Greater Hume Council

Event Notification and Application Form

*Indicates mandatory sections

1. Details of Applicant*

Organisation _____

Event Organiser _____

Postal Address _____

Phone Number/s _____

Email _____

Please note that as an event organiser it is your responsibility to ensure that all other council requirements are adhered to. Your responsibilities as an event organiser can be found in the *Greater Hume Shire 'Simply Greater' Events Guide* available on the Greater Hume Shire website www.greaterhume.nsw.gov.au or by contacting the Greater Hume Shire Council on 1300 653 638 or emailing events@greaterhume.nsw.gov.au

2. Details of Event*

Name _____

Location _____

Description _____

_____

_____

_____

_____

Brief History of Event (If event has been held before) _____

_____

_____

☐One off event   ☐Daily   ☐Weekly   ☐Fortnightly ☐Monthly   ☐Quarterly
☐Half Yearly   ☐Annually   ☐Bi-annually   ☐Other:_____

Details of reoccurrence: _e.g. Every second Wednesday_____

Proposed scheduling of Your Event

Day/s	Date/s	Start Time		Finish Time	
			am/pm		am/pm
			am/pm		am/pm
			am/pm		am/pm
Expected number of participants		**Expected number of spectators**			

3. Additional Council Requirements and Permits*

Some activities may require additional Council approvals/permits under the Local Government Act or other relevant legislation.

Please tick those that apply to your event:

- ☐ Not applicable
- ☐ Amusement rides/devices
- ☐ Busking
- ☐ Candles or naked flames
- ☐ Erecting roadside signage/advertising
- ☐ Erecting permanent or temporary structures. stages, marquees etc.
- ☐ Fireworks display
- ☐ Races, fun runs, games etc.
- ☐ Selling/permitting the consumption of alcohol
- ☐ Selling or providing food
- ☐ Temporary part or full closure of a public road, parade, fun run etc. *Please complete Section 4* (p3)

- ☐ Livestock / Equestrian activities
- ☐ Vehicles (moving)
- ☐ Use of a public road. *Please complete Section 4* (p3)
- ☐ Using amplification equipment
- ☐ Use of music, APRA application
- ☐ Water activities
- ☐ Working with Children (without parental supervision)
- ☐ Other _____
  _____

Please note: You may be asked to provide additional information and documentation to Council in order to process your application.

Additional Council Services

- ☐ Not applicable
- ☐ Access to power
- ☐ Additional maintenance of facilities
- ☐ Advertise road closure
- ☐ Barricades
- ☐ Council promotion of your event - *please complete Section 5* (p4)
- ☐ Extra bins - *collection and return may be required*
- ☐ Hire of council facility – *you may be asked to complete a hire form*
- ☐ Keys/ access to facilities
- ☐ Marquee
- ☐ Preparation of a Traffic Control Plan (TCP) - *requirement in Section 4 (p3)*

- ☐ Rubbish removal
- ☐ Traffic control
- ☐ VMS board
- ☐ Witches hats/ bollards
- ☐ Other: _____

Please Note: Fees and charges and minimum lead times *may* apply to some of the above services and any equipment provided by Council is required to be picked up and returned to the relevant Council Works Depot by the event organiser or proxy.

A new form must be filled out each calendar year for an event. If at any time during the calendar year details provided change, it is your responsibility to forward the revised information to Greater Hume Shire Council. If the event ceases to be held, please email events@greaterhume.nsw.gov.au so that we may adjust our records accordingly.

4. Road Closures

Will your event impact Council or NSW Roads & Maritime Services (RMS) roads?

☐ Council ☐ RMS ☐ Not Sure ☐ No (go to Section 5)

If yes, Will the event require?

☐ Full Road Closure ☐ Part road closure

☐ Sharing of the road (where both general traffic and participants of the event share the use of the road)

Key Points for Consideration

- If the event requires traffic diversions, road closure or traffic hold-ups whilst the on-road event is taking place then a TCP must be designed by an authorised person, who must hold current relevant RMS qualifications.
- The placement of barricades and signs must be completed by persons who hold a yellow traffic controllers card and those persons working in traffic control must hold current relevant RMS qualifications.
- Marshalling which is taking place off-road, does not require the marshals to hold any tickets. However, if they move into the road environment they must carry an appropriate qualification. Any failure to do so puts the public liability insurance for that event at risk.
- It is the responsibility of the event organiser to arrange the TCPs and provide authorised traffic controllers. (Sometimes Council will assist with events in this respect but that is not the norm and should not either be offered by council or expected by the event organiser without first checking with Council's Director of Engineering).
- All Traffic Management Plans (TMP) which include the associated TCP, route map, risk assessment, insurance certificate of currency (which must name Greater Hume Shire Council, Roads and Maritime Services and NSW Police as interested parties), copies of any entry forms, waivers, etc. **must** be approved by Council prior to the event and most will require Local Traffic Committee (LTC) approval.
- Erection of road signage will also require approval from the LTC with details regarding the size, colour, what it is made of, how it will be erected and a picture of what it will look like.
- **Council requires the above documents at least three months in advance of the event.** If the required documentation is provided after this time, Council is unable to guarantee approval in time for the event. It is critical for the organisers to allow sufficient time to make changes to their TCP if required to do so by the LTC or by Council.
- The link to the NSW Government Special Events Guide, which includes instructions for completing TMPs as well as templates is:
  http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html

Please note: Council, NSW Police and RMS NSW have the authority to review traffic control measures and if deemed unsatisfactory can revoke approval at any time before or during an event.

