

# Special Event Permit APPLICATION FORM



The City of Marion have a variety of reserves suitable for events and activities. If you are thinking of holding an event/activity on a reserve, we invite you to complete the *Special Event Permit Application Form* and lodge with a \$10.00 *Application Fee*. On completing the application form your event/activity will be reviewed and if approved a *Special Event Permit* will be issued. Please note a permit does not provide exclusive access to the reserve.

Completed application forms and supporting documentation are to be submitted to the City of Marion with a **minimum of 14 days' notice for small scale events/activities** or a **minimum of 2 months' notice for medium to large scale events/activities**. For further information, please contact the City of Marion on (08) 8375 6600.

APPLICANT DETAILS				
Contact Name:	Position:			
Group/Organisation Name:				
Postal Address:				
Email:				
Phone:	Fax:			
Mobile:	Website:			
EVENT/ACTIVITY DETAILS				
Name of event/activity:				
Type of event/activity: (please tick) Birthday Party <input type="checkbox"/> Family Function <input type="checkbox"/> Filming <input type="checkbox"/> Wedding <input type="checkbox"/> Community Event <input type="checkbox"/> Corporate Event <input type="checkbox"/> Commercial Activity <input type="checkbox"/> Other <input type="checkbox"/>				
Brief description of the event/activity:				
Have you held this event/activity before in the City of Marion? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Anticipated Attendance amount:				
Cost: Free <input type="checkbox"/> Ticketed <input type="checkbox"/> Please indicate ticket pricing: \$				
Event/Activity Date:		Alternative Dates:		
Event/Activity Location:				
Event/Activity Start Time: : <input type="checkbox"/> AM <input type="checkbox"/> PM		Event/Activity Finish Time: : <input type="checkbox"/> AM <input type="checkbox"/> PM		
Set-Up Time: : <input type="checkbox"/> AM <input type="checkbox"/> PM		Pack-Down Time: : <input type="checkbox"/> AM <input type="checkbox"/> PM		
OPERATION DETAILS		YES	NO	COMMENTS
INSURANCE				
The activity and size of the event may require the event organiser to provide a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.				
<b>Public Liability Insurance Cover:</b> A copy of <i>Public Liability Insurance Certificate of Currency</i> for a minimum of \$10 million for the event is required for; - organisations such as companies, incorporated bodies, businesses and schools * A copy of the certificate must be supplied and returned to Council with this application.  *Note: All third party organisations e.g. caterers, entertainers, amusement providers and suppliers must also supply evidence of their own <i>Public Liability Insurance Certificate of Currency</i> at a minimum of \$10 million cover.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>RISK ASSESSMENT</b> For any Community Event or where certain activities are undertaken (e.g. Bouncy Castle) the event organiser will be required to complete and submit a risk assessment plan with this application using Council's <b>Risk Assessment</b> Template.	<input type="checkbox"/>	<input type="checkbox"/>		

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OPERATION DETAILS - CONTINUED	YES	NO	COMMENTS
<p><b>VEHICLE ACCESS</b></p> <p>Will vehicle access be required at this event/activity?</p> <p>If yes, vehicle access is only available at selected sites for unloading and loading purposes. Council approval must be received. If vehicles are required to remain on site, please provide more details. If vehicle access is required, please complete the <b>Access Over Community Land Permit</b> and return with this application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>ROAD CLOSURE/TRAFFIC MANAGEMENT</b></p> <p>Will road closure/s be required for this event/activity?</p> <p>If road closure/s required, please complete the <b>Temporary Road Closure/Traffic Management - Application Form</b> and return with this application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>LIVE MUSIC/PA SYSTEM</b></p> <p>Will live music or a PA system be used at the event/activity?</p> <p>If yes, you will be required to supply a program of the live entertainment and the type of amplification that is expected. Noise restrictions now come under Council jurisdiction and legislation applies.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>What will be used at the event/activity?</p> <p>Live Music <input type="checkbox"/> PA System <input type="checkbox"/></p> <p>Type of amplification expected:</p> <p>_____</p>
<p><b>FILMING/BROADCASTING/MEDIA ACTIVITY</b></p> <p>Will filming, broadcasting or media activity occur at the event/activity?</p> <p>If yes, you will be required to supply details on any filming, broadcasting or media activity that is expected to occur. Noise restrictions now come under Council jurisdiction and legislation applies.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>What activity will occur:</p> <p>Filming <input type="checkbox"/> Broadcasting <input type="checkbox"/></p> <p>Media <input type="checkbox"/></p> <p>Number of crew: _____</p> <p>Will the activity create increased traffic in the area? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>CATERING</b></p> <p>Will catering be supplied or consumed at this event/activity?</p> <p>If yes, a complete list of caterers or vendors supplying food for sale or for consumption at the event/activity is required which must include a copy of their <i>Public Liability Insurance Certificate of Currency</i>. Each caterer/vendor must complete the <b>Food Notification Form</b> and return with this application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>LIQUOR</b></p> <p>Will liquor be served or consumed at this event/activity?</p> <p>Consumer and Business Services (CBS) is responsible for administering the <i>Liquor Licensing Act 1997</i>, please contact CBS on 131 882 or refer to their website <a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a> for full details on liquor licensing requirements.</p> <p>If you are required to obtain a liquor licence, please provide a copy of the application form from the website to enable a Landlord's Approval Letter to be prepared to support your CBS application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will the liquor be:</p> <p>Bring Your Own <input type="checkbox"/> Supplied <input type="checkbox"/></p> <p>Sold <input type="checkbox"/></p> <p>Will there be a cover charge or entrance fee for this event/activity?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the event/activity a promotional event? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<p><b>STAGING</b></p> <p>Will staging be used at this event/activity?</p> <p>If yes, please provide details of staging (i.e. height, width and depth) and a site plan indicating the location of any staging.</p> <p>Note: Dependant on the size of any stage/s structural certification may be required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Height: _____ Width: _____</p> <p>Depth: _____</p> <p>2. Height: _____ Width: _____</p> <p>Depth: _____</p>

