



OFFICE USE ONLY

Application Number: [] Date: [] CCO: []

LODGEMENT OF APPLICATION

Council: Monday-Friday, 8:00am-4:30pm
Auburn Service Centre - 1 Susan Street, Auburn NSW 2144
Merrylands Service Centre - 16 Memorial Avenue, Merrylands NSW 2160
Mail: The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160
Email: council@cumberland.nsw.gov.au

Important Information

- Prior to lodgement of this application, please contact Council's Bookings Team on 8757 9000 to confirm availability of date/s required
Application must be sent in at least 6 weeks prior to the event
If applicable, additional applications must be submitted upon lodgement
Applicable hire fees, which are determined by Council and set out in Council's Fees and Charges Policy, must be paid in full 7 business days prior to the date of the event.
In the event that wet weather prevents the use of the outdoor space, please contact Council's Bookings Team to discuss your options.

1. Applicant details

Organisation Name: []
Company seal (If applicable): []
ACN/ABN: []
Contact Person: []
Contact number(s): W: [] M: []
Contact email: []
Organisation address: Unit/House no: [] Street: []
Suburb: [] Postcode: []

2. Event details

Name of Event: []
Date/s of Event: []
Location: []
Description of event: []
Times the area is required (include set up and pack up): From: [] To: []
Time of Event: Start: [] Finish: []

3. Site Contact Details	
Site contact person:	<input type="text"/>
Contact number:	<input type="text"/>

4. Estimated Attendance	
Number of attendees:	<input type="text"/>
If expected attendance is greater than 500, neighbour notification is required – Residents/Businesses within the vicinity of the event must be notified 14 days prior to commencement of the event. Such notification must provide dates, times, any effects/increase to roads, parking or pedestrians, notice of fireworks and any other activities that may affect local residents. *Please attach a copy of the notice you have issued to residents and a map highlighting areas the notice was delivered to	

5. Access to event by machinery ***	
Do you require access to the proposed event site via Council land ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you must complete the ‘Parks Use and Access Application’ form and submit it at the same time as this application.	
Note:	
<ul style="list-style-type: none">• No vehicles other than those specially approved are permitted on Council’s sportsground or reserves• Indicate in your site plan, the vehicle access corridor and vehicle locations• Fees and Charges apply	

6. Traffic Management **	
A Traffic Management Plan is required for all events, (in accordance with the RMS guide to Traffic and Transport for Special Events) please attach to this application.	
Do you require full or partial temporary road closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you must complete the ‘Temporary Roadside (short term) Closure’ Form and submit at the same time as this application.	
Note:	
<ul style="list-style-type: none">• Permission must be obtained from the Cumberland City Council Traffic Committee (attended by Council, RMS, State MP Representatives, Local Police and bus operators) for road closures. This must be requested 6 weeks prior to the event to allow for approval. Failure to comply may jeopardise approval of application.• All emergency services must be advised of any road closures prior to the event• Fees and Charges apply	

7. Parking	
Please outline where your patrons will park to attend your event	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

8. Waste Management

A Waste Management Plan is required for all events. Please include waste reduction strategies and information on cleaning throughout

Do you require Council to provide bins for your event? Yes No

Council recommends 1 x 240L waste and 1 x 240L recycling bin per 100 attendees. Refer to Council's Fees and Charges - <https://www.cumberland.nsw.gov.au/policies-fees-and-charges>

No. of waste bins : 240L 660L No. of recycling bins required:

Date(s) required:

Please note: Council will deliver the bins during business hours to a suitable location

9. Sale of food at the event **

Do you proposed to sell food? Yes No

If yes, you must complete the '[Temporary Food Premises Registration](#)' Form and submit at the same time as this lodgement

All food sold within NSW must comply with the requirements of the *NSW Food Act 2003*, *NSW Food Regulation 2015* and the *FSANZ Food Standards Code*.

