

# TOWN OF GAWLER

## WALKER PLACE EVENT PERMIT APPLICATION



To be used in conjunction with Walker Place Event Kit [HERE](#)

1 . Applicant / Event Organiser detail	
Organisation (Legal Name)	
Contact Person	Mobile:
Postal address	
Email	

2. Event details	
Event name	
Is your organisation a	Community Group Business / commercial group
Event Dates	From To
Event Times	From To
Bump in dates/time	Bump out dates/time
Estimated attendance	_____ expected attendance Small (100 people or less) Large (more than 100 people)

3. Road Closure / Traffic Management / Vehicle Access	
Will your event require a Road Closure?	Yes No
If yes, Please indicate the appropriate category of your organisation / event.  (Please refer to the Walker Place Event Kit for further information on responsibilities and obligations)	Community group <i>with</i> own Work Zone Traffic Management ticket offering a free event to the community  Community group <i>without</i> Work Zone Traffic Management ticket offering a free event to the community  Business/commercial group
Is a Traffic Management Plan attached to this application? Refer Walker Place Event Kit <a href="#">HERE</a> for approved Traffic Management Plans.	Yes No
Where will you be sourcing Traffic Management Signage?	Supplying own Request to utilise Council signage
During road closure, only essential vehicles deemed vital to the operations of the event will be permitted to remain on site at the discretion of council. This does not include sponsor, promotional or organiser's vehicles. All requests are subject to approval and are not guaranteed.	
Do you require vehicle access for your event?	Yes No
If yes, please advise details of vehicles (how many, what type etc.)	

4. Website	
All public events will be promoted on Council's website and the Calendar of Events unless advised in writing. Your event may also be advertised through Council's social media platforms at Council's discretion.	
Enquiries to	Contact Mobile:
Website	
Email	
Detailed description of the event including any fees or ticket prices. This information will be displayed on the Council website, Calendar of Events etc. (Maximum 100 words)	
<p>List your event on Australian Tourism Data Warehouse (ATDW) <a href="http://atdw-online.com.au">atdw-online.com.au</a> Click <a href="#">HERE</a> for ATDW factsheet.</p> <p>You can also bring posters and flyers for display in the Visitor Information Centre and if your event is ticketed, they can assist with across the counter sales.</p>	

5. Public Liability Insurance	
Council requires the Applicant/Event Organiser to have Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) which is current at the time of the event.	
Have you attached a copy of the Certificate of Currency	Yes No
If no, when will a copy be supplied to Council?	
If insurance is not able to be provided by the event organiser, have you considered partnering with an organisation that has appropriate insurances to auspice the event?	N/A Yes/No

6. Emergency Management Plan	
Is the event Emergency Management Plan attached to this application? (Please refer to Event Kit Appendix 1 for example)	Yes No
If no, when will a copy be supplied to Council?	

7. Covid-Safe Plan	
Has a Covid-Safe Plan been developed for the event and attached to this application?	Yes No
If no, when will a copy be supplied to Council?	

8. Event Site Map	
Details of all infrastructure and facilities must be included on an event site map and attached to this application (Please refer to Event Kit Appendix 6) An Event Site Map and examples of what to mark on your map is included in the Event Kit. Have you attached your Event Site Map?	Yes No
If no, when will a copy be supplied to Council?	

9. Food and Beverage Vendors	
Will food and beverage be served at your event?	Yes No
Is the Food Business Nomination Form attached to this application? (Please refer to Event Kit Appendix 2)	Yes No
If no, when will a copy be supplied to Council?	

## 10. Stall Holders / Merchandise

Will there be stall holders at your event?	Yes	No
Will there be any organisations or businesses participating at your event by selling merchandise or fundraising? (Please refer to Event Kit Appendix 3)	Yes	No
If no, when will a copy be supplied to Council?		

## 11. Animals

Does the event involve any animals on site?		Yes	No
If yes, indicate area required and what arrangements will be made for their management, care and well-being?			
Will the public be handling the animals?		Yes	No
What provisions will be made for the collection, storage and removal of animal waste (i.e. bedding, manure and wash down areas)?			

