

CALL  
(08) 8256 0333

POST  
12 Bishopstone Road  
Davoren Park SA 5113

EMAIL  
playford@playford.sa.gov.au

VISIT  
Playford Civic Centre  
10 Playford Boulevard  
Elizabeth SA 5112

Stretton Centre  
307 Peachey Road  
Munno Para SA 5115



# APPLICATION FORM FOR THE HIRE OF COUNCIL GROUNDS FOR A PUBLIC EVENT

## ORGANISATION DETAILS

Organisation Name:

Your Position/ Title:

Billing Address:

Organisation:  Phone:  Fax:

Email:

## CONTACT INFORMATION

Title:  First Name:  Surname:

Address:

Phone:  Mobile:

Email:

## EVENT DETAILS

Event Name:

Event Description:

Event Date(s): From:  To:

Number of Days:

Event Times: Start:  am / pm Finish:  am / pm

Estimated daily attendance:

Overall attendance (events longer than 1 day)

Proposed Venue:

Will your event be open to the general public (aka Community Event)? Yes  No

## INSURANCE

Do the event organisers have public liability and professional indemnity insurance to cover the event and is it Safework SA compliant? Yes  No

If yes, please provide a copy of the Certificate of Currency and Safework SA notification form with this application for all amusements. If no, one will need to be arranged and a copy provided.

## FEE SCHEDULE

You are required to make payment of the relevant fee and bond prior to the event permit being forwarded.

A bond is required for every event, which is fully refundable upon a post event satisfactory site inspection by Council sports field staff.

### How to Pay your Invoice

An invoice will be forwarded to you from Council's Accounts Receivable Team. The payment can be made either by:  
Credit Card, Cheque or EFT.

### Please reference your payment with the Invoice number.

Payment can be made by visiting our website [www.playford.sa.gov.au](http://www.playford.sa.gov.au)

*Depending on your event you may be asked to forward a security bond.*

## RETURN OF SECURITY BOND

City of Playford's preferred method of payment is by Electronic Funds Transfer (EFT). Please provide your organisation's EFT details for return of bond:

Name of Account Holder: \_\_\_\_\_ Bank: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Signed by  Date

Company/Organisation  
Position held

## SITE PREPARATION

Do you require vehicle access onto Council Property for your event? Yes  No

Do you have any Site Preparation needs for your event? eg Line Marking for tents, Mowing, etc. Yes  No

If yes, please list your needs:

## SITE PREPARATION (CONT'D)

Your site preparation needs might require an onsite meeting with the corresponding Team Manager.

*If you require bump in and bump out time (set up and pack down) prior to your event, please detail below the relevant date/times.*

**START:** Date:  Time:  am / pm

**VACATED:** Date:  Time:  am / pm

## SITE PLAN

Please provide a detailed map locating all facilities and activities of the event.

Using Google Maps is an easy program to use, you can draw your facility locations on the map. This map can then be attached to the application.

Below is an example of what sort of activities and facilities we need included in the map.

- Access and Exit points for vehicles and people
- Activities / entertainment areas
- Toilets (portable & fixed toilet blocks)
- Restricted or Prohibited Areas
- Emergency Services
- Public Telephones
- Site Preparation Needs
- First Aid Posts
- Food Stalls
- Hazards
- Parking

## PARTICIPATING EVENT ORGANISATIONS / STALL HOLDERS

Are there any organisations apart from the event organiser, participating in this event? Yes  No

Please provide the following information for each of the participating Organisations/Clubs/etc

**Name of Organisation/Club/etc**

**Their involvement in the event**

Please provide copies of certificate of currency, public liability insurance and any other licences must be attached to this application for each participant.

## FOOD

Will food be sold and/or served at your event?

Yes  No

If yes, you will need to complete an ***Event's Organiser Food Notification Form*** (on the next page). This form is forwarded to our Environment Health Team.

A copy of the Guidelines for Food Businesses at Temporary & Special Event will be forwarded with this form.

# Event's Organiser Food Notification Form

VISIT  
Playford Civic Centre  
10 Playford Boulevard  
Elizabeth SA 5112  
Stretton Centre  
307 Peachey Road  
Munno Para SA 5114  
POST  
Playford Operations Centre  
12 Bishopstone Road  
Davoren Park SA 5113  
(08) 8256 0333  
playford@playford.sa.gov.au



**Food Safety is a priority in the City of Playford. It is a requirement under the Food Act 2001 for all food businesses to notify us prior to selling food. For infrequent events such as events, fairs and fêtes, we have now simplified the notification process.**

The following information should be completed by the event co-ordinator and returned to the City of Playford's Environmental Health Team prior to the event occurring. Information is only required from stalls that are selling or preparing food and drink. Please ensure each stall holder has been provided with a copy of "Guidelines for food businesses at Temporary and Special Events" available on the City of Playford Environmental Health website <http://www.playford.sa.gov.au>. If more than 5 food stalls will be present please copy page 2 as required.

