

**Pittwater Rugby Park
Major Event Booking Application**

Applicant

Name of School / Group / Organisation: _____

Address of School / Group / Organisation: _____

Contact Person/s: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Phone () _____ Daytime Contact No () _____

Mobile () _____ Fax () _____

Email: _____

Booking Details

Date/s of event: _____

Type of Event: (provide detailed description) _____

Booking Information

- Applications will be assessed as soon as possible after receiving the fully completed application form.
- Tentative booking of a date and venue cannot be taken to mean approval is granted.
- A booking fee and bond will be set along with appropriate conditions determined by nature, size and time of the event. The fee, bond and conditions can only be set after the application is assessed.
- The bond will be refundable in whole or in part, following an inspection after the event by Council's Facility Manager to determine compliance with Council's conditions.
- Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's Reserves.

Site Plan

Please provide a detailed site plan including location of all structures, parking, PA systems, amusements, tents, marquees, stalls etc.

Attendance & Hours

Estimated attendance per day of participants: _____

Estimated attendance per day of spectators: _____

Time/day at which access is required to the site: _____

Time/day at which you estimate you will vacate the site: _____

Hours during which event/s will be run: _____

PLEASE NOTE: Toilet facilities are available on site. However, if Council considers the number of people attending the event will require additional toilets this cost will be borne by the Hirer

Access by Machinery/Vehicles

If access to the reserve area is required, describe nature/size of vehicles and purpose of access: _____

PLEASE NOTE: No vehicles other than those specifically approved are permitted on Council's reserves.

Tents/Marquees/Stalls

Do you propose to erect tents, marquees, stalls: **YES / NO**
Please provide details of the size, name of the Company and a copy of their Public Liability Insurance.

A copy of the companies Public Liability Insurance / Certificate of Currency with a minimum of \$20 million cover must be provided and noting Pittwater Council on the policy as an interested party.

Size of tent/marquee/stall: _____

Name of Company providing tent/marquee/stall: _____

Contact name: _____ Phone No.: _____

Parking

Will additional overflow parking be required **YES / NO**

PLEASE NOTE:

If additional parking is required on the designated overflow parking areas, an additional fee will be required for the use of this area.

Staff controlling the parking of vehicles must at all times wear approved safety vests. It is the responsibility of the event organiser to ensure that at the conclusion of the event that entrances to the overflow parking area/s are locked and the areas are left clean & tidy with no damage.

Traffic Controls

Do you require traffic management on local roads and/or road closures:

YES / NO

If yes provide details, including the roads concerned and/or times of closure: _____

SEPARATE APPROVAL must be obtained from Council's Traffic Section/Traffic Committee for the closure of any public road to normal use, or the disruption of traffic including pedestrian movement, and traffic management application fee paid – see attached "Events/Filming/Construction on Local Roads".

For full/partial road closures, a Traffic Management Plan is to be completed and forwarded to Council's Traffic Section 6 weeks prior to Council's Traffic Committee meeting, and include the following documentation

- 1) Copy of approval from the local NSW Police Traffic Sergeant of the Traffic Management Plan
- 2) Public Liability Insurance to the value specified by Council
- 3) Documentation certifying that the traffic control during the event will be to Australian Standards and that all traffic control staff are appropriately trained.
- 4) Documentation indicating residents agreement to the event taking place.
- 5) Copy of approval of the Traffic Management Plan from the Roads & Traffic Authority (the responsible authority for the control of traffic on Main Roads) if the event is to take place on or within 1 block of a Main Road.

For other minor traffic control situations on local roads, Council requires documentation as per 1) to 4) above.

***Application for Traffic Control Permit
Events/Filming/Construction on Local Roads
1 July 2009 to 30 June 2010***

PLEASE PRINT

Applicant: _____

Address: _____

Has Council previously evaluated this proposal? Yes No
 (If yes, please supply original documentation and enter only the details that have changed).

