

EVENT APPLICATION FORM

PO Box 18
Mallala SA 5502
Tel: 08 8527 0200
Email: info@apc.sa.gov.au



**Adelaide
Plains
Council**

Required Notification Periods

Road Closures (Council Road)	Council requires a minimum of 3 months notice where events impact on roads and road reserves
Dry Zone Restrictions	Council require a minimum of 3 months notice
Event Application Form	Council requires a minimum of 4 weeks notice
Alcohol (Liquor License)	Council requires a minimum of 2 weeks notice
Stall Holders/Food Notification	Council requires a minimum of 1 week notice
Temporary event Food Notification Form	Council requires a minimum of 1 week notice

1. Event Name		Office Use Only	
Event Title		Booking Number	
Venue Name			
Town			
Event Description Provide detail of usage of venue			

2. Event Organiser Details			
Contact Person for the Event			
Organisation			
Address			
Phone/Mobile		Email	

3. Event Details				
Event date(s)	Start		Finish	
Event time(s)	Start		Finish	
Venue Preparation	Start date		Time	
	Vacated date		Time	
Estimated daily attendance			Estimated overall attendance (for events longer than 1 day)	

4. Third Party Details

Who is the owner of the land/ site where the Event is taking place?	<input type="checkbox"/> Local Government (Council)	<input type="checkbox"/> State Government
	<input type="checkbox"/> Commonwealth (Crown)	<input type="checkbox"/> Private (Attach evidence)
Is there a lease or license over the land/ site?	<input type="checkbox"/> Yes	Date lease expires
	<input type="checkbox"/> No	If no, who has the lease?
Is the lease/ license holder aware of the Event?	<input type="checkbox"/> Yes	Attach evidence <input type="checkbox"/> No

Please note – You can not commence with the Event on Council land without evidence of permission from the lease/ license holder / landowner.

5. Guidance Notes and Constraints

Insurance	Council requires evidence of public liability insurance for food and alcohol providers, amusement device providers and any other high risk participants. Other types of low risk participants can be managed by the Event Organiser. The Event Organiser is to ensure that if participants do not hold their own public liability insurance, that the Event Organiser's public liability insurance covers each participant. Stall holders require their own insurance.
Marquees and Structures	The pegging of any marquee or structure is prohibited due to the existence of underground services at certain facilities without prior approval and negotiation with Council NOTE: Some of Councils Assets such as Ovals/ Halls are leased by third parties therefore Event Organisers need to seek permission from the third party prior to approval. E.g. football club, cricket club.
Signage	Promotional signage larger than 2m ² or with lights/ flashing/ moving parts or erected for longer than 4 weeks is prohibited. Signage must not be erected earlier than 1 month prior to Event and must be removed 1 week after the Event. Please discuss other requirements with Council.
Pyrotechnics	Pyrotechnic displays are not permitted.
Inspections	Pre and post Event inspections may be carried out at Council's discretion

6. Site Plan

Detail location of facilities and activities of the Event on the grid provided below or attach alternate site plan. **NOTE:** Some of Council Assets are leased by third parties therefore Event Organisers are required to seek approval from the third party prior to Council approval for the Event. Please provide confirmation. **The following points are a guide only of what should be included on the site plan:**

- Access and egress points for vehicles and people
- Activities/ entertainment areas
- Camping areas
- Emergency services
- First aid posts
- Road Closures
- Food stalls
- Any identified hazards
- Parking
- Public telephones
- Restricted or prohibited areas
- Toilets

NOTE: Please use template next page or provide an alternative site plan.

SITE PLAN

7. Event Insurance

If your Event is being held on behalf of an organisation, please provide your organisations insurance details:

Public Liability Insurance (Minimum \$10 million)

Policy Number

Expiry Date

Certificate of Currency to be provided

If your Event includes other participants, such as food or alcohol, amusement devise, craft stallholders or entertainment providers you are required to ensure that each participant is covered by their own comparable public liability insurance or that your public liability insurance provided in the COC covers the participants. The signing of this event application form documents your agreement to this condition.

