



# Application Form for Events on Reserves & Roads

1. Name of Legal Entity	
	Name of legal entity – enter in relevant row
<b>Unincorporated Group</b> List group name and representative	
<b>Registered Company - not a trading or business name</b> List Company and Representative name	
<b>Incorporation Association</b> List Company and Representative name	
<b>Partnership</b> List individual name/s	

2. Contact Details	
<b>Contact Person</b>	
<b>Position</b>	
<b>Postal Address</b>	
<b>Contact Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Website</b>	

3. Event Details	
<b>Event Name</b>	
<b>Request to use</b>	<input type="checkbox"/> Reserve <input type="checkbox"/> Road <input type="checkbox"/> Both
<b>Name of Reserve/Road</b>	
<b>Street Address</b>	
<b>Dates and times required</b> Including time allowed for bump-in and bump-out	
<b>Event Date(s)</b>	
<b>Event Time(s)</b>	

<b>Event Details (continued)</b>	
<p><b>Describe the area you wish to use</b> You must attach a plan of your event site</p>	
<p><b>Description of event activities planned</b></p> <p>You must include:            -Reason for event            -Type of audience            -Entertainment schedule            -Activities            -Food</p> <p>Attach any available event promotional material</p>	
<p><b>Type of Event</b></p>	<input type="checkbox"/> <b>Commercial Event</b> <input type="checkbox"/> <b>Community Event</b>
<p><b>Admission</b> Do you plan to charge an admission fee? If yes, please provide details.</p>	
<p><b>Estimated Attendance</b> If multiple days, provide attendance for each day</p>	

<b>4. Tentative Booking</b>
<p>It is important to ensure the Council facility is available prior to submitting your event application.</p> <p><b>Have you made a tentative facility booking with Council's Clerical Officer (Recreation and Community Development)?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

## 5. Public Liability Insurance

**Have you attached a copy of a current public liability insurance policy which covers the event to the minimum level of \$10 million per claim?**

This is a compulsory requirement.

Yes       No

If no, please provide details below

Additional information is attached

## 6. Risk Management Plan

You must complete a risk assessment for your event. Information and resources on risk management planning are available in the Council's Special Events Information Kit.  
[http://www.portenf.sa.gov.au/webdata/resources/files/Information\\_SpecialEventsInformationKit.pdf](http://www.portenf.sa.gov.au/webdata/resources/files/Information_SpecialEventsInformationKit.pdf)

**Have you completed a risk assessment for your event?**

This is a compulsory requirement.

Yes       No

If yes, please attach a copy of your risk assessment

Additional information is attached

## 7. Emergency Services

**Have you notified the relevant emergency services? Please tick below**

- SA Police
- SA Ambulance
- SA Metropolitan Fire Service
- Other relevant emergency agency – provide details below

Additional information is attached

## 8. Security

**Will you have qualified and licensed security personnel present at the event?**

Yes       No

If yes, please provide a security personnel schedule (times, number of staff, location) below or attach.

Additional information is attached

## 9. Amusement Rides

The Event Organiser shall ensure that any amusement structure operators have a current public liability insurance policy. The Event Organiser must also ensure all amusement structures are currently registered with SafeWork SA, check and retain a copy of all registration certificates.

**Will your event include any amusements or amusement structures?**

(Including petting zoos, pools, water fountains, rides, jumping castles, skill games, etc)

Yes       No

If yes, please name each below and attach public liability insurance certificate of currency and current SafeWork SA registration with your application

Additional information is attached

Name of Amusement Structure	Insurance and registration attached?
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 10. Temporary Structures & Spike Pegging

### Will your event include any temporary structures?

(i.e. stages, marquees, scaffold, etc)

Yes       No

If yes, please list details below and clearly mark on event concept plan (Attachment A)

### Pegging of spikes/stakes

All structures should be free-standing with concrete weights – not pegged. Where structures must be pegged out in order to comply with occupational health and safety regulations, Council may approve pegging of spikes/stakes into lawned surfaces.

