



City of Port Lincoln

Template No 16-6-T31

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COMMUNITY EVENT PERMIT APPLICATION

Permit: _____
Record No: _____
File: 16.6.1.17

APPLICATION - PART A

ALL APPLICATIONS MUST BE COMPLETED & LODGED AT LEAST TWO MONTHS PRIOR TO THE SCHEDULED EVENT
INCOMPLETE AND OR LATE APPLICATIONS MAY NOT BE APPROVED

EVENT DETAILS

Event/Function: _____

Date(s) of Event: _____

Organisation: _____

DETAILS OF CONTACT PERSON FOR THIS APPLICATION

Name: _____ Position: _____

Postal Address: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

Alternative Contact person: _____ Mobile: _____

LOCATION OF EVENT

Port Lincoln Foreshore area _____

Town Square

Marquee & Town square

Council's marquee may only be erected by Council staff on the foreshore square, in accordance with Council policy 16.63.6 Use of Council Marquee

Other _____

TIMES

Actual Event:

From: _____ To: _____

Details: _____

Including set up/dismantling:

From: _____ To: _____

Details: _____

SITE PLAN

Please provide a detailed site plan of your event including marquees, food/drink vans, vehicles, entry/exit points, entertainment, amusement rides.

MARQUEES/STRUCTURES

Are shelters, stakes, pegs, marquees or similar structures being used at your event: YES NO
(Please indicate size & location(s) on site plan)

NOTE: No pegs or stakes to be placed in turf areas which contain
Sub surface irrigation systems – contact Council for more information.

CROWD ATTENDANCE

Anticipated attendance: _____ (Estimated number of people)

INSURANCE

Public Liability Insurance Company: _____
(Please attach a copy of Certificate of Currency as proof)

Amount of Cover: _____
(Minimum amount of cover accepted is \$10 million)

EVENT SAFETY RISK ASSESSMENT AND EVENT MANAGEMENT PLAN

Council requires that before an event is held on Council or public land, relevant permits and licences are obtained and that a risk assessment and event management plan is completed.
Refer to: **2-38-T20 Event Safety Risk Assessment and Event Management Plan Guidelines**

BEACH CLEANING

Grading beach required: YES or NO

TOWN JETTY ACCESS

Town jetty access required: YES or NO
(No vehicle access unless approved by Council)

CLOSED SECTIONS/SECURITY

The area will be cordoned off to the general public using bunting or temporary fencing YES or NO

We have made arrangements for security for the event if necessary YES or NO

LINE MARKING

Line marking required YES or NO (if yes please attach plan)

IRRIGATION SYSTEM

That the irrigation system is not turned on during the period _____

POWER SUPPLY

Additional power access required: **single** or **3 phase** (circle appropriate)

ROAD CLOSURES

Road Closure required: **YES** **NO** (if yes, fill out the below information)

Road Name: _____

Between: _____ and: _____

Dates of Closure: From: _____ To: _____

Times of Closure: From: _____ (am/pm) To: _____ (am/pm)

Responsible Person: _____ Contact Number _____
(Full Name) (Mobile Number)

Whoever places the signage must be Work Zone Traffic Management Accredited (eg. SES, Council, Police, Fire Department).

Work Zone Traffic Management Accredited: **YES**

Number: _____ Name: _____ Exp Date: _____

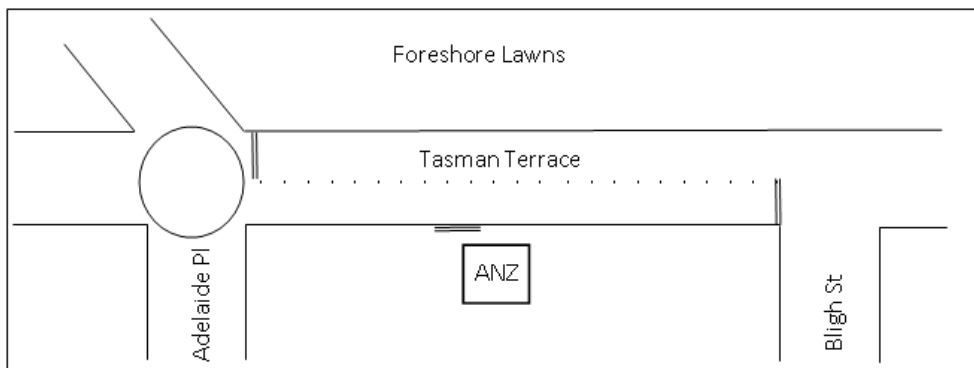
Part or whole section to be closed: **PART** or **WHOLE**

Purpose for Closure: _____
(i.e. Safety of pedestrians, Using for event space, Food vans, Amusements, etc)

The Applicant is expected to remove the signage and bollards at the completion of the event and place in positions that will not endanger pedestrians or traffic upon removal.