8. Traffic Management and Road Closures

Will the Event impact on local traffic access, flows or speed or will it be necessary to close any roads or divert any traffic for your Event?

☐ Yes - you will need to provide a **Traffic Management Plan within 3 months prior to the Event. Attach further details as required. Please refer to next question.**

☐ No - go to Section 8.

NOTE: DIT approval is required if not a Council Road however Council can arrange this on behalf of the Event Organiser. In addition SAPOL approval by the Commissioner of Police may be required as they exercise the authority delegated by the Minister of Transport under Section 11 Road Traffic Act, and make the following order under Section 33 of the Act.

Has SAPOL been contacted (where applicable)?

☐ Yes

☐ No – go to section 9.

Who has been engaged to implement your traffic management plan?

Organisation			
Contact name		Contact number	
Event Day contact name		Event day contact number	
Workzone Traffic Management Certification number		SAPOL Training Certificate Details	

What signage is required (for example Road Closure, Community event, Stop Go signage, 25km)?

Name of Road/ Street			
Between Road at start of closure		And Road at end of closure	
Start Date	/ /	Start Time	
Finish Date	/ /	Finish Time	
Between Road at start of closure	/ /	Finish Time	

Name of Road/ Street			
Between Road at start of closure		And Road at end of closure	
Start Date	/ /	Start Time	
Finish Date	/ /	Finish Time	
Between Road at start of closure	/ /	Finish Time	

9. Emergency Management

Have you contacted the CFS and SAPOL regarding this event?

☐ Yes -Please provide details:

☐ No

Are trained First Aid Officers required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Are there trained First Aid Officers available for the event? Who?

Are First Aid Kits required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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Are First Aid Kits available for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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10. Alcohol

Is alcohol for sale? Where alcohol is to be sold, supplied or consumed, you may be required to obtain a Limited Liquor Licence under the *Liquor Licensing Act 1997*. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882 for further details.

☐ Yes – Please supply alcohol provider details below and organise a Limited Licence from CBS. Applications to be submitted at least **2 weeks** prior to the Event via the planning department.

Licence number to be supplied to Council.

☐ No

Do you need a supporting letter from Council for your liquor licence application ☐ Yes ☐ No

Are you providing alcohol for consumption purposes only (not for sale)?

☐ Yes – you may need to obtain a Limited Licence from CBS. Applications to be submitted at least 2 weeks prior to the Event.

☐ No – go to Section 11.

Alcohol provider	Contact Name	Contact Number	Producer Licence or Limited Licence Number	How will alcohol be served and managed?	How many people do you expect in the licensed area at any one time?	Public Liability Insurance Expiry Date
						/ /
						/ /

11. Food

Will food be sold / served / offered at your Event?

☐ Yes – Please supply details of the food provider(s) below and ensure the food provider(s) advise of their Food Business Notification Number (FBN) and ask the food provider(s) to complete a Temporary Event Food Notification Form and forward to the Environmental Health Officer. Forms are required **1 week** prior to the Event. **FBN and completion of a temporary event food notification form to be supplied to Council.**

☐ No - go to section 12

Supplier / Caterer / Food Business Name	Type of Supply – food / beverage		Food Business Notification Number or Form Attached?	Public Liability Insurance number and Expiry Date	Contact Details	
	Food		FBN:		Name	
			(or application for FBN or Temporary FBN Form Attached) <input type="checkbox"/>		Address	
	Beverage				Email	
					Phone	
Supplier/ Caterer/ Food Business Name	Type of Supply – food/ beverage		Food Business Notification Number or Form Attached?	Public Liability Insurance number and Expiry Date	Contact Details	
	Food		FBN:		Name	
			(or application for FBN or Temporary FBN Form Attached) <input type="checkbox"/>		Address	
	Beverage				Email	
					Phone	

12. Stall Holders

Will goods (other than food/ beverages) be sold at the Event?

