CLARE & GILBERT VALLEYS COUNCIL

EVENT APPLICATION

Event Application Lodgement	To help us support your event, Council requires a minimum of **8 weeks' notice**. - Return in person to the Clare Office, 4 Gleeson Street CLARE SA 5453 - Email to admin@cgvc.sa.gov.au
Road Closures	Where events impact Roads and Road Reserves, Council requires a minimum of **3 months' notice**.
Alcohol Regulations	Where alcohol is to be sold, supplied or consumed, you may be required to obtain a Limited Liquor Licence under the Liquor Licensing Act 1997. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882 for further details. Applications to be **submitted at least 14 days prior** to your event.
Food Regulations	If you are to sell, serve or offer food at your event, please supply food provider details below in (Section 7) and ensure the food provider/s include their Food Business Notification Number (FBN) or complete a Temporary Food Permit Notification Form to be **submitted to Council at least 14 days prior** to your event.

1. Applicant Details	
Name / Business / Organisation:	Contact Person:
Address:	Mobile :
Email:	Estimated Attendance Number:

2. Event Details	
Event Title:	
Venue / Location:	
Event Date/s:	
Set up Date/s:	Set up Time/s:
Pack up Date/s:	Pack up Time/s:

3. Event Summary – tell us about your event. If you answer YES to any of the below we will require further information.		
Site Map must include stall holder locations, entry/exit points, emergency access points	**Must include**	
Public Liability Insurance Certificate of Currency	**Must include**	
Traffic Management / Temporary Road Closures / Temporary Parking Controls (Plan required) – see Section 4.	**Must include**	
Additional information - Will there be:	**Y / N**	**Office Use Only**
Alcohol for sale (refer above for Alcohol Regulations)		
Food for sale and/or provided by a caterer? (refer above for Food Regulations)		
Security		
Stall Holders		
Marquees / tents (the pegging of any marquee or structure may not be allowed due to underground services)		
Amusement devices / bouncy castles (Insurances will need to be sighted)		

Fireworks (Permit required)		
Staging / platforms / party hire / portable toilets / Other: _____		
Animals / petting zoo (if YES ensure hand sanitisers are available and Insurances will need to be sighted)		
Access to power required		
PA System / music		
First Aid Facilities available		
Ticketed sales (Events that charge an admission fee to attend)		

4. Temporary Road Closures YES/NO if you require Traffic Management please see Section 3 above – Event Summary

Name of road/s to be closed	**1.**	**2.**
	3.	**4.**
	5.	**6.**
Time of road closures	From:	To:

5. Waste Management – Only applicable to Community Events that are not-for-profit (charges may apply).

Waste bins required?	If YES – how many?	Pick up date:	Time:
Recycling bins required?	If YES – how many?	Pick up date:	Time:

6. Signs and Banners

Will you be requesting the use of event advertising signs or banners? Conditions apply.	YES ☐ NO ☐	If YES, please provide details of the location, size and image. Signs cannot be displayed for more than 4 weeks before the event begins and all signs must be removed within 1 week after the event is finished.

7. Other Participants

Name of Business : ***(Please attach additional pages if required)***	**Business Type**	**Public Liability Insurance provided**	**Food Business Number**
1			
2			
3			
4			
5			
6			

8. Risks - Considerations to make sure your event is a well-managed event. (Some events may require a risk assessment)

Hazard / Risk - What could go wrong?	***How will you manage the risk?***
Electrical hazards, worn cables, aged electrical equipment	Use a licensed electrician to ensure your event is compliant in accordance with Australian Standards and Legislation. Refer to SafeWork SA and the Office of the Technical Regulator for further information.
Gas Safety – set-up, storage and use of LPG cylinders	There are rules and regulations surrounding the use of LPG at events. Please refer to the Office of the Technical Regulator for further information.

Food Poisoning, illness or hospitalisation, incorrect food handling procedures and/or temperature control	Ensure correct food handling procedures are in place. Cold food is 5° Celsius or below, & Hot food 60° Celsius or above.
Alcohol / Security, intoxication and/or crowd control due to lack of security and irresponsible service of alcohol	Ensure alcohol providers have a current Liquor Licence and that any security requirements as approved by Consumer and Business Services are implemented.
Trips / Slips / Falls	Ensure walkways, ramps and steps are free of obstructions, ensure electrical cables and leads are secured. Fluid spills are cleaned up immediately
Adverse Weather	Consider access to shade, shelter, providing sun screen and water during extreme heat or cold weather. Consider cancellation of amusement devices during extreme wind.
Interaction of pedestrians and vehicles	Designate pedestrian exclusion zones and vehicle exclusion zones as appropriate. Ensure traffic management principles implemented where appropriate.

9. Event Organiser Declaration

I acknowledge that I have read and understood all conditions and requirements of the application.

I agree to indemnify and to keep indemnified the Clare & Gilbert Valleys Council as if required.

I confirm that **all** participants are adequately insured through their own public liability and products insurance policy or covered by the Event Organiser's public liability and products insurance policy if required.

I understand that approval of the event will not come into operation until proof of all required documentation has been provided and approval issued.

I understand that full payment of fees is due and payable on invoice from Council if required.

Name Signature Date

10. Additional Information

11. Authorising Officer Approval

Council Officer Approval Name Signature Date