



EVENT APPLICATION FORM

Procedure for Application

If you are intending to run an event on a Council sporting field, reserve or beach, please complete the following application form and forward it to:

Reserves Booking Office
Warringah Council
725 Pittwater Rd Dee Why, NSW, 2099

Phone: 9942 2545

Fax: 9942 2646

Email: reservebookings@warringah.nsw.gov.au

Booking Information

- This form must be completed in full. Incomplete applications will be returned to you and may result in approval delays.
- Applications will be assessed as soon as possible after receiving the fully completed application form.
- Events must comply with the relevant [Plans of Management](#) or [Local Environment Plan](#) for the area, for approval.
- Advance notice is required for all event bookings.
- Additional permits/licences/reports from other agencies may be required before approval can be finalised. These are the responsibility of the event organiser and must be produced if required.
- Council does not allow any alcohol or tobacco sponsorship/advertising.
- Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's reserves.
- Booking fees and bonds will be set in line with Warringah Council [Fees and Charges](#), which are reviewed annually and updated in July. Council reserves the right to adjust fees where advance bookings (ie. before July 1 of any given year) result in discrepancies.
- All booking fees and additional charges must be received by Council within 14 days of receipt of confirmation from Council. If payment is not received within this timeframe, the booking may be cancelled.
- The bond will be refundable in whole or part, following an inspection after the event to determine compliance with Council's conditions.
- Once an event has been approved (and a Letter of Approval issued) no changes/additions can be made without a possible monetary penalty.
- Cancellation fees will be payable for bookings cancelled 14 days or less before the booking date.
- Warringah Council reserves the right to determine and approve the number / length / space / time / cost / suitability / conditions and location of all event applications.



Event Booking Application Checklist

To assist in completion of your application, please complete all sections of the following checklist.

Section	Requirement	Applicable	Completed
1.	Event details and contact information (<i>Mandatory</i>)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Access to amenities / Portable toilets and facilities	<input type="checkbox"/>	<input type="checkbox"/>
3.	Alcohol - licences	<input type="checkbox"/>	<input type="checkbox"/>
4.	Catering/sale of food	<input type="checkbox"/>	<input type="checkbox"/>
5.	Access by machinery / vehicles	<input type="checkbox"/>	<input type="checkbox"/>
6.	Structures to be erected/stands/scaffolding/stages	<input type="checkbox"/>	<input type="checkbox"/>
7.	Public Address system/music/noise	<input type="checkbox"/>	<input type="checkbox"/>
8.	Lighting / power / generators	<input type="checkbox"/>	<input type="checkbox"/>
9.	Advertising / temporary signs / sponsorship	<input type="checkbox"/>	<input type="checkbox"/>
10.	Tents / Marquees / Shelters	<input type="checkbox"/>	<input type="checkbox"/>
11.	Waste management/cleaning	<input type="checkbox"/>	<input type="checkbox"/>
12.	Parking / Transport details	<input type="checkbox"/>	<input type="checkbox"/>
13.	Road closure and Traffic Management (if required)	<input type="checkbox"/>	<input type="checkbox"/>
14.	Security	<input type="checkbox"/>	<input type="checkbox"/>
15.	Safety procedures	<input type="checkbox"/>	<input type="checkbox"/>
16.	Animals/birds/animal rides	<input type="checkbox"/>	<input type="checkbox"/>
17.	Amusement devices	<input type="checkbox"/>	<input type="checkbox"/>
18.	Fireworks	<input type="checkbox"/>	<input type="checkbox"/>
19.	Aquatic events	<input type="checkbox"/>	<input type="checkbox"/>
20.	Circus/carnival	<input type="checkbox"/>	<input type="checkbox"/>
21.	Triathlons	<input type="checkbox"/>	<input type="checkbox"/>
22.	Financial details of the event	<input type="checkbox"/>	<input type="checkbox"/>
23.	Insurance details	<input type="checkbox"/>	<input type="checkbox"/>
24.	Event marketing brief	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
	Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
	Additional attachments (list)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



