



*lifestyle location of choice*

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# MAJOR SPECIAL EVENT PERMIT

RECORD NO : .....  
 FILE NO : 16.6.1

## APPLICATION FORM

To be lodged 15 working days before the event.

An application fee is required to be paid when the application is lodged.

NON COMMUNITY GROUP - \$30.00

COMMUNITY GROUP - \$15.00

APPLICANT			
ORGANISATION NAME			
NAME		TITLE	
POSTAL ADDRESS		MOBILE PHONE	
EMAIL			

EVENT DETAILS			
EVENT NAME			
PROPOSED VENUE		VENUE ADDRESS	
DATE FROM		DATE TO	
TIME FROM		TIME TO	
PREP VENUE DATE & TIME		VACATE VENUE DATE & TIME	
DESCRIPTION OF EVENT			

THE ISSUING OF THIS PERMIT IS SUBJECT TO
<p>A. The permit holder agreeing to the General Conditions of the permit as contained herein.</p> <p>B. The permit holder agreeing to all Special Conditions which the Council may determine.</p> <p>C. The permit holder paying the prescribed fee determined above. <b>To be paid when form is lodged.</b></p> <p>D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.</p>

**SITE PLAN**

Provide detailed location of the facilities and activities of the Event on the grid provided below. The area must be laid out and remain laid out in conformity with the plan.

The following information is a guide only on what should be included on the site plan.

- Access and egress points for people and vehicles
- Activities / entertainment areas / food stalls
- Camping areas / parking
- Emergency Services / First Aid posts
- Toilets / Public telephones
- Restricted or prohibited areas / Hazards

A large grid for drawing a site plan. The grid consists of 20 columns and 20 rows of small squares, providing a space for the applicant to detail the layout of the event facilities and activities.

INSURANCE	
DO THE EVENT ORGANISERS HAVE PUBLIC LIABILITY AND PROFESSIONAL INDEMNITY INSURANCE (MINIMUM \$10 MILLION) TO COVER THE EVENT? Please provide	<input type="checkbox"/> YES <input type="checkbox"/> NO

STALL HOLDERS	
ARE THERE ANY ORGANISATIONS APART FROM THE EVENT ORGANISER PARTICIPATING IN THE EVENT? If 'yes' please list	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Note: A stall holders applications and copies of their certificate of currency of public liability insurance and any other licences must be attached to this application for each participant.</i>	

NOISE	
WILL YOUR EVENT INCLUDE AMPLIFIED MUSIC OR SPEECHES, ECT? If 'yes' please provide details and times	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Note: It may be necessary to obtain a permit from the Environment Protection Authority for excessive noise.</i>	

ROAD CLOSURES				
WILL IT BE NECESSARY TO CLOSE ANY ROADS FOR THE EVENT? If 'yes' please provide details			<input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>Council must declare the Event to be an event which Road Traffic Act 1961 s 33 applies, and under s.33(1) makes the relevant ancillary orders (with or without conditions).</i>				
ROAD/STREET NAME		DATE & TIME OF CLOSURE		DATE & TIME OF RE-OPEN
ROAD/STREET NAME		DATE & TIME OF CLOSURE		DATE & TIME OF RE-OPEN
ROAD/STREET NAME		DATE & TIME OF CLOSURE		DATE & TIME OF RE-OPEN
ROAD/STREET NAME		DATE & TIME OF CLOSURE		DATE & TIME OF RE-OPEN

ALCOHOL	
WILL ALCOHOL BE PROVIDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF 'YES', HAS AN APPLICATION FOR A LIQUOR LICENCE BEEN MADE AND ON WHAT DATE?	<input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____
HAS IT BEEN APPROVED AND ISSUED? Please provide copy and date of approval	<input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____

FOOD					
WILL FOOD BE SERVED AT YOUR EVENT? If 'yes', please list food business and details (including alcohol and other)				<input type="checkbox"/> YES	<input type="checkbox"/> NO
TYPE	FACILITIES REQUIRED	SUPPLIER	CONTACT DETAILS		
			NAME		
			PHONE		
			ADDRESS		
			NAME		
			PHONE		
			ADDRESS		
			NAME		
			PHONE		
			ADDRESS		
			NAME		
			PHONE		
			ADDRESS		
			NAME		
			PHONE		
			ADDRESS		

TOILET AND WASHING FACILITIES					
If people will be at the site overnight.					
NUMBER OF FACILITIES?	TOILETS	FEMALE		MALE	
	HAND BASINS	FEMALE		MALE	
	SHOWERS	FEMALE		MALE	
NUMBER OF FACILITIES FOR PERSONS WITH A DISABILITY? Ref: Disability Discrimination Act Commonwealth 1992				TOILETS	
				HAND BASINS	
				SHOWERS	

