



Special Event Permit – Use of Council Land

Pursuant to Section 200 of the Local Government Act 1999 - Council Land, Reserves & Open Spaces

Important Information

The issuing of this permit is subject to:

- The Permit Holder submitting a Risk Management Plan – Event Planning Checklist;
- The Permit Holder submitting an Event Safety/Risk Control Plan;
- The Permit Holder agreeing to the General Conditions of Permit as attached to the application;
- The Permit Holder agreeing to any Special Conditions outlined by Council as part of its approval;
- The Permit Holder providing all information required and making the prescribed payments;
- The Permit Holder providing a copy of all appropriate insurances (and licences, if required) by either the General Conditions or Special Conditions of Permit;
- The Permit Holder providing a traffic management plan (if one is required) prepared by a certified traffic management specialist where the event impacts on a roadway.
- Relevant fees and charges.

Applicant Details

Name	
Organisation	
Address	
Postal address <i>(if different from above)</i>	
Contact phone numbers	
Email	

Event Details

Purpose		
Location		
Date		
Times	From	To

Layout Plan

Please provide an aerial map layout of your event

General Conditions of Permit

- The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from, and against, all actions, costs, claims, damages, 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, the issuing of the permit.
- The Permit Holder shall take out, and keep current, a public risk insurance policy in the name of the Permit Holder insuring the Permit Holder for the minimum sum of **twenty million dollars (\$20,000,000)** against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought, or made, or claimed against the Permit Holder in relation to the activity.
- The Permit Holder must provide confirmation of current insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the Permit Holder.
- The Permit Holder is issued solely for the Permitted Use. The Permit Holder must ensure that, where required, it is licenced or registered to carry out the activities authorised by the issuing of this Permit.
- The Permit is **not** transferable.
- The Permit Holder shall comply with, and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- No food or drink will be offered for sale by any Permit Holder without the prior approval of the Council.
- The Permit Holder shall not bring onto the facility anything, nor conduct (or allow to be conducted) any activity which is of a noise, noxious or offensive nature, or which shall constitute a nuisance. No music system or amplified sound to be used by any Permit Holder without the prior approval of the Council.
- The Permit Holder shall ensure that the area is left in a clean and tidy condition at the end of the event. *Failure to do so may result in cleaning fees being charged to the Permit Holder.*
- The Permit Holder shall repair and/or restore any damage or defacement of the area, at its own cost. *Failure to do so may result in repair and/or restoration fees being charged to the Permit Holder.*
- This Permit will not come into operation until all applicable documentation and fees, including proof of the appropriate insurance, has been provided to the Council and a copy of this document, signed by the Council has been returned to you.
- This Permit is liable to be revoked by Council and the Permit Holder excluded from the facility/grounds if the Permit Holder fails to comply with a condition of this Permit.
- Council reserves the right, at all times, to cancel the Permit due to safety issues or inclement weather, to undertake repairs, or to comply with its insurance or any regulatory requirement.

Risk Management Plan – Event Planning Checklist

Event Details

Name of event		
Name of permit holder <i>(Person completing Risk Management Plan)</i>		
Date		
Times	From	To
Location		

Organisation Representative Contact Details

	Contact 1	Contact 2	Contact 3
Name			
Contact number			

Event Management Plan

		Yes/No or N/A	Actioned By	Details
1	Detailed management plan prepared and issued to relevant Permit Holder agents/staff <i>(list other Permit Holder agents/staff involved)</i>			
2	Will volunteers be involved in the event <i>(if yes, list induction and training)</i>			
3	Police checks obtained – Working with Children <i>(Permit Holder to ensure all contractor/s (eg MC's, Presenters etc) have current police check if deemed necessary (eg children/elderly involved) If any contractor does not have a current police check the a Permit Holder agents/staff must be present at all times)</i>			
4	Event activities comply with Council's By-laws/Policies: - Activities on roads – Section 224 <i>(Local Government Act 1999)</i> - Road Closure <i>(Section 33 RTA required)</i> - Structures erected on roads – Section 221 <i>(Local Government Act 1999)</i> - Public Consultation required <i>(Section 223 Local Government Act 1999)</i>			
5	Cancellation procedures in place if required <i>(ie alternative venue booked)</i>			
6	Proof of appropriate insurance supplied by Permit Holder and external bodies/contractors <i>(list groups involved and copies of insurance)</i>			

