19. While applications are accepted for the purposes of monitoring activity at any community space. Applicants are to be aware that Council Reserves are a public space, any authorisation will not grant exclusive use to the area and Council or applicant will not restrict the public in any way.



COUNCIL USE ONLY SECTION 5 – ASSESSMENT OF APPLICATION

Name of Event		Permit Number	
Name of Event Organiser			
Location of Event			
Date of Event		CM Record No	
Booked in Council's Calendar		Works Request Submitted	
Documentation Received and Reviewed			Date & Method
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$20m			Yes
Third Party Public Liability Insurance Certificate of Currency (if applicable)			N/A
Individual ad-hoc Public Liability Insurance payment			
Food Business Notification Number and Certificate			
Food Safety Supervisor Certificate			
Is your event disability and sensory friendly?			
Will the event have disability bathroom facilities, if not do you require councils disability portable and accessible toilet?			
Additional Notes/Requirements			
Signed on behalf of the District Council of Loxton Waikerie			
Signed		Date	
Name		Position	