

# Application for a Temporary Permit for use of Rous County Council operational land



## Community event – Field day

Use this application form when applying for a 'Temporary Permit for use of Rous County Council operational land: Community event – Field day'. If you are unsure whether your community event is considered a group visit, please refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines'.

### Lodging your application

The completed application form and all required attachments must be lodged with Rous County Council at least eight (8) weeks prior to the activity.

Please note: Rous County Council reserves the right to refuse an application that is lodged without sufficient notice.

You can lodge your application:

- In **person** at the Rous County Council, Level 4, 218-232 Molesworth Street, Lismore.  
Office hours: Monday to Friday, 8.30am to 4.30pm; or
- **Mail** to Rous County Council, PO Box 230, Lismore NSW 2480; or
- **Fax** on 02 6622 1181; or
- **Email** to [council@rous.nsw.gov.au](mailto:council@rous.nsw.gov.au)

### Part 1: Applicant details

**Applicant** (*Event organiser*).....

**Event experience**.....

**Operational manager** (*if different to applicant*) .....

**Contact numbers**.....

**Address**.....

**E-mail** .....

### Part 2: The location

☐ Rocky Creek Dam      ☐ Whian Whian Falls area      ☐ Emigrant Creek Dam

**Area of reserve requested:** .....

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### Part 3: Type of event

Event name .....

Date(s) of the activity .....

Start time(s) ..... Finish time(s) .....

Time required for set up and clean up .....

Days/hours before activity ..... Days/hours after activity .....

**What is the purpose of the community event?** *(Tick one or more of the following)*

- ☐ Group visit for education and/or passive recreation.
- ☐ Community awareness field day with no monetary gain to organisers or participants.
- ☐ Registered charity fundraiser (please provide evidence of registration).
- ☐ Other *(please specify)* .....

.....  
**Please provide a description of your activity** .....

.....  
**Does the event have a program/schedule?**

- ☐ Yes                      ☐ No

If yes, please attach a draft program to your application.

**How many people do you expected will attend your event?**

- ☐ Up to 100              ☐ 101 - 500              ☐ 501 – 1,000              ☐ Over 1,000

Please note: You are required to contact Customer Service on (02) 6623 3800 to check if any additional approvals are required.

### Part 4: Insurance and risk management

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 5: Insurance and risk management for further information.

**Do you have public liability insurance?**

- ☐ Yes, a copy of my public liability insurance is attached.
- ☐ No, insurance will be obtained prior to the activity and a copy will be provided to Rous County Council prior to the activity.

Please note: Rous County Council reserves the right to request more than \$AUD 10M public liability insurance cover depending on the scale of the activity.

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**Do you have workers compensation insurance?**

If the activity holder or any person or organisation participating in the activity will be employing staff, workers compensation insurance must be provided.

- ☐ Yes, copies of all necessary WorkCover insurance certificates are attached.
- ☐ No, insurance will be obtained prior to the activity and a copy will be provided to Rous County Council prior to the activity.
- ☐ No, the activity will not involve the engagement / employment of staff.

Please note: Rous County Council reserves the right to request additional, specific insurances for activities considered to be high risk.

**Do you have a Risk Management Plan?**

- ☐ Yes, copy attached.
- ☐ No, to be provided prior to the activity.

**Are security personnel planned for this event?**

- ☐ Yes ☐ No

**If yes**, provide details of security measures that are proposed to ensure public safety, crowd control and or/alcohol management:

.....

Security contractor .....

Licence no. ....

Contact no. ....

**If no**, provide details of your safety coordinator who will be on site at all times during the activity, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities.

Safety coordinator .....

Mobile .....

Alternate contact .....

Alternate mobile .....

**Will first aid be provided onsite for your event?**

- ☐ Yes ☐ No

If yes, provide details of who will be supplying first aid service to the event, including hours of service:

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**What contingencies have been made for emergencies?**

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Please note: Rous County Council reserves the right to sight copies of any training certificates relating to the administration of first aid treatment.

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## Part 5: Other information

Please list any other regulatory and statutory approvals you have gained here:

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## Part 6: Event site

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 6: Event site, for further information.

**Have you attached a site plan?**

☐ Yes ☐ No

Please note: A site plan template can be downloaded from the Rous County Council website.

**Do you require access to existing Rous County Council controlled electricity facilities?**

☐ Yes ☐ No

Details of required power loadings:.....

Time and duration of use: .....

**Will you be using generators?**

☐ Yes ☐ No

Details of generators, including purpose:.....

**Will there be outdoor lighting?**

☐ Yes ☐ No

If yes, please provide details of proposed lighting including times, duration and location:

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**Will you be engaging the services of a qualified electrician?**

☐ Yes ☐ No

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## Part 7: Noise management

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 7: Noise management, for further information.

