

Application – Event/Activity on Council’s Public Land (managed and owned)

The event/activity must meet the following base criteria:

- 1) Must be located on Council-owned land or land for which the Council has care, control or management.
- 2) Must be of no more than 3 consecutive days in length
- 3) Must be a temporary or one-off event
- 4) Must not involve the closure of any public roads.
- 5) Event (including set up and pack down) must take place only during the following periods:
 - a) 7.00am to 10.00pm on Monday, Tuesday, Wednesday, Thursday Friday or Saturday,
 - b) 8.00am to 10.00pm on Sunday.
- 6) Must not have complex infrastructure requirements:
 - a) Stage size of no more than 50m² and no more than 2m in height
 - b) Total area of the tents/marquees being used at the same time cannot have a greater floor area than 300m²

If you are planning an event outside of the above base criteria, you may be required to submit a Development Application and obtain any other statutory approvals. You should contact the Applications Team to discuss the Development Application process.

The completed application form and all required attachments must be lodged with Council a minimum of 21 working days prior to the event/activity. Council reserves the right to refuse an application that is lodged without sufficient notice or information. Where all requested information is provided applications which require road closures, the permission of other authorities or significant internal and community consultation should allow a minimum of 6 weeks.

Areas of Shellharbour City that are Crown Land are currently the subject of a Native Title Land Claim on behalf of the South Coast People. Specific approval is required for all events/activities that are proposed to be held on Crown Land while this Land Claim is being determined. Decisions concerning this approval can take up to 60 days. It is important that if you intend to hold an event on land subject to the Native Title Claim that you factor this approval process into your event planning. It is recommended that the form be submitted at least 60 days prior to the start of your event planning process.

For further information or assistance, please contact Council’s Property Services Team to discuss your event.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of processing your application. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This completed form will be stored on Council’s electronic records management system. You may apply to Council to access and correct this information. Please see Council’s [Privacy Management Plan](#) or contact Council on 4221 6111 for more information.

Under the Government Information (Public Access) Act 2009 and Environmental Planning and Assessment Act 1979 Council may be required to publicly release any correspondence or information Council has on this matter. This means your personal information may not remain confidential and may appear on Council’s website.

An event fee and bond will apply to your application, please refer to Council's Fees and Charges or contact the Property Services Team for assistance.

Section 1: APPLICANT DETAILS

Title:	Given Name:	Family Name:
Organisation:		
Street Address:		
Suburb:	Post Code:	
Email Address:		
Phone Number:		
Not for Profit: Yes : <input type="checkbox"/> Evidence of charitable or not for profit status must be supplied		No: <input type="checkbox"/>

Section 2: EVENT SCALE

Small (1 - 100 people) : <input type="checkbox"/>	Medium (101-1000) : <input type="checkbox"/>	Large (1000+) : <input type="checkbox"/>
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Section 3: LOCATION: The applicant is responsible to inspect the public land and to confirm suitability of the site for the proposed event/activity.

Address:		
Lot:	DP:	Park/Reserve Name:

Section 4: EVENT DETAILS:

Name of the Event	
Provide details about your event (activities, installations, operational details):	
Event/Activity Category: Community : <input type="checkbox"/> Commercial : <input type="checkbox"/> Private : <input type="checkbox"/> Other: <input type="checkbox"/>	

Section 5: DATE/S AND TIME/S

Start Date:	End Date:
Start Time:	End Time:
Bump in time:	Bump Out Time:

Section 6: TEMPORARY STRUCTURES

No permanent structures are permitted. Do you propose to erect temporary structures on the site?

No: <input type="checkbox"/>	Yes: <input type="checkbox"/> Additional approvals may be required
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All temporary structures must be erected:

- A minimum of 3m from any boundary of the land (including the road reserve),
- A minimum of 2m from any footpath and cycleway.
- A minimum of 10 metres away from bushland areas and permanent structures.

In addition, all tents, marquees and booths must be erected so as to provide an unobstructed pedestrian circulation area at least 1.5m wide around the perimeter of the tent, marquee or booth, unless it is attached to or abuts a building with no separation.

