

APPLICATION TO CONDUCT A SPECIAL EVENT

Name of Event: _____

Date of Event: _____ Time: _____

Date(s) and Time(s) Required for Event Set-up & Pull-down: _____

Exact Location: _____

Legal status of the organising body, e.g. school, incorporated association, company, etc. _____

APPLICANT DETAILS			
Title:	Given Name(s)	Surname / Last Name	
Mr/Mrs/Ms/Dr Other:	<input type="text"/>	<input type="text"/>	
Company name:	<input type="text"/>		
Contact Address:	Unit	/	House Number
	<input type="text"/>	/	<input type="text"/> - <input type="text"/>
Street or PO Box:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/> Postcode: <input type="text"/>
*Daytime Phone:	<input type="text"/>	*Fax:	<input type="text"/> *Mobile: <input type="text"/>
*Email:	<input type="text"/>		
*Voluntary information only. (Assists with timely processing of your application. See Privacy and Personal Information Act statement).			

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT, 1998

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application in a timely manner. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry.

DECLARATION

The details provided by me are correct and I have read and understood the above 'Privacy' information.

(Applicants Signature)

(Date)

This form should be completed in the case of organised events that are to be held on public open space in Mosman which will involve 250 or more people (a separate form applies in the case of events involving only school students and staff). Please complete fully and legibly using a black pen. Please attach additional sheets if your response cannot fit in the space provided. In some cases you may need to also submit a plan showing the proposed location and layout of the event venue. If some of the issues included in this form do not apply to your proposed event simply note "not applicable".

Please return the completed form to PO Box 211, Spit Junction, NSW 2088. Should you require assistance in completing the form please contact the Council on telephone (02) 9978 4000, and ask to speak to the Events & Marketing Coordinator.

In addition, you will need to obtain a copy of Council's Special Event Management (SEM) Policy available from Council's website www.mosman.nsw.gov.au/mosman/venues/special-events. In this situation you should ensure that you are able to meet the requirements set out in Section 5 of the Policy, and familiarise yourself with the applicable fees and charges. Note in particular that all events considered under the SEM Policy require the payment of an Application Fee.

Council is asking you to provide this information in order to:

- ensure that you are aware of relevant Council policies and understand your obligations in this regard;
- ensure that you have thoroughly planned the event and consulted with relevant groups, have made efforts to reduce impacts on local residents, and have allowed for contingencies such as bad weather or personal accident; and to
- ensure that Council has a very clear picture about the nature of the event proposed, and all related activities, including the relevant lines of accountability and contact details for relevant personnel.

Further details concerning Council's approach to the management of special events are contained in the Special Event Management Policy.

Other forms or information you may need to obtain and return to us:

- Mosman Guide to Sustainable Event Management - Part B External Events - Organisations or Individuals
- Risk Assessment and Management Plan
- Traffic Management Plan
- Application to Erect a Marquee on Council Controlled Land for Special Events
- Application for the Erection of a Street Banner at Mosman Junction
- Application for the Erection of Vertical Banners

GENERAL DETAILS OF THE EVENT

What is the objective of the event? *(for example, to raise money for charity, an annual event, to create an awareness of the organising body)*

Please provide a summary of the event:

Will the organising body be responsible for management and conduct of the event, or will this be fully or partly undertaken by contractors? If contractors are to be used please provide names and contact details for each. *(Contractors might include professional event organisers, professional security personnel, film crews, and bus companies):*

GENERAL DETAILS OF THE EVENT (continued)

If professional event organisers are not being employed, please provide details of previous events managed by the organising group/applicant:

What is the anticipated number of participants/attendees at the proposed event?

Will the proposed event involve the erection of tents or marquees? *If yes, have you already obtained the required form from Council or do you want us to send you one?*

Will the event involve commercial filming or photography? ☐ Yes ☐ No

What is the nature of the event? *(Tick appropriate box)*

- ☐ Open to the general public
- ☐ Private function (e.g. corporate event)

If the event is to be open to the public, are you seeking to have your event designated as "Community Event"? *(Refer to Council's SEM Policy for definition and criteria)*

☐ Yes ☐ No

Will the proposed event require the erection of a banner across Military Road? *If yes, have you already obtained the required form from Council or do you want us to send you one?*

Will the proposed event require the erection of vertical banners in Mosman? *If yes, have you already obtained the required form from Council or do you want us to send you one?*

Do you currently have public liability insurance and/or do you understand your insurance obligations as set out in Council's SEM Policy? *(Please attach Certificate of Currency)*

Will the event be sponsored, and if so, who are the sponsors?

Required Information in Order to Evaluate Your Proposal	Applicant's Response
<p>Mobile Phone Numbers</p> <p>Please state the names and telephone numbers of those members of the organising group who will be on site during the event.</p> <p>In providing this information you should clearly identify the person in charge and the responsibility of other team members. This enables the Council rangers and Police to be in ready contact at all times.</p>	
<p>Program/Duration</p> <p>Please state the full duration of the event identifying the timing of all significant components of the event. This includes setup and pull-down times, event start times, entertainment times etc. Council must be advised of any subsequent changes to this program.</p>	
<p>Food/Drink Sales</p> <p>Are you planning to sell food or drinks? If yes, will these be sold to the general public or only the immediate participants in the event (e.g. competitors in sailing regatta but not spectators)?</p>	
<p>Liquor Sales</p> <p>Is alcohol to be provided at the event? For public events, what types of alcoholic beverages are to be provided? In general Council is not in favour of the sale of beer in its reserves.</p> <p>Please provide a copy of your liquor license application and approval.</p>	