Please Attach Separate Sketch Plan

Example:



FOOD BUSINESS NOTIFICATION

Are you selling food and/or drink? YES or NO

(if yes, provide each stall holder’s ‘Food Business Notification Number’.

For more information regarding this, please go to: <http://www.portlincoln.sa.gov.au/foodsafety>

Please list the food/drink stalls that will be at the event:

Stall Trading Name	Contact Person	Contact Number	Food Business Notification Number

Contact Council’s Environmental Health Officer on 8621 2320 for further information.

STALLS

Will the event have stalls: YES or NO

(If yes the event organiser should collect a copy of the stall operators/organisation’s public liability insurance for the stall/activity that they will be operating at the event)

DRY ZONE EXEMPTION/LIMITED LIQUOR LICENCE EXTENSION

Dry Zone Exemption: (refer to Council policy 17.63.1 Conditional Dry Zone Exemption for criteria).

Applications must be lodged 60 days prior to the event and include a separate plan of required area and a risk assessment

Limited Liquor Licence extension: (refer to Council policy 3.63.6 Liquor & Entertainment Venue Licences)

PERMIT FEES

A permit fee may apply as per Council’s Fees and Charges Schedule.

Other charges may apply including electricity usage - as per Council’s Fees and Charges Schedule.

Please be aware that some events require a licence from the PPCA to broadcast protected recordings, i.e. background or featured music at concerts or festivals (please direct all enquiries to www.pcca.com.au)

PROMOTING YOUR COMMUNITY EVENT

We wish to use the Council logo in promotion of our community event, as per policy 18.63.3 Crest and

Logo, and we ask you to email the file to @

Please note:

You can promote your event on our online Community Events Calendar at

www.portlincoln.sa.gov.au/events, or you can ask Council to email you a 2-38-T3 Community Events Calendar form to complete and return.

**COMMUNITY EVENT
EQUIPMENT HIRE - PART B**

EQUIPMENT DESCRIPTION	Quantity Requested	Date/Time	Location Details/Other Comments
Waste Bins (20 x 240L & 10 x 300L available) <i>*Fee may apply as per Council's Fees & Charges Schedule*</i>			
Plastic Chairs (approx. 80 available)			
Trestles (10 available)			
Wire Recycling Cages (7 available)			
Data Projector (available from Library)			
City of Port Lincoln Pull up Displays (2 available)			
Portable Grandstand (a DPTI permit and fee will be applicable if towing outside of Ravendale)			
<p>The applicant is responsible for collection and return of equipment during business hours. A delivery charge may apply if the applicant is unable to collect and return.</p>			

DATE & TIME OF COLLECTION:.....

DATE & TIME OF RETURN:

Eligibility & Fees

Equipment Hire (and associated permits) is ONLY available to Government Agencies, charitable (not-for-profit) organisations, schools and community groups. Hire is NOT available to businesses or private persons. Equipment is only for use in the Port Lincoln area.

Bond for the data projector hire of \$100.00 is to be paid on collection of the data projector and will be refunded on return.

**COMMUNITY EVENT
FORESHORE BANNERS & CITY ENTRANCE SIGN - PART C**

As per Policy 2.63.6 Community Advertising, at present there are two locations where Council permission is required to display an advertising sign or banner for an event.

Removal of banners or sign

Banners should be removed as soon as practicable (within 24 hours) of the date stated on the permit, as there may be another user booked to use the display area. City entrance signs will be removed by Council staff and stored at the Depot for collection. *Tuesday – Monday for foreshore banner*

All bookings for display of a sign or banner will be booked into Council's public folder outlook calendar for tracking and are on a 'first in basis'.

