

# Application for a licence to stage an event



PORT STEPHENS  
COUNCIL

## Section 1. Applicant details

The applicant is the organisation, company or individual taking responsibility for management of the event & must be the holder of the public liability insurance.

Applicant name \_\_\_\_\_ ABN \_\_\_\_\_

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Postal address \_\_\_\_\_

Email address \_\_\_\_\_

Work phone \_\_\_\_\_ A/H phone \_\_\_\_\_ Mobile \_\_\_\_\_

### ORGANISATION TYPE

Not for profit  Private/public company  Government body  Other \_\_\_\_\_

## Section 2. Public liability insurance

A minimum of \$20,000,000 Public Liability Insurance is required as a minimum. A Certificate of Currency should be submitted with your application referencing the specific event you are applying for and noting Port Stephens Council as an interested party.

Has a copy of the Certificate of Currency been attached to the application?  YES  NO

Please advise the date your Certificate of Currency will be provided: \_\_\_\_\_

## Section 3. Event details & contacts

Event name \_\_\_\_\_

Event day & date/s \_\_\_\_\_ Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Setup date & time \_\_\_\_\_ Cleanup date & time \_\_\_\_\_

Entry Fee/Ticket Price (if applicable) Adult \_\_\_\_\_ Child \_\_\_\_\_ Concession \_\_\_\_\_

Is this a fundraising event?  YES  NO

Please outline purpose of funds to be raised \_\_\_\_\_

### EVENT DAY CONTACT

Please note that these details will be used as the key contact during the event & included on the Event License.

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

### Estimated Event Attendance

	Port Stephens	Hunter Region	NSW	Interstate	International
Competitors, participants or entrants					
Accompanying guests					
Officials					
VIP					
Media					
Other (please specify)					
Total					

# Application for a licence to stage an event



PORT STEPHENS  
COUNCIL

## Section 4. Description of event

Briefly describe the event & its purpose including schedule of activities or event plan. **Please attach document**

## Section 5. Event Location

Where is the preferred site for the event? \_\_\_\_\_

If this site is not available do you have an alternate location? \_\_\_\_\_

The Port Stephens Council Events Team can provide assistance with sourcing locations if required.

## Section 6. Food

Will food be served or sold at event?  YES complete item below  NO proceed to Section 7

If selling food, you will be required to complete a Temporary Food Staff Application for each food vendor attending your event. This form will be forwarded to you by Councils Events Team and must be submitted 14 days prior to the event.

Please provide details of food being served or sold. **Please attach document**

## Section 7. Alcohol

Will alcohol be consumed, served or sold at event?  YES it will be consumed  YES it will be served or sold  
 NO proceed to Section 8

Please provide details including times, boundaries and management. Please note that additional approvals for the consumption of alcohol will be required via the Port Stephens Local Area Command and the Office of Liquor, Gaming and Racing.

---

---

---

---

---

---

---

---

---

---

## Section 8. Electrical Access

Do you require access to Council electricity if required?  YES  NO

Provide details \_\_\_\_\_

Will generators be used at the event?  YES  NO

Provide details \_\_\_\_\_

Will the generator be silent?  YES  NO

Provide details \_\_\_\_\_

Will electrical equipment be used?  YES  NO

# Application for a licence to stage an event



**PORT STEPHENS**  
COUNCIL

Details of Electrical Equipment to be used at your event.

Equipment Type	Details including wattage, power draw/load requirements (ie 10-15 amp or 3 phase)

## Section 9. Amenities

Existing toilet facilities may be available at most sites however, where the number of people attending the event exceeds 250, a minimum of 6 toilets must be available. Thereafter, one additional toilet for every additional 250 people must be provided. This ratio will vary for events where alcohol is being served.

Will additional toilets be provided at event?  YES complete section below  NO proceed to section 10

How many portable toilets will be provided?

Male \_\_\_\_\_ Female \_\_\_\_\_ Disabled \_\_\_\_\_

Who will be supplying the portable toilet facilities? \_\_\_\_\_

Phone \_\_\_\_\_ Delivery date & time \_\_\_\_\_ Collection date & time \_\_\_\_\_

It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance for all portable amenities.

## Section 10. Waste Management

Most Council parks and reserves have waste facilities available however, these may not be sufficient for your event. Council can organise additional waste and recycling bins for your event on request. Note: if using more than 12 additional bins, recycling stations will need to be provided. For large events, a Waste Management Plan will be requested.

Will additional bins be provided at event?  YES complete item below.  NO proceed to section 11

Types and number of bins supplied for event  General Waste No. of bins \_\_\_\_\_

Recycle No. of bins \_\_\_\_\_

Front load skip No. of skip bins \_\_\_\_\_

Bin supplier \_\_\_\_\_

Phone \_\_\_\_\_ Delivery date and time \_\_\_\_\_ Collection date & time \_\_\_\_\_

# Application for a licence to stage an event



## Section 11. Infrastructure

Will temporary structures be used at event?  YES complete section below  NO proceed to section 12

Category	Number	Size	Details
Food Vendors			
Stall Holders			
Marquees			
Stages			
Lighting Equipment			
Generators			
Portable Toilets			
Other structures			

## Section 12. Amusements

Are you proposing to have amusement devices  YES complete item below  NO proceed to section 13

Please note some mechanical amusement devices and inflatables with a platform height above 3 metres may require you as the event applicant to provide copies of Insurance, Registration and Work Cover certificates. These documents should be sourced from the amusement hire company and provided to support your application.