Event Booking Application Form

Includes sporting events, corporate events, commercial events

1. Event Details and Contact Information	Mandatory
Reserve/Beach requested: _____	
Date Required: From _____ To _____	
Time: From _____ To _____	
Time/date at which access is required to site: _____ <i>(Including set up time if required)</i>	
Note: <i>Set up time will incur additional charges</i>	
Time/date at which you estimate you will vacate the site: _____	
Please attach a program of events or running sheet for each day or table below Note: <i>Permission will not normally be granted for the event to commence prior to 7:30am weekdays and 8:00am weekends</i>	
Event Title: _____	
Type of Event: Sporting <input type="checkbox"/> Aquatic <input type="checkbox"/> Commercial <input type="checkbox"/> Community Event <input type="checkbox"/> SLSA <input type="checkbox"/>	
Other <input type="checkbox"/> Please provide a description of the event: _____	

Estimated number of people attending each day: _____ <i>(Including staff / players/ participants / spectators)</i>	
Contact Person/s: _____	
On Behalf of: _____ <p style="text-align: center;">(Insert name of Company/Group/Organisation)</p>	
Postal Address: _____	
Suburb: _____ Postcode: _____	
Phone () _____ Daytime Contact No () _____	
Mobile: _____ Fax () _____	
Email: _____	



2. Access to Amenities/Portable Toilets	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Do you require access to Council amenities if available?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you intend to supply portable toilet facilities for the event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, how many?	_____	
Please indicate the location of portable toilets on the Site Plan (Attachment 1)		
Note: <i>A separate application is required if access to Council amenities is needed. Keys require a deposit/bond of \$50 which is refunded on its return. Application and collection of keys is via the Customer Service Centre (Warringah Council 725 Pittwater Rd Dee Why)</i>		

3. Alcohol	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Is it proposed that alcohol be consumed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES is it proposed that alcohol be sold?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, an On Licence (function) application must be completed and submitted to the Licencing Police at least 14 days prior to the event.		
A copy of this licence is to be attached to this application.		
Note: <i>Warringah Council has designated "Alcohol Free Zones". Please check website for locations.</i>		

4. Catering / Food	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Will food be served at your event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please comply with the Conditions & Requirements below:		
Conditions & Requirements		
<ul style="list-style-type: none">▪ Details of the stall layout, construction equipment, facilities and power source to be used are to be submitted to Council with this application on the Site Plan (Attachment 1)▪ Temporary food premises operating within the Warringah local government area must comply with all aspects of the Food Act 2003.▪ All temporary food premises must be constructed in accordance with the Food Handling Guidelines for Temporary Events. NSW Food Authority: http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/food+handling+guide+-+temp+event.pdf▪ All temporary food premises must be correctly <u>notified</u> with the NSW Food Authority. http://www.foodnotify.nsw.gov.au/nafs_prod/system/event/event_notify.cfm?n_flag=new&usertype=gen▪ All temporary food premises are subject to inspection and approved inspection <u>fees</u> are charged. Any stalls and vans may be inspected by a Council officer on a work day prior to their use at the event or during the event. At least 24 hours notice should be given for the inspection.▪ If you have any enquiries regarding temporary food premises within the local government area, please contact Council's Compliance Services on 9942 2111.		

5. Access by Machinery / Vehicles	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Applications for access to reserves by machinery or motor vehicles will not be approved unless exceptional circumstances apply. If you consider these circumstance apply, describe the nature, size of vehicles and purpose of access. _____		

Note: <i>No vehicles other than those approved by Council, are permitted on Council's reserves or beaches. Rangers will patrol the area.</i>		



6. Structures – Scaffolding / Stands /Stages	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Is it proposed to erect scaffolding?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Viewing / judging stands?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Stages?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please provide details of size, type and location of each. Please include on Site Plan (Attachment 1)		
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Note:		
<ul style="list-style-type: none">• A minimum of \$10,000,000 Public Liability Cover must be held for each individual structure• Stage and scaffolding must be erected by appropriately ticketed scaffolders and be certified as structurally stable by a practicing Structural Engineer. This certificate must be submitted to Council's Compliance branch one (1) working day prior to the commencement of the event.		

