



# Application for Venue Hire - Event on Public Land

Community, Not for Profit, Commercial or Private Event

Please note that bookings must be made a minimum of six (6) weeks in advance.

Council Chambers and Administrative Centre: 32 Salisbury Street, Uralla NSW 2358

Address all correspondence to: The General Manager, Uralla Shire Council, PO Box 106, Uralla NSW 2358

council@uralla.nsw.gov.au | www.uralla.nsw.gov.au | p 02 6778 6300 | f 02 6778 6349

Preferred Venue:	
<b>Applicant (Hirer) Details</b>	
Applicant name	ABN:
Applicant type	<input type="checkbox"/> Not for profit <input type="checkbox"/> Commercial company <input type="checkbox"/> Individual <input type="checkbox"/> Other: _____
Contact person name and position	
Contact person's phone number/s	
Contact person's email address	
Applicant's postal address	
Applicant's email address	
Applicant's phone number	
<b>Event Details</b>	<b>Please provide details of proposed event (if necessary, attach additional information)</b>
Event name	
Description of event <i>(e.g., awards presentation, community celebration, markets)</i>	
Specify use	<input type="checkbox"/> Single/Casual (One-off) <input type="checkbox"/> Regular Repeating Use <input type="checkbox"/> Seasonal (Extended period)
Event date(s)	
Event time	Start: _____ Finish: _____
Set up date and time (if applicable)	Date: _____ From: _____ To: _____
Pack down date and time (if applicable)	Date: _____ From: _____ To: _____
Number of Event Staff / Volunteers	
Estimated attendance	<input type="checkbox"/> 1-100 <input type="checkbox"/> 100-500 <input type="checkbox"/> 500-1,000 <input type="checkbox"/> 1,000-5,000
Event history	Has this event been held before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details:
Event Safety	The Emergency Evacuation Plan - Pro Forma attached on page 6 must be completed as part of this application. Applications with an incomplete Evacuation Plan may be rejected.
<b>Consumption and Sale of Food / Beverages</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will food and/or beverages be sold at your event? If Yes, you will need to provide proof of Food Authority Notification.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is alcohol being sold or served at the event? If <b>Yes</b> , complete below and refer to the NSW Office of Liquor & Gaming for licencing requirements. Proof of current Liquor Licence must be provided.
How will the boundaries of the dispensing and consumption areas be defined?	
What security measures will be undertaken to limit disorderly and unsafe conduct or underage drinking?	
<b>Live or Amplified Music or Public Address system</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will any systems of amplification be used during the event? If Yes, complete below.
Details of amplification, including activity, direction of speakers, hours of operation and equipment:	
How will noise levels at the event be monitored and minimised?	

Temporary Structure	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will temporary structures be used at the event? (Eg stage, marquees, raised seating, etc.) If Yes, please provide details including size, usage and hours of operation:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will gazebos/stalls be erected at the event? If Yes, provide estimated total number of stalls:
Other Entertainment Inclusions	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will animals / mobile zoo be included at the event? If Yes, provide details:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will a fireworks display be conducted at the event? <b>If Yes, complete below. A licence from WorkCover must be obtained by your pyrotechnician.</b> Licenced operator supplying fireworks: _____ Telephone: _____ Location where fireworks will be conducted: _____ Detail the fireworks launch site, exclusion zone, and how this will be managed:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be amusement rides or devices at the event? <b>*If Yes, complete declaration below:</b>
<b>Declaration:</b> As the applicant, I declare I have engaged the operator of the amusement device to ensure the amusement device and/or inflatable is installed in accordance with the manufacturer's instructions and that adequate risk management measures have been implemented within the attached risk plan to identify control measures for potential hazards. These hazards include collapse, extreme wind or weather conditions, or other site-specific risks. The operator will remain on-site for the full duration of the event. The operator has completed a declaration as part of this application. Name: _____ Position: _____ Signature: _____ Date: _____	
<i>*Under Section 68 of the Local Government Act 1993 a Council approval must be in place for any Amusement Ride or Device. This requires the lodgement of a separate Section 68 application to Council by the owner/operator of the device a minimum of 4 weeks prior to the event.</i>	
Power and Generators	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require access to power, if available?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will generators be used? (If Yes, please provide proposed details of type and hours of use)
First Aid	
First aid service supplier/provider	
Number of first aid personnel	
Detail arrangements for emergency responses and event access	
How will event related staff be informed of the emergency evacuation plan?	
Amenities and Waste Management	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will additional amenities be provided at your event? If Yes, complete below.
How many portaloos will be provided?	Male: _____ Female: _____ Disabled: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will additional bins be provided at your event? If Yes, complete below.
Bins required per 100 attendees	1x ea General Waste and Recycling 240L per 100 attendees – if no food and beverage served/sold 2x ea General Waste and Recycling 240L per 100 attendees – if no food and beverage served/sold
Types and number of bins supplied	<input type="checkbox"/> General Waste - number of bins: _____ <input type="checkbox"/> Recycling - number of bins: _____
Delivery/Collection dates and times	Delivery date and time: _____ Collection date and time: _____