<i>Required Information in Order to Evaluate Your Proposal</i>	<i>Applicant's Response</i>
<p>Vehicle Access Requirements</p> <p>Will you need to drive vehicles into reserves? When, where and why?</p> <p>This has implications for public safety and possible damage to reserves. Vehicles are not permitted on reserves in the event of rain. We will also need to have staff on hand to unlock gates.</p>	
<p>Use of Barricades</p> <p>Do you intend placing barriers on the roadway, and if so do you wish to loan barricades from the Council? (Charges apply and barriers must be collected from, and returned to, Council's depot)</p>	
<p>Wet Weather Contingency</p> <p>Public events require a wet weather contingency plan, even if it only details the method of liaison with Council staff to determine the condition of reserves after rain, the placement of signs at the venue, phone calls to radio stations, etc.</p>	
<p>Publicity</p> <p>For public events, please tell us about the nature and extent of pre-event publicity.</p>	
<p>Involvement by Local Groups/Businesses</p> <p>Have you approached and/or do you expect the involvement of local service clubs, the State Emergency Service, Volunteer Coast Guard, local shops, etc?</p>	

Required Information in Order to Evaluate Your Proposal	Applicant's Response
<p>Applicable Charges</p> <p>Will you be charging people to participate in the event and/or to watch? Will goods be sold? Please advise applicable charges.</p>	
<p>Cleansing, Rubbish Collection and Recycling Services</p> <p>Do you envisage that Council will need to provide additional cleaning, rubbish or recycling services for the event? If so, please complete a Waste Management Plan and return with this application.</p> <p>Organisers are responsible for placing all litter in Council receptacles.</p>	
<p>On-Site Support Staff</p> <p>Please providedetails of on-site support staff such as security and first aid staff e.g. number of staff on site at particular times, responsibilities, what training/qualifications, etc.</p>	
<p>Risk Management & Occupational Health & Safety</p> <p>Please provide a copy of your risk assessment and management plan, emergency procedures - evacuation, first aid requirements and your assessment of Occupational Health & Safety considerations.</p>	

<i>Required Information in Order to Evaluate Your Proposal</i>	<i>Applicant's Response</i>
<p>Banners and Signs</p> <p>Other than the banner across Military Road and/or vertical banners noted earlier, what other signs or banners are you proposing to erect in or around the event venue?</p> <p>Signs are not to be affixed to trees or street furniture without written Council approval.</p>	
<p>Power Requirements</p> <p>Do you require access to mains power? If yes, an Application Form for Loan of Keys to Reserves may be required.</p> <p>Are you proposing to use generators?</p>	
<p>Use of Fireworks</p> <p>Do you propose to use fireworks? If so, please provide details.</p>	
<p>Noise Levels</p> <p>Will you be providing any PA systems? If so what steps will you take to minimise noise intrusion into local homes?</p> <p>Please note amplified music is not permitted without written Council permission.</p>	

<i>Required Information in Order to Evaluate Your Proposal</i>	<i>Applicant's Response</i>
<p>Amusement Rides</p> <p>Will the proposed event involve the provision of amusement rides? If so, please provide full details.</p> <p>(Please note that Amusement devices should be listed in the following:</p> <ul style="list-style-type: none"> • Insurance Certificate of Currency under Special conditions • Risk Management Plan Including standard operating procedures for Amusement devices with regards to; the safe bump-in, bump-out, appropriately secured, management of numbers, and response to weather events such as high winds.) 	
<p>Temporary Structures</p> <p>Please provide details and plans of any structures and marquees you propose to erect at the event venue.</p> <p>Please provide an accurate scale drawn plan showing the layout of any stalls, rides, fireworks display areas. Proposals for scaffolding and grandstands, camera towers, etc, must be accompanied by a structural engineers certificate obtained at the organisers expense.</p>	

The following items apply only to major special events, ie 1,000 or more participants:

<i>Required Information in Order to Evaluate Your Proposal</i>	<i>Applicant's Response</i>
<p>Measures to Reduce Traffic/Parking Impacts</p> <p>Traffic is a major issue in Mosman. Please address the points noted at page 18 of Council's SEM policy.</p> <p>A Traffic Management Plan may be required.</p>	

<p>Reserved Parking Requirements</p> <p>Will you need to have parking spaces reserved for members of the organising team or others? How many? Where? For how long?</p> <p>Note that policing reserved spaces is the responsibility of the organisers.</p>	
<p>Shuttle Bus Service</p> <p>The provision of a shuttle bus service is often desirable to help reduce parking/traffic impacts.</p> <p>If such a service is proposed please provide details such as route, frequency of service and cost for attendees to use this service.</p>	
<p>Toilet Provision, i.e. Portaloos</p> <p>Are you proposing to provide temporary toilets? If so, how many and where?</p>	
<p>Advice to Residents</p> <p>It is important that local residents are given advance warning of major events and informed about how organisers are minimising the negative impacts on them. What steps will you be taking to ensure this occurs?</p>	

<p>LODGE MENT OF INFORMATION</p>
<p>Method of Lodgement</p> <p>It is recommended that application be submitted in person at Civic Centre, Mosman Square, Spit Junction to avoid time lost in the event of incomplete applications and the need to return them by post.</p> <p>Applications that are lodged by post should be addressed to The General Manager at the following address:</p> <p>PO Box 211 SPIT JUNCTION NSW 2088</p> <p>Fax: 02 9978 4132</p> <p>Further Information</p> <p>If you require further information on completing this form, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Monday to Friday.</p>

OFFICE USE ONLY

Receipt No: _____ Date: _____ Amount \$ _____