



# Lower Eyre Council

## SPECIAL EVENT PERMIT

### APPLICATION FOR A SPECIAL EVENT TO BE HELD ON COUNCIL LAND.

A Special Event Permit application and the conditions associated with the permit apply to any of the following:

- Any event exceeding 50 people,
- The following events hosting up to 50 people: -
  - Birthday parties (if 18-year-old or above);
  - Wedding ceremonies.
  - Wedding receptions.
  - Community events that may be held on Council land; and
  - Any events with significant infrastructure / amusement devices

### APPLICANT DETAILS

Organisation			
Is your Group / Organisation incorporated?	Yes	No	
Contact Name		Position	
Postal Address		Email	
Phone		Mobile	
ABN (if applicable)		Website	

### EVENT DETAILS

Event Name				
Event Description				
Event Dates				
Event Location:	Coffin Bay Foreshore	Dorward Reserve	Cummins Railway Triangle	Boston Lions Park
<i>The above locations are considered to be 'high use' - Infrastructure at these locations can be erected for up to 24 hours, but must be removed prior to 10am the following day.</i>				
Other location:	(Please specify)			
<i>Infrastructure for events at locations other than those listed above may be in place for up to 48 hours (at the event organisers own risk).</i>				
Event Attendance at any one time		Anticipated total attendance		
Event type (circle)	MINOR – up to 50 people (No Charge)	MEDIUM - 50-100 people (Fee applies)	MAJOR - 100 + people (Fee applies)	
Event Start Time		Event End Time		
Set Up Start Date and Time		Pack Up End Date and Time		

## ADDITIONAL ORGANISATION DETAILS

		YES	NO
Will any organisations other than the applicant be involved in this event?			
If yes, have relevant insurance / compliance details been sighted by the event organisers?			
If yes, please list the relevant organisations and their involvement:			
Name (of group)	Activity (eg food stalls etc)		

## EMERGENCY MANAGEMENT DETAILS

			YES	NO
Have any of the following been contacted / notified & provided with relevant details?				
Police				
Ambulance				
SES				
CFS / MFS				
Has an event Safety Officer been nominated for the duration of the event?				
If yes, please provide their contact details below:				
Name:	Contact Number:	Secondary Number:		
Please list the contact details of other persons (organisers) and their key role / responsibility:				
Name:	Contact Number:	Role:		
Please detail any emergency procedures and arrangements you have in place should an incident occur:				

## TRAFFIC MANAGEMENT

	YES	NO
Do you wish to close a road for your event? If yes, you will need to complete a Road Closure Request Form and submit with your permit application.		
Event speed restriction required?		
Will reserved/modified car parking arrangements be required? If yes, please supply a plan.		

## SITE PLANNING

If you answer yes to any of the items, a site map must be supplied indicating quantity and size of infrastructure intended to be placed on the reserve.

	YES	NO
Marquees and temporary equipment (A shelter or marquee may be secured by weights). <i>NB: Pegs and stakes are not permitted on any irrigated site without adherence to an irrigation plan and approval by the Works Manager;</i>		
Staging		
Temporary toilets		
Perimeter fencing		
Stall holders		
Other Structures		

## PERMITS & LICENSES

Approval from external agencies or evidence of accreditations may be required for items listed below.

	YES	NO
Liquor consumption or sales		
Food provided, or available for sale		
Fireworks		
Amusement rides and bouncy castles		
Open fires		
Live music (copyright)		

## WASTE MANAGEMENT

	YES	NO
Would you like to access additional bins from Council?  Note - Public bins are not to be used for the event (but additional bins can be hired from Council at a fee) and the applicant is responsible for the disposal of the rubbish and return of any hired bins to Council.		
Please provide detail on the arrangements you have made for collecting and disposing of waste from your event (NB public bins are not to be included in your waste management arrangements):		

## NOISE MANAGEMENT

*Please note: amplified music festivals and some other events may require a noise management plan*

	YES	NO
Live music/entertainment		
PA System If yes, what times is the PA proposed to be used from: _____ to: _____		
Describe the nature of music performances:		

## SITE CLEAN UP

*Please indicate the cleaning management strategy for the site, post function. (if the site is not left clean, costs associated with clean-up will be invoiced to the event organiser).*

## SUPPORTING DOCUMENTS CHECKLIST

*Final approval will not be granted until the Special Event Permit and all required supporting documentation has been received by Council, within the lodgment deadlines on page one.*

DOCUMENT NAME	TICK
Event Site Map	
Public Liability Insurance (minimum \$20 million)	
Risk Management Plan (mandatory for major events)	
Emergency Response plan (mandatory for major events)	
Temporary Road Closure Application Form (if applicable)	
Noise Management Plan (if applicable)	

**Should organisers have to cancel the event, Council staff must be notified.**

## FURTHER INFORMATION

Email: [works@dclep.sa.gov.au](mailto:works@dclep.sa.gov.au), Phone: 8676 0400, Visit: 32 Railway Terrace, Cummins SA 5631

Current Fees & Charges Policy FIN-SCH-01 is located at [www.dclep.sa.gov.au/documents/policies-codes](http://www.dclep.sa.gov.au/documents/policies-codes)

## GENERAL CONDITIONS OF HIRE

- The applicant and all persons attending must meet all relevant legislative requirements of the land used (including any Covid-19 restrictions);*
- The applicant is to ensure sufficient toilet paper and soap is supplied for guests;*
- The applicant shall ensure that the site or sites are left in a clean and tidy condition at the end of the event (including public conveniences). Failure to do so may result in cleaning fees being charged;*
- Damage to Council property will be rectified by Council and the cost of repairs may be on-charged to the applicant;*
- Events held Sunday to Thursday are to cease by 10pm, while events held Friday, Saturdays or days preceding a public holiday are to cease by 12 midnight. In addition to this, the function must not cause disturbance to local residents or the general public and may be terminated at the direction and/or discretion of a member of the Police or an authorised Council Officer.*
- The applicant must comply with any Phonographic Performance Company of Australia (PPCA) licence requirements if playing copyrighted music in a public space;*
- Infrastructure for an event can be erected for up to 24 hours, but must be removed prior to 10am the following day;*
- A shelter or marquee may be secured by weights. Pegs and stakes are not permitted on any irrigated site without adherence to an irrigation plan and approval by the Works Manager;*
- No alcohol is to be consumed within a dry zone;*
- Alcohol or beverages are not to be consumed in glassware.*
- The applicant agrees to indemnify, protect, defend, and hold harmless the District Council of Lower Eyre Peninsula from and against any and all claims, demands, actions and proceedings whatsoever in relation to personal injury or property damage caused by or occasioned during the period of the special event and shall indemnify the Council for any and all fees, costs and expenses incurred in respect thereof.*
- Council will not be responsible for any injury caused by the event and requires indemnification from the organiser should any claims be made against Council.*
- If the applicant causes damage to Council property it retains the right to invoice the applicant for the cost of repair and/or reinstatement.*
- All Council facilities must be left in a clean and tidy state and all rubbish must be placed in bins or removed from the site.*
- Approval may be subject to additional conditions.*

I have read and understood the reserve hire terms and conditions and will abide by said conditions; and I have completed the application form with correct/current information to the best of my ability.

Name		Date
Organisation and position		
Signature		

Office Use Only			
Event type	MINOR	MEDIUM	MAJOR
Reserve Available	Yes	No	
Fee Paid (receipt)	N/A		
Event approval	Approved	Not Approved	Date
Signed			
Position			