Wording on banner _____

FORESHORE BOLLARDS (Adelaide Place) (1 week maximum) office use: Outlook calendar

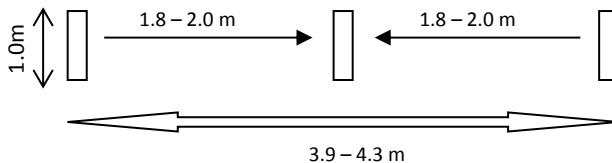
- Small banner (2 metres) Left side Right side
- Large banner (4 metres) Whole area (both Left and Right)

From Date: _____ To Date: _____

****Please note: Banners MUST be of the correct size and fit exactly within the space requested above****

Banners on the foreshore

The measurements of the bollards on the foreshore are approximately:



Application may be made to utilise the whole area – 3 bollards **or** a small banner on one side using 2 bollards. Banners may be affixed to the bollards using rope or zip ties or the like.

LINCOLN CITY ENTRANCE SIGN (4 weeks maximum) office use: Outlook calendar

From Date: _____ To Date: _____

Lincoln City Entrance Sign

Signs are to be made to fit the bracket at the applicant's expense. Please ensure sign writers are aware of the Council's requirements as any signs that are not deemed to be appropriate may be removed by authorised Council Officers. ****Banners are not permitted to be placed at this site. ****

**COMMUNITY EVENT
USE OF AMUSEMENT DEVICE IN COUNCIL PARKS, LAND OR RESERVES - PART D**

Please attach a map showing the proposed location of the amusement structure within the Council park, land or reserve.

1. AMUSEMENT STRUCTURE SUPPLIER

Description of structure: _____

Dimensions of structure: Length: _____ Width: _____ Area: _____ m²

Supplying Company: _____

Contact Person: _____

Supplying Company's Telephone Number(s): _____

2. AMUSEMENT STRUCTURE SUPPLIER

Description of structure: _____

Dimensions of structure: Length: _____ Width: _____ Area: _____ m²

Supplying Company: _____

Contact Person: _____

Supplying Company's Telephone Number(s): _____

If more than two amusement device suppliers please attach a list.

INSURANCE

- a) The applicant must supply Council with a copy of the amusement structure supplier's Certificate of Currency showing Public Liability Insurance to the value of at least ten million dollars (\$10,000,000) per claim.
- b) The applicant must hold or maintain public liability insurance.

REGISTRATION

The amusement structure must be registered with Safe Work SA under Chapter 5, Part 3 of the Work Health and Safety Regulations 2012 (SA). **Please attach a copy of the current registration for the proposed amusement structure.**

APPLICANTS RESPONSIBILITY

Please complete the appropriate Plant Registration form from SafeWork SA's website - https://safework.sa.gov.au/show_page.jsp?id=2649. A copy of the approved Plant Registration certificate must be supplied with this application. Failure to supply the appropriate documentation may result in non-approval of this permit.

GENERAL CONDITIONS

1. *Late & or incomplete applications may not be approved.*
2. *The permit or location of the permit is not transferable. The function / event may only be held in the area, on the date/s & between the times as indicated on the permit.*
3. *The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.*
4. *The permit holder shall ensure that the site is left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.*
5. *Damage to Council property will be rectified by Council and the cost of repairs may be on-charged to the permit holder.*
6. *If your party is using a shelter, stakes, pegs or marquee, you are required to contact Council's Parks & Gardens Supervisor on 0412 597 292 (**once approval has been granted**) to ascertain where sprinkler systems and piping are located in the lawns a minimum of five days prior to the event. You may be liable for any costs associated with any damage to such.*
7. *The function must not cause annoyance to shopkeepers, local residents or the general public, and may be terminated at the direction and/or discretion of a member of the Police or an authorised Council Officer. **If you are concerned that your event is becoming beyond your control or the conditions of this permit, you must contact SAPOL on 8688 3020.***
8. *This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.*

EQUIPMENT HIRE CONDITIONS – PART B

I agree to indemnify and hold harmless the City of Port Lincoln and its staff against all actions, proceedings, claims, demands, damages and costs whatsoever which may be taken or made against the City of Port Lincoln in respect to the use of the said equipment while on loan to me irrespective of whether such action, claim, demand, damages or costs should arise from the manner of use of the said equipment and I further agree to pay the cost to replace or repair the said equipment which is in the opinion of the City of Port Lincoln rendered necessary as a consequence of the misuse, neglect, loss or damage of the said equipment while on loan to me. I agree to take full responsibility for the said equipment while on loan to me, ensure that it is used in the manner intended, in a safe and secure environment.