- ☐ Yes – Please provide each stall holder with a Stall Holders Permit. Forms are available from Council and are required 1 week prior to the Event.
- ☐ No – go to section 13.

13. Promotion

If you would like assistance with the promotion of your event on www.apc.sa.gov.au, please contact the Adelaide Plains Council on 08 8527 0200 for clarification of eligibility.

Would you like Council to display appropriate posters or flyers at our offices? If so, please provide to the Adelaide Plains council Office.

- ☐ No
- ☐ Yes

NOTE: Council reserves the right to decline requests.

14. Amusement Devices (including inflatable structures)

Will there be amusement devices operating at the event?

- ☐ No – go to section 15.
- ☐ Yes – Please provide details below: **Public Liability Insurance Policy Number to be supplied to Council**

Proprietor	Structure type and platform height	SafeWork Sa Certificate of Registration number	Public Liability Insurance Number and Expiry Date	Annual Inspection Certificate
			/ /	
			/ /	
			/ /	

- **Please Note:**
- **Interstate registrations are not acceptable in South Australia.**
- **Event Organisers are required to register their Event with Safework SA if they are having amusements at their Event. Refer to: <https://www.safework.sa.gov.au/>**
- **We suggest Event Organisers complete the SafeWork SA Public Event Assessment Checklist - For PCBU's for any Event involving amusement structures and lodge this form with SafeWork SA at least 4 weeks prior to the Event.**
- **SafeWork SA requires Event Organisers to check the SafeWork SA Certificate of Registration Number against the equipment plate on the day of the Event.**
- **Annual Inspection Certificate only required for devices with platform height of over 3 metres.**

15. Waste Management

PLEASE NOTE: Except for events involving community groups where a limited number of bins can be made available by Council for use at the Event (community groups should discuss their requirements with Council), waste services are no longer provided to the community by council. This service is provided by SOLO. **Fees will apply.** If you require additional bins please contact Council

Do you require extra bins?		<input type="checkbox"/> Yes	<input type="checkbox"/> No – go to section 16
How many Waste Bins		How many Recycling Bins?	
Additional Information: Where to drop off? What time? Who the contact person is?			

16. Risk Assessment FOR THIS EVENT (add more pages if required. See sample next page for examples)

If you have submitted a risk assessment for this Event in previous years, you are able to use that assessment however it must be reviewed and updated where relevant.

Ref	The Hazard Category	Risk Identification (Describe the issue in detail)	Level of Conse- quence	Level of Likeliho od	Level of Risk	Treatment Option (s) Describe the controls put in place to reduce the risk
1						
2						
3						
4						
5						
6						

A. EXAMPLE OF EVENT Risk Assessment

Ref	The Hazard Category	Risk Identification (Describe the issue in detail)	Level of Conse- quence	Level of Likeliho od	Level of Risk	Treatment Option (s) Describe the controls put in place to reduce the risk
1.	Electrical Hazards	Faulty equipment, inappropriate setup of equipment/cords may result in electrocution or trip/fall injuries.	C3	L4	M	Council facilities are maintained to legislative requirements. RCDs are in place for all general outlets. Hire Agency to provide equipment. Council to provide power. Event Organiser to inspect cables and setup of equipment on site (ensuring all cords/cables are appropriately taped)
2.	Emergency Explosion/Fire/Bomb Threat	Large crowd will gathered in an enclosed area and potential for emergency situation to develop.	C3	L5	M	Emergency exit diagram provided at Council facility and fire emergency response equipment regularly maintained. SAPOL and SA Police have been notified of the event. CFS officers will be attending (as civilians). First Aid people will be accessible.
3.	Trips/Slips/Falls	Large crowd with potential for spilt drinks.	C2	L2	H	Regular inspections are undertaken by Council. Stairs and walkways are well maintained by Council. Bin facilities are provided for all drink containers. Designated clean up for any spills on the night. First Aid officer will be present.

