

# Event Permit Application

Please use this form to apply to conduct an event in a park, open space or street within the City of Unley. Please note that applications are not required for events that have an expected attendance of less than 100 people.

Please ensure that you review the [Event Planning Toolkit](#) prior to completing your application. This toolkit has been designed to assist you in planning your event and aims to inform you of your responsibilities and any permits or legislation that you may need to be aware of to ensure that your event is run safely. You should also have read the [Event Permit Terms & Conditions](#) prior to submitting an application.

To ensure the success of your event, applications for medium scale events must be received no later than 30 days prior to the proposed event date and large scale / high risk event applications must be received no later than 60 days prior. If you wish to submit an application at short notice, please contact Council's Event Coordinator to discuss if your application can be accepted.

**Please note:** *The submission of an application does not imply the booking is confirmed - it is a registration of interest only. This also applies for events that have previously happened on an annual basis.*

<b>Name of event:*</b>
------------------------

<b>Proposed venue:*</b>
-------------------------

<b>Event date:*</b>
---------------------

<b>Event start time:*</b>
---------------------------

<b>Event finish time:*</b>
----------------------------

## APPLICANT DETAILS

<b>Company/organisation name:</b>
-----------------------------------

<b>ABN number:</b>
--------------------

<b>Contact name:*</b>
-----------------------

<b>Position:</b>
------------------

<b>Address:*</b>
------------------

<b>Telephone number:</b>
--------------------------

<b>Email address:*</b>
------------------------

<b>Mobile number:*</b>
------------------------

---

# Application Checklist

The category of your event will determine the number of supporting documents on the checklist below that you will need to submit to Council along with your Event Permit Application for it to be approved. Further information and tips and tricks on how to prepare your supporting documentation can be found in the [Event Planning Toolkit](#).

## **MEDIUM SCALE EVENT**

- › has 100 or more people, but has less than 1,000 people.

## **LARGE SCALE / HIGH RISK EVENT**

- › has 1,000 or more people; or
- › has significant impact on stakeholders; and/or;
- › involves road closures or speed reductions; and/or
- › involves an activity that Council deems as potentially dangerous or high risk.

## **COMPULSORY**

A copy of your Certificate of Currency for Public Liability Insurance (minimum \$20 million)

Site map

## **WHERE APPLICABLE**

Temporary Food Notification Form

A copy of any approvals from other organisations

A copy of your stakeholder notification letter

A copy of the Public Liability insurance of any sub-contractors (eg amusements)

A copy of your liquor licence

Evidence of additional waste management

Emergency & Evacuation Plan

Risk Assessment

A copy of your SafeWork SA Public Events Assessment Checklist

.....

## Event Overview

<b>Type of event*</b>		
<b>Free Community Event</b>	<b>Ticketed Event</b>	<b>Private Event</b>
<b>Anticipated attendance:*</b>	<b>Is this expected to be*</b>	
	<b>'one-off' event</b>	<b>recurring event</b>
<b>What time/day do you require access for setup:</b>	<b>What time/day do you anticipate pack-up to be completed:</b>	
<b>Event description:*</b>		

.....

## Event Infrastructure

- › All structures need to be weighted as pegging is not permitted under any circumstances.
- › Inflatable structures must have a current certificate of inspection issued by a professional engineer and qualified electrician.
- › You will be required to provide a copy of the organisation's Public Liability Insurance (minimum \$20 million) to Council's Event Coordinator.

<b>Will you be installing marquees, tents or stalls?*</b>		<b>Yes</b>	<b>No</b>
<b>Number:</b>	<b>Name of contractor supplying / installing:</b>		
<b>Will you be installing any staging?*</b>		<b>Yes</b>	<b>No</b>
<b>Size:</b>	<b>Name of contractor supplying / installing:</b>		
<b>Will you be installing any inflatable structures / jumping castles?*</b>		<b>Yes</b>	<b>No</b>
<b>Size:</b>	<b>Name of contractor supplying / installing:</b>		

.....