## Event Details

Event Name:

.....

Contact Person: .....

Mobile/Phone: .....

Date(s): .....

Time(s): .....

Venue/Location:

.....

Brief event description:

.....

.....

## Stall #1

Name of Food Stall: .....

Address (if making food at another location)

.....

Type of food being served: .....

Contact person: .....

Best Contact No: .....

Food Business Notification Number: .....

Guidelines for food businesses at Temporary and Special Events document provided

**Stall #2**

Name of Food Stall: .....

Address (if making food at another location)

.....

Type of food being served: .....

Contact person: ..... Best Contact No: .....

Food Business Notification Number: .....

Guidelines for food businesses at Temporary and Special Events document provided

**Stall #3**

Name of Food Stall: .....

Address (if making food at another location)

.....

Type of food being served: .....

Contact person: ..... Best Contact No: .....

Food Business Notification Number: .....

Guidelines for food businesses at Temporary and Special Events document provided

**Stall #4**

Name of Food Stall: .....

Address (if making food at another location)

.....

Type of food being served: .....

Contact person: ..... Best Contact No: .....

Food Business Notification Number: .....

Guidelines for food businesses at Temporary and Special Events document provided

**Stall #5**

Name of Food Stall: .....

Address (if making food at another location)

.....

Type of food being served: .....

Contact person: ..... Best Contact No: .....

Food Business Notification Number: .....

Guidelines for food businesses at Temporary and Special Events document provided

## NOISE

Will your event include amplified music or speeches, etc

Yes  No

Please provide details below, including what will be amplified, volume, and times.

<i>Noise Type</i>	<i>Volume</i>	<i>Noise Date &amp; Times</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you obtained a permit from the Environment Protection Authority?

If unsure whether you need one, please contact them on 8204-2004 or 1800-623-445

Yes  No

## ROAD CLOSURES

Will it be necessary to close any roads for the event?

Yes  No

Please provide details below- an application to Council Traffic Management Department is required.

<i>Road/Street Name</i>	<i>Date/s Closed</i>	<i>Time of Closure</i>	<i>Date Reopened</i>	<i>Time of Reopening</i>
<input type="text"/>	<input type="text"/>	<input type="text" value="am/pm"/>	<input type="text"/>	<input type="text" value="am/pm"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="am/pm"/>	<input type="text"/>	<input type="text" value="am/pm"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="am/pm"/>	<input type="text"/>	<input type="text" value="am/pm"/>

## ALCOHOL

**No alcohol is to be consumed on Council Reserves, unless you hold a liquor licence for this event.**

Please visit link for further information. <http://www.dassa.sa.gov.au/site/page.cfm?u=124#dry>

Will alcohol be sold during/at your event?

Yes  No

If YES, has an application for a Liquor Licence been made and on what date?

Yes  No

Date Applied:

Date Licence Issued:

NB: A copy of the Liquor Licence must be given to Playford Council prior to the event date.

For further information regarding Liquor Licences please visit

[http://www.olqc.sa.gov.au/default.asp?page=liquor.Licenses.FP\\_Licences.htm](http://www.olqc.sa.gov.au/default.asp?page=liquor.Licenses.FP_Licences.htm)

## WASTE MANAGEMENT

Will you be providing your own waste management at the event? (eg. Litter Bins, etc) Yes  No   
 If yes, please provide details below and ensure location of bins are on your site plan above

## TOILETS AND ABLUTIONS FACILITIES

Do you require access to toilet blocks located on the property? Yes  No

If no toilet blocks are available, will you be providing your own facilities? Yes  No

If yes, please provide details below

TOILETS	Female:	<input type="text"/>	Male:	<input type="text"/>
URINALS	Female:	<input type="text"/>	Male:	<input type="text"/>
HAND BASINS	Female:	<input type="text"/>	Male:	<input type="text"/>
SHOWERS	Female:	<input type="text"/>	Male:	<input type="text"/>
<b>Facilities for the Disabled</b>	<b>Toilets:</b>	<input type="text"/>	<b>Shower:</b>	<input type="text"/>

## FIRST AID FACILITIES

Will first aid services be available at your event? Yes  No

If NO, please give details as to why First Aid is not needed at your event.