### Do you request permission to drive spikes/stakes into the ground & therefore requiring irrigation pipes to be marked out by Council?

Yes       No

If yes, please describe below and indicate these structures on your event plan.

Additional information is attached

## 11. Toilets

### How many public toilets are being provided at the event?

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Disabled: \_\_\_\_\_ Unisex: \_\_\_\_\_

Total: \_\_\_\_\_

### Does this include existing/permanent Council toilet facilities?

Yes       No

If yes, how many permanent toilets are available at the site: \_\_\_\_\_

### Please provide details of toilet cleaning arrangements in space below

Additional information is attached

## 12. Food Stalls

The Food Act 2001 and Food Safety Standards contain requirements for all food businesses (including not-for-profit organisations and community events). All Event Organisers conducting events in the City of Port Adelaide Enfield are required to notify Council if they plan to serve food at their event.

Please Note: It is a requirement under the *Food Act 2001* that notification is provided to Council **at least two (2) weeks** prior to the event. If however, it cannot be demonstrated that approval has been granted, in the form of an FBN number, penalties will apply if trading commences. Please be advised that a Food Business Notification (FBN) number is required to be provided for each food stall. FBN numbers are issued by the Council where the temporary food stall is garaged.

An information sheet is available which provides full details about food safety at special events. For a copy of the information sheet, contact the Environmental Health Service on phone 8405 6832 or email [environmental.health@portenf.sa.gov.au](mailto:environmental.health@portenf.sa.gov.au)

### Will food be served at your event?

Yes       No

If yes, please provide full details below

Additional information is attached

Food Stall #1	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			

Food Stall #2	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			

Food Stall #3	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			

<b>Food Stall #4</b>	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			
<b>Food Stall #5</b>	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			

<b>Food Stall #6</b>	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			

<b>Food Stall #7</b>	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			

<b>Food Stall #8</b>	Name of proprietor:			
	Address:			
	FBN number:			
	Contact Name:		Contact Number:	
	Foods being served:			
	Size and type of stall:			
	Max # food handlers:			

### 13. Marketing

Will you be actively marketing the event the event through PR / advertising?

Yes       No

If yes, please provide details below or attach to application

Additional information is attached



## 14. Alcohol

To sell alcohol in a public place you will need to apply for a Temporary Liquor License from the Office of Liquor and Gambling. As a part of your application you will need a letter of support from Council. Refer to the Council's Special Events Information Kit for more information [www.portenf.sa.gov.au/goto/eventorganisers](http://www.portenf.sa.gov.au/goto/eventorganisers).

Semaphore Foreshore Dry Area: the consumption of alcohol is generally prohibited in designated Dry Areas, however under the Liquor Licensing Act 1997 there are some festivals, exhibitions, shows or other events where the consumption of alcohol may be permitted. Exemptions under the Act will require a Temporary Liquor License from the Office of Liquor and Gambling. A separate request must be made in writing to seek a Dry Area exemption.

### Will alcohol be served at your event?

Yes       No

If yes, attach a copy of your Temporary Liquor Licence application.

### Have you lodged a request for a liquor licence support letter with Council?

Yes       No

Additional information is attached

## 15. Waste Management

Event Organisers are required to manage waste effectively and ensure the reserve is left clean and tidy after the event. You must provide ample public waste bins, recycling facilities and dedicated facilities for traders.

Event Organisers are obligated not to discharge or deposit listed pollutants into waters (including storm water) or onto certain land in accordance with the Environment Protection (Water Quality) Policy 2003.

### Will you be providing additional waste bins?

Yes       No

If yes, provide details below or attach.

Additional information is attached

## 16. Traffic Management

Event organisers must undertake sufficient traffic planning to minimise traffic disruption resulting from the event.

**Will your likely cause any disruption to normal traffic flow in the areas surrounding the event site?**

Yes       No

If yes, provide full details below and attach a traffic management plan/strategy.

