

LOCAL APPROVAL APPLICATION

(Local Government Act 1993 Section 68)

The event/installation must be at least 21 working days away

Office use only

Local Approval No:

Parcel No:

Zoning:

Under the Government Information (Public Access) Act 2009 we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

PROPERTY DETAILS

Property/House No: Street Name:

Suburb: Postcode:

Lot No: DP No: Section:

Reserve/Sportsfield Name:

Nearest Cross Street:

LOCAL APPROVAL PARTICULARS

Type of activity (see Table of Approvals on page 3)

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EVENT DETAILS (For Part D 2, 3, 4, 5, 6)

Name of event:

Date/s of event:

Times (include set up and pack down times):

Expected attendance numbers:

DESCRIPTION OF EVENT (Include description of event, number of entrants (eg horses and riders), transport vehicles (eg horse float).

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If your application is for an event please provide the following details:

1. Detailed site plan of the park/reserve including location and dimensions of any structures to be erected; list of all stall holders; north point; location of trees and existing buildings; location of car parking and additional toilets (if required).
2. Certificate of Currency of Public Liability Insurance naming Shellharbour City Council as an interested party for the applicant and **all** stall holders (if applicable).

3. Risk plan.
4. Traffic Control Plan (this plan may be very simple for a small event and more detailed for a large event, but should contain: location of signs - regulatory and warning, cones, bollards, marshals, entry & exit points (for pedestrians & vehicles, etc).
5. Sustainable Event Management Plan

If your application is for an activity prescribed in Part F (1, 2, 3, 4, 5 (installation only), 10) the following information is required:

Three copies of the general plans (1:100 minimum scale) and building specifications showing:

1. The floor plan with dimensions of all rooms and overall size of the building.
2. Front, rear and side elevations.

APPLICANT'S DETAILS

Company/Group Contact Person
 Unit/Street No: Street Name:
 Suburb: Postcode:
 Phone: b/h Fax: Mobile:
 Email:

APPLICANT'S AUTHORITY

I hereby apply for a Local Approval in relation to the activity described in this application.

Print Name:
 Position in Organisation/Company:
 Signature of Applicant: Date:

PROPERTY OWNER DETAILS

Name:
 Unit/Street No: Street Name:
 Suburb: Postcode: Telephone No:

Owners Consent

I/we hereby consent to the lodgement of this application.

Signature of Owner: Date:

CONSTRUCTION/INSTALLATION/DETAILS (For Part A & F activities only)

Builder: Company:
 Name:
 Address:
 Post Code: Phone (BH): Mobile:
 Owner/Builder Permit No:

Your Privacy

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information please see our Privacy Management Plan on our website www.shellharbour.nsw.gov.au or contact our Public Officer on (02) 4221 6111. Information leaflets are also available at all offices and libraries.

OFFICE USE ONLY

Fee	Code	Charge	
Local Approval Amendment	137		Total fees due _____
Miscellaneous Bonds Key Bond Damage Bond Cleaning Bond	207		Date Paid _____
Sportsfields Lighting (per hour) Sportsfield amenities	107		Receipt No. _____
Showground Lighting (per hour) Amenities	108		Officer's Initials _____
Bin Hire (only applicable if hiring Council bins) Per Bin/Day	139		

TABLE OF APPROVALS

PART A – STRUCTURES AND PLACES OF PUBLIC ENTERTAINMENT

1. Install a manufactured home, moveable dwelling or associated structure on land.
2. (Repealed)
3. (Repealed)

PART D – COMMUNITY LAND

1. Engage in a trade or business.
2. Direct or procure a theatrical, musical or other entertainment for the public.
3. Construct a temporary enclosure for the purpose of entertainment.
4. For fee or reward, play a musical instrument or sing.
5. Set up, operate or use a loudspeaker or sound amplifying device.
6. Deliver a public address or hold a religious service or public meeting.

PART E – PUBLIC ROADS

1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or table projecting over the footway.
2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang on article beneath an awning over the road.

PART F – OTHER ACTIVITIES

1. Operate a public car park
2. Operate a Caravan Park or Camping Ground
3. Operate a manufactured home estate
4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance
5. Install or operate amusement devices
6. (Repealed)
7. Use a standing vehicle or any article for the purposes of selling any article in a public place
8. (Repealed)
9. (Repealed)
10. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

LOCAL APPROVAL CHECKLIST

Council (Customer Service) to complete

Required Information – All Approvals	Yes	No
Is the event/installation at least 21 working days away? If Yes – proceed with application If No – do not proceed & return to applicant		
Is Attributes Report printed & Transmittal Sheet completed?		
Is Council copy stamp on one copy of plans?		
Have all relevant sections been completed (including Lot & DP)?		
Has the applicant signed the application?		
Has the owner of the land signed the application (for private land only)?		
If Council lodging application must have memo to Finance giving job number and amount. CSO to call Gordon to get Journal No. and complete payment section of the form.		
Required Information – Events ONLY	Yes	No
Is a detailed site plan (three copies) of the park/reserve including location and dimensions of any structures to be erected; list <i>and</i> location of all stall holders; north point; location of trees and existing buildings; location of car parking and additional toilets (if required) attached?		
Has a Public Liability Insurance Certificate of Currency naming Shellharbour City Council as an interested party been provided for the applicant?		
Does the event involve stalls? (If stalls are involved , a list of all stall holders, contact details and a copy of their Public Liability Insurance must be provided. If not provided , the application can be accepted however, this information must be provided before the event.)		
Has a Risk Plan been supplied?		
Has a Sustainable Event Management Plan been supplied?		
Has a Traffic Management Plan been supplied?		
*With the exclusion of sportsfields - is the venue available? (Check RMS if applicable).		
*With the exclusion of sportsfields - have you placed a 'tentative' booking in RMS?		
*Is the event to be held at a sportsfield? If yes, the application CANNOT BE ACCEPTED without written confirmation in support of the event from the clubs who are the main users of that sportsfield. Enter the booking in RMS if confirmation has been provided. If the applicant requires club contact details refer to the sportsfield club contacts folder located on the desk at the front counter.	Entered in RMS?	
Required Information – Installations ONLY	Yes	No
Have two copies of the floor plan showing dimensions of all rooms and overall size of building been supplied?		
Have two copies of the specifications been supplied?		
If all satisfactory FORWARD TO PROPERTY MANAGER TO ARRANGE FOR CHECKING AND OWNER'S SIGNATURE IF COUNCIL LAND IS INVOLVED.		

OUTSTANDING INFORMATION

Checked by (Officer's Name): _____
(Please Print)

Date: _____

Checked by (Senior's Name): _____
(Please Print)

Date: _____