

EVENT APPLICATION FORM

This Event Application Form is required if you are staging your event on (or in part) on a Council road, footpath, reserve or park. This form does not require completion if the event is being held within a designated event venue.

Trim Reference
Office Use Only
18/637
ED

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

All annual events being staged on (or in part) on a Council road, footpath, reserve or park are required to submit an Event Application Form, regardless if the event is held annually.

Before completing this form please refer to Council's Event Starter Guide.

Applications should be submitted between twelve (12) and six (6) months in advance.

SECTION 1: DETAILS OF THE EVENT		
Owner of event		
Name of event		
Location of event		
Time of Event	From:	To:
Date of event		
Bump in date/s		
Bump out date/s		
Estimated attendance		
LGA residents		
Day trippers (outside LGA)		
Overnight visitors		
Why are you organising this event		
How many years has the event been held		
Applicant's contact details		
Name		
Mobile		
Email address		
Event Owner's details		
Mobile		
Email address		
Postal address		

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SECTION 2: OBLIGATIONS OF EVENT OWNERS			
Part 1	Element		
A	Have you tentatively booked the location?	YES NO	
B	I have attached a Certificate of Currency for \$20M Public Liability	YES NO	
	Date of expiry _____ If the Certificate of Currency does not cover the date of your event, your application will be processed conditional to Council receiving the Certificate of Currency no less than six months prior to the event. Notations		
Part 2	Element	Event Starter Guide Reference	
A	Will the event be serving or supplying food?	Yes No	2.6
B	Will alcohol be served or supplied?	Yes No	5.2
C	Do you wish to use (or in part) Council roads or footpaths? Will pedestrian or vehicle traffic overspill to roads or footpaths? If yes, you are required to complete Application – Special Event - Do not submit this application without attaching the Application – Special Event form	Yes No	4.4
D	If you require a Traffic Control Plan developed or assessed, Council will assist based on a fee-for-service charge. Council can also provide resources to assist you to enact the Plan. This is also based on a fee-for-service. Yes, I would like Council to provide a quote. I understand that Council will charge for any services provided. No, I will be engaging:		
E	Will your event play amplified sound?	Yes No	2.8
	If yes, please specify time-frame _____		
F	Will there be a fireworks or pyrotechnics display?	Yes No	5.5
G	Is there plans to have a jumping castle or amusement ride at your event? (See below – Event Organisers Toolbox)	Yes No	5.3
H	Will there be temporary structures at your event		
	Staging If yes, please indicate size of the stage/s _____	Yes No	
	Marquees If yes, please indicate total area of marquee/s space _____	Yes No	
I	How many people do you expect to attract to this event?		
J	Have you determined number of toilets for the size of your event?	Yes No	2.11
	Have you started work on a waste management plan?	Yes No	2.13

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SECTION 2: OBLIGATIONS OF EVENT OWNERS

Part 3	Event Management Plan
<p>Risk Management Plan</p> <p>A Risk Management Plan is required to be submitted with this application form.</p> <p>If a Plan is not completed, please submit a draft and approval will be granted subject to the finalisation of the Plan.</p>	<p>Please select from the options below:</p> <p><input type="checkbox"/> I have attached a draft Risk Management Plan</p> <p><input type="checkbox"/> I have attached a finalised Risk Management Plan</p>
<p>It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner.</p> <p>Council may request a copy of plans as part of its assessment of your application.</p> <p>Conditional approval may be granted subject to plans being provided to Council.</p>	<p>Please indicate which plans are in place to support your event:</p> <p><input type="checkbox"/> Running sheet including roles and responsibilities</p> <p><input type="checkbox"/> Risk Management Plan Incorporating Emergency Evacuation Procedure</p> <p><input type="checkbox"/> Accessibility Plan</p> <p><input type="checkbox"/> Waste Management Plan</p> <p><input type="checkbox"/> Traffic Control Plan (where applicable)</p>

SECTION 3: SUPPORT AND PROMOTION – DUBBO REGIONAL COUNCIL

Part 1	Level of support	Weblink
A	<p>Event Organisers Toolbox including</p> <ul style="list-style-type: none"> - Planning templates - Guidelines Banner Installation – Dubbo LGA - Media contacts - APRA guidelines - Accessibility guidelines - Amusement device application form 	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events--Community-and-Awards/support-for-your-event
B	Event Funding	https://www.dubbo.nsw.gov.au/Community-and-Groups/Grants-and-Funding/event-funding
C	Event Promotion	https://www.dubbo.nsw.gov.au/Community-and-Groups/Events--Community-and-Awards/promote-your-event
D	<p>Advice and Assistance</p> <p>Contact Council’s Marketing, Events and Partnerships team (02) 6801 4000 marketingandevents@dubbo.nsw.gov.au</p>	
F	<p>Check on the timing of your event to avoid a clash of dates: http://dubbo.com.au/Events/calendar</p>	

**Please complete this application in reference to
Council’s Event Starter Kit
and submit no less than 6 months in advance of your event to
council@dubbo.nsw.gov.au**