

## MAJOR EVENT APPLICATION FORM

Please complete this form if you are:

- a. conducting a public event on a Council park, reserve, road or footpath (or part thereof)  
OR
- b. conducting a public event on a Council sporting facility that is expecting to attract 500 or more people

- **Applications must be submitted between 6 and 12 months prior to your event.**
- **If staging your event annually, a form will need to be submitted for each year's event.**
- **A Risk Management Plan must be submitted 8 weeks prior to your event.**

If you are planning to have an event on privately owned/operated land, please contact Council's Duty Planner on 02 6801 4000 to enquire regarding appropriate land use consents required.

Before completing this form, please refer to the NSW Government Event Starter Guide at

<https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>

SECTION ONE		EVENT DETAILS
Event Name		
Event Owner		
Event Date/s		
Contact Name		
Contact Number		
Contact Email		
SECTION TWO		VENUE DETAILS
<b>Name of park, reserve, road or footpath</b> If event is being held at various locations please list all locations.		
<b>Please complete Booking Form A.</b> All tentative bookings made with Council must be confirmed by completing the booking form.		
<b>Name of sporting facility</b> If event is being held at various locations please list all locations.		
<b>Please complete Booking Form B.</b> All tentative bookings made with Council must be confirmed by completing the booking form.		

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SECTION THREE		ESTIMATED ATTENDANCE	
LGA Residents		No of days	
Day Trippers (Outside LGA)		No of days	
Overnight Visitors (Outside LGA)		No of nights	
SECTION FOUR		EVENT OWNER OBLIGATIONS	
PART 1	ELEMENT	YES/NO	
A	Have you attached a Certificate of Currency for \$20M Public Liability or a letter of intent from your insurer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B	Have you attached your Charity Certificate or Certificate of Incorporation? If no, why not?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C	Have you completed a Risk Management Plan for your event incorporating an Emergency Evacuation Procedure and emergency ingress and egress?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D	If a Public Health Order is in place you will be required to submit a safety plan and register your organisation as COVID-19 safe at this link: <a href="https://www.nsw.gov.au/register-your-business-as-covid-safe">https://www.nsw.gov.au/register-your-business-as-covid-safe</a>  Have you attached a safety plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>IMPORTANT: A Risk Management Plan is required to be submitted at least 8 weeks prior to your event. If you do not submit a Risk Management Plan 8 weeks prior to the event, Council reserves the right to cancel your booking.</b></p>			
D	<p>It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner. Council may request a copy of plans as part of its assessment of your application. Conditional approval may be granted subject to the following plans being approved. Please indicate which plans you have in place for your event:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Running sheet including roles and responsibilities</li> <li><input type="checkbox"/> Accessibility Plan</li> <li><input type="checkbox"/> Waste Management Plan</li> <li><input type="checkbox"/> Traffic Management Plan (where applicable)</li> </ul>		

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PART 2	EVENT OWNER OBLIGATIONS	
A	Will the event be serving or supplying food? Please refer NSW Food Authority Guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B	If alcohol is being served or supplied, have you or the relevant stallholders received approval or have permits from NSW Police and ILGA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C	<p>Are you staging your event on a road, or do you expect that the off road event will have an impact (parking, traffic congestion) on the road network? If so please also complete the Special Event Transport Management Plan located at <a href="https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/support-for-your-event">https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/support-for-your-event</a></p> <p>Council will not process your application to stage your event if a Special Event Transport Management Plan is not received at the same time as this application form.</p> <p><b>IMPORTANT:</b> please reference the Special Event Transport Management Plan in your Risk Management Plan as Council, Transport for NSW and Police will need to sight to assess what actions you are taking to mitigate risk based on use or impact on the road network.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	Will there be amplified sound?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E	Will there be fireworks or pyrotechnic displays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F	Is there plans to have an amusement ride at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G	Will temporary structures be erected for staging? If yes, please indicate the stage size.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H	Will marquees be erected at the event? If yes, please indicate the total area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I	Have you determined number of toilets required to meet needs of people attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
J	Will you be erecting a banner to promote your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION FIVE		COUNCIL SUPPORT
PART 1	LEVEL OF SUPPORT	WEBLINK
A	<b>Event Organisers Toolbox</b> Handy event management templates and resources.	<a href="https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/support-for-your-event">https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/support-for-your-event</a>
B	<b>Dubbo Region Events Calendar</b> Promote your event and avoid a clash of dates	<a href="https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/promote-your-event">https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/promote-your-event</a>
<p>For more information regarding Council's Event Attraction, Support and Development Program contact 02 6801 4000   <a href="mailto:regionalevents@dubbo.nsw.gov.au">regionalevents@dubbo.nsw.gov.au</a></p>		

