

TOWN OF GAWLER

COMMUNITY EVENT PERMIT CONDITIONS 2017



1. INTRODUCTION

The Town of Gawler is able to hire selected parks, ovals and reserves to the public and private organisations for a range of activities.

The submission of an application does not imply the booking is confirmed – it is a registration of interest only, this includes events that previously happened on an annual basis.

2. IMPORTANT CONSIDERATIONS

To apply to hold an event within the Town of Gawler the Applicant/Event organisers must contact the Town of Gawler in the first instance. Once tentative booking confirmation has been given, a community Event Permit Application Form 2016 must be submitted 6 weeks prior to the date of the proposed event.

Event organisers are required to provide an emergency Management Plan as part of the application process. An example of the Emergency Management Plan can be found at (<http://www.gawler.sa.gov.au/webdata/resources/files/Community%20Event%20-%20Emergency%20Management%20Plan%20-%20Template.docx>)

Approval for an event is only provided once a permit has been issued and signed by all parties and any fees & charges have been paid. The event permit is not transferable and is only valid for the date and time specified.

Failure to submit the required documentation by the deadlines and make payment of all fees will result in the cancellation of your event. Council will not accept any liability for loss, damage or any financial consequences as a result of the event permit being cancelled or revoked.

We recommend that you view the SafeWork SA Event (<http://www.gawler.sa.gov.au/webdata/resources/files/Safework%20SA%20Event%20Safety%20Checklist.pdf>)

3. PUBLIC LIABILITY INSURANCE

Council requires the Applicant/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 Applicant/Event Organiser must ensure that the insurance provides coverage for the specific event location. A copy of a current Public Liability Insurance Certificate of Currency must accompany the application and final approval will not be given until it is received.

The Applicant/Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges and expenses whatsoever which, may be brought or made or claimed against them or any of them arising out of or in relation to issuing of an approval to conduct an event on property under the care, control and management of Council.

The Applicant/Event Organiser is responsible for any damage caused to Council property which resulted during the hire period. A notice will be issued advising of the cost to repair the incurred damage. The designated amount will be taken from the bond monies calculated for the event (if applicable), or if a greater amount is necessary, or no bond monies were requested, an invoice will be issued.

The Applicant/Event Organiser is 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 of their property as a result of staging the event.

4. EMERGENCY MANAGEMENT PLAN

An Emergency Management Plan for your specific event/activity in relation to the event site must be provided as an attachment to the Community Event Permit Application Form 2016 and final approval will not be given until it is received. The plan must demonstrate that all potential risks have been identified and considered. An Emergency Management Plan template can be found at ([link](#))

5. EVENT SITE MAPS

A detailed site map must be provided as an attachment to the event licence application. The map must be reviewed for approval by the Council Officers prior to placement or installation of any equipment or infrastructure on Council property. Maps of reserves can be obtained from the Councils website (<http://www.gawler.sa.gov.au/downloadable-forms>) under Event Forms. <http://www.gawler.sa.gov.au/webdata/resources/files/Community%20Event%20Permit%20Conditions%202016.pdf>

6. VENDORS

Food and Beverage

The sale of food and beverages at events is not permitted without Council Officers approval. All vendors must comply with the provisions of the Food Act, and the Public and Environmental Health Act. The Applicant/Event Organiser is responsible to fully notify the sub contractors with the regulations. Full details of each vendor needs to be submitted together with their Food Business Number. The Food Business Application Form can be downloaded from www.gawler.sa.gov.au/page.aspx?u=633 It is the Application/Event Organiser's responsibility to ensure that each stall holder has the required twenty million (\$20,000,000) Public Liability Insurance, otherwise the Applicant/Event Organiser agrees to include the stall holder in the overall event insurance.

Merchandise

If stall holders (merchandise, fundraising, information etc) are participating at the event, the Applicant/Event Organiser must provide a list of participants with the application form. It is the Application/Event Organiser's responsibility to ensure that each stall holder has the required twenty million (\$20,000,000) Public Liability Insurance, otherwise the Applicant/Event Organiser agrees to include the stall holder in the overall event insurance.

