

Event Information and Check List

TEMPORARY STRUCTURES *(Separate application form required – you will need to engage a building surveyor)*

Will temporary structures be used at your event:

- Yes No

Type of Structure	Number	Dimensions in m ²	Stage/Platform Height

TRAFFIC MANAGEMENT *(Traffic Management Plan may be required)*

Are temporary road closures proposed for your event:

- Yes No

Please provide details of road that will be disrupted by the event:

Road Name	Section	Start Time	Finish Time	Road to be Closed Yes/No

WASTE MANAGEMENT *(Waste Management Plan may be required)*

How will you manage waste at your event:

FOOD VENDORS *(Separate application form required or copy of state-wide food business registration)*

Will food be offered for sale or donation at your event:

- Yes No

Business Name	Operator	Contact Number	Statewide Registration Yes/No

ALCOHOL *(Approval required from the Department of Justice)*

Will alcohol be served, or BYO permitted at your event:

- Yes No

If yes, please provide details:

AMUSEMENT DEVICES *(Separate application form required)*

Will there be amusement devices used at your event:

- Yes No

VEHICLE ACCESS

Will your event require the entry of vehicles onto Council land:

Yes No

If yes, please provide details:

FIRST AID

Will your event have First Aid personnel:

Yes No

Organisation	Number of First Aid Personnel	Start Time	Finish Time
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EMERGENCY EVACUATION

Does your event have an Emergency Evacuation Plan

Yes No

If yes, please provide details:

Name of nominated person to authorise an evacuation:	Contact number during the event:

TOILETS

Will additional toilets be required for your event:

Yes No

If yes, please provide details:

FIREWORKS (Approval required from the Department of Justice)

Will there be fireworks at your event:

Yes No

ANIMALS

Will your event require the entry of animals onto Council land:

Yes No

If yes, please provide details:

LOST CHILDREN

What will you do if a child gets lost:

BAD AND DANGEROUS WEATHER

Does your event have a contingency plan for bad or dangerous weather:

Yes No

If yes, please provide details:

NOISE

Will your event use PA systems, amplified music or noise generating equipment:

- Yes No

If yes, please provide details:

CHECK LIST		Attached	
Completed Event Site Plan <ul style="list-style-type: none">• Parking• Toilets• Temporary structures – <i>if applicable</i>• Food stalls – <i>if applicable</i> Petting zoo and hand washing stations – <i>if applicable</i>• Amusement devices – <i>if applicable</i>• Bins• Emergency Assembly Points	Mandatory	Yes	
Public Liability Insurance Certificate of Currency (minimum \$20 million)	Mandatory	Yes	
Completed Mobile Food Business Application Form and provided valid copy of statewide food business registrations	If applicable	Yes	No
Traffic Management Plan	If applicable	Yes	No
Waste Management Plan		Yes	No
Fireworks Permit	If applicable	Yes	No