<b>Environmental Management</b>	
What measures will be undertaken to minimise environmental impacts?	
<b>Parking and Public Transport</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there ample parking on or near the site sufficient for the estimated number of attendees? Provide details:
<i>Depending on the number of estimated attendees, Council may request the applicant to prepare a Traffic Management Plan/Parking Strategy.</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there plans for providing public transport? If Yes, provide details:
<b>Temporary road closures</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event require temporary road or footpath closure? If Yes, complete the Application for Temporary Road Closure attached at page 9. A Traffic Control Plan and Traffic Management Plan will be required.
<b>Water supply</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will a public water supply be provided to attendees?
<b>Access and equity</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the site accessible for wheelchairs and persons with disabilities?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will disability access toilets be provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No	For road/carpark closures: is adequate disability parking incorporated into the site plan?
<b>Promotion and Signage</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you intend to erect any on-site banners/signs? If Yes, provide details:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you intend to erect any directional signs? If Yes, provide details including method of attachment:
<b>Wet Weather Alternative</b>	
Detail the contingency plan in the event of inclement weather, including method of notifying potential attendees:	
<b>Vehicle Access</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will vehicles require access on council land? If Yes, complete below. Where is access required?  Provide reason for access:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have emergency vehicular access points been identified in the Site Plan?
<b>Ticketing/Collection of money</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you raising funds as part of this event? If Yes, enter beneficiary details below:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you charge an admission/entry fee? If Yes, what is the estimated ticket price:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be charging stall holders, food and beverage suppliers, or amusement operators a fee? If Yes, provide details of these charges:

