

Events and Festivals Application Form



Please ensure that you have read and understood all **terms and conditions** to this activity before completing this form.

HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an asterisk (*) are mandatory and must be completed before submitting the application.

SECTION 1: APPLICANT DETAILS

Title	First name(s)*	Website/Other
<input type="text"/>	<input type="text"/>	<input type="text"/>
Family name*		Email address*
<input type="text"/>		<input type="text"/>
Postal address*		
<input type="text"/>		
Suburb*		Permit Holder
<input type="text"/>		Title
		First name(s)*
		<input type="text"/>
State*	Postcode*	Family name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact telephone number*		
<input type="text"/>		

SECTION 2: Activity details

Event/Festival name or title*

Activity/Performance description*

Activity date*	Activity time*	Activity location*	Bump in time*	Bump out time*	Event/Festival start time*	Event/Festival finish time*

SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

SECTION 4: Supporting documentation

I have supplied the following supporting documents:

- | | |
|--|---|
| <input type="checkbox"/> Site plan (to scale) | <input type="checkbox"/> Public Liability |
| <input type="checkbox"/> Waste management plan | |
| <input type="checkbox"/> Traffic management plan | |
| <input type="checkbox"/> Risk assessment plan | |

SECTION 5: How large the event is expected to be?

- | | |
|---|-------|
| <input type="checkbox"/> Major event 2000 + people | Other |
| <input type="checkbox"/> Medium event 200-2000 people | |
| <input type="checkbox"/> Minor event 0-200 people | |

SECTION 6: TERMS & CONDITIONS – EVENTS & FESTIVALS - MUST READ AND SIGN

General

- Any organisation or person applying to conduct an event or festival must nominate a permit holder and an event coordinator.
- The event coordinator must be on-site at all times as nominated on the permit, inclusive of bump-in and bump-out.
- At least seven days prior to the event, a site inspection will be held, and the permit can be collected at Council Offices, 126 Church Street, Parramatta.
- The permit will not be issued until fee payment has been received in full.
- The event coordinator must retain the permit and written conditions at all times in ready access for inspection.
- Any food sold as part of the event must be offered in compliance with the provisions of the NSW Food Act (2003), Food Regulation (2010) and Food Standards Code. Food may not be given away at events.
- Council reserves the right to demand a refundable bond prior to use of any site, such Bond to form part of special condition attached to the permit.
- Cancellation of a permit may occur when:
 - Any of these Terms and Conditions is breached
 - Any special written condition of the permit is breached.
 - Refusal to follow the direction of an Authorised Council Officer
 - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and event coordinator.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written

approvals and/or permit granted by Council.

- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any time. The activity may be required to cease if it is deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The activity must comply immediately to any request to suspend, relocate or cease the activity or permit.

Location

- Events and festivals must be conducted entirely within the approved location or along routes nominated on the permit.
- Multiple locations may be approved subject to application.

Date and times

- Events must be conducted within the approved time nominated on the permit, including site access, bump-in, bump-out and clean-up of the site.
- Events and festivals must cease by 12 midnight, unless otherwise approved. Noise restrictions apply after 9PM.

Advertising/Marquees

- Use of advertising banners, or posters should not be placed on fixtures, street poles, railings or pavers without prior consent from council.
- Any marquees must be weighted.

Impact on amenity

- Events must not contain material or language which may be reasonably considered to be offensive, inflammatory, vilifying or inciting violence. Authorised Council Officers may direct the removal of any such material.
- Events must not generate offensive noise, as defined by the

Protection of the Environment Operations Act (1997).

- Events and festivals, regardless of scale (as specified in the application) must ensure noise is kept to an appropriate and reasonable level, for limited durations, and strictly within the hours allowed by the permit.

Access

- Event and festival infrastructure and equipment must not block fire exits, and must plan to allow safe egress.
- Access for strollers, mobility devices and for people with disability is to be maintained at all times during events and festivals, which may include provision of alternative routes.
- If a road closure is required for the event, it must be included on the application. However, please note road closures are subject to a separate application and assessment by the Parramatta Traffic Committee.
- Any road closed during an event must maintain a 3 meter clearance through the event zone for emergency access.

Waste

- Each event is required to develop and implement a Waste Management Plan, which addresses removal of all waste from site by the permit holder, sustainable practices in the event plan, and post-event cleanup and site restoration.

Risk

- Medium to large scale events and festivals (as classified via the User Guide and this Policy) are required to develop and submit a detailed Risk Management Plan which identifies and mitigates all risks associated with the event.

- Site set up must comply with all relevant Worksafe Australia Codes of Practice.
- The event coordinator is required to provide prompt notice to, and liaison with Police, Emergency Services and others as appropriate, and to satisfy any requirements those services may impose. Directions from the Police and Emergency Services must be followed immediately.
- Medium to large events (as classified) must provide appropriate public notification (residents and businesses) in advance. The timing, method and extent of notifications may be included in conditions and the permit.
- The permit holder (organisation/person) is responsible for any damage caused by the event or its participants to public property such as landscaping, street furniture, and paving.
- In the event of any incident or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, supported by photographic evidence if possible, and submitted to Council.
- Council is not liable for any claim for death, injury, loss or damage sustained or incurred to any person or property due to:
 - Use or occupation of the event site
 - Management and operation of the event
 - Granting of a permit.

Signature*

SECTION 7: Declaration

I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including but not limited to:

- a. I have read and understood the terms and conditions outlined for this activity;
- b. I will abide by the conditions outlined in the permit issued to me;
- c. I will notify City of Parramatta if my performance changes significantly;
- d. I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- e. I will notify City of Parramatta of any changes to my contact details;
- f. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- g. I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name*

Signature*

Date*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.

LODGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

By email: Please submit saved application and supporting documents to streetactivity@cityofparramatta.nsw.gov.au

In person: City of Parramatta, 126 Church Street, Parramatta NSW 2150