

MAJOR EVENTS APPPLICATION FORM.

(Please complete in capital letters using black pen)

Events Name:

Event Coordinator

Applicant: **Organisation**

Address

..... **Postcode**

Phone number: **Fax Number**

Contact number during event

Signature:

Time of Special Event

Date/Time/Date from

Details of Activity

Approximate number of people

Description of Event

.....

.....

Application fees: **(Inc GST)**

Special Events – Profit organisations \$

Special Events – Not for profit organisations

Committee of Management \$

Events/Festivals (500 + people) – setup and dispersal \$

Events/Festivals (1000 + people) – day of event: \$

Events/Festivals (2000 + people) – Bond \$

The type of events that will attract a Refundable Bond for example are: events that will attract large numbers of people, live bands, discos, loud music, events where food is being sold: events where people are charged to attend; events which may cause damage to buildings, grounds or furniture belonging to the Association

PLEASE REFER TO THE SPECIAL EVENTS GUIDELINES AS YOU FILL IN THIS APPLICATION FOR ADDITIONAL INFORMATION AND REQUIREMENTS:

1. Noise Levels

Will any Public Address Systems or amplification systems be used? **Yes No**

Generators or other noise producing equipment? **Yes No**

If you answered yes to either of these questions please provide details below of a curfew time, methods of noise reduction to be utilised.

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2. POTABLE WATER

Is the supply of potable water sufficient for the number of persons in attendance? **Yes No**

3. FOOD FOR SALE

Will food be prepared or sold at the event? **Yes No**

Note: If you Are having food at the event you will need a copy of the **Food Handling Guidelines for Temporary Events** available from Nambucca Shire Council.

4. TOILET FACILITIES

Are the number of toilets adequate for the number of people attending the event **Yes No**

If you answered No to the above question please provide details below of arrangements for temporary toilet facilities.

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Note: To determine the minimum toilet facilities at an event refer to 4 of the Major Events Guidelines.

5. GARBAGE FACILITIES

Yes No

Please provide details of your planned waste management

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6. PARKING AND TRAFFIC

Is there adequate off street parking for the estimated number of attendees

Yes No

Will the event impact on internal traffic flow or pose a risk to pedestrians?

Yes No

NOTE: if you have answered yes to the question above you will need to provide:

Traffic Control Plan **Yes No**

Do you have accredited traffic controllers? **Yes No**

(Proof of accreditation is to be provided)

Will you require Nambucca Shire Council to arrange a temporary extension of 50 KPH Zone to include showground? **Yes No**

7. STRUCTURES

Will any structures be erected for the event (e.g. marquees, stage platforms, lighting rigs)? **Yes No**

If you answered Yes to the above question please provide details of the structure below:

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8. AMUSEMENT DEVICES

Will amusement devices be installed at the event? **Yes No**

If you answered yes to the above question please **refer to 8 in the Special Events Information Sheet to determine if an Application for Approval to Install or Operate an Amusement Device** must be completed with Nambucca Shire Council. Some amusement devices may not be approved by the Association’s insurers.

Have you attached the Application for Approval to Install or operate The Amusement Device? **Yes No**

Please provide details of each device below:

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9. EMERGENCY EXITS

If an enclosed space is to be used for entertainment, have

Emergency Exits, Signage and appropriate lighting been provided? **Yes No**

10. FIRST AID

Are adequate first aid facilities provided? **Yes No**

11. CROWD CONTROL/SECURITY

Supervision will be carried out by responsible adults? **Yes No**

Please provide details:

Name: Phone

Name: Phone

Name: Phone

OR

A security firm or the Police been contracted? **Yes No**

Please provide details:

Company Name Phone

Contact person Phone

.....

12. PUBLIC LIABILITY/PRODEUCTS LIABILITY INSURANCE

Is a Certificate of Currency noting the Association as an interested party attached to this application with a notation that the policy covers the event?

Yes No

13. SALE OF ALCOHOL

Will alcohol be sold at the event?

Yes No

Is a copy of the sale of alcohol licence attached?

Yes No

Will provide when available – application attached.