4.	Hazardous Manual Tasks	Lifting and Moving Stage Equipment.	C3	L5	M	Mechanical lifting aid provided for larger equipment. No one other than specific person(s) will undertake hazardous manual tasks. First Aid officer will be accessible.
5.	Drug and/or Alcohol Related Hazards.	Patrons may arrive intoxicated or bring their own alcohol into the event.	C3	L4	M	Supervision and crowd control to be provided by security service. Responsible service of alcohol. Anyone found in possession of drugs to be removed from event. SAPOL have been notified of the event.
6.	Crime, Violence, Vandalism or Uncontrolled Crowd	Large number of young people present with potential for confrontation.	C3	L3	H	Supervision and crowd control to be provided by security service. SAPOL have been notified of the event.
7.	Access to Unauthorised Areas	Large crowds may try to access unauthorised areas.	C2	L3	M	Council have secured unauthorised areas with signage. Supervision and crowd control to be provided by security service.
8.	Proximity of Vehicles to Major Road	Large crowds attending event and designated car parking area is located across a major road from Council facility.	C5	L5	H	Supervision and crowd control to be provided by security service. The road speed is being reduced to 25km for the duration of the event with Council's prior approval and assistance.
9.	Food Poisoning	There is a risk that there is inadequate temperature control of uncooked and cooked food by caterer.	C3	L3	H	The Council Environmental Health Officer has been informed of the event. Caterer's are registered as food providers and have Food Business Notification Number. First Aid officer will be accessible.

B. Analyse the Risks

Now that the risks have been identified the next step is to analyse the level of risk they present. Use *Table 1* and *Table 2* to determine the likelihood of it occurring and the consequence if it did. Then, use the consequence and likelihood ratings to determine the level of risk in *Table 3*.

Table 1 – Measures of consequences or impact

Level	Description	Example detail description
C1	Insignificant	No injuries, low financial loss
C2	Minor	First aid treatment, minor impact, medium financial loss
C3	Moderate	Medical treatment required, moderate impact, high financial loss
C4	Major	Extensive injuries, loss of production capability, major impact, major financial loss
C5	Catastrophic	Death, detrimental effect, huge financial loss

Table 2 – Measures of Likelihood

Level	Description	Example detail description
L1	Almost certain	Is expected to occur in most circumstances
L2	Likely	Will probably occur in most circumstances
L3	Possible	Might occur at some time
L4	Unlikely	Could occur at some time
L5	Rarely	May occur only in exceptional circumstances

Table 3 – Risk Analysis Matrix – Level of Risk

Definitions	Consequence	Likelihood				
		L1. Certain to occur	L2. Very Likely	L3. Possible	L4. Unlikely	L5. Rare
Death	C1. Catastrophic	Extreme	Extreme	Extreme	High	High
Extensive injuries	C2. Major	Extreme	Extreme	High	High	Medium
Medical treatment required	C3. Moderate	Extreme	High	High	Medium	Low
First aid treatment	C4. Minor	High	Medium	Medium	Low	Low
No injuries	C5. Insignificant	Medium	Medium	Low	Low	Low

Legend

E	Extreme Risk; immediate action required
H	High risk; senior management attention needed
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures

17. General Conditions

1. The Event Organiser 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 any of them arising out of or in relation to the Event.
2. To the fullest extent permissible under applicable law, the Event Organiser releases the Council, its servants and agents and each of them from any liability, and waives its right to bring any action against the Council, its servants and agents or any of them, arising out of or in relation to the Event.
3. Event Organisers are required to have a current Public Liability Insurance Policy for ten million dollars (\$10,000,000) covering their activities on Council premises and ensure that each participant has a current comparable Public Liability Insurance Policy or is specifically covered by the Event Organiser's Public Liability Insurance Policy.
4. The Council makes no representations or warranties as to the state or suitability of any premises and/or site to be used for the Event. The Event Organiser is responsible for determining whether any premises and/or site to be used for the Event are suitable and the Event Organiser shall only proceed with the Event if they do determine that any premises and/or site to be used for the Event are suitable.
5. The Event Organiser shall ensure that it is, and that all other participants (to the extent appropriate) are, licensed or registered to carry out the activity authorised by the Event approval.
6. This Event approval is not transferable and transfer, assignment or sub-rental of any rights or benefits related to this Event by the Event Organiser is prohibited.
7. The Event Organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity or venue.
8. Council may revoke this event approval if the Event Organiser fails to comply with any of these General and/or Special Conditions or in any other circumstance which the Council (acting reasonably) considers justifiable.
9. Approval of the Event will not come into operation until proof of all required documentation has been provided and approval issued.
10. Full payment of fees is due and payable on invoice from Council.
11. Any premises and/or site to be used in connection with the Event shall be kept in a clean and tidy condition at all times to a standard satisfactory to Council. Should the premises/site not be returned to a clean and tidy state, the Event Organiser will be called back to complete. Should this not occur, additional cleaning costs will be charged accordingly (hourly rate for cleaner) and recovered from the Event Organiser.
12. The Event Organiser is liable for damage, vandalism, alterations and loss to any premises and/or site used for the Event which is caused or contributed to by the participants or guests of the Event. Should loss of condition or items; or damage to the premises/site occur, the Event Organiser will be notified by the Council (at the Council's option) to either:
 - a) make good the loss or damage; or
 - b) be responsible for the cost of Council making good the loss or damage (to the extent not covered by Council's insurance including, but not limited to, the payment of any applicable excess).

13. Any bond paid by the Event Organiser may be applied by the Council to any amounts due to the Council by the Event Organiser pursuant to the terms of this event application form. The Council will return any bond to the Event Organiser to the extent not applied to any such amounts.
14. Noise level shall be controlled and excessive noise prohibited. All music played must be kept to a level that avoids disruption to nearby residential areas.
15. No smoking is allowed in any Council building or within 10 metres of any open door or windows.
16. When leaving any premises used for the Event please ensure that you secure the building doors, windows, etc.
17. The Event Organiser must report to Council all hazards, incidents involving a person or property damage at the premises and/or site used for the Event as soon as possible by phoning 85270200.
18. Any electrical equipment brought onto the premises and/or site used for the Event must be appropriately tested and tagged by a certified person.
19. No internal changes, renovations or additions are to be made to Council facilities without the prior written approval of Council.
20. Event Organisers must familiarise themselves with the items listed below when arranging the Event at premises and/or site used for the Event and advise those attending the Event of the following:
 - 20.1 Safe access and egress points;
 - 20.2 Emergency exits and external assembly point;
 - 20.3 Emergency contact numbers;
 - 20.4 In case of fire call 000;
 - 20.5 Fire extinguishers and fire protection equipment (eg. hose reels and fire blankets).
21. The erection of signage or banners must be within the Council area only and is subject to prior written approval of the Council. In addition:
 - 21.1 Signs/Banner(s) MUST NOT obstruct vehicle or pedestrian traffic
 - 21.2 Signs/Banner(s) MUST NOT be mounted to trees
 - 21.3 Signs/Banner(s) may be mounted to existing posts if the location is suitable
 - 21.4 Signs/Banner(s) must be safe and secure at all times
 - 21.5 Signs/Banner(s) must be professional in appearance
 - 21.6 Air holes may be required to reduce wind loads
 - 21.7 Event Organiser is responsible for the signs/banner(s) at all times
 - 21.8 Any signs or banners which present a hazard to the public will be removed by Council without notice
 - 21.9 Council may decline an application if multiple signs are already in place
22. Public Notification
 - 22.1 If deemed appropriate or necessary, Council may require the Event Organiser to undertake public notification of the Event.
 - 22.2 This could be in the form of letter drops to nearby or affected residents, public notices in local media, evidence of consultation with local businesses or advanced warning signs to be displayed on roads that will be closed.
 - 22.3 Evidence of any such consultation will be required.

