



OFFICE USE ONLY

Application Number:		Date:		CCO:	
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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 & Community Centre 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
 - Temporary Roadside Closure
 - Temporary Food Premises Registration
 - Application for Approval of an Activity – s68 Local Government Act 1993
- 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 & Community Centres Team to discuss your options.

1. Applicant Details

Organisation Name:			
ACN/ABN:			
Applicant Name:			
Contact number(s):	W:	M:	
Contact email:			
Organisation address:	Unit no:	House no:	
	Street:		
	Suburb:	Postcode:	

2. Event Details

Name of Event:			
Date/s of Event:			
Location:			
Description of event:			
Bump in and Bump out:	From:	To:	
Time of Event:	Start:	Finish:	

3. Site Contact DetailsSite contact person: Contact number: **4. Estimated Attendance**Number of attendees:

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. The 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 too**

Notice attached: ☐ Yes ☐ NoMap attached: ☐ Yes ☐ No**5. Vehicle Access**Do you require access to the proposed site via Council land? ☐ Yes ☐ No

- 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

6. Traffic Management

A Traffic Management Plan is required for all events and must include parking details, as well as entry and exit traffic flow arrangements.

Do you require full or partial temporary road closures? ☐ Yes ☐ No

If yes, you must complete the '[Temporary Roadside \(short term\) Closure](#)' in accordance with the **RMS guide to Traffic and Transport for Special Events**, please submit this form as part of this application

- 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. 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 bins 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.

8. Sale of Food at the EventDo you propose to sell food? ☐ Yes ☐ No

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

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*.

9. 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

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.

Please note alcohol is not permitted in most Council's Parks and Sport fields.**10. 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. You may be required to produce a current copy of your APRA licence.

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?

☐

Yes

☐

No

If yes, please specify:

What type of musical performance is proposed:

Number of speakers/sound power level (e.g 240 watts speakers):

Times P.A system is proposed to be used:

From:

To:

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

11. Water Requirements

Does your event require access to Council's water supply? (where applicable)

☐

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:

- Fees and Charges may apply
- Not all parks have access to running water

12. 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 found at [Council Forms | Cumberland City Council](#) and submit at the same time as this application.

Temporary structure details

Type of Structure	Company Name	Company Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Include the location and dimensions of devices, structures on the site plan on aerial map
- Council requires a copy of Public Liability from each company supplying the amusement devices and similar devices
- If there is more than one owner, please provide their details on a separate sheet.

13. Pyrotechnics**Is it proposed to have a fireworks display?**☐

Yes

☐

No

*If yes, please note that this is subject to Council approval.***14. Power Requirements****Will you be using your own generator?**☐

Yes

☐

No

If yes, please provide the details of the generator power output:

- Generators will need to be supplied at your cost
- 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 the site plan on an aerial map

15. 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.)

16. Security

Please detail event security measures that will be in place:

Have you notified emergency services e.g. Police, Ambulance and Fire?☐

Yes

☐

No

17. 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.

18. 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?☐

Yes

☐

No

19. Financial**Are you charging an entry fee for this event?**☐

Yes

☐

No

If yes, please indicate how much you are charging:

\$

Do you plan to give away products? (other than food)☐

Yes

☐

No

Please provide details:

20. NSW Police Requirement

All events are required to lodge a Notification of Intention to Hold a Public Assembly with the NSW Police Force.

[Notice of Intention to Hold a Public Assembly](#)

Contact the local police command for more information.

21. 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:

22. 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 No:

23. Declaration

By signing this form, I confirm the following:

- I have provided all required documentation, and I declare that the information I have supplied is true and accurate to the best of my knowledge.
- I understand that a separate application must be submitted for each individual event.
- I acknowledge that I have read, understood, and agreed to the '[Hire Arrangements for Parks and Sport Fields – Terms and Conditions](#)'.

Applicant's name:

Signature:

Date:

Checklist		Applicant	OFFICE USE ONLY - CCO
Document Required			
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 approved)		<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Public Liability from each 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 waste bins		<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Plan			
• Illustrations of walkways, signs, and general arrangements to control the health and safety and risks associated with event management around traffic including: <ul style="list-style-type: none"> ○ Street Names ○ Onsite Parking Details ○ Entry and Exit Traffic Flow 		<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"/>
Additional Forms (if applicable)			
• 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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