If YES, who will be providing this service?

## EMERGENCY SERVICES

*It is recommended that the Emergency Services be notified by you if the daily attendance is 50+ (You can use the below emails to notify emergency services)*

Emergency Service	Will be in Attendance	Have been made aware of event	Not required
<b>Police</b> ( <a href="mailto:jodi-lee.black@police.sa.gov.au">jodi-lee.black@police.sa.gov.au</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire</b> ( <a href="mailto:enquiry@samfs.sa.gov.au">enquiry@samfs.sa.gov.au</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ambulance</b> ( <a href="mailto:healthsaaseocstate@sa.gov.au">healthsaaseocstate@sa.gov.au</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Local Hospital</b> (Lyll McEwin Hospital – 8182 9000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## RISK ASSESSMENT AND RESPONSE

- Have all possible risks been identified and ranked? Yes  No
- Have control measures been established for each risk? Yes  No
- Have control measures been implemented for each risk? Yes  No

**NB: A Risk Register and a Risk Control Plan template provided or attach a separate copy.**

## ANIMALS

- Does the event involve the use of animals? Yes  No

If YES, what arrangements will be necessary for their management, care and well-being?

- Will the public be handling the animals? Yes  No

If YES, what provisions will be made to minimise transmission of zoonotic (animal to human) disease (refer to Animal Contact Guidelines, *SA Health, 2015* – link [here](#)).

What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure and wash down areas)?

- Have adjoining property owners / occupiers been advised or public notices been placed in local print media (particularly where fireworks are to be used)? Yes  No

## AMUSEMENT STRUCTURES

- Will there be any amusement structures operating at the event?  
If yes – you will need to provide a Certificate of Currency. Yes  No

### **Inflatable Devises (Jumping Castles)**

The operator/owner will need to provide a risk management plan and a current Certificate of Currency before approval is considered. (Supporting documentation such as engineer's assessment). All amusement devices / rides – no matter what type – must have a trained supervisor / operator / attendant at all times when the device / ride is in use. Council prefer self-weighted inflatable amusements.

<b>Proprietor</b>	
<b>Business Name</b>	
<b>Address</b>	

- RISK MANAGEMENT PLAN Yes  No

- OWNER OPERATOR CERTIFICATE OF CURRENCY Yes  No

## OTHER AMUSEMENT RIDES

<i>Proprietor</i>	<i>Structure Type</i>	<i>Reg No Date</i>	<i>Expiry</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide a copy of the **Certificate of Amusement Structure Registration** with the completed application

Please provide a copy of the **Certificate of Currency** with the completed application

## **FIREWORKS**

Ref: Explosives Act SA 1936

Will there be any fireworks or other pyrotechnics at the event? Yes  No

If YES, please provide details below:

NB: Copy of Technicians current Pyrotechnics Licences and Workplace Services application / permit to be supplied.

Name of Company (managing / undertaking fireworks program)

Technician:

Permit Number:

Mobile:

Phone:

I have identified areas patrons are restricted from entering (public exclusion zones) on the site plan Yes  No

Detail how public exclusion zones will be managed:

## **BUILDING & STRUCTURE REQUIREMENTS**

Will the event include any of the following temporary structures?

Stages or platforms Yes  No

Marques / tents Yes  No

Break away stage skirts Yes  No

Other

Seating stands Yes  No

Other

Pre-fabricated buildings Yes  No

Other

Have approvals been obtained from Council for temporary structures or changes to existing facilities? Yes  No

**NB: if development approval is required assessment for both Planning and Building may take up to 6 weeks.**

## SIGNAGE

Will your event require temporary signage?

Yes  No

What signage, including those required under the provision of the Liquor Licensing Act, will need to be developed?

Ambulance locations

Liquor licensing

Fire Fighting posts

Food outlets

Police

Drinking water

### SIGNAGE (continued)

First aid posts

Toilets and ablutions

Promotional / sponsorship

Parking

Information centre (s)

Lost and found / stolen property

Lost children

Other

Will any signage be larger than 2m<sup>2</sup>?

Yes  No

If YES, approval is required from Council. Has this approval been obtained?

Yes  No

## VOLUNTEERS

Will volunteers be used at the event?

Yes  No

If YES, please provide details of volunteer roles, insurance, management procedures, training, induction and compliance with the Volunteer Protection Act SA 2001.

## VACATING THE SITE

Arrangements for site clean up:

Arrangements for clean up of surrounds:

## OTHER INFORMATION

I have attached all additional documentation, where indicated, with this application.