Public Liability Insurance	
The applicant must arrange Public Liability Insurance cover for A\$20,000,000, and will be required to provide a Certificate of Currency that will be current at the time of the event. The name of the insured must be a legal entity and must be the same as the Applicant. The Public Liability Insurance must name Uralla Shire Council and the Minister for the Environment and Heritage as interested parties. The Public Liability Insurance must cover the activity described in the application.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Applicant's Certificate of Currency attached to this application?
Risk Management Plan	
The applicant must prepare a risk management plan specific to the scheduled event and lodge a copy of same with this application.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has a Risk Management Plan for this event been prepared and attached to this application?
Site Plan	
Attach a Site Plan which clearly indicates the following as applicable to the event.	
<ul style="list-style-type: none"> <li>• Emergency access points/evacuation routes</li> <li>• Safe assembly areas</li> <li>• Temporary structures</li> <li>• Security/crowd control</li> <li>• Liquor consumption areas/non-alcohol areas</li> <li>• Site entrances/exits</li> <li>• Waste outlets</li> <li>• Parking and disabled parking</li> <li>• Fireworks launch site/exclusion zone</li> </ul>	<ul style="list-style-type: none"> <li>• Power access/generators</li> <li>• Amusement rides/devices</li> <li>• First aid</li> <li>• Lighting</li> <li>• Amenities/portaloos facilities</li> <li>• Food vendors</li> <li>• Market stalls</li> <li>• Water supply</li> </ul>
Application Attachments	
Ensure you have completed all sections of this application – the following documents must be attached:	
<input type="checkbox"/> Certificate of Currency (Public Liability Insurance) <input type="checkbox"/> Proof of Food Authority Notification (if applicable) <input type="checkbox"/> Food Vendors List (if applicable) <input type="checkbox"/> Proof of Liquor Licence (if applicable) <input type="checkbox"/> Application for Temporary Road Closure (if applicable) <input type="checkbox"/> Traffic Management Plan/Parking Strategy (if applicable) <input type="checkbox"/> Program of activities	<input type="checkbox"/> Site Plan <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Noise Management Plan (if applicable) <input type="checkbox"/> Risk Management Plan <input type="checkbox"/> Application to Operate an Amusement Device (if applicable) <input type="checkbox"/> Completed Emergency Evacuation Plan
Declaration	
I declare that all information and documents supplied in this application are true and correct and that I am authorised to sign on behalf of the Applicant.	
Name:	Position:
Signature:	Date:
Lodgement	
In person:	Council Customer Service Centre: 8:30am to 4:30pm Monday to Friday (excluding public holidays), 32 Salisbury Street, Uralla
Mail:	Attn: The General Manager, PO Box 106, Uralla NSW 2358
Email:	council@uralla.nsw.gov.au
Upon receipt of this application, Council staff will check availability of the preferred venue and calculate the venue hire fee in accordance with Council's adopted Fees and Charges. Council will then issue confirmation letter, invoice, and Agreement to Licence Property to the Applicant for execution and payment. <u>Your booking is not confirmed until the Agreement to Licence Property has been executed and all monies owed have been received by Uralla Shire Council.</u> Please refer to the <a href="#">Council website</a> to view or download the current Fee schedule.	
Privacy notice	
This completed form may contain personal information which is being collected for the purpose of processing this application. This information will be processed by Council and may be made available to public enquiries under the <i>Government Information (Public Access) Act</i> . Provision of the information is voluntary, however if insufficient information is provided Council will be unable to process the application. Once received, the information will be stored in Council's electronic records management system.	

## Terms and Conditions of Hire

### Application

Applications for the hire of council venues/facilities must be made in writing using this application form and be signed by the person responsible for payment of fees arising from the use. The hirer must be over 21 years of age and they or their authorised representative must be in attendance at all times during the period of hire.

### Hire Period

Bookings commence and end at the times specified in the approved hire agreement. Access to the Council facility before or after the times approved is not permitted unless prior arrangements have been made with Council. Set up and pack down/cleaning of the Council facility must be completed during the hire period.

### Payment of Hire Fees

Payment is required prior to the date of hire and bookings are unconfirmed until monies owed have been received by Council. Regular repeating use hirers and seasonal use hirers will be required to pay the initial fee instalment, following which the hirer will be issued a monthly account which must be paid within 21 days without exception.

### Bond

Council may require a bond to be paid for the use of the Council facility to be hired as set out in Council's adopted schedule of Fees and Charges. This bond is payable prior to the date of hire. Council staff will inspect the facility after the hire. If the facility has been returned in a satisfactory condition, Council will refund the bond within three (3) weeks after the hire. Any costs incurred for additional cleaning or repairs as a result of the hire will be deducted from the bond.

### Damage

The hirer is responsible for any damage caused to the facility or any fixtures, furniture or equipment excluding reasonable wear and tear. It is the responsibility of the hirer to meet the full cost of repairs of equipment found to be damaged or the full replacement cost of equipment missing from the facility after hire. Any damage will be repaired by Council at the cost of the hirer. Expenses incurred will be deducted from the bond or invoiced to the hirer should the repair costs of any damage be greater than the amount of bond held.

