

TRIM Reference: _____



EVENT APPLICATION (For Medium to High Risk Events)

WHEN IS AN EVENT APPROVAL REQUIRED?

Is your event medium to high risk? If you say YES to more than one of the following it is:

- | | | | |
|---------------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Attracting a Large Crowd | <input type="checkbox"/> Amusement Rides | |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Fireworks | <input type="checkbox"/> On City Land | <input type="checkbox"/> Security |
| <input type="checkbox"/> Selling Food | <input type="checkbox"/> Stage | <input type="checkbox"/> Traffic Management | |

DEFINITION OF AN EVENT

An event is an organised recreational, cultural, commercial or social gathering of people. The event is prearranged and not business as usual. Any event held in a public open space on City owned land and open to the community must follow this process. Please contact



TABLE 2 *Total Number of Ablutions facilities required based on duration of the event*



Adequate bins are required to be provided for patrons. For large events, ongoing clean-up operations during the event may be required.

For additional green wheelie bins at the event, they can be hired and will incur a charge (price on application). These costs include the delivery and collection of the bin(s) for your event and one service to empty the waste in the bin(s) at the inclusion of your event.

The City will not service bin(s) mid-event for a one-day event, so please ensure that enough bin(s) are ordered to cover the events waste requirements.

Number of Bins required? _____

Are additional services required?

Yes No

If YES, when: *e.g. each morning, in the afternoon* _____

Number of additional services required? _____

Is [HW11 Special Event Bin Hire](#) application attached/submitted?

Yes No

TRAFFIC MANAGEMENT

Traffic Management is required if any roads are to be closed or congestion, which will be created due to the event. A Parking and Transport Management Plan is required to be submitted to the _____.

Timeframes for road closures will vary, please allow 60 days for complex road closures. There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the event/venue.

Is Traffic Management required?

Yes No

PART 5: FOOD AND BEVERAGE

FOOD

team, 14 days prior to the event. To register, please complete [HW05 Notification of a Food Stall](#) application.

Will Food be available during the event?

Have you obtained the appropriate insurance?

Yes No

Is a copy of your Public Liability Insurance attached?

Yes No

RISK MANAGEMENT

A Risk Management Plan must be provided for all however, if the event is likely to have 5000 or more participants, then a Risk Management Plan in accordance with AS31000 must be provided.

ACCESS BY COUNCIL STAFF

The Event Organiser shall ensure that authorised council staff has access to the whole recorded at the door.

EVENT MEETINGS

All events will require consultation with key City staff. As the Event Organiser, it is your