Additional information is attached

## 17. Car Parking & Transport

Event organisers must ensure sufficient parking is available at the event for both event patrons and regular facility users. Parking should be clearly identified with signage and/or parking marshals. If parking isn't available at the event site, signage needs to be erected that directs patrons to other nearby parking facilities.

**How many car parks are available at the event site?**

\_\_\_\_\_

Describe location of event car parking below, or attach.

**Are existing on-site car parking facilities sufficient for the event?**

Yes       No

If no, describe below your strategy for addressing the car parking needs of the event, or attach.

**Do you have a public transport plan for the event?**

Yes       No

If yes, provide details below, or attach.

Additional information is attached

## 18. Temporary Road Closures

Roads may not be used to stage events unless the necessary temporary road closures and associated traffic management have been approved. For detailed procedures for applying for a temporary road closure, refer to the Special Events Information Kit or contact Council's Traffic Officer on telephone 8405 6746.

[http://www.portenf.sa.gov.au/webdata/resources/files/Information\\_SpecialEventsInformationKit.pdf](http://www.portenf.sa.gov.au/webdata/resources/files/Information_SpecialEventsInformationKit.pdf)

**Have you applied (or will you apply) for temporary road closures for the event?**

Yes       No

If yes, describe below or attach.

Additional information is attached

## 19. Amplified Music

**Will your event include any amplified music or public address system?**

**Note** that EPA noise restrictions apply. See the Special Events Information Kit for more details, available from [http://www.portenf.sa.gov.au/webdata/resources/files/Information\\_SpecialEventsInformationKit.pdf](http://www.portenf.sa.gov.au/webdata/resources/files/Information_SpecialEventsInformationKit.pdf)

Yes       No

If yes, provide full details below or attach.

Additional information is attached

## 20. Fireworks

Only licensed pyrotechnics providers should be engaged to provide fireworks displays. Pyrotechnicians are licensed through SafeWork SA. You must also seek approval before proceeding with any fireworks displays. Council only issues permits for fireworks released on Council property.

All formal notifications and permits for fireworks are normally undertaken by the licensed pyrotechnic provider, not the event organiser.

**Will your event include any fireworks?**

Yes       No

If yes, describe your proposed fireworks display below and provide contact details for your licensed pyrotechnician.

Additional information is attached

## 21. Keys

### Will you require keys for the reserve?

Reserve keys may be obtained from Council to access gates and electricity boxes. A refundable key deposit will be applicable.

Yes       No

## 22. Electricity

### Will you require access to on-site electricity?

Yes       No

If yes, describe your requirements below, and indicate power usage on your event site plan

Additional information is attached

## Fees and Charges Information

A reserve hire fee and reserve bond is payable for all events on Council reserves – please refer to fee schedule below. Once the Event Application has been lodged and approved by Council, you will receive a booking confirmation and Tax Invoice for all fees, bond and key deposits. Fees must be paid seven (7) days prior to using the reserve, and can be paid at any Council office.

- *Special Event Reserve Bond \$550 (GST applies if forfeited) – fully refundable*
- *Reserve Hire Fee – between \$150 to \$550 incl GST – cost is calculated according to event attendance/size of reserve*
- *Key deposit \$55 (GST applies if forfeited) – fully refundable*

Please contact the Clerical Officer (Bookings) to organise payment of fees and key collection prior to your event on telephone 8405 6781.

## Certification – must be signed by applicant

I hereby certify that the information provided in this application is true and correct. I understand that should this application be approved by the City of Port Adelaide Enfield, I will be required to enter into a Licence and/or Authorisation & Permit with the City before conducting the Event.

Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Organisation \_\_\_\_\_  
Position Held \_\_\_\_\_  
Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please print, sign and return form TWO MONTHS prior to the Event to:**

Events Support Officer (Place Activation)  
City of Port Adelaide Enfield  
PO Box 110 PORT ADELAIDE SA 5015

or deliver to 163 St Vincent Street PORT ADELAIDE

Phone: 08 8405 6765  
Email: [marina.martin@portenf.sa.gov.au](mailto:marina.martin@portenf.sa.gov.au)

Form updated 10.08.2017