



City of Port Lincoln

Template No 16-6-T6

Address: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606
Postal Address: PO Box 1787, Port Lincoln SA 5606
Email: plcc@plcc.sa.gov.au **Web:** www.portlincoln.sa.gov.au
Telephone: (08) 8621 2300 **Fax:** (08) 8621 2399

SPECIAL EVENT PERMIT APPLICATION PRIVATE FUNCTIONS IN COUNCIL PARKS, LAND OR RESERVES CONDITIONS OF PERMIT AND APPLICATION FORM

Record No: _____

File: 16.6.1.4

APPLICATION - PART A

PERMITS ARE ISSUED FOR THE USE OF COUNCIL LAND IN ACCORDANCE WITH COUNCIL'S BY LAW NO. 4: LOCAL GOVERNMENT LAND

APPROVAL

1. All applications must be completed and lodged at least two weeks prior to the scheduled event. Incomplete and/or late applications may not be approved
2. Parks and Reserves are often booked well in advance, please **DO NOT** send invitations or promote your event unless written approval has been granted.
3. Barbeques cannot be booked.
4. The applicant must hold or maintain public liability insurance (available for individuals through Council for a fee – Refer to [Council fees and charges schedule](#)).
5. Amusement Structures incur a charge please refer to [Council fees and charges schedule](#).

LOCATION OF EVENT – PRE-ASSESSED LOCATIONS

- | | |
|---|---|
| <input type="checkbox"/> Billy Lights Point | <input type="checkbox"/> Mundys Mooring/North Point Reserve |
| <input type="checkbox"/> Dickens Park | <input type="checkbox"/> O'Conner Reserve (Shaen Street) |
| <input type="checkbox"/> Flinders Park – Please circle below | <input type="checkbox"/> Old Mill |
| - Top Section (near Old Folks Home) or | <input type="checkbox"/> Puckridge Park |
| - Bottom Section (near BBQ, Rotunda or Playground) | <input type="checkbox"/> Ravendale Carparks |
| <input type="checkbox"/> Foreshore Boardwalk | <input type="checkbox"/> Skate Park |
| <input type="checkbox"/> Foreshore Lawns | <input type="checkbox"/> South Point Reserve |
| <input type="checkbox"/> Foreshore Square | <input type="checkbox"/> Wellington Square |
| <input type="checkbox"/> Laguna Drive Reserve | <input type="checkbox"/> Train Park Playground |
| | <input type="checkbox"/> Other _____ |

APPLICANT DETAILS

Full Name: _____

Organisation name (if applicable): _____

Position (if organisation): _____

Postal Address: _____

Mobile: _____ Email: _____

Alternative Contact person: _____ Mobile: _____

EVENT DETAILS

Category:

- ☐ Birthday Party
☐ Family Function
☐ Wedding Ceremony
☐ Private Corporate Event
☐ Other

OTHER Event/Activity details : _____

Date(s) of Event: _____

Approximate Number of people attending the event: _____

EVENT TIMESActual Event:

From: _____ To: _____

Details: _____

Including set up/dismantling:

From: _____ To: _____

Details: _____

 Will a music system or amplified sound system be used?
 ☐ Yes
 ☐ No

 The applicant is responsible for ensuring they meet any Phonographic Performance Company of Australia (PPCA) licence requirements. Direct all enquiries to www.pcca.com.au.

 Is it likely that alcohol will be consumed? (No glass allowed)
 ☐ Yes
 ☐ No

If yes, it is the applicant's responsibility to determine if they require a liquor licence.

 Will your party be using a hired amusement structure?
 ☐ Yes – **COMPLETE PART C & D**
 (eg. belle tent, jumping castle, rides, rock climbing wall, bubble soccer, etc)
 ☐ No

Supplier: _____

 Is your party considering using a shelter, marquee, stakes or pegs?
 ☐ Yes – **COMPLETE PART D**

 Supplier (if hired): _____ Size: _____
 ☐ No

 Will power be required? (Where available)
 ☐ Yes

 Details: _____
 ☐ No

Please provide contact details of a person who will be responsible on the day of the event for the set-up, removal and clean up of the site. For Weddings it is advisable to have someone who is not in the Wedding Party.

Name: _____ Position: _____

Postal Address: _____

Mobile: _____ Other Phone Number: _____

I declare that I am 18 years of age or over and I have read and agree to comply with the "General Conditions of Permit"