7. Public Address System and/or Musical Performances	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Will there be a public address system?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, list date and times PA is proposed to be used: Day(s) _____ Date(s): _____		
From: _____ To: _____		
Number and location of speakers: _____		
Indicate location on Site Plan (Attachment 1)		
Will there be a musical performance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, what type? _____		
Proposed performance times: Day(s) _____ Date(s): _____		
From: _____ To: _____		
Number of speakers: _____ Sound power level (eg. 240 watt speakers): _____		
Note:		
<ul style="list-style-type: none">• Permission will not normally be granted for the public address system to commence prior to 7:30am weekdays and 8:00am weekends• An acoustic engineers report may be required if Council deems this necessary.• Speakers should be located and the volume controlled so that noise levels do not impact unreasonably on the amenity of nearby residents.• The public address system should only be used to control the event and not for giving commentaries, advertising or playing music.		



8. Lighting / Power / Generators	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Will a generator or other power source be used?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Proposed hours of use of generators: _____		
Particulars of proposed silencing: _____		

Do you require use of floodlights (where available)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Conditions & Requirements		
<ul style="list-style-type: none">▪ All electrical equipment use must have been tested and tagged in accordance with WorkCover Regulations▪ Household leads cannot be used▪ All leads must be protected from earth leakage by the installation of Residual Current Devices (RCD) and must be raised above the ground as per WorkCover legislation.▪ You must have a qualified electrician check the site and confirm you have complied with WorkCover regulations.▪ A fee for use of electricity will be calculated at the completion of your event.▪ A fee for the use of floodlights will be charged (See Fees and Charges)▪ Generators are to be silenced to prevent noise nuisance.		

9. Advertising / Temporary Signs and Sponsorship	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Is advertising/promotion planned for the event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, Council has 3 specific areas in Warringah designated for the purpose of temporary advertising for the promotion of community events.		
Is temporary signage planned for the event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, Any signs for the purpose of promoting an event at the event location must be of a temporary nature and may only be displayed within the reserve area or sports ground itself. Any advertising signs may be displayed for two weeks prior to the event and removed immediately after completion of the event.		
Any sponsor advertising may be displayed only for the duration of the event and removed immediately on completion of the event.		
Note:		
<ul style="list-style-type: none">• <i>Banners may be displayed by sporting groups at their home ground only, for the purpose of promoting and recruiting for that sport. Banners may be displayed for a maximum 2 months prior to the commencement of the season.</i>• <i>Fees and conditions apply.</i>		

10. Tents / Marquees / Shelters / Stalls	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Do you propose to erect tents or marquees?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, how many?	_____	
Supply details and size of each: _____		

Please indicate the location of each on the Site Plan (Attachment 1)		



11. Waste Management and Cleaning	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Will you be providing additional garbage bins for the event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, how many will you provide and when will all rubbish be removed from the site?		
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If NO, do you require Council to supply extra garbage bins?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, how many? <i>(Minimum of 2 weeks notice required)</i>	-----	
Please complete a <u>Waste Management Plan</u> and attach to application.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Note: Fees and charges apply.		

12. Parking/Transport Details	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Please indicate on the Site Plan (Attachment 1) where parking is proposed, including boats and trailers.		
Note:		
• Council's beach reserve Pay and Display car parking system will be in place at some reserves and all beach parking areas		
Will additional transport be supplied for the event? :	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES please outline: _____		
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Have existing public transport authorities been notified of your event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

13. Road Closure and Traffic Management (if required)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Do you require full or temporary road closures:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Note:		
▪ If YES, a Traffic Management Plan is required, in accordance with RTA guidelines – "Traffic Management for Special Events" Please provide details below or attach a document outlining the roads concerned and times of closures.		
▪ All emergency services, bus and transport companies must be advised of any road closures prior to the event.		
▪ It is recommended that applications for road closure must be submitted to the RTA a minimum of 3 months prior to the proposed event.		
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14. Security

YES NA

If the proposed booking is for more than one (1) day, give details of your proposal for security of equipment / displays etc on site overnight:

15. Safety Procedures

YES NA

Please provide full details of the procedures to be taken to ensure the safety of participants and spectators including St Johns Ambulance volunteers, First Aid, onsite ambulance, etc. (Please include names of individuals responsible and their roles)

Note:

- If an aquatic event, please outline specific water safety actions and procedures.