## 12. Event Infrastructure

Will your event include any of the following:		
Stages	Yes	Dimensions
Marquees / tents	Yes	Dimensions
	Pegged	Weighted
Generators	Yes	Specifications
Will your event include the use of an amusement device, as defined by Safe Work SA under the Work Health and Safety Regulations 2012 (SA) (WHS Regulations), (such as jumping castle, rides, climbing wall etc)? Yes <span style="margin-left: 150px;">No</span>		
If yes, you must complete a Use of Amusement Device in Council Parks, Land or Reserves form located <a href="#">HERE</a> , in addition to the Walker Place Event Application Form.		

### 13. Event Equipment

## Waste Management

Have you organised Waste Management?	Yes	No
If No, please give details as to why waste management is not required		
<p>Please note: Council does not provide waste management.</p> <p>Suggested alternate resources: SITA 8323 7944, NAWMA 1800 111 004, VEOLIA 132955</p>		
<b>Portable Toilets</b>		
Will you be bringing in portable toilets? (must be prefilled with water)	Yes	No
Number of toilets being brought in (please ensure toilets are provided for persons with a disability):		

Delivery Date and Time:
Collection Date and Time:
Please refer to Walker Place Event Kit for more details

14. Power		
Will access to power be required?	Yes	No
If yes:	3 Phase	240v
And, please state how the power will be used:		
<p>For Business/Commercial Groups a Refundable Deposit is required of \$51 for the BBA Key and \$38 for power use – To review Council list of fees and charges click <a href="#">HERE</a></p>		

15. Community Banners
An Application is required to be completed for the installation of a flag/banner on Council's purpose built structures subject to the terms and conditions contained in the Application. The Application form can be found <a href="#">HERE</a>

16. Signage	
Will your event display promotional signage?	Yes No
If yes, the following application needs to be applied for in accordance with Town of Gawler By-law No. 2. View a copy of the By-Law <a href="#">HERE</a>	

17. Limited Liquor Licence	
Will alcohol be supplied or served at your event?	Yes No
Please note, a separate application to the Office of Consumer & Business Services is required if you are planning on serving or selling alcohol at your event. Limited Liquor Licences require suitably licensed security personnel and other restrictions may be imposed.	

18. Security	
Will there be licensed security personnel in attendance?	Yes No
If yes, please provide details below	
Name of company	
Contact Person Details	Mobile Phone:
Licence Number	Number of Personnel:

19. Noise		
Will your event include:		
Amplified music / DJs	Yes	Specifications:
Speeches / Announcements	Yes	Specifications:
Name of company		
Other, please specify		

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<b>20. Notification</b>	
Emergency services must be notified of all events held within the Town of Gawler.	
Have you notified emergency services of your event? If no, emergency Services must be contacted a minimum of four (4) weeks prior to the event.	Yes <span style="margin-left: 100px;">No</span>
South Australian Police Sergeant Ben O’Leary Phone: (08) 8522 0444 Email: Ben.OLeary@police.sa.gov.au	Date of Notification
Metropolitan Fire Service Station Officer Major Events Phone: (08) 8204 3522 Mobile: 0408 830 543 Email: david.dowden@sa.gov.au	Date of Notification
SA Ambulance Services Event Planner Phone 0434 564 568 Email: saasmajorevents@health.sa.gov.au	Date of Notification
Safework SA need to have a public events assessment checklist (4 weeks prior to your event) for events that have any of the following:	
<ul style="list-style-type: none"> <li>registered amusement devices</li> <li>dangerous goods over the licensable quantities, i.e. 250kg or more of LPG, 120L or more of class 3 (e.g. petrol)</li> <li>fireworks</li> <li>large marquees, i.e. over 6m in length</li> <li>stages or grandstands that require scaffolding.</li> </ul>	Date of Notification
If your event includes road closures and/or musical entertainment, you will be required to produce a draft resident and business notice for Council approval	
Have you attached a copy of your draft notice to this application?	Yes <span style="margin-left: 100px;">No</span>
If no, a copy must be supplied to Council a minimum of six (6) weeks prior to the event.	

<b>21. Authorisation</b>	
Signed for and on behalf of the Applicant/Event Organiser	
Name:	Date:
Signature	
Contact Person Details	Mobile phone number:
Please forward completed application and/or queries to: Email: council@gawler.sa.gov.au Town of Gawler PO Box 130 GAWLER 5118 Phone (08) 85229 211	

SUBMIT