



# TEMPORARY EVENT APPLICATION

## Important Information - read before completing application form.

- **Events Toolkit**  
Covers essential information to consider when holding an event.
- **Application Fees**  
Full payment of Council issued invoice is required prior to an event permit being issued.
- **Application Deadline**  
Completed in full and received via email at least 8 weeks prior to the event date.  
[events@ssc.nsw.gov.au](mailto:events@ssc.nsw.gov.au)
- **Asset Protection Bond**  
In most circumstances a bond will be required to cover the cost of any repairs arising from the permitted.
- **Application Deadline (events requiring road closures)**  
Completed in full and received via email at least 16 weeks prior to the event date.  
[events@ssc.nsw.gov.au](mailto:events@ssc.nsw.gov.au)
- **Event Cancellation**  
Email [events@ssc.nsw.gov.au](mailto:events@ssc.nsw.gov.au) if your event is going to be cancelled. Cancellations made less than 3 working days prior will incur full event fees.

### Instructions:

Before you start filling out the form save it to your computer/device. Please complete the form using [Acrobat Reader DC](#). Once you have completed it click on 'Submit', the form will open your mailbox and show as an attachment. Please email the form and any other relevant documents to [events@ssc.nsw.gov.au](mailto:events@ssc.nsw.gov.au)

**Before completing this application, all applicants must read over Council's [Standard Temporary Event Terms and Conditions](#).**

## 2. Applicant details

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

Organisation	ABN				
Postal address					
Contact name					
Email address	Phone	Mobile			
Organisation type	Community/ Non profit	Commercial	Government	Sporting Club	Other

## 3. Public liability insurance

Sutherland Shire Council must be listed as an interested party on the Certificate of Currency and level of cover must be \$20,000,000.

The event organiser is responsible to ensure that all parties involved in the organisation of the event have suitable insurance cover. Council will not be responsible for any personal injury to event personnel or person/s attending the event and requires indemnification from the event organiser should any claims be made against Council.



**Please provide a copy of the Certificate of Currency with this application.**

#### 4. Event details

Event name

Proposed Venue/ Location

**1st**

Preference

**2nd**

Preference

Wet weather option

Cancelled & participants notified OR

Contingency plan has been included in Assessment/ Safety Checklist

Bump In date/s

Start time

Finish time

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Events date/s

Start time

Finish time

Anticipated Attendance

Bump Out date/s

Start time

~

Finish time

Is this a fundraising event?

YES

Raising funds for the below charity/ community group:

NO

What percentage of funds will be returned to the charity/ community group:

Type of Event

Charity/Fundraising

Community

Markets/Fair/Festivals

Sport

Cultural

Free

Beach

Hobby/ Exhibition Show

Commercial

Other

Are you applying or receiving any grants or subsidies for this event? If YES, provide details where/ who?

#### 5. Description of event

Briefly describe the event and its purpose including schedule of activities.

## 6. Food

Will food be served or sold at event?

**NO** - proceed to Item 6

**YES** - complete details below. eg. canteen, temporary food stalls, BBQ, food trucks, etc.

Served

Sold

**All temporary food premises (stalls) are to comply with NSW Food Authority Guidelines for Food Businesses at Temporary Events, The Food Act 2003 and Food Regulation 2015**

## 7. Alcohol

**NO** - proceed to Item 7

Will alcohol be served or sold at event?

**YES** - Alcohol will be served or sold - complete item below. If alcohol is to be sold a liquor licence application must be lodged with Liquor and Gaming NSW. If alcohol is to be consumed (but not sold) a consumption licence must be obtained from the local Police Station. Please provide a copy of relevant licence/s with this application.

Consumption/ Liquor License holder name:

Phone

Address

Email


Provide number of dispensing and consumption areas to be available

Dispensing

List operating hours during event:

Consumption

How will boundaries of the dispensing and consumption areas be defined?

 **Attach Alcohol Management Plan to this application including details of barricading, security and signage.**

## 8. Electricity/ Generators

If Council controlled electrical facilities exist, do you require access? Note: An electricity access fee applies

**YES\***

\* Provide details (3phase, 10amp, 240volt)

**NO**

Will generators be used at the event?

**YES\***

\* Provide details (ie. silent generator)

**NO**

## 9. Toilets

Will additional toilets be provided at the event? **NO** - proceed to Item 9  
**YES** - complete details below and include on site map

How many portable toilets will be provided? Unisex Accessible toilets

Contractor Name Phone:

Delivery date and time Collection date and time

**It is the event organiser's responsibility to obtain a Manufacturer's Statement of Compliance.**  
**Sutherland Shire Council's guide for events where alcohol is NOT available:**

Patrons	MALES			FEMALES	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

\*a separate guide applies for events that include alcohol, please see our [Events Toolkit](#) for more information.