BANNER AND SIGN CONDITIONS – PART C

1. *A person must not display a sign or banner on Council land without a permit as stated in City of Port Lincoln By-Law No. 4, Policy 2.63.6 and/or contrary to any condition herein. Directions of members of the SAPOL or authorised Officers of the City of Port Lincoln must be complied with at all times.*
2. *The signs or banners should not be offensive to a member of the public or of an unlawful nature, or cause annoyance to shopkeepers, local residents or the general public. If deemed to be so, the sign or banner may be removed at the direction and/or discretion of a member of SAPOL or an authorised Council Officer.*
3. *Permits are not transferrable to other persons or locations.*
4. *Foreshore Banner - banner is to be erected and removed in the time frame applied for by the applicant at their own expense.*
5. *Banner size limits apply and must be adhered to or else banners may be removed at the direction and/or discretion of an authorised Council Officer.*
6. *Lincoln City Entrance Signs – **Once approval has been granted**, your sign should be delivered to the Council Depot at least 3 working days prior to your event date. Please contact Council to arrange drop off and collection.*
7. *Council accepts no liability for the loss or damage to the signs or banners whilst displayed.*

AMUSEMENT DEVICE CONDITIONS – PART D

- a) *The amusement structure must be designed, constructed, maintained and operated in accordance with Australian Standards 3533.1 – 3533.4, (as applicable) together with the manufacturer's instructions and any other relevant regulation, code of practice or guideline.*
- b) *Each amusement structure, whilst operating, must be under the supervision of a competent adult, who is fully trained in all aspects of its safe operation.*
- c) *The Supplying Company must ensure that at all times the structure is covered by Public Liability Insurance Policy to the value of at least ten million dollars (\$10,000,000).*
- d) *The Supplying Company must ensure that all structures are registered with SafeWork SA and supply a Certificate upon request.*
- e) *The structure must not be erected or operated in wind velocities exceeding 45km/hour or such lesser amounts as prescribed by the manufacturer's instructions or any other relevant regulation, code of practice or guideline. If the wind velocity approaches this figure the structure must be cleared and made safe (and, if necessary, deflated) immediately.*
- f) *The structure must be held down securely at all times whilst in operation. If any part of the holding down system becomes detached, it is the Supplying Company's responsibility to clear all persons from the structure (and, if necessary, deflate it) until such time as it can be securely restrained.
Inflatable structures must have a minimum setback of 5 metres from all playgrounds, children's play equipment, barbecues, overhanging trees and buildings.*

I declare that I am 18 years of age or over and I have read and agree to comply with the "Conditions of Permit"

Signature of Applicant _____ **Date** _____

**CHECKLIST
OFFICE USE ONLY**

INSURANCE

Insurance provided by applicant/organisation **YES** or **NO** (record #)

Insurance provided by amusement structure provider **YES** **NO** **NA** (or record #.....)

Map showing proposed plan/ location within Council park, land or reserve **YES** or **NO**

Copy of SafeWork SA - Registered Amusement Structure Certificate (Part D) **YES** or **NO** **N/A**

APPROVAL

<input type="checkbox"/> Approved <input type="checkbox"/> Declined	By: _____ (signature)
If declined reason:	_____
<input type="checkbox"/> Fee applicable \$	<input type="checkbox"/> No fee applicable

CHECKLIST

- Outlook calendar updated
- Email applicant SAFE WORK SA form Template (if required)
- Work crew notified of requirement to erect/dismantle
- Reminder set to follow up return of equipment
- Veolia notified (*bin numbers, collection, frequency*).....
- Email EAC to provide Council logo printer files (if requested)
- Council Meeting if applicable for approvals / / Resolution No...../.....

- Responsible Officers: (*list attendees invited in outlook*)

- Permit Approval Sent – (*Use template 16-6-T32*)

OTHER NOTES
