



EVENT APPLICATION FORM EA-1

This form must be submitted along with **a)** Section 68 or Development Application Form, **b)** Special Event Transport Management Plan, **c)** Notice of Intention to Hold a Public Assembly and any additional plans, flyers, promotional material, copies of insurance policies, assessments and information as detailed in the Guide to Managing Your Event.

All questions must be answered for your application to be processed. Please PRINT.

Please allow a minimum of **THREE-MONTHS** for your event application to be processed. Early notification of events may assist you in securing your preferred date and location for your event.

Section 1: Event Information

Name of the event: _____

Proposed date(s): _____

Proposed event location: _____

Section 2: Event Applicant Information

Event Applicant refers to the business, club or group organising the event.

Event Applicants Name: _____

ABN/ACN: _____

Postal Address: _____

Telephone: _____ **Fax:** _____

Email: _____ **Mob:** _____

The following contact details relate to you – and these will be used for most forms of communication related to your event.

Your Name: _____

Your Event Role/Position: _____

Your Address: _____

Your Telephone: _____ **Fax:** _____

Mob: _____

Email: _____

Section 3: Event Overview - Briefly describe the event

In describing your event, please include event details such as times and activities.

Proposed start time: _____

Proposed conclusion time: _____

Has this event been held before? No Yes – if so when? _____

Do you propose to hold this event again? No Yes – when? _____

Section 4: Site Planning

4.1 SITE INFRASTRUCTURE - Please include a site plan with all areas marked

Entry to the event? Free Ticketed Via Donation

Do you propose fencing the event? No Partially Yes – please describe

Do you propose using marquees? No Yes – please describe below

See Division 3 of State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 for requirements for structures to be erected without development consent.

Number of marquees proposed? _____

Do you propose using stages? No Yes – please describe below

See Division 3 of State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 for requirements for structures to be erected without development consent.

Number of stages proposed? _____

Size of stage(s) proposed? _____

Do you propose using temporary seating? No Yes – please

describe

See Division 3 of State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 for requirements for structures to be erected without development consent.

Number of seating structure(s)? _____

Size of seating structure(s)? _____

4.2 TRAFFIC MANAGEMENT

Could your event impact the normal use of roads in and around your event site?

No Yes – if so, see below

If Yes: -

Show on your site plan:

1. Name of roads to be impacted or closed.
2. The direction and the course of the parade or sporting route and any start/finish lines.
3. Where any equipment is proposed to be positioned on the footpath, or pathway.
4. Where you suggest the public and participants park.
5. Where you suggest contractors and event staff park.
6. The location of traffic Marshall/s.
7. The Emergency Evacuation Area.

If you are proposing to close a road or change normal traffic conditions, you will be required to lodge an application to Council in order for a traffic management plan to be developed and approved (Special Event Transport Management Plan Form & Notice to Hold a Public Assembly Form).

4.3 SERVICES AT THE EVENT SITE

Do you require access to power? No Yes

Do you require access to water? No Yes

Are you proposing to create a temporary camping facility at the event site?

No Yes

Please include camping location on site map

Estimated number of campers:

4.4 EVENT ENTERTAINMENT

Do you propose to have recorded or live Music as part of your Entertainment Program?

No

Yes - please provide details below.