**Will amplified music or loud speakers be used?**

☐ Yes ☐ No

If no, skip to Part 8.

**Has a noise prediction report been developed for this event?**

☐ Yes ☐ No

**Has a noise management plan been developed for this event?**

☐ Yes ☐ No

If yes, please attach a copy.

**Has a community notification leaflet been developed for this event?**

☐ Yes ☐ No

Detail how noise levels at the event will be monitored and minimised (amplified music must be contained within the event site).

## Part 8: Traffic and transport issues

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 8: Traffic and transport, for further information.

**Does the event require temporary road or carpark closure?**

☐ Yes ☐ No

**Has a traffic management plan been developed for the event?**

☐ Yes ☐ No

If yes, have you attached your traffic management plan to your application?

☐ Yes ☐ No

**Is there parking on or near the site?**

☐ Yes ☐ No

Please specify the proposed car parking arrangements for the event site .....

.....

**Will the event impact on traffic and/or parking in the immediate vicinity?**

☐ Yes ☐ No

**Are there plans for providing public transport?**

☐ Yes ☐ No

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**Have emergency vehicular access points been clearly identified?**

☐ Yes      ☐ No

## **Part 9: Food and beverages**

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 9: Food and beverages, for further information.

**Will food be sold at the activity?**

☐ Yes      ☐ No

If yes, have you read the NSW Food Authority Guidelines for Food Businesses at Temporary Events?

☐ Yes      ☐ No

List of food vendors engaged for the event.....

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.....

**Are food vendors required to be licenced or to notify the NSW Food Authority?**

☐ Yes      ☐ No, the food vendor is a non-for-profit club or group and selling non-hazardous food and/or food consumed immediately after cooking.

If yes, have you attached copies of each vendors licence or notification to this application form?

☐ Yes      ☐ No

**Do you intend to consume, sell or serve alcohol at the event?**

☐ Yes      ☐ No

**If alcohol is being sold at the event, have you attached a copy of your Liquor Licence from the NSW Office of Liquor, Gaming and Racing?**

☐ Yes      ☐ No

**If alcohol is being sold at the event, have you notified the local police station?**

☐ Yes      ☐ No

**Do you intend the event to be BYO alcohol?**

☐ Yes      ☐ No

Please provide details of areas in which alcohol will be served and/or consumed at the event:

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.....  
.....

Detail the times between which alcohol will be served and/or consumed at the event:

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Where alcohol is available, what security measures will be taken to ensure the limitation of disorderly and unsafe conduct and underage drinking? .....

Where alcohol is available, what extra waste facilities will be brought on site? .....

## **Part 10: Erection of structures**

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 10: Erection of structures, for further information.

### **Are you planning to erect a temporary structure/s?**

(A temporary structure could include, but is not limited to the following: stage, marquee or scaffolding).

☐ Yes ☐ No

If yes, is a development consent required for the structure/s?

☐ Yes ☐ No

If yes, have you attached development consent to this application?

☐ Yes ☐ No, I will provide to Rous County Council at a later date, prior to the event.

## **Part 11: Signage**

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 11: Signage, for further information.

### **Is it proposed to use signage at the event?**

☐ Yes ☐ No

If yes, have you attached your temporary signage plan?

☐ Yes ☐ No

## **Part 12: Services**

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 12: Services, for further information.

### **Will portable toilets be provided at the event?**

☐ Yes ☐ No

If yes, give details including numbers and location: .....

### **Is a (potable) water supply available on site?**

☐ Yes ☐ No

If no, what arrangements have been made for supplying (potable) water?

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**Have you done a waste management plan?**

☐ Yes      ☐ No

If yes, have you attached the plan to your application?

☐ Yes      ☐ No

If no, what arrangements have been made for the collection and disposal of waste, including waste facilities on site?

.....  
.....

**Declaration**

I / We have read and understood all of the requirements outlined in the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines'.

I / We have completed all sections of this form.

I / We acknowledge that the person nominated on this form as a safety coordinator is aware of their role and responsibilities before and during the community event.

I / We understand that consent to conduct a community event on Rous County Council operational land does not provide me / us with exclusive use of the area and I / we cannot exclude others from using the area.

I / We acknowledge that I / we are the Person Conducting a Business or Undertaking (PCBU) and are required to follow the duties of a PCBU as set out in the *Work Health and Safety Act 2011*.

I / We acknowledge that it will be my / our responsibility to ensure that all conditions of any approval granted are met prior to the commencement of the activity and within the time frames specified in that approval.

I / We certify that all of the information contained in this application is correct and accurate.

I certify that I am the applicant or authorised to sign on behalf of the applicant.

**Name:** .....  
(please print)

**Signature:** .....      **Date:** ..... / ..... / .....

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