



Permit for Events
Section 200 of the Local Government
Act. Local Government By Law 2014
No. 4

Version No:	V 01.02
Reviewed Date:	17/01/2019
Next Review:	14/05/2020

Please use this form to apply to conduct an event in a park, open space or street within the District Council of Mount Remarkable. Applications are not required for events that have an expected attendance of less than 50 people unless you plan on installing any type of infrastructure or equipment or charging an entry/participation fee.

Organisation:		ABN:
Contact Name & Position:		
Address:		
Phone No:		Email:
Name of Event:		Proposed Venue:
Type of Event: (for definitions please read the event guide) <input type="checkbox"/> Small/Medium Scale Event <input type="checkbox"/> Public Community Event Entry/Participation Fee: _____		Event Details: Anticipated Attendance: _____ Event Start Date & Time: _____ Event Finish Date & Time: _____
Please indicate if you will have any of the following elements at your event and provide details: <input type="checkbox"/> Infrastructure (Provide public liability insurance, certificate of inspection and include on site map) <input type="checkbox"/> Live Entertainment / PA System _____ <input type="checkbox"/> Alcohol (provide copy of Limited (Event) License approval or request for support. If you are seeking support for a limited (Event) License application that is on leased or private land please write a letter to Council – do not complete this form) <input type="checkbox"/> Amusement Rides (provide public liability insurance, a current certificate of registration issues by SafeWork SA and include on site map) <input type="checkbox"/> Road Closure (provide road closure map, dates and times) <input type="checkbox"/> Food and Beverage (provide food business notification number) _____ <input type="checkbox"/> Stall Holders (Provide Council with a list of stall holders, include on the site map and each stall holder must complete a Trading Table / Stall Holders Permit Application) <input type="checkbox"/> Generators (All infrastructure must be installed as per standards) <input type="checkbox"/> Council Power (A daily prescribed fee is charged. Please attached further information including where, what, how and why you are requesting to use Council power)		
Event Insurance Council requires the event organiser to have Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) in the legal organisation name or governing body. The insurance must provide coverage for the specific event location. <input type="checkbox"/> A copy of the Public Liability is attached (All Public Community Events must have own Insurance). <input type="checkbox"/> Application to use Council's Adhoc Hire – Public Liability Insurance, for the prescribed fee.		

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The issuing of this permit is subject to:

- a. The Permit Holder agreeing to the General Conditions of the permit as contained herein
- b. The Permit Holder agreeing to all Special Conditions which the Council may determine
- c. The Permit Holder paying the prescribed fee (excluding community events)
- d. The Permit Holder providing a copy of all appropriate insurances as required by either the General Conditions or Special

Conditions of permit:

- a. The Permit Holder agrees to take out and keep current during the period of this permit a general Public Liability Insurance Policy, insuring for a minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity, which covers the event location (where applicable) and provide a copy to Council.
- b. The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- c. The Council is not responsible for any loss of or damage to any fixtures, fittings or personal property of the Permit Holder.
- d. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
- e. The permit is not transferable. The permit is only valid for activity described on the permit and only for the times and dates on the permit.
- f. 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. In particular participants agree to comply with the Food Act of 2001 and Food Safety Standards, the Liquor Licensing Act 1997, the Fire and Emergency Services Act 2005 and the Work Health and Safety Act 2012.
- g. The Permit Holder agrees to submit a site map this cannot be altered without the approval of Council.
- h. Infrastructure, Stalls and Exhibitors sites need to be approved by the Council and cannot be altered without the approval of the Council.
- i. The Permit Holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
- j. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
- k. 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.
- l. Please note that this permit does not secure sole access to this public area.
- m. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.



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Final Checklist

Before submitting application please ensure all required documents have been included. If you are not sure what is compulsory please consult the '[event guide](#)' or contact Council.

Documents	Attached
Basic Site Map	
Certificate of Currency for Public Liability Insurance (minimum \$20,000,000). <ul style="list-style-type: none"> - Unless your event is 'Small' or 'Medium' scale and you have applied to be covered under Council's Adhoc Hire – Public Liability Insurance. 	
Food Business Notification Form (if applicable)	
Liquor License Approval or request for support from Council (if applicable)	
List of Stall Holders (if applicable) <ul style="list-style-type: none"> - If your event insurance covers the stall holders provide Council with a list - If your event insurance does not cover stall holders provide Council with a list and every stall holders is required to submit a 'Trading Tables/Stall Holders permit application'. It is your responsibility to ensure all stall holders submit this form. 	
Risk Assessment (if applicable)	
Copy of Approvals from other organisations (if applicable)	
A copy of your Stakeholder notification letter (if applicable)	
A copy of the Public Liability insurance of any sub-contractors (Amusements) (if applicable)	
Road Closure Request (if applicable)	
Request to use Council Power details (if applicable)	

<p>Signed for and on behalf of the permit holder <i>I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions</i></p> <p>Name: _____ Position: _____</p> <p>Signature: _____ Date: _____</p>	
<p>Office Use Only Signed for and on behalf of the Council</p> <p><i>Approved</i> / <i>Not Approved</i> <i>Fee: \$</i></p> <p align="right"><i>(Community Events require no fee)</i></p> <p>Name: _____</p> <p>Position: _____</p> <p>Signature: _____ Date: _____</p>	