

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	POLICY# 1.09 Special Event Permit POLICY AREA Administration	Version No:	1
	Issued:	Oct 2011	
	Next Review:	Oct 2016	

Aims & Objectives

To provide direction when issuing Special Event Permits.

Policy Detail

Prior to any Special Events Permit being issued the Chief Executive Officer or the said Officers nominee will ensure that:

- a) a Special Events Permit application form is completed by the applicant.
- b) all requirements and/or information as outlined in the Special Events Risk Assessment Checklist are provided
- c) proof of a current certificate of registration issued from Workplace Services for any piece of equipment (amusement structure) that will be operated on Council land will be provided to Council, as required under Occupational Health, Safety & Welfare Regulations.

The Chief Executive Officer or the said Officers nominee will ensure the Application Form, the Special Events Risk Assessment Checklist, required documentation, and letter of notification are filed together.

Strategic Link:

Delegation:

Pursuant to Section 44 of the Local Government Act 1999, the Council delegates to the Chief Executive Officer or the said Officer's nominee, the power to approve and allocate a Special Event Permit and the subsequent power to grant those approvals necessary to satisfy conditions within the said permit, subject to the receipt of reasonable information to satisfy the said requirements.

Sub-Delegation:

- Delegation made to a specific position (including Chief Executive Officer) extends to any person appointed to act in the position.
- In the absence of the Chief Executive Officer, delegation extends to the Deputy CEO.

Documentation:

Special Event Permit Application Form
Special Events Risk Assessment Checklist Form

Authority: Adopted by Council:10/10/2011 {Motion No 19c/102011}
Reviewed by Council 10/11/2015 {Motion 7c/112015}

SIGNED:
Responsible Officer

Date: ____/____/____

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SPECIAL EVENTS RISK ASSESSMENT CHECKLIST FORM

Table 1

Event Management Approval				
Issue	Action By	Completed (tick box)		
		Y	N	N/A
Applicant to action				
Detailed Event Management Plan provided to Council for approval (see Table 2)	Applicant			
Check for conflicting events which may impact on event or the location	Applicant			
Check that event activities and structures etc comply with all relevant legislation, regulation and standards	Applicant			
Proof of appropriate insurance's provided	Applicant			
Organisation/Groups involved have an established legal status (i.e. Inc.)	Applicant			
Emergency Services notified of proposal to hold event and preliminary arrangements made if required to provide attendance or assistance	Applicant			
Provide proof of a current certificate of registration issued from Workplace Services for any piece of equipment (amusement structure) that will be operated on Council land, will be provided to Council				
Council to action				
Ensure event activities comply with relevant Council by-laws	Council			
Special Conditions regarding activities on a road applied where necessary	Council			
Road closure procedures followed where necessary (S33 Road Traffic Act)	Council			
Ensure event complies with Councils Community Lands Management Plan	Council			
Council satisfied that event complies with all Council policies	Council			
Event Permit with appropriate conditions and clauses issued	Council			

Table 2

Event Management Plan			
Issue	Adequate		
	Y	N	N/A
Detailed event management plan includes all organisations involved in the event			
Key roles and responsibilities clearly stated			
Event Risk Assessment carried out (see Table 3)			
Control of event			
Ingress			
Egress			
Control of incidents			
Event Safety Officer – monitoring and review responsibilities established throughout the event			
Communications arrangements and protocols			
Incident procedures			
Emergency procedures and emergency services liaison established			
Coordination between organisations established			
Procedures and arrangements for distributing notices			

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Structural inspections/Workplace Services			
Liaison with public and other organisations established			
Licensing			

Table 3

Operational Risk Management Checklist			
Issue	Adequate		
	Y	N	N/A
Detailed event management plan includes all organisations involved in the event			
All identified risks have been examined			
Arrangements for managing risk have been identified			
Consultation on overlapping areas of risk has occurred			
Event Safety reviews organised during the event as needed			
The LGA Mutual Liability Scheme have been consulted where necessary			

I acknowledge that I have read and understood the permit conditions and agree to abide by and be bound by the said conditions.

Signed for and on behalf of the Applicant

Name _____ Date ____ / ____ / ____ Position _____

Signature _____

Signed for and behalf of the District Council of Tumby Bay

Name _____ Date ____ / ____ / ____ Position _____

Signature _____

OFFICE USE ONLY

Permit Approved/Denied	Fee \$ _____	Receipt No. _____
Signed _____	Date ____ / ____ / ____	

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DISTRICT COUNCIL OF TUMBY BAY.

SPECIAL EVENTS PERMIT

APPLICATION FORM

I _____

for and on behalf of _____
(Organisation Business Group)

Of _____
(Address)

Phone _____ Fax _____ Mobile _____

hereby make application to the District Council of Tumby Bay to operate a/an

(Name or Type of Event)

at the _____

to be held at _____ on the ____ / ____ / ____
(Location) (Date)

between the hours of _____ am/pm and
_____ am/pm

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THE ISSUING OF THIS PERMIT IS SUBJECT TO:
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- A. The applicant agreeing to the General Conditions of the Permit as contained herein.
- B. The applicant agreeing to any Special Conditions which the Council determines and are attached hereto.
- C. The applicant paying all fees prescribed by Council.
- D. The applicant providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions Permit.
- E. The applicant providing a copy of proof of a current certificate of registration issued from Workplace Services for any piece of equipment (amusement structure) that will be operated on Council land.

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GENERAL CONDITIONS OF THE PERMIT

1. The permit holder 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 against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder 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 (\$10,000,000.00) 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.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer also accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that he/she is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or Bylaw relating to the activity.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
8. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
9. Stalls and exhibitors- sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
10. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the conclusion of the event. Failure to do so may result in cleaning fees being charged.
11. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
12. This permit will not come into operation until the applicant has received a signed copy of the permit.
13. The permit holder has addressed all issues as detailed on the Special Events Risk Assessment Checklist

SPECIAL CONDITION OF THE PERMIT

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