### No Smoking

All Council facilities are non-smoking. Non-compliance with non-smoking regulations will result in cleaning fees which will be deducted from the bond.

### Cleaning

Council facilities must be left in a clean and tidy condition following hire. This includes returning furniture and equipment to their original positions, placing rubbish into sealed bags and removing it from the room. Hirers are to supply their own rubbish bags and cleaning materials. Council may or may not provide limited cleaning supplies for the hirer's use.

### Kitchen Facilities

Unless tea and coffee is purchased in a hire agreement of kitchen facilities, the hirer is to provide all refreshments. Council will provide crockery and it is the responsibility of the hirer to leave the facility in a clean and orderly state. Crockery used is to be washed and returned to the cupboard. Any breakages or damaged items will be replaced by Council at the hirer's cost.

### Safety

The hirer must ensure that the hire is conducted in a safe manner. The hirer must be aware of all fire exits and fire extinguishers and follow the evacuation procedures for the facility. Fire exits must be kept clear at all times. It is the responsibility of the hirer to have provisions for first aid available at all times during the duration of hire. Any incident or accident at the facility must be reported immediately to Council.

Additional provisions for public safety may be required by this application including but not limited to event Risk Management Plan, Traffic Management Plan, or Emergency Evacuation Plan.

### Cancellation by the Hirer

The hire agreement can be cancelled by the hirer by providing notice in writing to Council not less than 10 days' prior to the hire date. Cancellations with adequate notice will receive a full refund of the hire fee. Cancellations made by hirers with less than 10 days' notice prior to the hire date will incur a cancellation fee of 25% of the booking fee. Cancellations made after the date of hire (retrospective cancellation) will not be refunded.

### Cancellation by Council

Council reserves the right to refuse any booking or cancel any booking already made for any reason. Any monies paid will be fully refunded. Council will not be liable for any loss or other consequence of the exercise of any right stated within these terms and conditions.

### Policy

The Hire Agreement entered into between the hirer and Council is subject to the provisions of Council's policy on the hire of Council facilities, plant and equipment adopted 5 May 2020. This policy is available on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au). In submitting their application the hirer acknowledges the policy and the terms set out therein.

### Liability

The Council facility is under the physical control of the hirer for the duration of the hire period. It is the responsibility of the hirer to inspect and approve the booked facility as being safe to use for the proposed activity. If the hirer consider it unsafe, do not commence the activity and notify Council without delay. If a hirer commences use of a Council facility it will be deemed to be an acknowledgment that the facility is fit and proper for use and that the hirer accepts that all liability associated with the use shall rest with them, including all costs associated with loss or damage as a result of the hire.

### Insurance and Indemnity

The hirer must hold Public Liability Insurance cover for \$20 million and must provide Certificate of Currency that will be current at the time of hire. The name of the insured must be a legal entity and must be the same as the hirer. The Public Liability Insurance must name Uralla Shire Council and the Minister for the Environment and Heritage as interested parties. The Public Liability Insurance must cover the activity described in the application.

The hirer shall indemnify Uralla Shire Council against any claim, action or process for damage or injury which might arise during the progress of such hire and shall keep indemnified the Uralla Shire Council against any claim, action or process for damage and/or injury which might arise from the existence of such hire unless such damage and/or injury is due or contributed to by an act or omission of the Uralla Shire Council or Council officials.

### Third Parties

The hire agreement is not transferrable to any third party.

### Emergency Evacuation Plan – Pro Forma

Event Details	
Event name	
Event date	
Event location	

#### Identification of Emergency Roles for Event Staff & Emergency Contact Numbers

The following outlines roles and responsibility regarding the implementation of the Emergency Procedures in the event of an emergency, bushfire or severe weather event.