Signature _____ Date _____

GENERAL CONDITIONS OF PERMIT

1. Late & or incomplete applications may not be approved.
2. The Form of Indemnity (Part C) must be signed and a copy of public risk policy supplied with the application.
3. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
4. The permit or location of the permit is **not** transferable. The function may only be held in the area, on the date/s and between the times as indicated on the permit.
5. 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.
6. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
7. Damage to Council property will be rectified by Council and the cost of repairs may be on-charged to the permit holder.
8. On the day, please ensure you have arranged for people within your party to cordon off preferred areas at the location, as the Council is unable to do this on your behalf. Please note that this permit does **not** secure sole access to this public area.
9. If your party is using a shelter, stakes, pegs, marquee or amusement structures: **once permit approval has been granted** you will be required to contact Council to ascertain where the irrigation system is located in the lawns a minimum of five days prior to the event. You may be liable for costs associated with any damage to such.
10. The function must not cause annoyance to shopkeepers, local residents or the general public, and may be terminated at the direction and/or discretion of a member of the Police or an authorised Council Officer. **If you are concerned that your event is becoming beyond your control or the conditions of this permit, please contact SAPOL on 131 444.**
11. The applicant is responsible for ensuring they meet any Phonographic Performance Company of Australia (PPCA) licence requirements (please direct all enquiries to www.pcca.com.au).
12. The consumption of alcohol is prohibited in designated dry areas. If you intend to sell or supply alcohol you may be required to obtain a liquor licence from the liquor licensing commission, please contact council in the first instance.
13. As per Council Policy 3.63.6 Liquor licences - No alcohol or beverages to be served or sold in glass (including glass bottles) – cans and/or plastic only.
14. Wedding Receptions are not permitted on Council land.
15. Any special conditions on the permit must be adhered to.
16. This permit is liable to be revoked by Council if the permit holder fails to comply with any conditions of this permit, or may be revoked in any other justifiable circumstance.

AMUSEMENT DEVICE CONDITIONS OF USE

17. The amusement structure must be designed, constructed, maintained and operated in accordance with Australian Standards 3533.1 – 3533.4, (as applicable) together with the manufacturer's instructions and any other relevant regulation, code of practice or guideline.
18. Each amusement structure, whilst operating, must be under the supervision of a competent adult, who is fully trained in all aspects of its safe operation.
19. The Supplying Company must ensure that at all times the structure is covered by Public Liability Insurance Policy to the value of at least twenty million dollars (\$20,000,000).
20. The structure must not be erected or operated in wind velocities exceeding 45km/hour or such lesser amounts as prescribed by the manufacturer's instructions or any other relevant regulation, code of practice or guideline. If the wind velocity approaches this figure the structure must be cleared and made safe (and, if necessary, deflated) immediately.
21. The structure must be held down securely at all times whilst in operation. If any part of the holding down system becomes detached, it is the Supplying Company's responsibility to clear all persons from the structure (and, if necessary, deflate it) until such time as it can be securely restrained.
22. Inflatable structures must have a minimum setback of 5 metres from all playgrounds, children's play equipment, barbecues, overhanging trees and buildings.

I declare that I am 18 years of age or over and I have read and agree to comply with the "General Conditions of Permit" and "Amusement Device Conditions of use"

Signature of Applicant _____ **Date** _____

INSURANCE - PART B (MUST BE COMPLETED IN ALL INSTANCES)

**FORM OF INDEMNITY
FOR HOLDING OF PRIVATE FUNCTION ON COUNCIL LAND**

THIS INDEMNITY is given for the event to be held on _____ day of _____ 20____
(day) (month) (year)

By _____ organisation/individual
(Hereinafter called "the Indemnifier") to the City of Port Lincoln (hereinafter called "the Council").

WHEREAS the Indemnifier has applied to the Council for authority to use a portion of a public area under the Councils' control and care, for the purpose of holding a private function.

The permit holder agrees to indemnify 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 insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

Signature of authorised Applicant being 18 yrs or over

(On behalf the above organisation, or as an individual applicant)

***Businesses, Community Groups or other organisations must attach a copy of their current public liability insurance certificate of currency.**

USE OF AMUSEMENT DEVICE IN COUNCIL PARKS, LAND OR RESERVES - PART C

Please attach a map showing the proposed location of the amusement structure within the Council park, land or reserve - Refer to Part D. **You will be required to contact Council to identify the location of the irrigation system to avoid damage. Cost of repairs may be on-charged to applicant.**

AMUSEMENT STRUCTURE SUPPLIER

Description of structure: _____

Dimensions of structure: Length: _____ Width: _____ Area: _____m²

Supplying Company: _____

Contact Person: _____

Supplying Company's Telephone Number(s): _____

INSURANCE

- a) The applicant must supply Council with a copy of the amusement structure supplier's Certificate of Currency showing Public Liability Insurance to the value of at least twenty million dollars (\$20,000,000) per claim.

DECLARATION BY SUPPLYING COMPANY (WHERE COMPANY IS NOT PRE-APPROVED)

I, _____, being a representative of the Supplying Company, certify that:

- the amusement structure is registered with Safe Work SA under Chapter 5, Part 3 of the Work Health and Safety Regulations 2012 (SA). **Please attach a copy of the current registration for the proposed amusement structure.**
- public liability of not less than \$20,000,000 is current;
- the structure will be maintained and operated in accordance with manufacturer's instructions, relevant Australian Standards, codes of practice and/or guidelines; and
- the conditions of use outlined above will be abided by.

Name: _____ Company Name: _____

Signature: _____ Date: _____

SITE PLAN DRAWING - PART D

Proposed location of the amusement device structure within the Council park, land or reserve.

OFFICE USE ONLY

Copy of Insurance Provided ☐ YES I20..... ☐ NO Or to be covered by Council through Local Government Risk Services (Fee applies) ☐ Invoiced ☐

\$..... (GL 110002410) Receipt No:_____