10. Alcohol

Is it proposed that alcohol be consumed? Yes No

Is it proposed that alcohol be sold? Yes No

If yes to any of the above, you **must** seek prior approval from Council before obtaining a Liquor Licence

Note:

- If it is proposed to sell alcohol, an appropriate liquor licence must be obtained from the Liquor and Gaming NSW <https://www.liquorandgaming.nsw.gov.au/> Level 13, 323 Castlereagh Street, Sydney. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event.
- Alcohol is not permitted in most Council's Parks and Sport fields.

11. Noise

Noise is controlled under the NSW Protection of the Environment Operations Act 1997 and is administered by Council and the NSW Police. Any approval for use of a reserve by Council is subject to the above Act.

Will there be a public address system used? Yes No

Times P.A system is proposed to be used: From: To:

Are there any other potentially noisy activities proposed for the event? Yes No

If yes, please specify:

What type of musical performance is proposed?

No. of speakers/sound power level (e.g. 240 watt speakers)

Proposed performance times or occurrence of noisy activities: From: To:

What measures have been taken to reduce the noise impact on neighbouring residents?

You may be required to produce a current copy of your APRA licence

12. Water Requirements

Does your event require access to Council's water supply? (where available) Yes No

If yes, does the event require connection to supply for the duration of the event? Yes No

If yes, please indicate the extent and purpose of such a supply:

Note:

- A fee may be charged after the event for usage
- Not all parks have access to running water

13. Temporary Structures **

Do you propose to have temporary structures? Yes No

If yes, you must complete the '[Application for Approval of an Activity – S68 Local Government Act 1993](#)' and submit at the same time as this application.

Type of temporary structure (include dimensions):

Structure Owner Details

Name of Organisation:

Contact name:

Address:

Contact Number: W: M:

Email Address:

Will there be amusement devices? Yes No

Amusement devices includes children's rides, petting zoos and mechanical devices

If yes, how many devices will be operating at the event?

Device Owner Details

Name of Organisation:

Contact name:

Address:

Contact Number: W: M:

Email Address:

Device details

Name of device	Registration number	Registration expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note:

- Include location and size of devices, structures, and pyrotechnic on-site plan
- Council requires a copy of Public Liability from the company providing the amusement devices/scaffolding/pyrotechnics etc
- If there is more than one owner, please provide their details on a separate sheet

14. Pyrotechnics

Is it proposed to have a fireworks display? Yes No

If yes, please provide radius on site plan

For a fireworks display, approval must be granted by Safework NSW - <https://www.safework.nsw.gov.au/>.

15. Power requirements

Generators will need to be supplied at your cost. Will you be using your own generator for power supply? Yes No

Please provide details

- Conditions and requirements:**
- All electrical equipment must have been tested and tagged as per Work Cover Code of Practice
 - Residual current detectors should be used as a safety precaution
 - All your power connections must conform to the Australian Standards for electrical wiring
 - Provide location of generators on site plan

16. Safety Procedures

Please provide safety procedures that will be in place for the event (for example evacuation plans, safe work methods, first aid arrangements etc.)

17. Security

Please detail event security measures that will be in place:

Have you notified emergency services e.g. Police, Ambulance and Fire? Yes No

18. Risk Management

A risk management plan is required for all events. Responsibility for conducting risk assessments and the preparation of risk management plans is the responsibility of the applicant. Council has developed a 'Risk Assessment Checklist' to aid this process. A copy of the checklist will be included with Council's letter of confirmation

19. Toilets

Adequate toilet facilities including accessible units will need to be supplied at your cost. Number of portable toilets onsite?

Do you require keys for the amenity block toilets?