WASTE MANAGEMENT	
WILL YOUR EVENT REQUIRE ASSISTANCE WITH WASTE MANAGEMENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If 'yes', please provide details, Council may be able to assist.</i>	
WILL THE EVENT INVOLVE THE COLLECTION AND RECYCLING OF BEVERAGE CONTAINERS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If 'yes', please provide details, Council may be able to assist.</i>	

<b>EMERGENCY SERVICES</b>			
HAVE THE FOLLOWING FOUR EMERGENCY SERVICES BEEN NOTIFIED OF THE EVENT DETAILS AND CONSULTED AS TO THEIR RECOMMENDATIONS/REQUIREMENTS?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>POLICE</b>			
BRANCH		DATE OF NOTIFICATION	
CONTACT OFFICER			
REQUIREMENTS			
HAVE THE REQUIREMENTS BEEN FULFILLED?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>FIRE AUTHORITY</b>			
BRANCH		DATE OF NOTIFICATION	
CONTACT OFFICER			
REQUIREMENTS			
HAVE THE REQUIREMENTS BEEN FULFILLED?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>LOCAL HOSPITAL/HEALTH SERVICES</b>			
BRANCH		DATE OF NOTIFICATION	
CONTACT OFFICER			
REQUIREMENTS			
HAVE THE REQUIREMENTS BEEN FULFILLED?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>AMBULANCE SERVICES</b>			
BRANCH		DATE OF NOTIFICATION	
CONTACT OFFICER			
REQUIREMENTS			
HAVE THE REQUIREMENTS BEEN FULFILLED?			<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>FIRST AID FACILITIES</b>	
WILL FIRST AID SERVICES BE AVAILABLE AT YOUR EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If 'no', please give details as to why it is not needed	
If 'yes', who will be providing this service	
<b>VOLUNTEERS</b>	
WILL VOLUNTEERS BE WORKING AT THE EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If 'yes', please provide details of roles, insurance, management procedures, training, induction and compliance with the Volunteer Protection Act SA 2001	

<b>ANIMALS</b>	
DOES THE EVENT INVOLVE THE USE OF ANIMALS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If 'yes', what arrangements will be necessary for their management, care and well-being	
WILL THE PUBLIC BE HANDLING THE ANIMALS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If 'yes', what provisions will be made to minimise transmission of zoonotic (animal to human) disease. Refer to <i>Petting Zoo Infection Control Guideline, Department of Human Services, 2002</i>	

ADJOINING PROPERTIES	
HAVE ADJOINING PROPERTY OWNERS/OCCUPIERS BEEN ADVISED OR PUBLIC NOTICES BEEN PLACED IN LOCAL PRINT MEDIA?	<input type="checkbox"/> YES <input type="checkbox"/> NO

AMUSEMENT STRUCTURES		
WILL THERE BE ANY AMUSEMENT STRUCTURES OPERATING AT THE EVENT? If 'yes', please provide details including copy of WHS documentation <b>Note: Copy of Workplace Services Certificate of Amusement Structure Registration for each structure and public liability insurance certificate of currency needs to be provided.</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO
PROPRIETOR	STRUCTURE TYPE	REG. NO

FIREWORKS			
WILL THERE BE ANY FIREWORKS OR OTHER PYROTECHNICS AT THE EVENT? If 'yes', please provide details <b>Note: Copy of Technicians current pyrotechnics licences and Workplace Services application / permit to be supplied. Identify areas patrons are restricted from entering (public exclusion zones) on the site plan</b> <b>Ref: Explosives Act SA 1936</b>			<input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY NAME		TECHNICIAN	
MOBILE PHONE		PERMIT NO	
EMAIL			
HOW WILL THE PUBLIC EXCLUSION ZONES BE MANAGED?			

<b>BUILDING AND STRUCTURE REQUIREMENTS</b>		
Note: if development approval is required, assessment for both Planning and Building may take up to 16 weeks		
WILL THE EVENT INCLUDE STAGES OR PLATFORMS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THE EVENT INCLUDE BREAK AWAY STAGE SKIRTS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THE EVENT INCLUDE SEATING STANDS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THE EVENT INCLUDE PRE-FABRICATED BUILDINGS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THE EVENT INCLUDE MARQUES OR TENTS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
OTHER List below		
HAVE APPROVALS BEEN OBTAINED FROM COUNCIL FOR TEMPORARY STRUCTURES OR CHANGES TO EXISTING FACILITIES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<b>SIGNAGE</b>		
WILL YOUR EVENT REQUIRE TEMPORARY SIGNAGE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If 'yes', please list details to be developed	<input type="checkbox"/> AMBULANCE LOCATIONS <input type="checkbox"/> DRINKING WATER <input type="checkbox"/> FIREFIGHTING POSTS <input type="checkbox"/> FIRST AID POSTS <input type="checkbox"/> FOOD OUTLETS <input type="checkbox"/> INFORMATION CENTRE/S <input type="checkbox"/> LOST CHILDREN <input type="checkbox"/> LOST AND FOUND/STOLEN PROPERTY <input type="checkbox"/> PARKING <input type="checkbox"/> POLICE <input type="checkbox"/> PROMOTIONAL/SPONSORSHIP <input type="checkbox"/> SHADED AREAS <input type="checkbox"/> TELEPHONES <input type="checkbox"/> TOBACCO PRODUCTS <input type="checkbox"/> TOILETS <input type="checkbox"/> OTHER (List Below)  <hr/> <hr/> <hr/>	
WILL ANY SIGNAGE BE LARGER THAN 2M <sup>2</sup> ? If 'yes', approval is required from Council	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS COUNCIL APPROVAL BEEN OBTAINED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