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EQUIPMENT - CONTINUED	YES	NO	COMMENTS
<b>FENCING</b> Will fencing be used at this event/activity? If yes, please provide details of fencing type (i.e. height, width, depth, weighted or pegged) and a site plan indicating the location of any fencing.	<input type="checkbox"/>	<input type="checkbox"/>	1. Height: _____ Width: _____ Depth: _____ Weighted: Yes <input type="checkbox"/> No <input type="checkbox"/> Pegged: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>MARQUEES</b> Will marquee/s be used at this event/activity? If yes, please provide details of marquee/s (i.e. height, width, depth, weighted or pegged) and a site plan indicating the location of any marquee/s. Note: Dependant on the size of any marquee/s structural certification may be required.	<input type="checkbox"/>	<input type="checkbox"/>	1. Height: _____ Width: _____ Depth: _____ Weighted: Yes <input type="checkbox"/> No <input type="checkbox"/> Pegged: Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Height: _____ Width: _____ Depth: _____ Weighted: Yes <input type="checkbox"/> No <input type="checkbox"/> Pegged: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>BANNERS AND SIGNAGE</b> Will banner/s or signage be used at this event/activity? If yes, please complete the <b>Temporary Signs and Banners Application Form</b> and return with this application.	<input type="checkbox"/>	<input type="checkbox"/>	
ENTERTAINMENT	YES	NO	COMMENTS
<b>AMUSEMENTS</b> Amusements can include rides, bouncy castles, animal petting zoos, recreation equipment, etc. All entertainment providers must have a current certificate of registration issued by SafeWork SA and a minimum \$10 million <i>Public Liability Insurance Cover</i> . A copy must be supplied and returned to Council with this application for each entertainment provider. For more information please refer to the website <a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a> . Please also provide a site plan indicating the location of any amusement/s.			
Will amusement/s be used at this event/activity? If yes, please provide details under the appropriate amusement below.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AMUSEMENTS – RIDES</b> Will ride/s be used at this event/activity?	<input type="checkbox"/>	<input type="checkbox"/>	Type of ride/s: _____ _____ _____ Number of ride/s: _____
<b>AMUSEMENTS – BOUNCY CASTLES</b> Will bouncy castle/s be used at this event/activity? Note: Only bouncy castles with a platform height of 3 metres or more require a certificate of Registered Amusement Structure issued by SafeWork SA.	<input type="checkbox"/>	<input type="checkbox"/>	Number of bouncy castle/s: _____ Platform Height: _____ Height: _____ Width: _____ Depth: _____ Weighted: Yes <input type="checkbox"/> No <input type="checkbox"/> Pegged: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>AMUSEMENTS – ANIMALS/REPTILES</b> Will animals or reptiles be used at this event/activity? If yes, has appropriate fencing been arranged? If yes, has appropriate signage been arranged? If yes, has adequate hand washing facilities been arranged? If yes, has adequate waste removal service been arranged?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Type of animal/s or reptile/s: _____ _____ Number of animal/s or reptile/s: _____ _____