16. Animals / Birds / Animal Rides

YES NA

Is it proposed to provide animal rides?

YES NO

If YES please give details of the type and number of animals involved: _____

Will any other animals / birds etc be on display

YES NO

If YES please give details of the type and number of animals involved: _____

Note: Council will require proof of current Public Liability Insurance.



17. Amusement Devices					YES <input type="checkbox"/>	NA <input type="checkbox"/>
Do you propose to have amusement devices?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
Including: Merry-Go-Rounds; dodgem cars, ferris wheels, slides, jumping castles, trains etc						
If YES, please supply full details of each as follows or attach separately: (<i>Games of skill or chance need not be listed</i>)						
Type of Ride	Size	Cert No.	Amount of Insurance Cover	Date of Expiry		
<ul style="list-style-type: none"> ▪ A minimum of \$10,000,000 Public Liability Cover must be held for each individual device. ▪ You will be required to produce current WorkCover Authority certificates and current insurance policies in respect of each amusement device/ride on site and evidence of current up-to-date service log books. 						

18. Fireworks			YES <input type="checkbox"/>	NA <input type="checkbox"/>
Is it proposed to explode fireworks?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES please give details of the pyrotechnician's Licence issued by WorkCover: _____				

Proposed time of the display:			Start: _____	Finish: _____
Conditions & Requirements				
<ul style="list-style-type: none"> ▪ A current Display Fireworks Permit must be obtained from WorkCover NSW and submitted to Council at least 21 days prior to your event. ▪ Council will require proof of current Public Liability Insurance. ▪ Public notice is required no less than 7 days prior to the event in accordance with WorkCover guidelines. ▪ No fireworks displays can be conducted during a total fire ban. ▪ Immediately following the fireworks display, all debris from the display and equipment is to be removed from the area. 				
Note:				
See WorkCover's web site for a self assessment Fireworks Display Checklist and Guidelines http://www.workcover.nsw.gov.au .				

19. Aquatic Events		YES <input type="checkbox"/>	NA <input type="checkbox"/>
Are aquatic events associated with this event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you require exclusive use of a specific body of water or surf break?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, supply details and where appropriate, provide a sketch of the area required: (See Attachment 1)			
Note:			
<i>Exclusive use of an area of beach or specific surf break will normally be restricted to events of major regional, state or national basis. In cases where exclusive use is authorised, organisations may be required to pay for Council Lifeguards for the duration of the event to ensure adequate control of the area.</i>			



20. Circus or Carnival		YES <input type="checkbox"/>	NA <input type="checkbox"/>
1.	Estimate of total area required:		
2.	Number of caravans/ancillary vehicles/ food vans associated with the event. State type and nature. Please attach a list if insufficient space	<ul style="list-style-type: none">▪▪▪▪	
3	Number of staff on site per day _____	Number of staff on site per night _____	
4.	How accommodated?		
5.	Maximum capacity of tent enclosure _____ WorkCover Certificate Number: _____ Expiry date: _____ <i>Note: You will be required to produce this certificate</i>		
6.	Anticipated draw per day _____	Anticipated draw per performance _____	
7.	Number of performances per day: _____	Hours of Operation: _____	
8.	Performance times:		
9.	Proposed method of outside lighting:		
10	Times of use of outside lighting:		
11	Number and types of animals involved. Please list:	<ul style="list-style-type: none">▪▪▪	
12	Name of garbage contractor: Address and phone number:		
13	Name of manure removal contractor: Address and phone number:		
14	Details of method of disposal of sullage waste		
Note: Council's policy (ENV-PL 005 Circus Performances) permits performances involving animals on the basis that the applicant provides a clearance from the RSPCA or Animal Welfare League before the application is considered Details of the garbage and manure removal contractors must be provided to the reserves Booking Officer at least 7 days prior to the event.			