<b>SECURITY</b>			
WILL THERE BE QUALIFIED SECURITY PERSONNEL IN ATTENDANCE? Security may be a requirement of a Limited Liquor Licence.			<input type="checkbox"/> YES <input type="checkbox"/> NO
If 'no', please provide details as to why security is not needed at your event			
If 'yes', please provide details below			
COMPANY NAME		LICENCE DETAILS	
RESPONSIBLE FOR		CONTACT PERSON	
MOBILE PHONE		NUMBER OF PERSONNEL	
COMMENCE DATE		CONCLUDE DATE	

<b>VACATING THE SITE</b>	
ARRANGEMENTS FOR SITE CLEAN UP?	
ARRANGEMENTS FOR CLEAN-UP OF SURROUNDS?	

<b>RISK ASSESSMENT AND RESPONSE</b>	
Note: A Risk Register and a Risk Control Plan template are provided on the next following pages for use	
HAVE ALL POSSIBLE RISKS BEEN IDENTIFIED AND RANKED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE CONTROL MEASURES BEEN ESTABLISHED FOR EACH RISK?	<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE CONTROL MEASURES BEEN IMPLEMENTED FOR EACH RISK?	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>RISK REGISTER</b>					
<b>THE RISK</b> (What can happen and how it could happen)	<b>THE CHANCES</b>		<b>RISK LEVEL</b>	<b>ADEQUACY OF EXISTING CONTROLS</b>	<b>RISK PRIORITY</b> (e.g. 1, 2, 3 ect.)
	<b>CONSEQUENCE</b>	<b>LIKLIHOOD</b>			

<b>RISK CONTROL PLAN</b>							
<b>RISK</b> (In priority from Risk Register)	<b>POSSIBLE CONTROL OPTIONS</b>	<b>PREFERRED OPTION</b> (Avoid, control, transfer & retain)	<b>RISK LEVEL AFTER THE POSSIBLE CONTROL</b>	<b>RESULT OF ANALYSIS</b> (Accept or reject the risk)	<b>PERON RESPONSIBLE FOR CONTROL OPTION</b>	<b>TIMETABLE FOR IMPLEMENTATION</b>	<b>HOW WILL THE RISK AND CONTROL OPTIONS BE MONITORED?</b>

