



# Event Application

*\*For recurring events that have no changes to a previous application, please email Council's Communications and Events Officer to confirm this year's dates and contacts.*

## Applicant and Event Details

Organisation					
Postal Address					
Responsible Person and Title					
Contact Details	Phone				
	Email				
Event Day Contact (if different from above)	Name				
	Phone				
<b>Event Name</b>					
<b>Event Day/s and Date/s</b>					
Event Location (including address)					
Event Times	Start		Access to Venue	Start	
	Finish			Finish	
Event Type (festival, exhibition, sports carnival etc)					
Expected attendance					

## Council Facilities only

Request for lawn mowing (Y/N)	
Request to peg lawns for marquees or activities (Y/N)	

## Requests for equipment (note that requests are not guaranteed)

Event bins	No. waste (orange) requested	
	No. beverage recycling (yellow) requested	
<i>Note that recycling bins <u>must</u> be emptied by the event organiser on the day of the event. Event organisers, or subsequent community groups, can then benefit from the recycling funds.</i>		
Additional waste collection for multiple-day events (Y/N)		
Orange markers (stick shaped)	No. requested	
Orange plastic mesh bunting	Approximate metres requested	
Community event signs	No. requested	
Preferred delivery/collection location for any approved items (please give detailed description)		
<i>Event equipment, if approved, is delivered to one location only. The event organiser is responsible for distributing items around their venue and returning them to the collection point once the event is concluded.</i>		

## Marketing and Promotion

Council's Communications Team may be able to help promote your event through their online and social media platforms. If you prefer not to receive marketing assistance, please check this box.

Brief description of event and activities on offer (max 100 words)

Key points of interest to highlight (max three)

Website with more information

Entry fee (if any)

## Activities requiring further information or approvals

Activity	Applicable (Y/N)	Requirements/Advice	Action
Temporary signage (A-frames, banners etc)		→ By-laws apply	Contact Council's regulatory services on 8408 0400
Fires, BBQs etc		→ Permit required during fire danger season (see CFS)	Contact Council's regulatory services on 8408 0400
Liquor		→ Liquor licence required	Contact Consumer and Business Services plus Council's Executive Assistant Strategy and Development on 8408 0522
Fireworks/pyrotechnics		→ Fire Permit required during fire danger season (see CFS) → Copy of technician's pyrotechnics licences required → Approved SafeWork SA Application for Fireworks Display required	Contact Council's regulatory services on 8408 0400
Animals for display or handling		→ Inspection of animal management practises may be required	Refer to Appendix 3 of Council's Festivals and Events Policy plus Contact Council's Environmental Health Officer on 8408 0400
Amplified music / speeches		→ Regulations may apply	Contact Consumer and Business Services plus Council's Executive Assistant Strategy and Development on 8408 0522
Supply or Sale of Food		→ Food handling regulations apply	Contact Council's Environmental Health Officer on 8408 0400 with a list of all suppliers and caterers

Activity	Applicable (Y/N)	Requirements/Advice	Action
Roadside Trading		→ A Roadside Trading Permit is required when public road verges are being used for business purposes.	Complete the Application for Trading on Council Land
Development Approval <i>see Festivals and Events Procedure to clarify when Development Approval is required</i>		→ Development Approval is required for events on private land <i>Note: this may be an involved process, allow up to six months</i>	Contact Council's Team Leader Statutory Planning on 8408 0567, or Duty Planner Development Services on 8408 0400
Road restrictions or road closures		→ Council consent is required → Community consultation may be required → Professional traffic management is required	Contact Council's Communications and Events Officer on 8408 0427

### Statement of understanding

I, \_\_\_\_\_, acknowledge that the Event Application submitted herein is subject to the consideration and approval of authorised Officers of Adelaide Hills Council.

I authorise for the information contained in the Event Application and attached to the Event Application to be circulated and reviewed by Adelaide Hills Council Officers and their advisers. I acknowledge that personal information provided by me on this form will be used by Council or its agents and can be accessed by me and may also be available to third parties in accordance with the *Freedom of Information Act SA (1991)*.

I acknowledge that it is the responsibility of the Event Organiser to ensure that the event meets all necessary by-law, policy, standards, and legislative requirements.

I acknowledge that it is the responsibility of the Event Organiser to ensure that all other parties involved in the event have the appropriate level of Public Liability Insurance (to be retained by the Event Manager).

I am aware that the Event Application will be considered in accordance with the information provided on the Event Application, and any relevant attached documents requested, and will not be valid until evidence has been provided of **Public Liability Insurance with a cover of \$20 million (minimum)**.

The Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and indemnifies each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made claimed against them or any of them arising out of or in relation to the issuing of the permit. Any undisclosed alterations to the said event or non-compliance with the general and special conditions of the permit, once issued, may result in the permit being revoked pursuant to Section 225 of the *Local Government Act SA (1999)*.

**I have attached evidence of Public Liability Insurance (\$20 million minimum)**

Applicant Name		Council Officer	
Signed		Signed	
Date		Date	

**Send completed application to:**  
Communications and Events Officer  
[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)

Adelaide Hills Council  
PO Box 44  
Woodside SA 5244