Amusement Hire Company \_\_\_\_\_

Phone \_\_\_\_\_

Type of Amusement device \_\_\_\_\_

Dimensions / description \_\_\_\_\_

## Section 13. Amplified noise

Will any amplified noise be used at event?  YES complete item below  NO proceed to section 14

Detail the amplified music, announcements and/or sound at event

Nature of sound (band, PA etc) \_\_\_\_\_ Style of music \_\_\_\_\_

Duration of amplified noise (dates & times) \_\_\_\_\_

## Section 14. Vehicle access

Vehicle access to PSC parks and reserves will be approved for unloading and loading only and is subject to approval.

Will vehicles require access on Council land at event?  YES complete Item below  NO proceed to section 15

# Application for a licence to stage an event



PORT STEPHENS  
COUNCIL

Where is access required? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide reason for access \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please outline how will event staff, stallholders and suppliers access the area for the event?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 15. Temporary road closures/traffic management

A copy of compliant Traffic Management Plan and Parking Strategy prepared by an Accredited Traffic Control provider will be required if there is any disruption to traffic, parking or safety concerns.

Will the event require temporary road/carpark closure or have a street march/parade?

YES our events team will advise further details required  NO proceed to section 16

Road closure  Carpark closure  Street march/parade

## Section 16. Aquatic activities

Will any water based activities be part of event?

YES complete item below and contact RMS as additional permits may be required  NO proceed to section 17

**Attach details** of all water-based activities, location, water safety management plan and a detailed site map

## Section 17. Fireworks

Will fireworks display be conducted at event?  YES complete Items below  NO proceed to section 18

Licensed operator supplying the fireworks \_\_\_\_\_

Fireworks operator conducting show \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Location where fireworks will be conducted \_\_\_\_\_

Documents required with application:

- Workcover Authority
- Fireworks Contractor Insurance Policy
- Fireworks Contractor Licence
- Fireworks Operators Licence of the operator who is conducting the show

## Section 18. Risk management/WHS

**Please attach** a copy of your risk management plan

# Application for a licence to stage an event



PORT STEPHENS  
COUNCIL

## Section 19. Access and equity compliance

- Is the site accessible for wheelchairs and for people with disabilities?  YES  NO
- Does the promotional material for the event specify if the event is wheelchair accessible?  YES  NO
- Will appropriate disability access toilets be provided?  YES  NO
- Is adequate and suitable disability parking incorporated on the site plan?  YES  NO

## Section 20. Community consultation

What action will be taken to notify local residents of your event?

---

---

---

---

## Section 21. Promotion and signage

Provide details of all pre-event promotional marketing; including radio, newspapers, television, leaflets. Please note that Port Stephens Council Signage Policy will apply to all event signage.

Do you intend to erect any on-site banners/signs?  **Please attach** additional page with details

## Section 22. Wet weather alternative

Detail the contingency plans in case of inclement weather: including method of notifying potential attendees

---

---

---

---

## Section 23. Site plan

Attach a site plan with submission to [info@eventsportstephens.com.au](mailto:info@eventsportstephens.com.au) which clearly indicates all of the following applicable to the event:

- Emergency access routes/parking and disabled parking
- Stage and direction of amplified sound
- Security, crowd control and/or police locations
- Approved liquor consumption areas/non-alcohol areas
- Site entrances/exits
- Registration/marshalling areas
- Marquees/tents/jumping castles, animal enclosures
- Temporary food stall applications
- Fire extinguishers
- Spectator areas
- First aid posts & lost children/property
- Carpark closure (number of car spaces and location)
- Portable toilet facilities
- Litter/refuse facilities
- Fireworks launch site/exclusion zone

## Section 24. Application attachments

Ensure you have completed all sections of application – the following documents must be attached to the application if applicable

- Certificate of Currency (public liability insurance)
- Site Plan
- Risk Management Strategy
- Fireworks display notification & supporting documentation
- Traffic Management Plan/Parking Strategy & supporting documentation
- Aquatic Event Application
- Liquor Licence Application
- Temporary Food Stall Application
- Workcover Registration

# Application for a licence to stage an event



PORT STEPHENS  
COUNCIL

## Section 25. References

Please provide 2 references. It is preferred that these references are approving authorities of other events you have held

### REFERENCE ONE

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Postal address \_\_\_\_\_

Email address \_\_\_\_\_

### REFERENCE TWO

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Postal address \_\_\_\_\_

Email address \_\_\_\_\_

## Section 26. Declaration

I declare that I am an authorised person to apply for the Event Permit and that all information in this application is true and correct. I have read the guidelines and accepted the conditions for events. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that all details provided are accurate and this event will be organised and managed as described unless advised otherwise by Port Stephens Council and/or its authorities.

I understand that this Event Application does not constitute event approval.

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application Fee

Event administration and site hire fees apply. Council's Events Team will provide you with a quote upon completion of the event assessment for your application.