21. Triathlons and Biathlons

YES NA

Please provide:

Full program of events, showing course and estimated times of commencement of each leg YES NO

Map showing where directional signs are proposed to be erected, if any. YES NO

Map showing rest/comfort stops, staging areas etc (See Attachment 1) YES NO

Note:

Exclusive use of an area of beach or specific surf break will normally be restricted to events of major regional, state or national basis. In cases where exclusive use is authorised, organisations may be required to pay for Council Lifeguards for the duration of the event to ensure adequate control of the area

22. Financial Details of the Event

Mandatory

Is this a profit making venture? YES NO

Is this a community awareness campaign with monetary gain? YES NO

If YES please indicate where profit will be directed: _____

Will the event be sponsored? YES NO

If YES provide details of sponsors: _____

Are you charging an entry fee for this event? YES NO

If YES, please indicate how much you will be charging (Please attach registration form) _____

Is there prize money /goods for this event? YES NO

Cash prizes 1. Event \$ _____ 2. Series \$ _____

Goods etc (Approx value) 1. Event \$ _____ 2. Series \$ _____

Is this a community awareness campaign with no monetary gain? YES NO



23. Insurance Details

Mandatory

Permits will not be issued unless you have Public Liability insurance for the area you want to use. Please complete this form and send a copy of your Public Liability insurance certificate of currency. Council requires Public Liability insurance of a minimum \$10,000,000 for event permits.

Indemnity

Name of applicant: _____

Holds Warringah Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant

to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signature _____ Date: _____

On Behalf of: _____
(Insert name of Company/Group/Organisation)

Public Liability Insurance

I hereby declare that I _____ as the occupier of the above noted location and Warringah Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$10,000,000 and all of the particulars and information supplied in connection with this application are correct. I acknowledge that I am aware of my obligations under the Disability Discrimination Act.

Name of insurance Company: _____

Public Liability Policy Number: _____

Period of Insurance from: _____ To: _____

Limit of Indemnity: _____

Signature _____ Date: _____

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Payment Methods

Contact method	Payment method	Location
By mail	Cheque or money order	Warringah Council, 725 Pittwater Rd, Dee Why, NSW, 2099
In Person	Cash, credit card, cheque, money order	Customer Service Centre, 725 Pittwater Rd, Dee Why. Open: 8:30am – 5:00pm, Mon-Fri
By Fax	Credit card	Fax: 9942 2606

Note: Credit card payments cannot be made over the phone or internet. AMEX, EFT or EFPOS payments cannot be accepted. Cheques are to be made payable to Warringah Council. All credit card payments are subject to a 1% service fee



Program of Event:

Day and date	Time	Usage	PA use

Site Plan:

Please provide a detailed and scaled site plan including the location of all structures (stages, viewing stands, judging stands, tents, marquees, stalls, etc), parking and details of road closures, PA systems, portable toilets and amusement devices as required. Please include the dimensions of all structures. Please clearly mark the location of tent pegs or other items intended to be driven into the ground. Details of sub surface drainage also required

No penetration of the surface without prior permission

NOTE: The application will not be assessed if a site plan is not included.

I certify that the foregoing information is correct to the best of my knowledge and undertake to advise Council of any alterations or additions to the information supplied.

_____ On behalf of _____
(Signature of applicant) (Name of organisation)

(Date)

Please return this completed application to the Reserves Booking Office, together with a copy of your organisation's current Public Liability Insurance certificate and any other required information.



24. Event Marketing Brief

YES NA

Warringah Council is committed to supporting community events. Please provide us with some brief details so we can include your event in our online *What's On* calendar.

Type of event: _____

Name of organisation: _____

Name of contact person: _____

Phone Number (W): _____ (M) _____

Email: _____

Website: _____

Date of event: _____ Start / Finish times _____

Date of event: _____ Start / Finish times _____

Location/venue: _____

Is your event free? YES NO _____

Who is your event for?

All Ages: Family: Teens: Seniors:

Others (specify): _____

Please describe your event briefly: _____

Upon receipt of this information, your event will be considered for inclusion in the Council's *What's On* calendar.



**Warringah
Council**

SITE PLAN