## Vehicle Access

- › Permission is granted for vehicles to access the event site for the specific purpose of conveying goods and equipment – unloading and loading only.
- › The only vehicles allowed to remain on the event site are those that are physically required to such as catering vans and food trucks.

**Do you require vehicle access for the purpose of loading / unloading equipment?\***      **Yes**      **No**

**Will any essential vehicles remain on the event site?\***      **Yes**      **No**

<b>Number:</b>	<b>Purpose:</b>
----------------	-----------------

.....

## Entertainment

- › If your event includes amplified music or entertainment an approved resident and business notification will need to be distributed a minimum of one week prior to the event to the affected residents and businesses.

**Will you have a public address system or amplified music?\***      **Yes**      **No**

<b>Sound check/rehearsal times:</b>	<b>Times of use:</b>
-------------------------------------	----------------------

.....

## Food & Beverage

- › It is your responsibility to ensure that all food and beverage vendors comply with food safety practices, as detailed in the [Food Safety at Outdoor Events Fact Sheets](#).
- › You must complete and return the [Temporary Food Stall Notification Form](#) to Council's Event Coordinator at least 14 days prior to your event.

**Will you have food and beverage stalls at your event?\***      **Yes**      **No**

<b>How many stalls do you anticipate:</b>
---

---

## Alcohol

› A Limited Liquor Licence is required if the service or supply of liquor is intended as part of your event.

<b>Will alcohol be available at your event?*</b>		<b>Yes</b>	<b>No</b>
<b>If yes, will it be available for sale or tasting only:</b>	<b>Sale</b>	<b>Tasting only</b>	
<b>Will the consumption area be fully fenced:</b>	<b>Yes</b>	<b>No</b>	
<b>What will you be serving it in:</b>	<b>Glass</b>	<b>Shatter-proof plastic</b>	
<b>How many licenced security guards will you be engaging:</b>			
<b>Name of security company:</b>			

---

## Amusement Rides

- › Amusement devices must not be used or operated unless a current certificate of registration issued by SafeWork SA can be provided.
- › You will be required to provide a copy of the organisation's Public Liability Insurance (minimum \$20 million) to Council's Event Coordinator.

<b>Will there be amusement devices?*</b>		<b>Yes</b>	<b>No</b>
<b>Description:</b>	<b>Name of contractor supplying / installing:</b>		
<b>Description:</b>	<b>Name of contractor supplying / installing:</b>		
<b>Description:</b>	<b>Name of contractor supplying / installing:</b>		

---

## Power & Generators

- › If you intend on using any electrical equipment at your event, you will be required to engage a South Australian licenced electrician.
- › Power is not available at most parks and open spaces, please refer to the [Event Planning Toolkit](#).
- › Fees may apply where power is available.

**Will you be using any electrical equipment at your event?\***

**Yes**

**No**

**Do you require access to Council power facilities?\***

**Yes**

**No**

**Name of licenced electrician tagging appliances & certifying installations:**

**Will you be providing generators?\***

**Yes**

**No**

**How many:**

**Who will be supplying the generators:**

---

## Toilets

- › It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the event. Please refer to the [Event Planning Toolkit](#) for more information.

**Will you be providing additional toilet facilities?\***

**Yes**

**No**

**Number of male:**

**Number of female:**

**Name of contractor supplying / installing:**

**Do you require Council toilet facilities to remain open beyond 8pm?\***

**Yes**

**No**

**If yes, what time do you require access until:**

---

## First Aid

- › It is recommended for all medium and large scale / high risk events (more than 100 people) that you have First Aid in attendance.

**Will you be providing First Aid at your event?\***

**Yes**

**No**

**Provide details:**

---

## Signage & Promotion

- › Advertising is not permitted on Council property without written permission from the City of Unley.
- › Council's logo is a registered trade mark and all applications for usage must be made in writing.