DOC NO: D23/##### Version 2 Issue Date: Dec 2023 Review Date: Nov 2026	Event Application Form Electronic version on the Intranet and TRIM is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.	Page 15 of 18
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23. Formal Development Application is required and Special Public Notification procedures need to be undertaken for certain events as may be notified by the Council to the Event Organiser during the application process. In any event, these special events will not be held:

23.1 over more than 3 consecutive days; nor

23.2 If, in the opinion of Council, an event of similar or greater size and/or impact on surrounding areas, has been held on the same premises/site within the preceding six months.

18. Special Conditions

Council officers will determine if any special conditions are required and note them below.

Pre-Event considerations:

During Event considerations:

Post Event considerations

19. The approval of this Event is subject to

1. The Event Organiser agreeing to all General Conditions contained herein.
2. The Event Organiser agreeing to all Special Conditions contained herein.
3. The Event Organiser paying the prescribed fee.
4. The Event Organiser providing all documentation as required in the application.

This approval is not transferable and may be revoked in writing at any time.

20. Return of the Event Application Form

The Event Application Form is to be returned to Council a minimum of 4 weeks prior to the Event (3 months if it includes road closures). To return the form please use any of the following options:

1. Return in person to the 2a Wasleys Rd MALLALA SA 5502 or 69 Old Port Wakefield Rd TWO WELLS SA 5501
2. Email to infor@apc.sa.gov.au
3. Post to the Customer Service Officer at PO Box 18 MALLALA SA 5502

21. Keys

Collection of keys

From the Principal Office at 2a Wasleys Rd MALLALA SA 5502 during office hours (Monday – Friday 9:00am – 5:00pm). Arrangements for collection at other locations such as Council depots or other premises can be negotiated.

Return of keys

To the Principal Office at 2a Wasleys Rd MALLALA SA 5502 during office hours (Monday – Friday 9:00am – 5:00pm). Or as arranged with the Council contact person.

22. Fees payable – Office Use Only

The fees payable are accessible from Finance and Economic Development Department: (Please reference where applicable below)

Oval / Hall / Complex Hire	\$
Room / Pavilion / Clubroom Hire	\$
Power	\$
Cutler and / or crockery	\$
Set-up / Clean up days	\$
Additional bins (\$120 for 10 bins)	\$
Other	\$
TOTAL EVENT FEE	\$
BOND (if applicable)	\$

23. Bond Refund (if applicable) – Event Organiser Bank Account Details

Please provide your bank account details for bond refund, if a bond is applied to your event:

ABN	
Account Name	
BSB	
Account Number	

24. Payment Options

Pay Cash at any Council office as follows:

Mallala Office (2a Wasleys Rd MALLALA) or Two Wells Office (69 Old Port Wakefield Rd TWO WELLS)
And

During office hours (Monday – Friday, 9:00am – 5:00pm).

Pay by Electronic Funds Transfer

Please contact Council Offices on 08 8527 0200 to obtain details.

Reference: Booking {Booking number on Page 1}

25. Event Organiser Declaration

I acknowledge that I have read and understand the approval conditions and agree to abide by the said conditions.

I confirm that all participants are adequately insured through their own public liability insurance policy or covered by the Event Organiser's public liability insurance policy.

/ /

Signed for and on behalf of the Event Organiser Name and position (if part of a committee / club)	Signature	Date
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26. Council Authorisation		Office Use Only
Approved	Total Fee Payable	Receipt Number
<input type="checkbox"/>	\$	
(Officer Approval) Signature		Date / /
27. Road Closure Approval – Council Roads only		Office Use Only
Traffic Management Plan and Road Closures approved by Council at its meeting held on		
/ /		