

*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:

- | | |
|--|--|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Livestock / Equestrian activities |
| <input type="checkbox"/> Amusement rides/devices | <input type="checkbox"/> Vehicles (moving) |
| <input type="checkbox"/> Busking | <input type="checkbox"/> Use of a public road. <i>Please complete Section 4 (p3)</i> |
| <input type="checkbox"/> Candles or naked flames | <input type="checkbox"/> Using amplification equipment |
| <input type="checkbox"/> Erecting roadside signage/advertising | <input type="checkbox"/> Use of music, APRA application |
| <input type="checkbox"/> Erecting permanent or temporary structures. stages, marquees etc. | <input type="checkbox"/> Water activities |
| <input type="checkbox"/> Fireworks display | <input type="checkbox"/> Working with Children (without parental supervision) |
| <input type="checkbox"/> Races, fun runs, games etc. | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Selling/permitting the consumption of alcohol | _____ |
| <input type="checkbox"/> Selling or providing food | |
| <input type="checkbox"/> Temporary part or full closure of a public road, parade, fun run etc. <i>Please complete Section 4 (p3)</i> | |

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

Additional Council Services

- | | |
|---|---|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Rubbish removal |
| <input type="checkbox"/> Access to power | <input type="checkbox"/> Traffic control |
| <input type="checkbox"/> Additional maintenance of facilities | <input type="checkbox"/> VMS board |
| <input type="checkbox"/> Advertise road closure | <input type="checkbox"/> Witches hats/ bollards |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Council promotion of your event - <i>please complete Section 5 (p4)</i> | |
| <input type="checkbox"/> Extra bins - <i>collection and return may be required</i> | |
| <input type="checkbox"/> Hire of council facility – <i>you may be asked to complete a hire form</i> | |
| <input type="checkbox"/> Keys/ access to facilities | |
| <input type="checkbox"/> Marquee | |
| <input type="checkbox"/> Preparation of a Traffic Control Plan (TCP) - <i>requirement in Section 4 (p3)</i> | |

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.

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- | | | | | |
|--|--|----|---|---------------------------------------|
| <input type="checkbox"/> Hire form required | <input type="checkbox"/> Hire fee applicable | \$ | Notified | <input type="checkbox"/> Overseer |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Other fees | \$ | <input type="checkbox"/> events@greaterhume.nsw.gov.au | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Key | | | <input type="checkbox"/> Events Register | |
| <input type="checkbox"/> Other additional services | | | <input type="checkbox"/> P & G | |
| | | | <input type="checkbox"/> Purchasing Officer | |

Officer Initials: _____

Date: _____

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](tel:1300653538) 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.

6. Risk Management and Insurance Requirements*

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

Document

Public Liability of \$20million +	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	- Council Event/355 Committee
Risk Assessment*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
Running Sheet*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
Promotional material (flyer, poster)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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**.

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Event No.	Approvals Req.	Date	Notifications
<input type="checkbox"/> More Documentation Req.	<input type="checkbox"/> Council	_____	<input type="checkbox"/> Approved
<input type="checkbox"/> Acknowledgement	<input type="checkbox"/> JLT	_____	<input type="checkbox"/> Denied
	<input type="checkbox"/> LTC	_____	<input type="checkbox"/> Permit/Response
			<input type="checkbox"/> Hire Calendar
			<input type="checkbox"/> Events Calendar

Sent: _____ Initials: _____ Sent: _____ Initials: _____