



Hold an event on an 'event-ready' site: Application Form

How to complete:	<p>Finish this form to apply for an event at one of Council's 'event-ready sites'</p> <ol style="list-style-type: none"> 1. Ensure that all fields within Part A have been filled out correctly. 2. You can choose to use Council's pre-approved Event Management Plans for these sites. If you prefer to submit your own Plan, please refer Part B for information to be included.
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Part A – Event Eligibility Assessment

Finish this section for initial eligibility assessment

Applicant Details*			
	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)		
First name:		Surname:	
Email:			
Street address:		Postcode:	
Suburb:			
Postal address: (if different to street address)		Postcode:	
Suburb:		Mobile:	
Phone number:		Other:	

Site Details

Site Details			
Which site are you applying for?	<input type="checkbox"/> Hercules Street, Ashfield <input type="checkbox"/> Illawarra Lane and Calvert Street Carpark, Marrickville <input type="checkbox"/> Coming soon - Railway Parade, Marrickville		
	<p><i>To be eligible, you must choose from one of the pre-approved sites above, and the extent of the closure must be consistent with the pre-approved footprint</i></p>		

Event Details

Event Date	<p><i>The event must be on a Sunday.</i></p> <p><i>If your event does not operate on a Sunday, you need to prepare your own Event Management Plan, refer Part B for required information</i></p>		
Are you intending to use Council's pre-approved Event Management Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<p><i>If 'No' is selected, please refer Section B for required information to be included in your Event Management Plan.</i></p>		
What type of events are you planning to hold	<input type="checkbox"/> Market Stallholders <input type="checkbox"/> Music Event <input type="checkbox"/> Cultural Events or Festivals		
	<p><i>To use Council's pre-approved event management plan, you must choose from one of the event types above. If your event does not belong any of them, you need to</i></p>		



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	<p><i>prepare your own Event Management Plan, refer Part B for required information.</i></p> <p><i>These events may allow liquor sales, subject to additional conditions, licenses and approval from Office of Liquor and Gaming and/or NSW Police as appropriate.</i></p>		
Event Time	<p>Starting time of the street closure:</p> <p>Starting time of the event:</p> <p>Finishing time of the event:</p> <p>Finishing time of the street closure:</p> <p><i>To use Council's pre-approved Event Management Plan, the bump in time cannot be earlier than 3.30am and bump out time cannot be later than 11.30pm. The event cannot start earlier than 12:00pm and finish later than 6:00pm.</i></p> <p><i>If your event does not operate within the designated time, you need to prepare your own Event Management Plan, refer Part B for required information.</i></p>		
Number of attendees expected			
Estimated Cost of the Event (inclusive of GST)			
<p>Public Liability – Provide details of public liability insurance cover</p> <p><i>The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). The Inner West Council needs to be noted as an interested party to the insurance policy for activity on Council roads and footpaths.</i></p>			
Insurance Company		Public Liability Expiry Date	
Policy Number			

Traffic Management Plan	
Will you use the pre-approved Traffic Management Plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If select 'No', a Traffic Management Plan needs to be provided following eligibility assessment.</i>



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Conflicts of Interest	Does Inner West Council employ the applicant or owner/s of the property or is the applicant or owner/s a Councillor? Is the application being submitted on behalf of an employee or Councillor? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Declaration

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application may be disclosed under the provisions of the Government Information (Public Access) Act 2009 and correspondence from Council may be made available for viewing by the general public.

Applicant's signature:

Date:

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Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate below:

Do you wish to have your contact details to be suppressed: Yes No

Lodgement Information

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

Application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications will not be accepted and will be returned to you.

Lodge by Email: building@innerwest.nsw.gov.au

- Registration is required for the application lodgement
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.



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Part B – Supporting Documentation	
Information to be included if you choose not to use Council's pre-approved Event Management Plan	<p>Cover Letter Provide details of the event and list of documents supporting the application including bump in and bump out schedule, time of event to be run and Inner West Council contact for event including park booking confirmation.</p> <input type="checkbox"/>
	<p>Site Plan Site plans with dimensions, local features and a north point (true north), and temporary infrastructure such as tents, marquees and stages. The site plan should also provide details of the event layout and address where possible the matters highlighted below.</p> <input type="checkbox"/>
	<p>Notification Plan Detailing how you plan to notify businesses and residents in surrounding streets that the event is on. This should include a resident notification letter.</p> <input type="checkbox"/>
	<p>Risk and Emergency Management Plan identifying the potential risks and outlining appropriate strategies to mitigate them safely.</p> <input type="checkbox"/>
	<p>Waste Management Plan How will the event organisers arrange for the removal of all rubbish from the event and rubbish pick throughout the event? What arrangement will be made for the dropping off and picking up of waste bins?</p> <input type="checkbox"/>
	<p>Temporary WCs Management Plan Will WC access for all persons be made available at the event? How?</p> <p>Suggested number of toilets to follow NSW Government advice https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/health</p> <input type="checkbox"/>
	<p>Disability Access Management Plan How will access for all persons be made available to the event? Event Managers are encouraged to utilise the Toolkit for Accessible and Inclusive events, available at the NSW Government website: https://www.nsw.gov.au/sites/default/files/2023-07/Toolkit-for-Accessible-and-Inclusive-Events.pdf</p> <input type="checkbox"/>
	<p>Noise Management Plan Detailing if amplified sound is to be included and how the noise level will be managed to ensure it is not a nuisance. Sound levels must not exceed LAeq 15 minute ≤ 65 dB(A) when measured at the nearest affected receiver (resident or business). Refer 17p0524-noise-policy-for-industry.pdf and Protection of the Environment Operations Act 1997 No 156 - NSW Legislation for further details</p> <input type="checkbox"/>
	<p>Crime Prevention & Security Management Plan The plans should address the following Crime Prevention Guidelines: security, Access control, Territorial reinforcement and Space management.</p> <input type="checkbox"/>



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	Contingency Plan What measures will be taken if the event needs to stop, postpone or cancel and how attendees will be notified <input type="checkbox"/>
	Traffic, Parking & Transport Arrangements Plan Required if the applicant decides to not use the pre-approved Traffic Management Plan. The applicant may provide a Hostile Vehicle Management Plan where appropriate. <input type="checkbox"/>