

Event Application Form



Applications should be submitted at least six (6) months prior to the proposed event. Please complete all sections and attach all relevant documentation to avoid delays in processing.

As part of your application you are required to submit an Event Management and Risk Management Plan within three (3) weeks prior to your event being staged.

Please return completed forms and relevant attachments to citypromotions@dubbo.nsw.gov.au

Event Details

Name of event

Brief description of activities planned

Target audience

Expected attendance

Dates of event

Start/finish times

Contact Details

Contact name

Position/role

Email address

Alternative contact

Alternative phone

Venue Details

Venue name

Do you have a Certificate of Currency of minimum \$20 million insurance?	Yes	No	
Is this a Dubbo Regional Council facility?	Yes	No	
Have you made a tentative booking?	Yes	No	
Will you be charging entry for this event?	Yes	No	Entry cost \$
Have you previously organised an event of this nature or scope?	Yes	No	

Planning and Environment

Will you be having stallholders?	Yes	No		
Will you be selling or consuming alcohol?	Yes	No		
Will there be any temporary structures?	Yes	No		
Will there be any amplified sound?	Yes	No		
How many toilets will be available?				
Are you planning to erect any signage?	Yes	No		
Will there be amusement rides installed?	Yes	No		
Please advise which Emergency Services have been notified of this event	Police		Fire services	Ambulance
	Affected businesses		Local transport	
Are Fireworks/Pyrotechnics planned?	Yes	No		

Traffic Control

Will your event use public roads?	Yes	No
Will any crowd control be required?	Yes	No
Have you submitted a Traffic Management Plan?	Yes	No

Waste Services

Will your event generate rubbish?	Yes	No
Have you produced a Sustainability Plan?	Yes	No
Have you made arrangements for clean up after the event?	Yes	No

Event and Risk Management

Have you previously completed an Event Management Plan?	Yes	No
Have you previously completed a Risk Management Plan?	Yes	No
Are you or any other stallholder selling food at the event?	Yes	No

Promotion

Have you uploaded your event to the Region's Event Calendar?	Yes	No
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Please submit this Event Application Form to citypromotions@dubbo.nsw.gov.au with relevant documentation, which may include:

- Event Management Plan
- Risk Management Plan
- Certificate of Currency
- Traffic Management Plan
- Site plan and/or ground plan

An Event Management Plan template, Risk Management Plan template, and a copy of the Food Handling Guidelines can be downloaded from Dubbo Regional Council's Event Organisers Toolbox at:

<https://www.dubbo.nsw.gov.au/Community-Groups/Events-Community-Culture/support-for-your-event>

Print name

Signature

Date

For more information

Dubbo Regional Council
Marketing, Events and Partnerships Team
02 6801 4000
citypromotions@dubbo.nsw.gov.au