



COMMUNITY EVENTS APPLICATION FORM

Disclaimer: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Privacy Management Policy or in special circumstances, where Commonwealth Legislation requires or where you give permission for third party access.

Before submitting this application:

- You will need to submit this form up to twelve (12) weeks prior to your event date.
- You can access Council's Event Manual on Council's website at www.narrabri.nsw.gov.au
- Your event will not be confirmed until Council receives all relevant information
- Fees may apply to this booking. Refer to Council's website www.narrabri.nsw.gov.au

Applicant Details

Applicant Name

Organisation Name

ABN

Address

Town

State and Postcode

Phone Number

Email Address

Location Details

In which town would you like to hold your event?

What is the address or location of where you would like to hold your event?
(e.g. is it a park, open space area, facility etc)

Event Details

Event Name

Event Purpose (e.g. fundraiser, entertainment etc)

Event Description

Start Date

End Date

Bump In Time

Start Time

Finish Time

Bump Out Time

How many people do you expect will be at your event?

Additional Requirements

(Fees may apply)

Requirement	Y	N
Will you be playing music? (Live or recorded)		
Will there be use of PA systems or loud speakers?		
Do you require the use of power? Date: Start Time: End Time:		
Do you require the use of flood lights? Date: Start Time: End Time:		
Do you require the use of toilets, showers, canteen, dressing sheds, gates etc? Date: Start Time: End Time:		
Do you propose to erect marquees, shade structures or fete stalls, or the like? (Location/s must be noted on site map)		
Will alcohol be sold, supplied or consumed?		
Do you propose to sell food? Will the food be pre-prepared/packaged or will there be cooking? _____		
Provide vendor list and note location on site map.		
Do you intend to have fireworks? (Notifications of pyrotechnic usage must be submitted to Council for review) Date: Start Time: End Time:		
Will you be using amusement rides or devices? If so, what type of ride/device, size and how many? (Location/s must be noted on site map) _____ _____ _____		
Do you propose to display advertising boards/banners?		

Waste Management

Are you providing any additional toilet facilities for your event?
(Location must be noted on site plan)

Are additional (general waste and recycling) bins required?

Traffic Management

Do you need to temporarily close any roads for your event?

If yes, which roads and why?
(Please note road/s on site plan)

Do you need to use parking spaces for your event?
(Both on-street and off-street parking)

Does your event temporarily increase traffic?
(e.g. traffic may be required to queue when entering the event)

Does your event require the use of unregistered vehicles?
(e.g. bike race, billy-cart, antique vehicles etc)

Site Plan

Please provide a basic site plan detailing location of structures, toilets, car parking, emergency access, waste management services, food and alcohol stalls.

Submission Checklist



Site Plan detailing location of structures, toilets, car parking, emergency access, food and alcohol stalls ect



Certificate of Currency for standard liability insurance policy, not less than \$20 million for any single event and indemnifying Narrabri Shire Council from all liability



Request for Suspension of Alcohol Free Zones if alcohol is to be consumed (must be submitted 2 months prior to event date for processing/approval)



Risk Management Plan



Relevant Firework Permit and Approvals



Transport Management Plan (if relevant)



Development Application - Section 68 Approval for Temporary Structures (if applicable)



Request for the use of amusement rides. A separate approval is required for amusement rides. Refer to the Application for Approval – Land Use Application form on Councils website: www.narrabri.nsw.gov.au



Email completed form to council@narrabri.nsw.gov.au, post to PO Box 261, Narrabri NSW 2390 or drop form into Council's Administration Building at 46 - 48 Maitland Street, Narrabri.

Any required documents not provided at the time of submission will delay the processing of your application

Certification

Signature

Date

OFFICE USE ONLY

Date Application Received

CRM Reference No.

Council Representative