	Area of responsibility	Name and Mobile Contact Details
<b>Event Organiser (or nominated representative)</b>	<p>Prior to the commencement of an event, the event organiser (or their nominated representative) is to:</p> <ul style="list-style-type: none"> <li>• Check the Fire Danger Rating for the day of the event and if a Total Fire Ban has been declared. If A Total Fire Ban is in place, consult with the Rural Fire Service Control Centre or call 1800 679 737 to determine if the event should proceed.</li> <li>• Check the Bureau of Meteorology and local radio for severe weather warnings.</li> <li>• Consult with emergency services if deemed necessary.</li> <li>• Review site plan for evacuation/shelter to ensure it meets the environmental conditions of the day.</li> </ul> <p>On becoming aware of a bushfire or severe weather warning:</p> <ul style="list-style-type: none"> <li>• Ascertain the nature of the bushfire or warning and determine appropriate action, including whether the event is to be cancelled.</li> <li>• Communicate with Event Assistant/s</li> <li>• If necessary, initiate evacuation and control entry to affected area.</li> <li>• Ensure the progress of the evacuation and any action taken is recorded in an incident log.</li> <li>• In event of bushfire, ensure that the appropriate fire service has been notified. Brief the fire service personnel upon arrival on type, scope and location of the bushfire and the status of the evacuation and, thereafter, act on the senior officer's instruction.</li> </ul>	
<b>Event Assistant/s</b>	<p>Assist the Event Organiser (or their nominated representative) with assessment of fire rating or weather warnings for the day of the event, prior to event commencing.</p> <p>On becoming aware of a bushfire or severe weather warning:</p> <ul style="list-style-type: none"> <li>• Communicate with Event Organiser (or nominated representative).</li> <li>• Secure location and assist with evacuation of all persons in area of responsibility.</li> <li>• Act on Event Organiser (or nominated representative) instructions.</li> </ul>	

#### Emergency Contact Numbers

Police, Fire or Ambulance	Emergencies - 000 For deaf, speech or hearing impaired - Call 106 Uralla Police Station - 02 6778 4400 For Non-Emergency Police assistance call 131 444
NSW Rural Fire Service	Bush Fire Information Line - 1800 679 737
Uralla Shire Council	General Enquires - 02 6778 6300 After Hours - 0427 784 982
State Emergency Services (SES)	Flood and Storm - 132 500
Essential Energy	Emergencies - 13 20 80

**All fires are to be reported – call 000**

<b>Triggers for Evacuation and Identification of 'Safe Refuge Areas'</b>	
<p>In the event of a bushfire, severe weather event, or other emergency, a decision is made well in advance to either: EVACUATE the occupants of a premise to another location away from the effects of the bushfire, weather event or emergency; or to SHELTER-IN-PLACE and have those occupants move to a safe refuge on-site.</p> <p>This decision is a matter of safety and needs to consider the proximity to hazards (eg vegetation, powerlines, trees), the time required to transport people from one place to another, availability of transportation, or whether there is a location on-site that would be safer for the occupants to congregate.</p> <p><b>In the case of an event held on public land the decision to trigger the plan would likely involve moving event participants into a safe refuge area in proximity of the site where the event is held (i.e. EVACUATE). However, there might be situations when the decision is made to move to event participants a safe refuge on-site (i.e. SHELTER-IN-PLACE).</b></p>	
Please tick the relevant evacuation trigger you are planning to implement in case of an emergency:	<input type="checkbox"/> EVACUATE <input type="checkbox"/> SHELTER-IN-PLACE
<p>Your Site Plan needs to clearly <b>identify a safe assembly area and escape routes</b> in case of an emergency. In the case of fun runs, charity walks and the like; organisers must identify several refuge/assembly areas along the route. Examples of refuge/assembly areas may include sports grounds, parks, car parks, etc.</p>	
Have you identified the following features on your Site Plan?: (Tick each box to indicate completion of task)	<input type="checkbox"/> Safe assembly area or areas <input type="checkbox"/> Evacuation route or routes <input type="checkbox"/> Site Plan Attached