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ENTERTAINMENT - CONTINUED	YES	NO	COMMENTS
<b>AMUSEMENTS – RECREATION EQUIPMENT</b> Will recreation equipment be used at this event/activity?	<input type="checkbox"/>	<input type="checkbox"/>	Type of recreation equipment: _____ _____ Number of recreation equipment items: _____
<b>AMUSEMENTS – OTHER</b> Will other types of amusements be used at this event/activity? If yes, please provide details of any other amusements being used.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIREWORKS</b> Will fireworks be used at this event/activity? If yes, fireworks must be provided and operated by a SafeWork SA licensed pyrotechnician. For more information please refer to the website <a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a> .	<input type="checkbox"/>	<input type="checkbox"/>	
OPERATIONAL SERVICES	YES	NO	COMMENTS
Please note that our reserve toilets, bins and power are for general use. Event Managers are responsible for ensuring that adequate facilities are available for their event/activity. For <b>private</b> and <b>community events/activities</b> the following requirements will need to be managed with Council.			
<b>WASTE AND RUBBISH</b> <b>A. Private Event/Activity</b> Event organisers are required to manage their own waste. Organisers of minor events are required to take away any waste generated by the event/activity.			
<b>B. Community Event/Activity</b> Based on the size and style of your event/activity, and the type of waste generated, additional bins will be required. All approved events/activities will receive further advice about minimising waste and maximising recycling.	<input type="checkbox"/>	<input type="checkbox"/>	Number of Red bins _____ Number of Yellow bins _____ Number of Green bins _____ Date & location bins delivered: _____ Date and location bins removed from: _____
OPERATIONAL SERVICES - CONTINUED	YES	NO	COMMENTS
<b>POWER ACCESS</b> Will power access be required at this event/activity?  Note: Power access is only available at some locations.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOILETS</b> Will you be supplying portable toilets? Note: All reserve toilets are for general use	<input type="checkbox"/>	<input type="checkbox"/>	How many portable toilets will you be supplying? _____
OTHER	YES	NO	COMMENTS
<b>PROMOTION OF YOUR EVENT</b> In some cases, the City of Marion may be able to assist promoting your event to the local community through a variety of mediums including the City of Marion website event calendar and social media platforms. It will be at the discretion of the City of Marion Communications team to determine which events are supported and how they are promoted. If you would like to request promotional assistance please submit the details of your event and any promotional material or images, with a minimum of 14 days' notice, to <a href="mailto:council@marion.sa.gov.au">council@marion.sa.gov.au</a> .			

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OTHER - CONTINUED	YES	NO	COMMENTS
<b>FURTHER DETAILS</b> Please attach any further details including a <i>Run Sheet, Public Notification, Traffic Management</i> and <i>Security</i> arrangements (for major events).	<input type="checkbox"/>	<input type="checkbox"/>	

**Please complete all required details of the application form and attach any supporting documentation (e.g. public liability certificate of currency, site plan, draft program etc.).**

**The issuing of this permit is subject to:**

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

**Please read the Special Event Permit – General Conditions document prior to submitting.**

**I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.**

Signed for and on behalf of the permit holder

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(PRINT NAME) (PRINT POSITION)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed application forms and supporting documentation are to be submitted to the City of Marion with a **minimum of 14 days' notice for small scale events/activities** or a **minimum of 2 months' notice for medium to large scale events/activities**.

Documentation can be submitted via one of the following methods:

- Post: PO Box 21, Oaklands Park SA 5046
- In Person: 245 Sturt Road, Sturt SA 5047
- Fax: (08) 8375 6699
- Email: [specialeventpermits@marion.sa.gov.au](mailto:specialeventpermits@marion.sa.gov.au)

The \$10 *Application Fee* (due at the time of submitting application) can be paid via one of the following methods:

- In Person: 245 Sturt Road, Sturt SA 5047
  - Credit Card: Phone (08) 8375 6600
- (When making payment, please advise you are paying \$10 *Application Fee* for *Special Event Permit Application* and provide *Customer Event Number* (if known), event name and event date)

## COUNCIL USE ONLY

**Customer Event Number:** \_\_\_\_\_

**Application Fee Receipt Number:** \_\_\_\_\_ **Application Fee Received By:** \_\_\_\_\_

**Application Assessed By:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed by or on behalf of the City of Marion **PERMIT APPROVED**  **PERMIT DENIED**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(PRINT NAME) (PRINT POSITION)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_