Adequate toilet facilities including accessible units will need to be supplied at your cost if your event exceeds the venues available capacity.

## 10. Bins

**Bins required per 100 attendees** 1 x 240L – Special event bins if no food or drinks served/sold  
2 x 240L – Special event bins if food or drinks served/sold

**Number of bins required for event**

**Would you like a quote for Sutherland Shire Council to provide your event bins?**

**YES**

**NO** - Please indicate your bin supplier below

Bin Supplier

Phone

Delivery date and time

Collection date and time

## 11. Temporary Structure

**Will temporary structures be used at event?** **NO** - proceed to Item 11.  
**YES** - complete Item below

Stage and scaffolding must be erected by appropriately ticketed scaffolders and is required to be certified structurally stable by a practicing Structural Engineer. It is the responsibility of the event applicant to obtain temporary structure company's Public Liability Insurance.

Provide details of the structures: marquees, stalls, staging ...

Quantity Dimensions Weight Other/ Additional details:

Marquees

Fete Stall  
with flooring

Fete Stall  
no flooring

Food Trucks

Stage/  
Stage Truck

## 12. Amusement devices

**Will amusement devices be used at event?**

**NO** - proceed to Item 12.

**YES** - complete Item below

It is the applicant's responsibility to ensure amusement devices used or hired for the event comply with NSW WHS Regulation 2011 requirements. It is the responsibility of the event organiser to ensure the Amusement Device Company has the appropriate paperwork for the amusement devices ie. Evidence of a current up-to-date service logbook and a copy of the Registration Certificate provided by SafeWork NSW. Please forward copies of this to Council with your application.

Provide details of the amusement devices to be used at the event: carnival rides, jumping castles, petting zoos, etc

Amusement Device	Weight	Dimensions	Delivered via Ute/ power supplied by operator
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## 13. Amplified noise

**Will any amplified noise be used at event?**

**NO** - proceed to Item 13.

**YES** - complete Item below

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

## 14. Vehicle, machinery and pedestrian access

**Will vehicles/machinery require access on council land at event?**

**NO** - proceed to Item 14.

**YES** - complete Item below

If access to the area is required, please describe the vehicles and their intended purpose for your event.

Setup/ Bump In:

During event:

Cleanup/ Bump Out:



**Attach site specific Vehicle and Pedestrian Management Plan if vehicle movement is complex.**

## 15. Traffic & Roads

**Will the event require temporary road/ carpark closure?**

**NO** - proceed to Item 15.

**YES** - complete Item below

Select relevant:


Road Closure (16 weeks notice required)\*

\* Fees apply for closure signage

Carpark Closure (Full Closure)\*

Carpark Closure (Partial Closure)\*

Provide details of roads/streets to be closed including date/s and time/s (include site map)-

 **Attach copy of your Traffic Management Plan/ Traffic Control Plan/ Vehicle and Pedestrian Management Plan/ Traffic Site Map/ Road Occupancy Licence (if applicable)**

## 16. Aquatic/Beach/Ocean events

**Do you require exclusive use of a body of water?**

**NO** - proceed to Item 16

**YES** - complete Item below.

For any event taking place in waterways and oceans; a Water Safety Management Plan must be submitted to Council at the time you submit your event application – the plan must detail:

- Details of the water based activities
- Site map (including activities undertaken in the water)
- Detailed site specific Risk Assessment/ Safety Checklist

**Are Lifeguards services required as part of your event?**  
**\*Fees apply.**

**NO**

**YES**

- ➔ Please tick your ideal requirements/services-
- Jetbike equipped with 1 lifeguard
  - 4 x 4 vehicle equipped with 1 lifeguard
  - Assistance with first aid provision
  - Beach grading/ beach cleaning pre event
  - Beach grading/ beach cleaning post event
  - Other

Please list the quantity, dates and times these services are required. Requests for services are not confirmed until event approval has been given.

**Has a contingency location been selected?**

**NO - Event will be cancelled**

**YES**

➔ Please provide details below-

Your contingency plan must include details on: what the contingency plan triggers are, how they will be enacted, transportation details, crowd management & a site map for the new location/s.