Provide a description of proposed temporary structures, including dimensions:

Section 7: MARKETING AND PROMOTION

Do you propose to market and promote the event/activity?

No: <input type="checkbox"/>	Yes: <input type="checkbox"/> Please describe your marketing and community engagement plan
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Do you propose to use signage to advertise the event/activity?

Signage is not authorised on Council land without prior approval

No: <input type="checkbox"/>	Yes: <input type="checkbox"/> Describe below including way finding, size and locations
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Section 8: TRANSPORT AND TRAFFIC MANAGEMENT

A Traffic Management Plan (TMP) may be required to be provided for events/activities that are medium and large scale. Council has the discretion to request a TMP for small scale events/activities.

The TMP may be required to be approved by Council's Traffic Forum. This requires additional time in your planning cycle. Are you proposing to close a public road, stop and hold or re-direct traffic?

No: <input type="checkbox"/>	Yes: <input type="checkbox"/> If yes, a Development Application may be required.
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Are you requesting permission to take vehicles on the land

No: <input type="checkbox"/>	Yes: <input type="checkbox"/> Provide type and weight:
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Is each vehicle comprehensively insured:

No: <input type="checkbox"/>	Yes: <input type="checkbox"/>
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Please provide details of proposed parking for this event/activity (also to be included on your site plan)

Section 9: ACCESS TO SERVICES – power, water amenities and additional services

Not all public land has access to services or the provision of amenities. The applicant is to confirm availability and suitability for the proposed use. Power charges may apply as per Councils fees and charges.

Is access required to Councils power supply: Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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No, but a generator will be used Provide the type:

Is access required to Councils water supply: Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Section 10: WASTE MANAGEMENT AND SUSTAINABILITY PLAN

The [Sustainable Event Management Plan form](#) must be completed and submitted with this application form. Provide a brief overview of your plan below:

Section 11: NOISE MANAGEMENT

Is it proposed to set up, operate or use a loudspeaker or sound amplifying device?

No: Yes: Provide details below

Section 12: FIREWORKS

Events/activities using fireworks will require a Fireworks Licence issued by SafeWork NSW. For further information visit [safework.nsw.gov.au](#)

Are fireworks proposed?

Yes : No :

Section 13: AMUSEMENT DEVICES AND STALL HOLDERS

Amusement rides/devices must have their own self-contained power source and must be registered under the Work Health and Safety Regulation, see information at [safework.nsw.gov.au](#)

Please provide a description of the amusement devices. Each stall holder will be required to provide evidence of Public Liability Insurance to the value of \$20M and registration details.

Are amusement devices and/or stalls proposed:

Amusement Rides Yes : No :

Stalls Yes : No :

Information:

Section 14: FOOD AND BEVERAGE

All food stalls/vendors must have approval from the NSW Food Authority and must comply with NSW food Authority's 'Guidelines for food businesses at temporary events'.

Is food proposed to be sold at the event:

Yes: If yes, a list of proposed vendors will be required to be provided. No:

Section 15: ALCOHOL

Alcohol-Free & Prohibited Zones apply throughout the Shellharbour Local Government Area. If the event/activity is to be held within an Alcohol-Free Zone and the applicant wishes to serve alcohol, an application for the suspension of the zone must be applied for. Please contact the Property Services Team prior to your application if the proposed suspension will be included with your application. If alcohol is to be served, appropriate NSW Liquor Licences are required through NSW Liquor & Gaming [liquorandgaming.nsw.gov.au](#)

Will alcohol be served?

Yes : No :

Section 16: COMMERCIAL FILMING

Is filming proposed to be conducted at the event/activity?

Yes : No :

Section 17: ACCESS

Do you require a key to access the property?

Yes : No :

Section 18: WORK HEALTH AND SAFETY

The applicant has a duty of care to provide a safe environment. The provision of qualified first aid officers and facilities is essential to any event/activity. The number of first aid posts required depends on the size of the event/activity. For Medium & Large Scale Events a delegated Safety Coordinator, who must be on site at all times during the event/activity, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities. If the event finishes after sunset, security will be required to be provided. Certain events will require evidence of notification to NSW Ambulance & NSW Health 30 days prior to the event date.