Please refer to 'Hire Arrangements for Parks and Sports Fields - Terms and Conditions'

20. Financial

Is this a profit-making venture or a community awareness campaign with monetary gain? Yes No

If yes, please indicate where profit will be directed, and please indicate if it is part of a business enterprise. If it is part of a business enterprise, you must provide a copy of your Certificate of Registration or Business Name and your ABN

Are you charging an entry fee for this event? Yes No

If yes, please indicate how much you are charging: \$

21. Product sales or give-aways

Do you plan to give away products? (other than food) Yes No

Please provide details:

22. Current Insurance Cover

a) Assets: Council will not be responsible for any equipment

b) Liabilities: Your organisation is to produce a current Public Liability Policy (Certificate of Currency) held with an acceptable Insurance Company with a minimum cover of \$20 million indemnity

A copy of the Certificate of Currency is to be provided to Council with this application at least one (1) month prior to the date of the event, following site confirmation. A receipt for payment of an insurance premium will not be accepted. **The event will not be permitted to commence without such a policy in place.**

c) Personal Accident/Workers Compensation: The event organiser is responsible to ensure that all parties involved in the organisation of the event has suitable insurance cover. Council will not be responsible for any personal injury to event personnel and requires indemnification from the event organiser should any claims be made against Council.

I certify that the foregoing information is correct to the best of my knowledge and belief, and undertake to advise Council should there be any alterations or additions to the information supplied.

Council requires evidence of your current Public Liability Policy, identifying and naming the Cumberland City Council or 'any local government where the activity is taking place', with a cover of \$20 million.

Public Liability Insurer:

Amount of cover: \$ Expiry Date:

23. Bond Refund

Direct Deposit – Bond refunds will be deposited directly into your bank account within 7 working days upon inspection and/or return of keys/swipe card following a booking

Name of Bank: Account Name:

BSB No.: Account Number:

Cheque required – A cheque will require a further 5 working days to be issues, please allow additional postage time

Name: Signature Date:

Note: Please ensure the details above match the payee of the bond as the refund will be returned to the original payee

24. Declaration

I have supplied all required documents and confirm that all of the details I have provided are true and correct. I understand that I will need to submit a new application for each event. In signing this form, I acknowledge that I have read and accepted the 'Hire Arrangements for Parks and Sport Fields – Terms and Conditions'.

Applicant's name:

Signature: Date:

Checklist		
Documents Required	Applicant	OFFICE USE ONLY - CCO
Public Liability		
• Current Public Liability Policy (Certificate of Currency) held with an acceptable Insurance Company with a minimum cover of \$20 million indemnity	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Pyrotechnic Public Liability Policy (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Public Liability from the company providing the amusement devices/temporary structures including marquees etc.	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan on aerial map		
• Location of all temporary structures, including stages, marquees, portable toilets, and food stalls	<input type="checkbox"/>	<input type="checkbox"/>
• Location of all amusement devices including any pyrotechnics	<input type="checkbox"/>	<input type="checkbox"/>
• Access plan including emergency exits, pedestrian and vehicle entry and exit	<input type="checkbox"/>	<input type="checkbox"/>
• Location of power, lighting, generators, parking, and bins	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Plan		
• Vehicle movements	<input type="checkbox"/>	<input type="checkbox"/>
• Illustrations of walkways, signs, and general arrangements to control the health and safety and risks associated with event management around traffic	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Plan		
• Copy of Waste Management Plan including where bins will be located, how many will be supplied and how often they will be emptied. Council requires 1x240L waste and 1x240L recycling bin per 100 attendees	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management		
• Risk Assessment Plan	<input type="checkbox"/>	<input type="checkbox"/>
• COVID-19 Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>
Additional Forms (if applicable)		
• Park Use and Access Application form	<input type="checkbox"/>	<input type="checkbox"/>
• Application for Approval of an Activity – S68 Local Government Act 1993	<input type="checkbox"/>	<input type="checkbox"/>
• Temporary Road Closure form' (if applicable) for local roads	<input type="checkbox"/>	<input type="checkbox"/>
• Temporary Food Premises Registration form for each food vendor	<input type="checkbox"/>	<input type="checkbox"/>

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

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