		Yes/No or N/A	Actioned By	Details
7	If food supplied by caterers: • Ensure appropriate insurance is obtained • Ensure appropriate health guidelines are adhered to • Is the food business registered			
8	Liquor Supplied: • Is liquor licence necessary • Is liquor served in glass or plastic <i>(describe)</i>			
9	Risk assessment undertaken for security or crowd control			
10	Emergency Services required to be advised of the event <i>(list Emergency Services advised)</i>			
11	First Aid Officers <i>(list organisation responsible for First Aid)</i>			
12	First Aid Kits available			
13	Adequate access/egress for emergency vehicles and personnel			
14	General safety checks: • Exits clear • Electrical equipment tested and tagged • Structural inspections carried out <i>(list structures)</i>			
15	Amusements/Sideshow: • Ride certification of registration from Workplace Services provided <i>(list ride registrations)</i> • Ride certification checked against serial numbers			
16	Appropriate procedures and plans for emergency evacuation are in place <i>(all parties made aware of procedures)</i>			
17	Other organisations involved in the event and their roles <i>(list all other organisations involved)</i>			
18	Who is responsible for setting up			
19	What equipment will be brought onto the grounds <i>(list all equipment in 'details' column)</i>			
20	Event layout plan has been provided			
21	Who is responsible for cleaning/tidying up			
22	Communication arrangements <i>(list in 'details' column)</i>			

Risk Management Plan – Event Safety/Risk Control Plan

Any foreseeable risk surrounding the event **MUST** be assessed and documented on the following “Event Safety/Risk Control Plan” table and submitted to Council.

Task/Issue/Hazard	What Could Go Wrong	Person Affected/Location	Likelihood/Consequence – Risk Rating (refer to risk matrix reference table found of the following page)		Risk Control Measures	By Who & When	Notes
			Pre-Control Rating	Revised (Post-Control) Rating			
eg crowds	eg crushing	eg event participants	eg possible/minor – medium risk	eg possible/insignificant – low risk	eg design layout of event to reduce concentration of people in any one place	eg event coordinator Name	eg volunteers to also assist, Risk Treatment Plan not required

Risk Matrix Reference Table

RISK RANKING	CONSEQUENCES	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
	Injury	No treatment/ injury	First aid treatment	Minor, but lost time injury	Serious injury requiring hospital treatment	Fatality or permanent disability
	Property damage	Slight	Minor	Considerable	Major	Substantial
	Environment	No impact	Local effect. On site release immediate containment	Low level impact. On site release contained with outside assistance	Serious impact. Offsite release with no detrimental effects	Detrimental impact. Toxic release off site with detrimental effect
LIKELIHOOD	Reputational or financial loss	Low reputational and/or financial loss	Medium Reputational and/or financial loss	Considerable Reputational and/or financial loss	Major Reputational and/or financial loss	Substantial Reputational and/or financial loss
Almost Certain	High/frequent level of exposure to hazard – recurring recorded incidents - expected to occur in most circumstances	M	H	H	VH	VH
Likely	Exposure to hazard is likely – recorded incidents – will probably occur in most circumstances	M	M	H	H	VH
Possible	Exposure to hazard could happen – infrequent recorded incidents –might occur at some time	L	M	H	H	H
Unlikely	Exposure to hazard could happen – very few recorded incidents - could occur at some time	L	L	M	M	H
Rare	Exposure to hazard could happen – an incident might be possible - may occur only in exceptional circumstances	L	L	M	M	H

Ref ISO 31000 – Risk Management Principles and Guidelines

Risk Rating		Risk Priority	
VH	Very High Risk	(1)	Immediate corrective action
H	High	(2)	Prioritised action required
M	Medium	(3)	Planned action required
L	Low	(4)	Manage by routine procedures

Applicant Checklist

I confirm that I have provided the required documentation listed below:

Layout plan

Insurance certificates

Risk Management Plan – Event Planning Checklist

Risk Management Plan – Event Safety/Risk Control Plan

Declaration

I declare that I have read, understood and will abide by, the General Conditions of Permit and any additional Special Conditions imposed by Council as part of the permit approval.

Signature		Date	
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Lodgement of Form

You can lodge your form by emailing walkerville@walkerville.sa.gov.au