Safety Coordinator Name:	Mobile:
Alternate Contact:	Mobile:
Security Contractor:	License number:
Number of security personnel on site:	
Complete the crowded places self-assessment tool - Crowded places self assessment tool	

Section 19: REQUIRED DOCUMENTATION

	Site Plan including the following information: • Boundary of event/activity • Proposed installations • Entry and exit points • Emergency evacuation areas • Bin locations • Signs and banners • Parking
	Risk Assessment - Risk Assessment Template
	Sustainable Event Management Plan - Sustainable Event Management Plan
	Public Liability Insurance
17.1	Other supporting documentation (dependent on event type and size)
	Traffic management plan
	Noise management plan
	Emergency evacuation plan
	Emergency response plan
	Fireworks approval
	Liquor License
	NSW Ambulance notification evidence 30 days prior to the event - NSW Ambulance FAQ Ambulance-EventPlanning@health.nsw.gov.au
	NSW Health notification evidence 30 days prior to the event - ISLHD-HEMU@health.nsw.gov.au
	Notification to Lake Illawarra Police – LAKIEIPDERECORDS@police.nsw.gov.au
	Application for suspension of alcohol free zone - Application to suspend Alcohol Free Zone

Section 20: OTHER INFORMATION

Depending on the scale of the event/activity, you may be required to:

1. Send notification to adjoining/surrounding property occupants and businesses via a letterbox drop.
2. Send notification to local Police, Ambulance, SES, Rural Fire Service and other authorities and services 30 days prior to the event start date.

Any use of council land must be accompanied with the appropriate Public liability. In this regard, the applicant must provide a Public Liability Risk Policy to a minimum value of \$20M prior to the event/activity date. Shellharbour City Council is to be noted as an interested party. The period of the policy must cover the period of the event/activity. This is required to secure the interest of the applicant and Council against any claims, which may be made as a result of the use Council land (owned and managed). This requirement also extends to all contractors engaged for the event/activity including but not limited to amusement devices, fireworks displays and all stall holders. Council reserves the right to request more than \$AUD 20 million public liability insurance cover depending on the scale of the activity. Council reserves the right to request additional, specific insurances for activities considered to be high risk.

Council has scheduled cleaning services, it is the applicant's responsibility to maintain the toilets and amenities during the event/activity. If additional cleaning services are required, this must be pre-arranged with Council (Council may not have the ability to provide this additional service), a fee for this service will apply in accordance with Council's fees and charges prevailing at the time. A quote may be provided upon request.

Council advertises the mowing schedule on Council's webpage, if you require an additional mowing service, fees and charges will apply in accordance with Council's Fees and Charges prevailing at the time.

Electrically amplified sound equipment must not be used:

- i. Before 8am or after midnight on any Friday, Saturday or day immediately before a public holiday, or
- ii. Before 8am or after 10pm on any other day

Section 21: APPLICANTS DECLARATION

Applicant Name:	Signature:	Date:
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- I declare that all of the information I have supplied is to best of my knowledge, true and correct.
- I understand that if the information I've provided is incomplete, my application may be delayed, rejected or more information may be requested.
- I acknowledge that if the information I've provided is misleading, any approval granted may be void.
- I accept that other applications may be required in accordance with statutory requirements.
- I understand that this application and approval is not guaranteed.

Section 22: OFFICE USE ONLY

Application Number:	Fee:	Paid by: <input type="checkbox"/> EFT <input type="checkbox"/> Cash <input type="checkbox"/> Cheque
Date Paid:	Receipt No:	Initials:

Related links:

[Fees & Charges](#)
[Public Mapping](#)

Application lodgement

You can lodge your completed application, and attachments, in person at Shellharbour Civic Centre, 76 Cygnet Avenue (Cnr Cygnet & College Avenue) Shellharbour City Centre or alternatively email: council@shellharbour.nsw.gov.au