**Do you intend on displaying any signage or promotional material within the City of Unley?\***

**Yes**

**No**

**Provide details:**

---

## Waste Management

- › It is a requirement of Council that you provide a three bin recycling system which separates general waste, co-mingled recycling and organic/compostable waste.
- › Council is able to supply bins for events with up to 1,000 people in attendance. Large scale / high risk events that anticipate attendance greater than 1,000 will need to engage an external waste management contractor to supply bins and manage waste disposal to Council's required standard.

**Do you require Council to supply bins for your event?\***

**Yes**

**No**

**If yes, please indicate how many you require:**

**101-300 attendees  
(9 bins)**

**301-500 attendees  
(15 bins)**

**501-1,000 attendees  
(up to 30 bins)**

**If no, will you be engaging a waste management contractor:**

**Yes**

**No**

**Name of contractor:**

**If no, what measures will you have in place to manage waste and maximise recycling:**

.....

## Traffic & Road Closures

- › Temporary road closures have specific times of operation and conditions and will be implemented in accordance with legislative requirements. Fees will apply for the advertising, implementation and supervision (if required) of traffic management and/or temporary road closures. A quote will be provided once your application is received and has been assessed by our Traffic Department.
- › If your event involves a road closure or changes to local traffic conditions an approved resident and business notification will need to be distributed a minimum of one week prior to the event to the affected residents and businesses.

<b>Do you require a road closure?*</b>	<b>Yes</b>	<b>No</b>
--	------------	-----------

<b>Name of street(s) &amp; suburb:</b>	<b>Between (streets / properties):</b>
--	--

<b>Requested closure start day/time:</b>	<b>Requested closure finish day/time:</b>
--	---

<b>Do you require a temporary speed reduction on any roads surrounding your event?*</b>	<b>Yes</b>	<b>No</b>
---	------------	-----------

<b>Name of street(s):</b>	<b>Details:</b>
---------------------------	-----------------

<b>Requested start day/time:</b>	<b>Requested finish day/time:</b>
----------------------------------	-----------------------------------

<b>Do you require any temporary parking restrictions or permit parking zones on any roads surrounding your event?*</b>	<b>Yes</b>	<b>No</b>
--	------------	-----------

<b>Name of street(s):</b>	<b>Details:</b>
---------------------------	-----------------

<b>Requested start day/time:</b>	<b>Requested finish day/time:</b>
----------------------------------	-----------------------------------



---

## Special Requests

> Council's Event Coordinator will manage all special requests on a case by case basis and will liaise with the relevant Council Departments to seek approval of such activities.

**Do you have any special requests not previously mentioned in this form?\***

**Yes**

**No**

**Provide details:**

---

## Event Insurance

Council requires the event organiser to have Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) in the legal organisation name or governing body. The event organiser must ensure that the insurance provides coverage for the specific event location.

You are responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.

**Do you have current Public Liability insurance for a minimum of \$20 million?\***

**Yes**

**No**

**I have attached a copy of my Certificate of Currency\***

**Yes**

**No**

---

## Applicant Declaration

I declare that all the information in the application is to the best of my knowledge, true and correct. I also understand that if the information is incomplete, more information may be requested and the application may be delayed or rejected. I acknowledge that if the information provided is misleading, any approval granted may be void and any costs incurred by Council will be recovered. I understand that once I have submitted this application hire fees and a refundable bond may be payable.

**I acknowledge that I have read and agree to the Event Permit Terms & Conditions\***

**I acknowledge that I have read and understand the Electrical safety at festival and events information and will be engaging a licenced electrician to undertake any electrical work. An electrical Certificate of Compliance will be provided to Council within 48 hours of the event.**

**Applicant name:\***

**Applicant signature:\***

**Date:\***

(if completing this form online please type your full name)

**LODGEMENT DETAILS** Please return this completed form with any supporting documents to:

**Email** [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

**Mail** PO Box 1, Unley, SA, 5061

**In person** Civic Centre, 181 Unley Road, Unley, SA, 5061

*Your application will be assessed and you will be contacted by a Council representative within 10 business days of receipt of your application.*