<b>Emergency Procedure</b>
<p>During an emergency, identify the procedures which are to be adhered to in the event of an evacuation. For example, the following actions should be included at a minimum:</p> <p>The <b>'Event Organiser'</b> (or their nominated representative) should:</p> <ul style="list-style-type: none"> <li>• Ensure communications (i.e. mobile phone on hand)</li> <li>• Remain calm and explain to the participants what is happening</li> <li>• Monitor local radio (ABC local radio 101.9 FM) and public service announcements</li> <li>• Ensure that all persons are informed of the evacuation process and initiate the evacuation in accordance with agreed sequence</li> <li>• Advise the local emergency service that the site is being evacuated and that all participants (include how many) are sheltering in a safe refuge/assembly area or areas</li> <li>• Shall be identifiable with appropriate attire</li> </ul> <p>The <b>'Event Assistant/s'</b> should:</p> <ul style="list-style-type: none"> <li>• Ensure all persons are accounted for</li> <li>• Assist all persons in his/her area to evacuate</li> <li>• Report to the <b>'Event Organiser'</b> (or nominated representative) and assist the <b>'Event Organiser'</b> (or nominated representative) wherever required</li> <li>• Shall be identifiable with appropriate attire</li> </ul>

<b>Communication</b>	
<p>It is expected that the event organisers would have the required communication tools to ensure that all emergencies are attended to promptly. This is particularly important when running events such as fun runs and charity walks, where there is a potential for exhaustion or injury to occur and, thus the requirement to communicate promptly to emergency personnel so they can attend promptly to the emergency. The same communication procedure would apply in the case of a bushfire or severe weather event emergency.</p>	
Have the event organisers implemented a communication procedure to ensure that all emergencies are attended to promptly?	<input type="checkbox"/> Yes

### Training

To ensure that operational procedures are followed in an orderly manner during an emergency, it is crucial for all members of the emergency team to be thoroughly familiar with what is expected of them. For this to occur, it is necessary for event staff to be educated on the emergency procedure, to understand roles and responsibilities, and to undertake regular exercises to test the emergency procedure. **It is recommended that event organisers undertake emergency drills prior to the event.**

### Further Information

Further information on disaster and emergency planning is available on the Council website at [www.uralla.nsw.gov.au/Council-Services/Disaster-Planning](http://www.uralla.nsw.gov.au/Council-Services/Disaster-Planning)

Further information on general Bushfire safety and management can be found at the Rural Fire Service (RFS) website: <https://www.rfs.nsw.gov.au/>

RFS publications and fact sheets can be found at: <http://www.rfs.nsw.gov.au/resources/publications>

Information on Total Fire Ban and Current Fire Danger Map can be found at the RFS website at: <http://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans>

Storm and Flood warnings and information is available at the NW SES website at: <https://www.ses.nsw.gov.au/regions/namoi/?suburbName=URALLA>

Your nearest Fire Control Centre is:

New England Office  
 10 Mann St, Armidale 2350  
 PO Box 195, Armidale 2350  
 Phone: 02 6771 2400  
 Fax: 02 6771 3380

### Declaration

I, the undersigned, as Event Organiser, understand the requirements for event emergency management. I also understand the roles of both the Event Organiser and Event Assistant/s, and requirements to be implemented.

Name:

Signature:

Date:





# Application for Temporary Road Closure

Community, Not for Profit, Commercial or Private Event on Public Land  
Please note that applications must be made a minimum of three (3) months in advance.