Location of Event/Film/Construction:			
From street		To street	
Suburb		UBD Ref: *Attach Sketch Plan	
Event/Film/Construction Details:			
Organisation Name:		Commencement Date & Time:	
Contact Name:		Completion Date & Time:	
Contact Numbers:		Dates not included above:	
On site contact name:		On site contact phone:	
Description of Event:			
Indemnities and guarantees:			
I certify that:			
<ol style="list-style-type: none"> The Traffic Control Plan complies with Work Cover requirements and I will ensure safety at the site is controlled as described in the attached Traffic Control Plan, which complies with Australian Standards AS 1742.3. My organisation's activities will be conducted in accordance with the Industry's Recommended Safety Code. My organisation indemnifies Council from and against all actions, claims, costs, expenses and damages (including the costs of defending or settling any action or claim) in respect of loss of or damage to property (including Council's property) or personal injury (including death) to any person arising out of or by reason of anything done or omitted intentionally or negligently by my organisation. My organisation is covered by the appropriate Public Liability Insurance, and is attached. The Local Police Sergeant has approved the activity at this location, and copy of approval is attached. The RTA has been advised and copy of approval is attached (if required). Residents adjacent to the location have been notified, and/or advertised at least 2 weeks prior to the event, as directed by Council. 			
Signed:			
Print Name:			
Print Organisation Name:			

Advertising Signs

Is outdoor advertising proposed: **YES / NO**

If yes, Facility Manager will complete the application form on your behalf.

PLEASE NOTE:

- **The maximum size 3m x 750mm**
- Signs are not permitted in the Bilgola Bends or at Pioneers Park (cnr Pittwater Road and Garden St).
- Maximum period to display signs is 21 days prior to the event.
- Signs must be removed within 48 hours following the event.

Sale of Food at the Event

Pittwater Rugby Park (Main Field) – This area is under a Contract Agreement for the supply of food & beverages. Approval for the sale of food & beverage is subject to consent from Council's Contractor.

All enquiries relating to the preparation, storage and sale of food to the public are to be referred to the Environmental Health & Waste Education Officer, at least one month prior to the event. Council's Environmental Health & Waste Education Officer can be contacted on 9970 1225.

Requirements for Temporary Food Premises

Purpose

To protect the health of the community through minimising risks associated with food produced and/or sold from temporary food premises within the Pittwater Council area.

Temporary food premises means: *any premises including land, vehicle, tents, stalls and other temporary structures, boats, pontoons and any other place declared by the relevant authority to be premises under the Food Act kept or used for the handling of food for sale.*

Compliance with Council Approval & Food Safety Standards

The operation of a temporary food premises must have prior approval with Council. All temporary food premises at events must comply with the Food Safety Standards.

Prior to the event, notification details of the temporary food premises are required. Notification online is currently free at www.foodnotify.nsw.gov.au, otherwise hard copy forms are available from Council (\$50.00 fee applies).

Once notified, you will be provided with a unique notification number. For Council to consider providing approval to any food stall it must be correctly notified. **Please provide this notification number to Council at least three (3) days prior to the event.**

Skills & Knowledge

All persons undertaking or supervising food handling operations must have the skills and knowledge they need to handle food safely. This must include food safety and food hygiene matters.

Note: An exemption applies in some cases for community & charity groups.

Construction

The design and construction of a temporary food premises must be appropriate for the activities for which the premises are used, be able to be effectively cleaned and to the extent that is practicable:

- i) exclude dirt, dust, fumes, smoke and other contaminants;
- ii) not permit the entry of pests; and
- iii) not provide harbourage for pests.

All surfaces within the premises must be impervious to moisture and grease, be able to be effectively cleaned and to the extent that is practicable must not provide harbourage for pests.