This form is required to be submitted at least 6 months prior to your event to [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)

**Do not submit this form without attaching**

**Booking Form A | Park, Reserve, Road, or Footpath**

OR

**Booking Form B | Sporting Facility**

Both forms are located below.

Following receipt of this application, a meeting will be arranged to scope the event to ensure that Council is aware of your requirements. This will also help Council to provide optimum support to help you to arrange and deliver a successful event in the Dubbo Region.

# MAJOR EVENT APPLICATION FORM



## BOOKING FORM A |

## PARK, RESERVE, ROAD, OR FOOTPATH

LOCATION	
Name/location of park or reserve	
Name/location of road or footpath	

TIMING			
Event date/s			
Start time			
Finish time			
For access to the location, please enter bump in and bump out details below.			
Bump in date		Bump in time	
Bump out date		Bump out time	

STRUCTURES AND AMENITIES		
Structures	Will you be using pegs that are more than 200mm in length? If so, Council is required to mark underground services (power/water/gas) to avoid risk to persons and property.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amenities	If you need access to amenities located in the vicinity of your event, please indicate location of amenities.	

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SERVICES REQUIRED   Fees and Charges Apply			
	Y/N	QTY	DETAILS
Additional bins			
Waste collection			
Access to power			
Additional toilet clean			
Other			

BILLING INFORMATION	
Applicant name	
Organisation	
ABN	
Postal address	
Email	
Contact phone	

AGREEMENT   TERMS AND CONDITIONS
<input type="checkbox"/> I have read and agree to the terms and conditions applicable to this booking (refer below)

# MAJOR EVENT APPLICATION FORM

## BOOKING FORM B |

## SPORTING FACILITY

LOCATION			
Please select all precincts and fields that apply to your booking.	Apex Oval	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4
	Victoria Park	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3
	Lady Cutler Ovals	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4
	Barden Park	<input type="checkbox"/> Field 1	
Other (please specify)			
TIMING			
Event date/s			
Start time			
Finish time			
Start time		Finish time	
For access to the location, please enter bump in and bump out details below.			
Bump in date		Bump in time	
Bump out date		Bump out time	
SERVICES			
Each of the above precincts offer a variety of amenities and facilities. Please provide preliminary advice regarding what spaces/assistance you require. Council will arrange a meeting to confirm arrangements and support required.			
AMENITIES AND FACILITIES	SERVICES	STRUCTURES	
<input type="checkbox"/> Toilets <input type="checkbox"/> Canteen <input type="checkbox"/> Sports lighting <input type="checkbox"/> Change rooms <input type="checkbox"/> Officials room <input type="checkbox"/> Clubhouse/function room	<input type="checkbox"/> Additional bins <input type="checkbox"/> Additional clean of toilets <input type="checkbox"/> Litter control <input type="checkbox"/> Line marking <input type="checkbox"/> Wicket preparation <input type="checkbox"/> Equipment (nets/pads/posts etc) Other (please specify)	Will you be using pegs that are more than 200mm in length? If so, Council is required to mark underground services (power/water/gas) to avoid risk to persons and property. <input type="checkbox"/> Yes <input type="checkbox"/> No	
BILLING INFORMATION			
Applicant name			
Organisation			
ABN			
Postal address			
Email			
Contact phone			
AGREEMENT   TERMS AND CONDITIONS			
<input type="checkbox"/> I have read and agree to the terms and conditions applicable to this booking (refer below)			