Yes No

14. ELECTRICITY

Is the electricity adequate for the event?

Yes No

Has electricity been arranged with County Energy?

Yes No

15. RISK ASSESSMENT

Have you completed the Risk Assessment supplied?

Yes No

Have you attached it to the application?

Yes No

16. SITE PLAN

Have you attached a site plan/sketch including stall

locations, First Aid Station, Emergency Exits, Muster Point?

Yes No

17. Program of activities

Have you attached your program of activities? **Yes No**

18. DAMAGE TO ASSOCIATION’S ASSETS

The Association’s Assets which include: fences, seating, playing surfaces, trees and gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture, must be left in the same condition as found.

A refundable bond may be required and will be assessed based on the level of facilities and attendees. Should a bond be required, the facilities will be inspected prior to and immediately following the event. It can be arranged that a representative of the Organising Committee be in attendance at the inspections.

The event organiser agrees to pay the costs of repairs:

Company Name:

Persons Name

Signature Date

19. WATER ACTIVITIES –

NSW Waterways approval is required for activities on enclosed Waters and must be attached to this application. Please provide a list of associated activities with the event and the local of each activity.

Do you require Waterways approval? **Yes No**

Have you attached the Waterways approval? **Yes No**

20. ENVIRONMENTAL

Have you attached the Environmental Plan? **Yes No**

NOTE: Due to the potential damage to marine life from the rubber material of deflated balloons in the water NO BALLOONS ARE TO BE RELEASED.

QUESTIONS

Has every question been answered? **Yes No**

NOTE: Make certain that you have answered every question. Incomplete applications will be returned to the applicant without further processing!

SIGNATURE

Have you signed the application? **Yes No**

Attachment 2

THE NAMBUCCA RIVER DISTRICT AGRICULTURAL ASSOCIATION LIMITED

HELPING YOU MANAGE YOUR RISKS, TO ENSURE YOUR EVENT IS CONDUCTED IN SAFETY

Risk Assessment Tool

This section contains:

- Risk Assessment Tool
- Risk Rating Table
- General Information

NOTE: This section is intended as a guide only and is not to be considered as a comprehensive document of every risk or hazard associated with your event.

You may need to consult with your insurer, organisations like NSW Workcover and other consultants (legal, financial etc) who can provide recommendations or professional advice.

**BEFORE YOU START TO ORGANISE YOUR EVENT,
PLEASE READ THE FOLLOWING**

The **NSW OCCUPATIONAL HEALTH AND SAFETY ACT 2000**, in conjunction with the consolidation of all associated regulations into the Occupational Health and Safety Regulation 2001, is the most significant reform to occupation health and safety laws in almost 20 years.

The changes introduce a move away from old-style laws which attempted to detail how hazards were to be controlled in every situation, to a position which requires employers to assess the risks posed by hazards in their workplace and to determine how best to modify their work processes to effectively eliminate or control the risks. This process is known as **Risk Management**.

You may be involved in an event that creates changes to your normal work practices/activities. You may have stock on the pavement, undertake outside cooking or food tasting, hold a street party, festival or have extra people in your business or home. You need to ensure you minimise the risk to the Association, yourself, your fellow volunteers, your friends, customers, staff and your home or business.

As an “event organiser” you will need to risk manage and ensure the safety of the event/function for attendees, volunteers and the general public.

The attached Risk Assessment tool is every easy to use and is taken from the Australian & New Zealand Standard AS/NZS 4360 – 1999 Risk Management. Write in what you think the hazards or risks will be in what you are doing for the event. You need to assess the likelihood of this happening using the scale at the bottom of the page. Use the consequence table in the same way. The box at the bottom right of the Tool allows you to choose the rating based on the likelihood and consequence of the hazard. For example a **consequence of 1 and a likelihood of E** makes the **rating High (H)**.

Once you have done this, write down what you will do to control the hazard. Always get someone to review your Risk Assessment, they may identify a further risk, or a risk control measure.

Additional information on Risk Management can be found in the Workcover Guide to Risk Assessment at Work, and Standards Australia and Standards New Zealand document AS/NZS 4360 - 2001 Risk Management.