Washing Facilities

Fully separate hand and utensil washing facilities must be provided to the premises. Adequate hand and utensil washing facilities will require the following:

Hand Washing

- two containers of sufficient capacity (one for washing and one for rinsing)
- a supply of clean warm water (approximately 40°C)
- single use hand towels, and liquid soap

Utensil Washing

- two containers of sufficient capacity (one for washing and one for rinsing)
- a supply of hot and cold water
- detergent
- clean towel or single use paper towel

To prevent pollution, wastewater must not be directed to the storm water drain at any time.

Protection of Food

All utensils must be suitably protected from contamination. Eating utensils for the public must be single use, however, unnecessary waste generating materials are strongly discouraged.

All food must be stored inside the premises and at a height of at least 750mm above the ground or otherwise being fully covered in sealed containers.

Uncovered and open foods must be suitably protected from contamination (eg. by a suitable physical barrier such as a sneeze guard or clear plastic siding to the stall) and must not be stored or displayed in areas accessible to the public.

Prevent contamination by ensuring no direct hand contact with ready-to-eat food.

If choosing to use gloves, they must be clean & changed regularly. Food handling gloves must never be used to also handle money.

Temperature Control

A food business must store or display potentially hazardous food at either below 5°C (for foods to be kept cold) or above 60°C (for foods to be kept hot). Potentially hazardous food includes meat, poultry, eggs, cooked rice, milk or milk products and the like.

All potentially hazardous food prepared at the temporary premises must be for immediate sale and consumption unless suitable equipment is provided to maintain the food at temperatures above 60°C or below 5°C.

If your premises handles potentially hazardous food, a temperature measuring device must be accessible on site and must be able to accurately measure the temperature of food to +/- 1° Celsius.

Cooking

All heating and cooking equipment including open flame barbecues and cooking plates shall be located within the designated stall area and be suitably protected from contamination. Such equipment must have a physical barrier between the customer and the equipment.

Where cooking is carried out, adequate provisions must be made to protect the stall from heat, flame and splashing.

Labelling

All pre-packaged food intended for sale must be correctly labelled with the following information:
Product description, Full ingredient list, Name and street address of the manufacturer, Country of origin, Use by date, packed on date or best before date.

"Package" includes anything in or by which goods for carriage or sale may be cased, covered, enclosed, contained or packed (and, in the case of goods carried or sold or intended for carriage or sale in more than one package, includes every such package).

Rubbish Disposal

Adequate arrangements must be made for the storage and frequent removal of garbage and recyclables generated inside and around each food stall.

To encourage waste minimisation at public events, all cold drinks must be sold in recyclable containers ie. soft drinks in Aluminium cans or PET plastic, juices in glass containers etc.

Alcohol

Pittwater Rugby Park – Main Field Facility – The selling of alcohol is not permitted in this location. Alcohol is only permitted to be sold by Council's Authorised Staff. No alcohol is permitted to be bought into the facility.

Waste Management

Pittwater Rugby Park (Main Field) – this area provides a Waste Management System, the requirements for your booking would need to be arranged through Council's Facility Manager. A fee may be required for the removal of additional waste created by your event.

Power

Do you require the use Council's power supply (only where available)? YES/NO

Council may be able to arrange additional connection or power (15amp or 3 phase). Please provide information of what you require, as soon as possible and Council's electrician will advise if Council can provide this and the costs applicable.

If yes, please provide information below.

To ensure that all your power connections conform to regulations and Council requirements, an inspection may be required and if so, a fee will be charged and deducted from your bond.

Are you providing your own power supply: **YES / NO**

If yes, please provide information below.

Conditions & Requirements

- All outdoor lighting to be switched off by 11.00pm.
- All electrical equipment used must have been tested and tagged as per WorkCover Code of Practice.
- All extension leads must be protected against damage by either stringing aloft at a height of at least 2.4 metres, or by running leads in a "trough" arrangement, so "traffic" cannot come into contact with these leads.
- Residual current detectors should be used as an added safety precaution.
- An inspection of the erected site may be required prior to the start of operations to ensure the site complies with these guidelines. An inspection fee will be applicable, and this will be advised on your booking permit.