\* See schedule of fees

 **Attach a copy of your Aquatic Licence to this application. Please visit [Transport for NSW website](https://www.transport.nsw.gov.au/transport-for-nsw) to see if your event requires an aquatic licence.**

## 17. Fireworks

**Will a fireworks display be conducted at the event?**

**NO** - proceed to Item 17

**YES** - complete details below.

Licensed operator supplying the fireworks

Telephone

Address

Operator onsite conducting the show:

Location where fireworks will be conducted:

Documents required with application:

Safe Work notification issued under the NSW Explosives Act


Pyrotechnic certificate of currency for liability insurance

Job Safety and Environmental Analysis and Risk Assessment

Current Safework licences

Workers Compensation Insurance

Neighbour notification (500m radius of event site)

 Attach the above listed documents

## 18. Site & Environmental Management

**What steps will be taken to avoid damage to Council assets and infrastructure?**

## 19. Risk Management

Your event risk management plan should include foreseeable health and safety hazards, assessment of their risk and controls to eliminate or minimise risk at your event. The plan must include all phases of the event including setup/bump, during the event and clean up/bump out.

Council has created a [Risk Assessment / Safety Checklist](#) for small – medium size events along with a [blank template for event organisers](#) to use as a basis to compile your own event specific risk management plan.

Applications submitted without a 'Risk Assessment / Safety Checklist' cannot be assessed.

Other/ additional details:

 Attach a copy of your Risk Assessment/ Safety Checklist.

 Attach a copy of your Emergency Plan (required for large scale events).

## 20. Access and equity compliance

**YES      NO**

Is the site accessible for wheelchairs and for people with disabilities?

Does the promotional material for the event specify if the event is wheelchair accessible?

Regional/large public event: will appropriate accessible access toilets be provided?

Road/carpark closures: is adequate and suitable accessible parking incorporated on the site plan?

## 21. Community safety

What security arrangements do you have in place for equipment left overnight due to setup/cleanup if your event is 2 days or more?


Is additional lighting being provided?

YES\*

\*Provide details

NO

## 22. Community consultation

Events that are in close proximity to local business and/or residents require resident notification at least 10 days in advance of your event.  **Please attach a copy of your neighbour notification letter if applicable.**

## 23. Promotion and signage

**Please tick below what promotional channels you intend to use to promote your event:**

TV

Leaflets

Newspaper (Local)

Radio

☐

Letterbox drop

Newspaper (Metropolitan)

Social Media

Other

**Do you intend to erect any banners/signs around the Sutherland Shire leading up to your event?**

NO

YES - See Council Banner [Sites](#) & [Guidelines](#)

Please list below preferred locations (pending Council approval)

**Does your event have tourism appeal (aimed at attracting visitors from Sutherland Shire & Greater Sydney)?**

NO

YES - Council recommend you register your event with [Australian Tourism Data Warehouse](#) (it's free) who will automatically link your event on these webpages

1) [Sydney](#) 2) [Visit Sutherland Shire](#)

3) Sutherland Shire Council's [What's On in the Community](#) events page.


**Is your event primarily intend to only attract Sutherland Shire residents?**

NO

YES - Council recommend you [register](#) your event on our [What's On in the Community](#) webpage



## 24. Site plan

 Attach a site plan, which clearly indicates all of the following applicable to the event:

Emergency access routes/parking and accessible parking	Fire extinguishers
Stage and direction of amplified sound	Spectator areas
Security, crowd control and/or police locations	First aid posts
Approved liquor consumption areas/ non-alcohol areas	Lost children/property
Site entrances/exits	Portable toilet facilities
Registration/marshalling areas	Litter/refuse facilities
Marquees/tents/stalls	Fireworks launch site/exclusion zone
Amusement devices	Power sources
PA systems	Road closures & Vehicle movements

**Applications submitted without a site plan cannot be assessed.**

## 25. Application attachments

Please ensure you have completed all sections of application – the following documents must be attached to this application

<b>Certificate of Currency (Public Liability Insurance) (Required)</b>	Alcohol Management Plan (if applicable)
<b>Site Plan (Required)</b>	Aquatic Licence (if applicable)
<b>Risk Assessment/ Safety Checklist (Required)</b>	Neighbour Notification (if applicable)
	Consumption/Liquor Licence Application (if applicable)
	Fireworks Display Notification and supporting documentation as listed in item 16. (if applicable)
	Engineers certificate (if applicable)
	Amusement Rides SafeWork NSW documents (if applicable)
	Traffic Management Plan (if applicable)
	Traffic Control Plan (if applicable)
	Vehicle and Pedestrian Management Plan (if applicable)
	Road Occupancy Licence (if applicable)

## 26. Fees

Fees are not payable at time of application lodgement, an invoice will be issued once application is successful  
**Fee payment prior to commencement of the event is a condition of event approval.**

Asset Protection Bond

POA

Where an asset protection bond is set aside, the event applicant commits to reimburse Council the full costs of any and all repairs needed post event.

[Schedule of fees and charges](#)

## 27. Completed Temporary Event Application

**\* I agree and have read the [Standard Temporary Event Terms and Conditions](#)**