Council Chambers and Administrative Centre: 32 Salisbury Street, Uralla NSW 2358  
Address all correspondence to: The General Manager, Uralla Shire Council, PO Box 106, Uralla NSW 2358  
council@uralla.nsw.gov.au | www.uralla.nsw.gov.au | p 02 6778 6300 | f 02 6778 6349

Applicant Details	
Applicant name	ABN:
Applicant's postal address	
Applicant's phone number	
Applicant's email address	
Contact Person Details (if different from above)	
Contact person name and position	
Contact person's phone number/s	
Contact person's email address	
Event Details	
Event name	
Description of event	
Specify event type	<input type="checkbox"/> Single date <input type="checkbox"/> Multiple dates
Event date(s)	
Event times	Start: _____ Finish: _____
Estimated attendance	<input type="checkbox"/> 1-100 <input type="checkbox"/> 100-500 <input type="checkbox"/> 500-1,000 <input type="checkbox"/> 1,000-5,000
Road Closure Details	
Specify Closure Type	<input type="checkbox"/> Roadway <input type="checkbox"/> Footpath
Street Name(s) to be closed	
Specify Area Closure Limits <i>Specify complete area of closure. List cross streets if applicable.</i>	
Road Closure times	Start: _____ Finish: _____
Reason for Closure	
Traffic Control Plan and Traffic Management Plan	
A site specific Traffic Control Plan and Traffic Management Plan must be attached to this application to be considered. The Traffic Control and Traffic Management Plans must be drawn by an accredited person in accordance with the NSW RMS's current Traffic Control at Worksites Manual and Australian Standard 1742.3 – Traffic Control for Works on Roads.	
<input type="checkbox"/> The Applicant's Traffic Control Plan is attached. <input type="checkbox"/> The Applicant's Traffic Management Plan is attached.	
Consent of Affected Occupants	
Applicants must obtain consent in writing to the closure from the occupants of properties situated along the street(s) to be closed.	
<input type="checkbox"/> The Applicant has sought consent from affected occupants and is attached.	

<b>Public Liability Insurance</b>	
The applicant must arrange Public Liability Insurance cover for A\$20,000,000, and will be required to provide a Certificate of Currency that will be current at the time of the event. The name of the insured must be a legal entity and must be the same as the Applicant. The Public Liability Insurance must name Uralla Shire Council and the Minister for the Environment and Heritage as interested parties. The Public Liability Insurance must cover the activity described in the application.	
<input type="checkbox"/> The Applicant's Certificate of Currency is attached.	
<b>Declaration</b>	
I declare that all information and documents supplied in this application are true and correct and that I am authorised to sign on behalf of the Applicant.	
Name:	Position:
Signature:	Date:
<b>Lodgement and Payment Methods</b>	
Fees are calculated in accordance with Council's adopted fees and charges.	
In person:	<b>Council Customer Service Centre: 8:30am to 4:30pm Monday to Friday (excluding public holidays), 32 Salisbury Street, Uralla</b> Payment method: Cash, cheque, money order, or credit card (VISA, MasterCard). A credit card surcharge will apply.
Mail:	<b>Attn: The General Manager, PO Box 106, Uralla NSW 2358</b> Payment method: Cheque or money order. If you wish to make payment via credit card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on. A credit card surcharge will apply.
Email:	<b>council@uralla.nsw.gov.au</b> Payment method: Please indicate in your email how payment will be made. If payment will be made via credit card, please call Council's Customer Service Centre on 6778 6300 to make arrangements or nominate your preferred telephone contact number for our Customer Service Team to contact you on. A credit card surcharge will apply.
<b>Privacy notice</b>	
This completed form may contain personal information which is being collected for the purpose of processing this application. This information will be processed by Council and may be made available to public enquiries under the <i>Government Information (Public Access) Act</i> . Provision of the information is voluntary, however if insufficient information is provided Council will be unable to process the application. Once received, the information will be stored in Council's electronic records management system.	

<b>OFFICE USE ONLY</b>			
Application received by:		Date:	
Payment received date:		Reference:	
<b>APPLICATION REVIEW &amp; APPROVAL</b>			
Application reviewed by:		Complete?	Yes / No <i>If not complete, applicant is to be notified.</i>
Provided to Local Traffic Committee (TRIM Ref):		Approved?	Yes / No