Proposed Site Plan/Route Map for Road Closure

For static events please include a clear map citing location of marshals, barricades and any detours proposed, and the specific part of the road/s required for a road sharing/closing. For moving events please include a clear route map indicating start and finish locations, route/s to be taken, parking etc. Please note if a road needs to be closed a TMP and TCP must be submitted to Council for consideration.

For further information or assistance with Section 4 please call Council's Road Safety Officer on
1300 653 538 or email your enquiry to events@greaterhume.nsw.gov.au

5. Council Promotion of Your Event

To be completed by individuals or organisations wishing to run an event within Greater Hume Shire for inclusion in complementary Greater Hume Shire marketing materials and digital distribution.

Do you require assistance or advice with the promotion of your event?

☐ Yes ☐ No (go to Section 6)

The following information is needed in addition to information provided in sections 1 and 2 to ensure up to date and accurate event information is retained by the Visitor Information Centre and distributed to the media and customers.

Media Contact *(This name and details will be published for readers to contact, if none supplied the event organiser will be listed)*

Contact Phone _____ **Mobile** _____

Email _____

Website _____

Please list any event Social Media pages _____

Have you provided promotional material?	☐ Yes	☐ No
Have you provided imagery of the event?	☐ Yes	☐ No
Is this image copyright free?	☐ Yes	☐ No

If No please provide copyright information, eg. Photography courtesy of ….

Other Relevant Information: _____

_____

_____

_____

For further information or assistance with Section 5 please call Council's Tourism & Promotion Officer on 1300 653 538 or email your enquiry to events@greaterhume.nsw.gov.au

Terms and Conditions
The information provided on this form is for use in Greater Hume Shire and associated tourism and cultural partners', marketing and promotional materials. By submitting the information herein you are agreeing to the publication of provided content, including contact details, in marketing materials including but not limited to printed publications and digital distribution. Greater Hume Shire staff reserve the right not to publish any contribution or to modify content to suit the style of publication. It is the responsibility of contributors to secure permission for the use of any photographs or material provided in this form. In the event that publication space or time is limited preference will be given to organisations or events that participate in current paid marketing of Greater Hume Shire including but not limited to the Greater Hume Shire Official Visitors Guide and Digital Platform.

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6. Risk Management and Insurance Requirements*

The following documents must be provided for <u>ALL</u> events in GHSC where Council is an interested party:

Document

Public Liability of $20million + ☐ Yes ☐ No ☐ N/A - Council Event/355 Committee

Risk Assessment* ☐ Yes ☐ No

Running Sheet* ☐ Yes ☐ No

Promotional material (flyer, poster) ☐ Yes ☐ No

Events organised by non-Council groups must provide evidence of their Public Liability Insurance in the amount of $20 million as a minimum.

*Templates and examples of these documents are available on Council's website
www.greaterhume.nsw.gov.au/SimplyGreaterLiving/EventsGuide.aspx

For further information or assistance with Section 6 please call Council's Risk Officer on 1300 653 638 or email your enquiry to events@greaterhume.nsw.gov.au

7.Declaration*

Council requires copies of all relevant insurance certificates and other documentation as identified in this Event Notification and Application Form.
Valid "Certificates of Currency" for your Public Liability insurance must be held by Council at the time of your event. It is the Event Organisers responsibility to provide current certificates and other documentation listed in Section 6.

I understand that it is the responsibility of the event organiser (or proxy) identified in Section 1 to provide Council with the documentation in Section 6 and any further documentation required in relation to Sections 3 and/or Section 4 as determined by Council's Risk Officer and/or Road Safety Officer. Also, I acknowledge that approval of this event is subject to my compliance with the terms and conditions determined by Greater Hume Shire Council and any other interested parties which may include NSW Police and NSW Roads & Maritime Services.

I certify that I am authorised to act and sign on behalf of the organisation or individual named in Section 1 and that all information supplied to Council is true and correct.

Authorised Person:

Name: _____ Signature: _____

Phone No.: _____ Date: _____

Email completed form to events@greaterhume.nsw.gov.au or mail to PO Box 99, Holbrook NSW 2644. If you do not receive acknowledgement of this application within 14 days please call 1300 653 638.

Office Use Only

Event No.		Approvals Req.	Date	Notifications			
☐	More Documentation Req.	☐ Council	....	☐	Approved	☐	Hire Calendar
☐	Acknowledgement	☐ JLT	....	☐	Denied	☐	Events Calendar
		☐ LTC	....	☐	Permit/Response		
Sent: _____	Initials: _____			Sent: _____		Initials: _____	

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