To avoid delays in processing your application and generating a Permit, please ensure all documents (where indicated) are submitted together with this application.

### **ACCEPTANCE OF TERMS AND CONDITIONS OF HIRE (please tick):**

I have read and understood the **City of Playford's Terms and Conditions of Hire** (page 13-14).

I understand that if I do not follow or comply with the **City of Playford's Terms and Conditions Hire**, I may receive a fine and be required to pay for any damages to the property. For Large significant events a "Short Term Licensing Agreement" may apply.

Signed by

  

Date

  

Company/Organisation  
Position held

## Terms and Conditions

The issuing of this permit is subject to:-

- A. The permit holder agreeing to the Terms and Conditions of the permit as contained herein and any Special Conditions attached to the permit.
- B. The permit holder providing a copy of all insurances, approvals and documentation as required by the Terms and Conditions of the permit and any Special Conditions attached to the permit.

1. It is the responsibility of the permit holder to comply with any statutory requirements relevant to the operation of the event, function or activity and to ensure that employees, agents and other persons associated with the event, function or activity also comply.

2. Alcohol is not permitted to be sold on Community Land without the prior approval of Council and if legally required a liquor licence, a copy of which must be provided to Council prior to the issue of the permit. For more information regarding liquor licensing refer to the Consumer and Business Services website <http://www.cbs.sa.gov.au>.

3. The permit holder acknowledges that the Council has a preference that all events undertaken on Council land are promoted as smoke-free and that the permit holder takes reasonable steps to ensure this is communicated.

### **Smoke-Free Laws for Playgrounds**

Smoking is banned within 10 meters of children's playground equipment in a public place.

Local Councils and other incorporated bodies can apply to have an outdoor area or event declared smoke-free.

For more information please go to the website: [www.tobaccolaws.sa.gov.au](http://www.tobaccolaws.sa.gov.au) or phone the SA Health tobacco information line on 1300 363 703.

4. Portable gas BBQ's are not permitted on any parks or reserves on total fire ban days due to the high fire risk. For more information or to check for total fire ban warnings or conditions please refer to the CFS website at: [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)

5. No structures, staging, marquees, tents, bouncy castles or amusement rides can be installed without Council permission. Note that planning approval may be required.

6. Prior permission is required to drive vehicles on Council parks or reserves. Vehicle access will only be permitted whereby loading or unloading of goods or equipment is required for the event, function or activity and where the vehicle access is unlikely to cause damage to the land or risk to public. Vehicles shall be removed from the area immediately once unloading is completed and return only when loading is required at the conclusion of the event, function or activity.

7. The permit holder has 14 days prior to the hire date to make a cancellation; otherwise you may be liable for all hiring fees charged.

8. The permit holder shall be responsible for the cost of fixing or making good all damage caused as a direct result of their actions or activity to any building, structure, park furniture, sprinkler system component, tree, garden bed or ground surface.

9. The permit holder shall supply their own electrical power or water (except where provided by accessible taps or drinking fountains).

10. The permit holder shall be responsible for any cost associated with Council staff being required to attend the site as a direct result of their action or activity.

11. The permit holder agrees to indemnify and hold harmless the Council, its servants or agents, against all actions, proceedings, claims or demands for costs and damages whatsoever arising out of or in respect of the granting of this permit or the event, function or activity for which the permit has been granted.
12. The permit holder releases the Council, its servants or agents from any liability or claim resulting directly or indirectly from any accident, damage, loss or injury occurring or arising from the event, function or activity or the use of the facility except where any action, cost, claim or damage is caused by the negligence or default of the Council, its servants or agents.
13. Prior permission is required in order to sell or prepare food or drinks at the event by the City of the Playford, Environmental Health Department. The permit holder shall complete and return the "Food Premises Notification Form" attached to your application to obtain this approval.
14. 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 amount of twenty million dollars (\$20,000,000) per claim 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 Council a copy of the public risk insurance policy.
15. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event, function or activity. Failure to do so may result in cleaning fees being charged. This includes ensuring no rubbish is left on the ground and is disposed of in the bins provided or, where no bins are provided, removing the rubbish from the site.
16. This permit maybe revoked if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
17. The permit is not transferable.

#### Security Bond

If you are required to pay a Security Bond, the full amount shall be paid before the date of hire at the Playford Civic Centre or by arrangement with the Property Leasing Officer.

Bonds will only be refunded in full after a satisfactory inspection of the reserve by Council. If damage has occurred then Council will inform the hirer of the cost of the damage to be rectified, within 10 working days post event.

**Please retain a copy of the Terms and Conditions for your records.**