7. PROVISION OF TOILETS

The Applicant/Event Organisers must provide a sufficient number of portable toilets to cater for the needs of the expected number of participants and spectators if there are not sufficient toilets on site at the venue. Toilets should be delivered to the approved site pre-filled with water and must be regularly cleaned, hygienic and stocked with relevant items ie toilet paper and soap for the duration of the event. If you are unsure as to your responsibilities when providing additional toilet facilities please contact SafeWork SA for advice.

8. AMUSEMENT STRUCTURES

Amusement structures are only permitted at public events within the Town of Gawler with Council approval. The amusement device must conform to the Australian Standard AS3533-1997. Please supply a copy of the current registration for the proposed amusement structure if required under the amusement device Regulation (Platform height over 3m). A current copy of the amusement structure operators public Liability Insurance to the value of twenty million dollars (\$20,000,000) must be provided.

9. ACCESS TO POWER

All electrical fittings and equipment are to comply with SA Power Networks and Council regulations. Please ensure that all power supply requirements are included in the event application form.

Electrical equipment used at events in the Town of Gawler **must** be tagged and tested for safety of spectators and participants. If the equipment is not tagged, not in approved cable covers, or found to be faulty by a council representative, Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified or the event will be shut down. Ensure that all electrical leads do not create a trip hazard for the safety of participants and spectators.

10. VEHICLE ACCESS

The Applicant/Event Organiser **must** seek approval from the Town of Gawler for all event vehicles to access areas associated with the event set up and pack down. This includes but is not limited to all event staff, contractors, food vendors, stall holders and first aid providers. Once a vehicle is unloaded/loaded it **must** be driven offsite and into public parking areas. It is the responsibility of the Applicant/Event Organiser to ensure that all persons participating and/or attending the event are made aware of this condition.

11. VEHICLE DISPLAYS/CAR SHOWS AND ROAD MARSHALS

Approval must be requested for display vehicles to drive and park on reserves when participating in vehicle display. To implement a vehicle display the following must occur:

- Accredited Traffic Marshals must be present at the vehicle entrance of the reserve to control entering and exiting vehicles;
- Vehicles will only be permitted to enter and exit the reserve during the agreed entry and exit times and must stay for the event duration except in the case of an emergency;
- Each vehicle participating in the event must be registered with the Applicant/Event Organiser.

12. TEMPORARY ROAD CLOSURES AND TRAFFIC MANAGEMENT

All requests for road closures or traffic management in relation to the event must be included in the Community Event Permit Application form 2016. Temporary road closures have specific times of operation and conditions and will be implemented in accordance with legislative requirements under the Road Traffic Act 1961, special powers delegated to SAPOL and/or the Council CEO under the Local Government Act 1999.

When approval for road closure has been granted it is your responsibility to:

- a. advertise the road closure in an appropriate newspaper,
- b. distribute a notice approved by the Town of Gawler to all affected residents and businesses one week before the event,
- c. advise the Town of Gawler when the above have been completed and of any response from an affected resident or business

13. PYROTECHNIC DISPLAYS ASSOCIATED WITH APPROVED EVENTS

Requests to hold a fireworks display at approved events within the Town of Gawler will be assessed on a case by case basis. A request will not be considered unless the display is being conducted by a licensed pyrotechnician. The pyrotechnician will also be required to provide evidence of their current public liability policy (for the amount for \$20,000,000). Fines of up to \$5,000 (enforced by the State Government) apply for possessing or using fireworks without a licence.

14. ADVERTISING/SIGNAGE/BANNERS

Advertising is not permitted on Council property without written permission from the Town of Gawler. Council does not accept responsibility for the content of any advertising conducted by the Applicant/Event Organiser. Approved advertising is displayed at the risk of the Applicant/Event Organiser.

