

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 conference or sporting event venue.

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 each year.

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	
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	

SECTION 2: OBLIGATIONS OF EVENT OWNERS		
Part 1	Element	
A	Have you tentatively booked the location?	YES NO
B	Have you attached Certificate of Currency for \$20M Public Liability If no, why not <hr/> (if your event is being held on Council owned land, you are required to list Dubbo Regional Council as an 'interested party') Please note, this application will not be processed until Council is in receipt of a Certificate of Currency for \$20M	YES NO
Part 2	Element	Event Starter Guide Reference
A	Will the event be serving or supplying food?	2.6
B	Will alcohol be served or supplied?	5.2
C	Is a rally, protest or parade included?	4.4
D	Will your event play amplified live or recorded music?	2.8
E	Will there be a fireworks or pyrotechnics display?	5.5
F	Is there plans to have a jumping castle or amusement ride at your event?	5.3
G	Will there be temporary structures at your event Staging Marquees	Yes No Yes No
H	How many people do you expect to attract to this event? Have you determined number of toilets for the size of your event? Have you started work on a waste management plan?	<hr/> 2.11 2.13
I	Do you wish to use (or in part) Council roads or footpaths? If yes, you are required to complete Application – Special Event prior to submitting this Event Application Form. Please contact 6801 4000 for assistance if required.	Yes No

SECTION 2: OBLIGATIONS OF EVENT OWNERS	
Part 3	Event Management Plan
<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> <ul style="list-style-type: none"> <input type="checkbox"/> Running sheet including roles and responsibilities <input type="checkbox"/> Risk Management Plan Incorporating Emergency Evacuation Procedure <input type="checkbox"/> Accessibility Plan <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Traffic Control Plan (where applicable)

SECTION 3: SUPPORT AND PROMOTION – DUBBO REGIONAL COUNCIL		
Part 1	Level of support	Weblink
A	Event Organisers Toolbox including planning templates and key resources for events	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	Advice and Assistance Contact Council’s Marketing, Events and Partnerships team (02) 6801 4000 marketingandevents@dubbo.nsw.gov.au	
F	Check on the timing of your event to avoid a clash of dates: http://dubbo.com.au/Events/calendar	

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