

To ensure approval timeframes are being met, we require this application form to be submitted at least 12 weeks prior to the activity/event. We endeavour to support all requests, but in some instances the proposed activity/event may not be deemed appropriate and therefore may not be approved.

1 EVENT DETAILS			
Event name			
Venue / location			
Date	<i>from</i>	<i>to</i>	
Time	<i>from</i>	<i>to</i>	
Event description <i>(event activities and objectives/benefits to community)</i>			
Is your event sponsored by the City of Onkaparinga?	Yes	No	
Is the event to be held on council land?	Yes	No	Unsure
How many people are expected to attend?			

2 APPLICANT / EVENT ORGANISER DETAILS			
Organisation			
Address			
Contact person			
Phone	<i>(mob)</i>	<i>(A/H)</i>	
Email			

3 TEMPORARY SIGNS AND BANNERS			
Will you be erecting event advertising signs or banners on council land?	Yes	No	
If yes, please click on this link and complete the Banner Application form:			
Temporary Banners for Community Events including Sport & Recreation Clubs/School Open Days (151K)			

4 FOOD STALLS Not applicable - do not complete this section			
Please provide a short description of the business and its operation, including the type of food/drinks that will be provided at the event.			
Please provide details of the food stall <u>structure</u> , ie wall material, roof, flooring, tables/benches etc.			
Number of employees/volunteers handling food			
Will hand washing facilities be provided for food handler use? Please detail:	Yes	No	
For multiple food stalls, please have each stall holder complete and attach the Temporary Food Event Notification form for each stall.			

If applicable, will the food be kept under temperature control? Yes No

Please note that a thermometer must be available on the day if storing potentially hazardous foods.

5 OPERATIONAL DETAILS Not applicable - do not complete this section Yes / No

Vehicle access <i>(Please provide details of movements)</i>	
Temporary parking controls <i>(Please provide traffic plans)</i>	
Power	240V 3ph
PA system / music <i>(EPA requirements after 10pm)</i>	
Stall holders	
Liquor consumption <i>(If yes, a liquor license application has to be made to the Office of Liquor and Gaming)</i>	
Marquee / tents <i>(weighted only)</i>	
Staging / platforms	
Amusements	
Animals	
Fireworks	
Additional information:	

6 TEMPORARY ROAD CLOSURE/S (3 months notification required)

Name of road/s to be closed	1.	2.
	3.	4.
	5.	6.
Time of road closure/s		
Traffic control devices and signage being hired from?	Council	Other
Do you have accredited trained traffic personnel?	Yes	No

7 WASTE MANAGEMENT Not applicable - do not complete this section

Waste bins required	Yes	No	Bin delivery date		Time	
Recycling bins required	Yes	No	Bin collection date		Time	
Delivery address of bins						

8 EQUIPMENT AND SUPPLIES

Item	Qty	Item	Qty		Type/s
Witches hats		Pencil bollards			
Star droppers		Flag bunting (metres)			
Sponsorship banners		Barrier mesh (metres)			
Portable toilets <i>(conditions apply)</i>		Signs			
Toilet delivery	Date	Time			

Equipment is to be collected from City of Onkaparinga FOC Stores, Railway Road, Seaford Meadows between 8am and 3.30pm

9 CHECKLIST AND ATTACHMENTS

Please attach the following documents: (indicate using tick boxes that items are attached)

Copy of public liability insurance certificate (min. \$10M)			
Event site plan			
Risk management plan	Checklist provided		
Copy of liquor licence	Not applicable		
Temporary food notification form/s	Not applicable		
Traffic management plan for temporary road closures	provided by City of Onkaparinga		
Have Emergency Services and SAPol been notified of the event?	Yes	No	Date notified
Additional comments:			

I have read and understand the Terms and Conditions (including all links) and agree to comply with these conditions. Yes

Name

Date

Please forward to:

Ph: 8384 0666 **Email:** mail@onkaparinga.sa.gov.au

Please return to your staff contact

City of Onkaparinga
PO Box 1
Noarlunga Centre SA 5168

For office use only

Date received	Booking No.	ECM No.	Receiving Officer