Noise

Will there be a public address system **YES / NO** If yes, please provide information below

Will there be musical performances **YES / NO** If yes, please provide information below

Will there be machinery operating **YES / NO** If yes, please provide information below

Musical Performances

What type of musical performance is proposed: _____

Number of Speakers/Sound Power Level (e.g. 240-watt speakers): _____

Proposed Performance Times: _____

Duration of Performance: From: _____ To: _____

An Acoustic Engineer's Report may be required if considered appropriate by Council.

Public Address System

Times PA is proposed to be used: From: _____ To: _____

Number and location of speakers: _____

Machinery

Times PA is proposed to be used: From: _____ To: _____

Type: _____

Conditions & Requirements

The Protection of the Environment Operations Act & Regulations applies and is administered by Council and the NSW Police Force. Any approval for use of a reserve by Council is subject to the above act.

- PA systems must not be used prior to 8.00am or after 6.00pm.
- Noise emission from functions held in picnic grounds, public reserves, beaches or bushland, shall not exceed 5db(A) above the background noise level, when measured at the nearest boundary, day or night. The use of any amplifications system should not create a noise nuisance to the surrounding residential area and must be maintained in a manner which is not deemed "offensive" as defined by the Protection of the Environment Operations Act & Regulations.
- Stage and speakers should be aligned to face away from residential properties.
- No work is permitted after 10.30pm in relation to the dismantling, loading or other noise producing activities associated with any stage, marquee, amusement device or other equipment. Arrangements should be made for such activities to be conducted at a satisfactory time during the following day.

Any instruction issued by Council Officers relating to these conditions of approval shall be completed forthwith.

Amusement Devices

Do you propose to have amusements:

YES / NO

If yes provide information below.

Please complete the following details for each ride i.e, Merry-Go-Rounds, Dodgem Cars, Ferris Wheels, Slides, Jumping Castles, Trains, Cha Cha's, etc.

Type of Ride: _____ Size: _____

Certificate Number: _____

Amount of insurance cover: _____ Expiry date of insurance cover: _____

Requirements

All mechanical amusement devices must be:

- Covered by a minimum of \$10 million Public Liability Insurance. (Certificate of Currency is to be forwarded to Council prior to event).
- Provide evidence of current up to date service log book.
- Licensed by the WorkCover Authority of NSW (copies forwarded to Council prior to event).
- Inspected and approved by a certified Structural Engineer as erected on the day.

NOTE: Games of skill or chance need not be listed.

Copies of the above requirements should be submitted to Council no less than 7 days prior to the event.

Scaffolding/View Stands/Stages

Is it proposed to erect any scaffolding, view/judging stands or stages? **YES / NO** if yes provide information below.

Type of Structure/s: _____

Size: _____

Location: _____

Locate structures on Site Plan

IMPORTANT:

Stage and scaffolding must be certified structurally stable by a practicing Structural Engineer. This certificate must be submitted to Council one (1) working day prior to the commencement of the event.

Fireworks

Is it proposed to have a fireworks display? **YES / NO** if yes provide information below.

Name of Supplier: _____

Proposed time of display: Start: _____ Finish: _____

List the fireworks proposed: _____

Conditions and requirements:

- A Fireworks Permit is to be obtained from the WorkCover Authority of NSW (as per the Dangerous Goods Act 1975). In the case of Howard's International Fireworks or Syd Howard's Fireworks International Pty Ltd being in charge of your display, a copy of their **General Permit** from the WorkCover Authority of NSW is required.
- A current Public Liability Policy (Certificate of Currency) with a minimum cover of \$10 million indemnity **with Pittwater Council nominated as an interested party** is required from your Pyrotechnics Company.
- You are required to contact the local Fire Brigade and advise of your proposed fireworks display.
- In the event of a total Fire Ban, exemption must be obtained from the NSW Rural Fire Service & a copy forwarded to Council prior to the event otherwise your fireworks will not be permitted.
- All Fireworks Displays to be completed no later than 9.00pm.
- Residential notification must be sent out a week prior to the fireworks display advising residents of the date and duration of the fireworks display as well as providing a contact name and phone number.