## General Conditions

1. The Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the Special Event Permit.
2. *If any time before the Event the Council so requests, the Permit Holder must convene a meeting (at the Council's premises) with the Council and other stakeholders to discuss planning for the Event – and within 7 days after any meeting, the Permit Holder must distribute draft minutes of the meeting.*
3. *The Permit Holder at its cost must supply and install all things needed for the Event or for the safety or convenience of participants or patrons. The Council is not obliged to supply any information, materials, plant, equipment or other goods or services for the purposes of the Event. If Council agrees to supply equipment or services for the Event it may recover a reasonable fee*
4. The Event Organiser shall take out and keep current a Public Risk Insurance Policy in the name of the Permit Holder insuring the Permit Holder for the minimum sum of Ten Million Dollars (\$10 000 000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity.
5. *The Event Organiser or any other participant, (e.g., a vendor of merchandise), where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Event Permit. Any plant or equipment of the Permit Holder or its invitee, must be presentable, clean, safe, and positioned and kept within the Event Area boundaries. Equipment and structures must be removed from the Event Area or secured at the close of business on each day of the Event. A marquee, staging, scaffolding or other temporary structure brought upon the Event Area must be installed by qualified persons; any electrical works must be carried out by qualified electricians; any plumbing works must be carried out by qualified plumbers. Any plant or equipment of the Permit Holder or its invitee brought upon the Event Area is at the Permit Holder's risk.*
6. *Activities of the Event must be of a kind, scope and duration as last approved by Council.*
7. *The Permit Holder must not suffer upon the Event Area any disorderly conduct or a public nuisance. In the case of a problem, the Permit Holder should call the Police and not the Council.*
8. *The Permit Holder must keep the Event Area safe, reasonably clean and free of rubbish. Any broken glass or spilt rubbish upon the Event Area must be promptly cleaned up.*
9. *On the same day as it occurs or, if that is not practicable, on the next working day, the Permit Holder must report to Council:*
  - *any injury to an individual upon the Event Area during the Event requiring off-site medical treatment;*
  - *any loss, damage or defect in property under the Council's care, control and management of which the Permit Holder becomes aware;*
  - *any Police attendance in response to a complaint;*
  - *a material variation, suspension, revocation or expiry of insurance or a third party consent, licence, permit or approval the Event Permit or Event requires.*
10. *Within 2 working days after the completion of the Event from any cause, the Permit Holder must restore the Event Area to at least the same condition that existed before the Permit Holder first occupied the area. The Permit Holder bears the cost of all repairs carried out by Council within the Event Area which in the Council's opinion were made necessary by the Event, fair wear and tear excepted.*
11. *At any time during the period covered by the Special Event Permit, if the Council so requires, within 2 days the Permit Holder must provide Council evidence of any insurance this Event Permit requires of the Permit Holder.*
12. *The Permit Holder must ensure that a stall holder or performer to be upon the Event Area holds similar insurances as those the Event Permit requires of the Permit Holder, as applicable.*
13. *If by reason of the Permit Holder's (or its invitee's) default or negligence the Council claims under against the Local Government Association Mutual Liability Scheme or under insurance held by Council, the Permit Holder bears any excess or deductible for that claim.*
14. *The Council does not warrant the Event Area as fit for purpose or safe.*
15. *No reverse duty of care: If the Council gives a consent, approval or direction, accepts any work or inspects anything for the Special Event Permit:*
  - *the Council does not have a duty of care to the Permit Holder for that thing; and*
  - *the Permit Holder is not to any extent relieved from its obligation to comply with these conditions.*

16. Without liability for the Council, if the Council has reason to believe the Permit Holder is in default under these conditions, upon 2 days' notice (or less in the case of an emergency) the Council may take steps to rectify the problem and recover the costs from the Permit Holder. The Council may have recourse to the security for any loss or damage caused by the Permit Holder's breach of a condition, any unpaid fee and / or an amount for which the Council is entitled to be indemnified. The Permit Holder's liability is not limited to security.
17. The Special Event Permit:
- is not a lease or tenancy – the Event Area remains a public place and, except as stated otherwise on the plan, neither the Event Holder nor their patrons have exclusive use of the Event Area;
  - is limited to the particulars stated – a variation to any particulars is at the Council's discretion;
  - is not transferable
  - may be surrendered at any time, by so notifying the Council;
  - is revocable by the Council as Local Government Act 1999 allows.
- During the period covered by the Special Event Permit, a copy of the Special Event Permit must be kept upon the Event Area, and upon demand produced to an authorised Council employee.
18. The Event Organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
19. The Council grants the Special Event Permit under Local government Act 1999 s. 202 (in case of community land) and s. 222 (in case of a public road) and not in any other capacity. The Special Event Permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power.
20. If the Permit Holder is more than one person, each of them is bound jointly, and also severally. The Permit Holder is liable to the Council for anything done or not done by the Permit Holders invitee (including, without limitation, an officer, member, employee, contractor, agent or patron of the Permit Holder) that if done or not done by the Permit Holder would breach these conditions.
21. The parties are independent contractors and not co-promoters, partners, joint venturers, principal and agent, trustee and beneficiary for the Event or other purpose. Neither party may pledge the credit of the other party, nor purport to enter into obligations on its behalf.
22. Permission is liable to be revoked by Council if the Event Organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
23. Permission to commence the Event will not come into operation until proof of all required documentation has been provided to the Council and a Special Event Permit, authorised by Council, has been returned to you.
24. Special Event Permits are required: (at the discretion of Council)
- **No** Special Event Permit - Events on community land under Council care and control that involve less than 30 people
  - Minor Special Event Permit – Events on community land under Council care and control that involve between 30 and 200 people
  - Minor Special Event Permit - Events on community land under Council care and control that involve the use of a structure or building (e.g. Victoria Square Rotunda)
  - Major Special Event Permit – Events on community land under Council care and control that involve more than 200 people
  - Major Special Event Permit – Events on community land under Council care and control that involve an admission fee being charged, alcohol being sold or that run for more than one day.

#### DECLARATION

I declare that the information I have provided is true and correct.

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

SIGNATURE

DATE

#### OFFICE USE ONLY

INSURANCE

YES

NO

PERMIT APPROVED

YES

NO

FEE

\$15

\$30

RECEIPT NUMBER

BOOKING NUMBER

DATE

OFFICER

SIGNATURE