

TOWN OF GAWLER

COMMUNITY EVENT PERMIT APPLICATION



1. APPLICANT/EVENT ORGANISER DETAIL

Organisation (Legal Name)	
Contact Person	Contact Mobile No.
Postal Address	
Email	

2. EVENT DETAILS

Event Name			
Is this event	Public <input type="checkbox"/>	Private <input type="checkbox"/>	Promotional <input type="checkbox"/>
Event Dates	From	To	
Event Times	Start	Finish	
Location			
Set Up Commences	Date	Time	
Pack Up Completed:	Date	Time	
Estimated attendance:			
Road closure (if applicable)	Close Time	Reopen Time	

3. 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 No.
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)

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List your event on Australian Tourism Data Warehouse (ATDW) atdw-online.com.au Click [HERE](#) for ATDW factsheet.

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.

4. 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 <input type="checkbox"/>	No <input type="checkbox"/>
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If no, when will a copy be supplied to Council?	
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[Please refer to the Community Event Permit conditions regarding Public Liability Insurance – Section 3](#)

5. EMERGENCY MANAGEMENT PLAN

Is the event emergency management plan attached to this application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If no, when will a copy be supplied to Council?	
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Emergency Management Plan Guidelines and Template can be found on the Council's website.

[Please refer to the Community Event Permit Conditions - Risk Management Plan, Section 4](#)

6. EVENT SITE MAP

Details of all infrastructure and facilities must be included on an [event site map](#) and attached to this application. Scaled maps of most reserves are available on Council's website. The following information is a guide only of what should be included on the site map:

- Infrastructure (i.e marquees)
- Amusements/stage etc
- Vendors
- Vehicle display location
- Toilets
- Fencing

[Please refer to the Community Event Permit Conditions regarding - Event Site Maps, Section 5](#)

7. FOOD AND BEVERAGE VENDORS

Will food and beverage be served at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please **complete attachment 1**.

[Please refer to the Community Event Permit Conditions regarding Vendors – Food and Beverage, Section 6](#)

8. STALL HOLDERS

Will there be any stall holders at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will there be any organisations or businesses participating at your event by selling merchandise or fundraising?		
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[Please refer to the Event Permit Conditions regarding Vendors – Merchandise, Section 6](#)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please **complete attachment 2**

9. ANIMALS

Does the event involve any animals on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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 <input type="checkbox"/>	No <input type="checkbox"/>
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What provisions will be made for the collection, storage and removal of animal waste (i.e. bedding, manure and wash down areas)?

10. EVENT INFRASTRUCTURE

Will your event include any of the following?

Stages	Yes <input type="checkbox"/>	Dimensions
Marquees/tents	Yes <input type="checkbox"/>	Dimensions
		Pegged <input type="checkbox"/> Weighted <input type="checkbox"/>
Generators	Yes <input type="checkbox"/>	Specifications
Amusements (Restrictions may apply)	Yes <input type="checkbox"/>	Description
<p>Is the amusement structure supplier's Certificate of Currency attached to this application?</p> <p>The Amusement device must conform to the Australian Standard AS 3533-1997.</p> <p>Please supply a copy of the current registration for the proposed amusement structure if required under the amusement device Regulation (Platform height over 3m).</p> <p><u>Please refer to Community Event Permit Conditions for more details - Amusement Structures, Section 8.</u></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other, please specify		

11. EVENT EQUIPMENT	
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Waste Management

Have you organised Waste Management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If No, please give details as to why waste management is not required.

Please note: Council does not provide waste management.

Suggested alternate resources: SITA 8323 7944, NAWMA 1800 111 004, VEOLIA 132955

Portable Toilets

Will you be bringing in portable toilets? (must be prefilled with water)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 Community Event Permit Conditions for more details - Provision of Toilets, Section 7		

12. POWER

Is access to power required?	N/A <input type="checkbox"/>	3 Phase <input type="checkbox"/>	240 V <input type="checkbox"/>
Please state how the power will be used			
<p>A Refundable Deposit is required of \$60 for the BBA Key and \$41.50 for power use – Fees & Charges</p> <p>To review Council list of fees and charges click HERE</p> <p>Please refer to Community Event Permit Conditions for more details – Access to Power, section 9</p>			

13. 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 [HERE](#)

14. 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 [HERE](#)

15. VEHICLE ACCESS

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.)

16. TEMPORARY ROAD CLOSURES

Will traffic management and/or temporary road closures be required for this event?

Yes ☐

No ☐

Date

Time of Closure

Time of Reopening

Please submit a Traffic Management Plan prepared by a suitably qualified person to Council for approval. For a road closure, a Road Marshall Plan prepared by a suitably qualified person must be submitted to Council for approval and for a Letter of Approval issued for the event

17. LIMITED LIQUOR LICENCE

Will alcohol be supplied or served at your event?

Yes ☐

No ☐

Please note, a separate application to the Office of Liquor and gambling Commission 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. PYROTECHNIC DISPLAYS

Will there be a pyrotechnic display?

Yes ☐

No ☐

If yes, please provide details

Name of pyrotechnic company

Technician

Permit No

Mobile

Please refer to Community Event Permit Conditions for more details – Pyrotechnic Displays Associated with Approved Events, Section 9 Copy of the technician's current pyrotechnics licences and SafeWork SA application / permit will need to be supplied with this application along with a public exclusion zone site plan.

Licences and approved security must be engaged to manage the public exclusion zones. Please provide details:

19. SECURITY		
Will there be licensed security personnel in attendance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please refer to Community Event Permit Conditions for more details – Security, Section 16		
If yes, please provide details below		
Name of company		
Contact Person Details	Mobile Phone No.	
Licence Number		
Number of Personnel		

20. NOISE		
Will your event include:		
Amplified music/DJs	Yes <input type="checkbox"/>	Specifications
Speeches/Announcements	Yes <input type="checkbox"/>	Specifications
Other, please specify		
Please refer to Community Event Permit Conditions for more details – Noise Control, section 17		

21. NOTIFICATION		
Emergency services must be notified of all events held within the Town of Gawler.		
Have you notified emergency services of your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, emergency Services must be contacted a minimum of four (4) weeks prior to the event.		
South Australian Police Email: SAPOL.BarossaLSA@police.sa.gov.au	Date of Notification	
Metropolitan Fire Service Station Officer Major Events Phone: (08) 8204 3522 Mobile: 0408 830 543 Email: mfs.events@eso.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"> • registered amusement devices • dangerous goods over the licensable quantities, i.e. 250kg or more of LPG, 120L or more of class 3 (e.g. petrol) • fireworks • large marquees, i.e. over 6m in length • stages or grandstands that require scaffolding. 	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 <input type="checkbox"/>	No <input type="checkbox"/>
If no, a copy must be supplied to Council a minimum of six (6) weeks prior to the event.		

FOOD AND BEVERAGE VENDORS - ATTACHMENT 1

Business Name	Type of Food	Food Business Number	Contact Name	Contact Number

STALL HOLDERS - ATTACHMENT 2

Business Name	Type of Stall	Contact Name	Contact Number

22. AUTHORISATION

☐ I have read and understood the Event Permit Conditions and agree to comply with all the conditions set therein.

Signed for and on behalf of the Applicant/Event Organiser

Name	Date
Signature	
Contact Person Details	Mobile Phone No.

Please forward completed application and/or queries to:

Town of Gawler
PO Box 130
GAWLER 5118

Phone (08) 85229 211
Email: council@gawler.sa.gov.au