Copies of the above documents are to be submitted to Council at least seven (7) days prior to the event.

Linemarking

Is linemarking required for the event? **YES / NO**

If yes, please provide details of your requirements

Medical Room

Will you require the use of the Medical Room **YES / NO**

If Yes, please provide details of your requirements:

Field Floodlights

Will you require the use of the field floodlights: **YES / NO**

If Yes, please provide details of your requirements:

Change Rooms & Referees Room

Will you require the use of the facilities change rooms **YES / NO**

Will you require the use of the referee's rooms **YES / NO**

Function Room

Will you require the use of the Function Room **YES / NO**

If **Yes**, a Function Room Booking form may be required to be completed

Time Clock/Scoreboard

Will you require the use of the scoreboard/time clock **YES / NO**

Safety Procedures & Security

Please provide full details of the procedures to be taken to ensure the safety of participants:

If proposed booking is for more than a day, give details on security of equipment on-site overnight.

Working with Children

During the period of hire will there be any paid or unpaid workers in employment that primarily involves unsupervised direct contact with children under the age of 18 years of age? **YES / NO**

If you answered yes to the above, you will need to comply with the "Guide to Working With Children Check" conditions provided by the NSW Commission for Children and Young People. More information is available by phoning 9716 2199 or www.kids.nsw.gov.au.

Financial

Is this a profit making venture or a community awareness campaign with monetary gain: **YES / NO**

If yes, please indicate where profit will be directed: _____

Will this event be sponsored: **YES / NO**

If yes provide details: _____

Will prize money be awarded: **YES / NO**

Are you charging an entry fee for this event: **YES / NO**

If yes, please indicate how much you are charging: _____

Please enclose a copy of your entry form

Product Sales or Give Aways

Do you plan to sell or give away products (other than food): **YES / NO**

If yes, give details of items for sale/give-away: _____

Acknowledgement

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

Name of Person Completing Form (Print): _____

Signature: _____ Date: _____

Council Contact Details

Linda Ward
Facility Manager
Reserves Section
Pittwater Council
PO Box 882
MONA VALE NSW 1660

Telephone: (02) 9970 1360
Fax: (02) 9970 1389
Mobile: 0417 378 987
Email: linda_ward@pittwater.nsw.gov.a

Insurance Details

Permits will not be issued unless you have Public Liability insurance for the area you want to use. Please complete this form, giving details of your Public Liability Insurance and include a copy of your certificate of currency. Please note that you are required to arrange for Pittwater Council to be named on your policy as a joint insured for the respective rights and interests of yourself and Council in respect of your event. Council requires Public Liability Insurance of a minimum \$10 million for subject Permit.

Details of Public Liability Insurance

I hereby declare that I _____ as the occupier of the above noted location and Pittwater 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 million 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: _____

I understand that this insurance shall not be cancelled or lapse without the agreement of Pittwater Council and the Policy Document shall be endorsed to this effect. This insurance includes the cross liability clause.

Signature _____ Date _____

Indemnity

This indemnity form must be completed and signed before permit can be issued.

Name of applicant: _____

(referred to hereafter as the Permit Holder) holds Pittwater Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss 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 _____

The Privacy and Personal Information Protection Act 1998 (PPIPA) was introduced by the NSW government to provide for the protection of personal information and the protection of privacy of individuals generally. The Act applies to information collected, used and stored by public sector agencies such as local councils. Under the Act, "personal information" is any information that identifies a person, such as their name, address and contact details. Pittwater Council requires this type of information to carry out even their most primary core services. Council is committed to handle this information in accordance with PPIPA and other State and Federal legislation. In the year 2000, Pittwater Council adopted a Privacy Management Plan based on the Act's 12 Information Protection Principles. Fundamental to Council's implementation of the Act is the premise that personal information is to be used only for the purpose for which it is collected.