Town of Gawler has approved sites for Banner display of events. Please refer to the Application for Community Banners Application form can be found on the website <http://www.gawler.sa.gov.au/webdata/resources/files/Community>

If you wish to have promotional signage at your event an application needs to be completed in accordance with the Town of Gawler By-Law No. 2 which can be found on the website http://www.gawler.sa.gov.au/webdata/resources/files/PERMIT_APPLICATIONS1.pdf

15. DRY ZONES

The Town of Gawler has permanent dry zones that are operational 24 hours per day. A 'Limited Liquor Licence' is required if the service or supply of liquor is intended as part of the event.

A separate application to the Office of Liquor and Gambling Commission is required. Application can be found at the following <http://www.cbs.sa.gov.au/liquor-and-gambling-licenses/>

16. SECURITY

The Applicant/Event Organiser is responsible to engage security services if considered necessary. If event infrastructure and/or equipment remains on site overnight a licenced security guard is required and is a **prerequisite** to approval. No camping is allowed on Council sites.

17. NOISE CONTROL

The Applicant/Event Organiser is responsible for the control of noise. All reasonable measures must be taken to ensure minimal disturbance to residents and businesses within the surrounding area and the Applicant/Event Organiser must be aware of and adhere to the Environment Protection Act guidelines applicable to noise. www.legislation.sa.gov.au/lz/c/a/environment%20protection%20act%201993.aspx

Council regulations state:

- No music system or amplified sound to be used by any Applicant/Event Organiser without the prior approval of Council;
- The maximum noise level conditions are set at 90 decibels before 6:00pm and decrease to 75 decibels after 6pm. Base levels will be checked;
- Set up should not be scheduled prior to 7am and no set up/pack down should take place after 9pm unless otherwise approved by Council Officers;
- No public address system announcements are to be made prior to 9am (unless otherwise negotiated), and only essential announcements are to be made between 9am -10am; and
- Non-compliance to noise control measures will result in withdrawal of power supply and loss of bond.

The Applicant/Event Organiser is hereby notified that they may incur loss of their bond monies, prosecution and a possible reluctance from Council to consider future hiring of a reserve area to organisation or individual who do not fully notify audio technicians or sub-contractors of their obligations regarding noise control.

18. VACATING SITE

The event site must be left in a clean and tidy condition and all debris, especially cable ties, metal stakes/fragments, empty bottles, food scraps etc, must be removed by the user immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the permit holder. Any costs incurred by Council to repair any damaged infrastructure directly caused by failure to clean up following the event will also be passed onto the Applicant/Event Organiser. Additional waste management may be required for your event this can be organised by the Applicant/Event Organiser. Suggested alternate resources: SITA, VEOLIA, NAWMA or KESAB

19. CANCELLATION OF EVENT

Notification of your cancelled event must be received by the Town of Gawler no later than 14 days prior to the scheduled event start date. If an event is cancelled less than 14 days to the approval and scheduled date, any hire fees incurred may be forfeited.

If an event is cancelled due to extreme weather conditions all hire fees will be refunded. A refund will not apply where the event was deemed to have commenced prior to cancellation.

20. NON APPROVAL OF EVENT

Council has the right to refuse the hire of any Council reserve at its discretion. Such circumstances may include, but not be limited to:

- Inadequate information or lead time to assess an application;
- Undesirable impacts on and like inconvenience to the general public, local residents and businesses;
- Concerns from the Town of Gawler that the Applicant/Event Organiser does not have the resources and necessary experience to suitably manage the activity;
- Unpredictable and/or controversial aspects of a proposed event;
- Conflicts with other events already approved for the area.

21. NON COMPLIANCE

Approval is liable to be revoked by Council if the Applicant/Event Organiser fails to comply with any condition outlined in the Community Event Permit Conditions or in any other justifiable circumstances.

22. HIRE AND BOND FEES

Any fees advised by the Town of Gawler and a refundable bond may be required a minimum of four (4) weeks prior to the event date. The Applicant/Event Organiser's refundable bond will be reimbursed within four (4) weeks following the event if there is no misuse, damage or excessive rubbish left on site. **All fees are exclusive of GST**