

# Event permit application form

## You will need an event permit if one or more of these conditions apply:

- You plan to erect infrastructure (for example, a marquee larger than 3m x 6m, stage, seating etc).
- There will be 60 attendees or more.
- You require vehicle access to drop off equipment.
- Your event requires a reservation.
- You are charging participants a fee.

If you would like to hold an event in a park, sporting venue or open space within Eurobodalla, please complete this form.

## Have you seen the Event Guidelines?

The event guidelines are a comprehensive, user friendly guide to assist event organisers with preparing their event plan so they are aware of what is required when applying for an event permit.

***Please read the terms and conditions*** before submitting your application:

- [Event guidelines](#)
- [Terms and conditions](#)

## Application Form

Please note that completing this application form does not guarantee availability, booking of the site or approval for the event.

### 1. Contact details (\*required)

Organisation

Organisation type

ABN

First Name \*

Surname \*

Event Position \*

Email Address \*

Preferred Contact Number \*

Secondary Contact Number

Postal Address 1 \*

Suburb \*

Postal Address 2

State \*

Postal Address 3

Postcode \*

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## 2. Event details (\*required)

Name of Event \*

Description / purpose of event \*

*(Target audience, type of activities, goals and objectives)*

Can the general public attend the event \*

Yes

No

Ticketed Event \*

Yes

No

Both (free and ticketed)

Estimated number of attendees \*

Website / Facebook link for the event\*

### Please submit the following documents with this application:

Event Site Plan \* *(Maximum file size 10MB)*

[What to include in your site plan.](#)

Event Risk Management Plan *(Maximum file size 10MB)*

[What to include in your risk management plan.](#)

Public Liability *(Please upload your certificate of currency min \$20 million or letter of explanation if not available)*

## 3. Dates and times (\*required)

Set up date \*

Event start date \*

Event finish date \*

Dismantle finish date \*

Set up time \*

Event start time \*

Event finish time \*

Dismantle finish time \*

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## 4. Event location (\*required)

Event space \*

If OTHER location (Please specify street if not in event space - Stage/s include street and space between street. *(E.g. on the corner of Bluewater Drive and Bar Rock Road)*)

Is any component of your event on National Parks or NSW Forestry Land?

Yes

No

Does your event require a Marine Park Permit?

Yes

No

Other small parks or reserves

Does your event require an Aquatic Licence?

Yes

No

Additional location information  
*(Why have you selected this location for your event?)*

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## 5. Proposed event infrastructure (\*required)

Will you require any infrastructure for your event? \*

Yes

No

Do you require access to following where available?

Power

Field Lights

Water

If yes, please select infrastructure:

Other *(Please indicate any other proposed infrastructure)*

Food stalls

Marquee/s

Fireworks

Stage/s

Animals

Amusement rides

Toilets

Inflatable structures  
*(e.g. jumping castle)*

If required, please indicate how many:

Marquees 3 x 3m

3 x 6m

Other

Stage/s

Amusement rides

How many **permanent** toilets are available for your event?

How far from event site are the permanent toilets located?

Male:

Female:

Accessible:

How many additional **portable** toilets?

Male:

Female:

Accessible:

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## 6. Traffic management

Do you require any road closures to conduct your event activities? If yes, please outline.

How will the event impact local traffic

Please outline where patrons will park to attend your event.

## 7. Food and drink

Will food and drink be made available at your event?

BYO

Catered

Sales

## 8. Trading

Select all that apply

Food

Merchandise

Drinks (non alcoholic)

Drinks (alcoholic)

## 9. Camping

Are you proposing to provide event camping for event stall holders or patrons?

Yes

No

Please email your completed application, along with your Event Site Plan, Event Risk Management Plan and Certificate of Currency plus any other relevant documents to [events@esc.nsw.gov.au](mailto:events@esc.nsw.gov.au) For assistance, please contact (02) 4474 1209.

## Terms and Conditions

I have completed this form to the best of my knowledge and have read and understood the [terms and conditions](#).

I give authority on behalf of the organisation applying for the event permit to lodge this application.

Eurobodalla Shire Council is committed to protecting your privacy. The personal information requested on this form is being collected by Eurobodalla Shire Council for the purpose of granting an event permit and issuing of invoices relating to this event or any other directly related purpose. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, an event permit will be unable to be granted.

If you wish to alter any of the personal information you have supplied to Eurobodalla Shire Council, please contact Council via phone (02) 4474 1209 or email [events@esc.nsw.gov.au](mailto:events@esc.nsw.gov.au).