## TERMS AND CONDITIONS

### BOOKING FORM A | PARK, RESERVE, ROAD, OR FOOTPATH

1. Booking dates and times are to be strictly adhered to.
2. The activity being conducted is permitted only at the area stated within the application
3. Parks and gardens are a public space and therefore exclusiveness to an area booked for an event is not guaranteed.
4. Parks and gardens are to be used in the condition they appear (e.g. mowing and maintenance is not carried out specifically for events but rather on a scheduled roster).
5. Parks and gardens are to be left clean and tidy after use. Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.
6. Council parks and gardens are an alcohol free zone between 9pm and 9am daily, responsible consumption is required.
7. Electric barbecues are available at specific parks free of charge.
8. Council encourages user group to utilise equipment which doesn't require power as only certain parks and garden have power available.
9. No unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.
10. Any unsafe parks or gardens should not be used and reported to Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
11. The user group hiring parks and gardens are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.
12. The use of glass bottles at all parks and reserves is prohibited. It is the responsibility of event organisers to ensure this regulation is enforced.
13. No smoking is permitted around children's playgrounds. It is the responsibility of event organisers to ensure this regulation is enforced.
14. Food items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guard, etc.
15. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.
16. Activity held on footpaths that share space with commercial businesses must provide a site plan to ensure all activity meets the following criteria:
  - Goods and services cannot be sold within 100m of an existing permanent commercial premise selling the same goods or services.
  - Activity cannot impede or obstruct public spaces and/or restrict pedestrian access to public spaces and businesses. Approval in writing from businesses effected by activity will be required.
  - Activity is to be undertaken a distance of 1.8m away from any kerbside to facilitate pedestrian access. The restricted access also excludes all structures or ropes/weights to secure structures.



## BOOKING FORM B | SPORTING FACILITY

1. Booking dates and times are to be strictly adhered to. Council must be notified of any updates, changes or cancellations to event or contact details as soon as possible.
2. User groups are responsible for inspecting all sporting facilities including playing surface and structures such as goal posts, in-ground sprinklers to ensure the safety of the grounds prior to use. Any unsafe playing surfaces or structures should be reported to Council as soon as practicable.
3. In the event of wet weather, Council's Recreation Coordinator (or a representative) will liaise with the event organisers to determine the fitness for use of any ground.
  - a. If grounds are open for use by Council then event organisers are to undertake an inspection of and make a decision on the grounds fitness for use.
4. No unauthorised vehicles are to be driven on any field or non-defined vehicle areas without written approval from Council.
5. No parking of vehicles is permitted on any grass area without written approval from Council.
6. Grounds are to be left in a clean and tidy condition after each use. Failure to comply with this regulation will result in the event organiser being invoiced for the 'actual costs' of litter control.
7. No smoking is permitted within the facility, grandstand or perimeter fence. It is the responsibility of the event organiser to ensure that all spectators attending abide by this regulation.
8. Council ensure the toilets are clean and toilet paper replenished during scheduled cleans. It is the responsibility of event organisers to pre-arrange with Council additional cleans (actual cost invoiced to the event owner) or provide their own additional toilet paper if required, as well as hand wash and paper towel, should they wish to do so.
9. Amenities blocks are to be left in a clean and tidy condition. All taps should be turned off, lights turned off and doors locked.
10. Upon use of a canteen the event organiser must leave the canteen clean and tidy to Council standards ready for the next user group. In the case where the canteen needs to be cleaned by Council's contract cleaner the event organiser will be invoiced 'actual costs' per clean required.
11. No BBQs are to be cooked in designated areas where possible and nor on concrete or asphalt areas without a protective splashback material under the BBQ and against the building. If cleaning of such surfaces is required then 'actual costs' will be invoiced to the event organiser.
12. The use or sale of glass bottles at all grounds is prohibited. It is the responsibility of event organiser to ensure that all spectators attending matches abide by this regulation.
13. Prior to the event, Council requires copies of licensing arrangement under which alcohol is sold.
14. Event organisers are to ensure sporting facilities are locked including amenities, canteens, canteen roller doors, gates etc after each day and that all equipment including microphones, scoreboard controls etc are placed in the appropriate position.
15. Event organisers are to ensure the security system is turned on and off correctly. Failure to do so requires a security call out to check out the alarm fault. The event organiser will be invoiced \$100 per call out.

### Faults, Damages and Reporting

1. Any unsafe facilities/grounds should not be used and reported to Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
2. If an event organiser reports a fault during their event and it turns out to be caused by the event organiser's negligence or misuse, then the user group will be invoiced for the 'actual costs' for fixing the fault. For example a typical problem is the overloading of circuits which requires an electrical contractor call out.
3. The event organiser hiring facilities/grounds is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.