



SPECIAL EVENT PERMIT

APPLICATION FOR A SPECIAL EVENT TO BE HELD ON COUNCIL LAND.

Prior to completing an application form, please contact Council make a tentative booking in the calendar and discuss your event as additional information may be required. Phone 08 8551 0500 or email localgov@victor.sa.gov.au

- New major events require approval from Council – and a minimum 12 weeks' notice is required.

COVID-19 : Any events approved by the City of Victor Harbor will be subject to the following conditions.

- Events attracting under 1000 people at any one time require an approved COVID Safe Plan
- Events attracting over 1000 people at any one time require an approved COVID Management Plan

For further information visit <https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan>

EVENT TYPE	DESCRIPTION	LODGEMENT DEADLINES
Major Event	An event expecting to attract over 1000 people at any one time, or requires installation of significant infrastructure, temporary road closures, or where exemptions have been requested for amplified music.	Minimum twelve (12) weeks
Medium Event	An event expecting to attract between 200 and 1000 people at any one time, moderate infrastructure, liquor licensing and/or requests permission to include commercial stall holders.	Minimum eight (8) weeks
Minor Event	An event expecting to attract up to 200 people at any one time, involves installation of minimal infrastructure, not-for-profit trade stalls.	Minimum four (4) weeks

APPLICANT DETAILS

Organisation			
Contact Name		Position	
Postal Address		Email	
Phone		Mobile	
ABN (if applicable)		Website	

EVENT DETAILS

Event Name			
Event Dates			
Event Location			
Event Attendance at any one time		Anticipated total attendance	
Event Start Time		Event End Time	
Set Up Start Date and Time		Pack Up End Date and Time	

EVENT DESCRIPTION

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ROAD CLOSURE DETAILS

	YES	NO
Do you wish to close a road for your event? If yes, you will need to complete a Road Closure Request Form and submit with your permit application.	<input type="checkbox"/>	<input type="checkbox"/>

EVENT ENTRY AND TICKETING INFORMATION

	YES	NO
Free entry (free for the general public to attend)	<input type="checkbox"/>	<input type="checkbox"/>
Free entry (with ticketed elements – if yes please provide details)	<input type="checkbox"/>	<input type="checkbox"/>
Ticketed (events that charge an admission fee to attend) If yes, entry fee \$	<input type="checkbox"/>	<input type="checkbox"/>
Private (events for members or invited guests only)	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLANNING

If you answer yes to any of the items, a site map must be supplied indicating quantity and size of infrastructure intended to be placed on the reserve.

	YES	NO
Marquees and temporary equipment	<input type="checkbox"/>	<input type="checkbox"/>
Staging	<input type="checkbox"/>	<input type="checkbox"/>
Temporary toilets	<input type="checkbox"/>	<input type="checkbox"/>
Perimeter fencing	<input type="checkbox"/>	<input type="checkbox"/>
Stall holders	<input type="checkbox"/>	<input type="checkbox"/>
Other Structures	<input type="checkbox"/>	<input type="checkbox"/>

PERMITS & LICENSES

Approval from external agencies or evidence of accreditations may be required for items listed below.

	YES	NO
Liquor consumption or sales	<input type="checkbox"/>	<input type="checkbox"/>
Food provided, or available for sale	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>	<input type="checkbox"/>
Animal petting zoos and animal rides	<input type="checkbox"/>	<input type="checkbox"/>
Amusement rides and bouncy castles	<input type="checkbox"/>	<input type="checkbox"/>
Open fires (i.e. fire pits, smoking ceremonies, pizza ovens, solid fuel fires)	<input type="checkbox"/>	<input type="checkbox"/>
Live music (copyright)	<input type="checkbox"/>	<input type="checkbox"/>

OPERATIONAL REQUIREMENTS

The City of Victor Harbor can provide operation services to events with prior notice. Note: Fees may apply*.

	YES	NO
*Public toilets access required outside of 8am to 6pm If yes, provide details of times required:		
Power access (10A, 15A and 3 phase is available in some locations) If yes, provide details of power requirements and locations on site map		
Potable water (note - potable water is not available on all reserves) If yes, provide details of water requirements and locations on site map		
*Irrigation mark out (may required dependent on marquees/infrastructure)		
*Are additional waste bins required for your event Please note events waste bins are not provided by City of Victor Harbor, and need to be ordered through Fleurieu Regional Waste Authority.		
Other, please specify:		

TRAFFIC MANAGEMENT

	YES	NO
Reserve vehicle access: loading / unloading only		
Reserve vehicle access: remain on the reserve		
Event speed restriction required		
Will reserved/modified car parking arrangements be required? If yes, please supply a plan.		
Have transport services been arranged to bring attendees e.g. shuttle serves of buses? If yes, please provide details.		

ACCESSIBILITY

Describe how you will provide access to your event for all people?

NOISE MANAGEMENT

Please note: amplified music festivals and some sporting events may require a noise management plan to be supplied.

	YES	NO
Live music/entertainment		
PA System If yes, what times is the PA proposed to be used from: _____ to: _____		
Describe the nature of music performances:		

SITE CLEAN UP

Please outline the cleaning management strategy for the site, post function. (if the site is not left clean, costs associated with clean-up will be deducted from any bonds collected).

HIRE FEES & BOND

The City of Victor Harbor's hire fees assist with costs associated with power usage, reserve and street infrastructure maintenance and administration costs. Please refer to www.victor.sa.gov.au for the current hire fees and associated charges.

Please note that a minimum \$300 bond will be required on confirmation of booking along with a power or water key deposit (if applicable).

SUPPORTING DOCUMENTS CHECKLIST

Final approval will not be granted until the Special Event Permit and all required supporting documentation has been received by Council, within the lodgement deadlines on page one.

DOCUMENT NAME	TICK
Event Site Map	
Public Liability Insurance (minimum \$20 million)	
Risk Management Plan (mandatory for major events)	
Emergency Response plan (mandatory for major events)	
Road Closure Request Form (if applicable)	
Noise Management Plan (if applicable)	

CONDITIONS OF HIRE

- The applicant agrees to indemnify, protect, defend and hold harmless the City of Victor Harbor from and against any and all claims, demands, actions and proceedings whatsoever in relation to personal injury or property damage caused by or occasioned during the period of the special event and shall indemnify the Council for any and all fees, costs and expenses incurred in respect thereof.
- Council will not be responsible for any injury caused by the event and requires indemnification from the organiser should any claims be made against Council.
- That all bonds and hire fees required, are paid prior to the event. Bonds will be refunded to the applicant following inspection by council after the event.
- If the applicant causes damage to Council property it retains the right to withhold part or the entire bond towards the cost of repair and/or reinstatement.
- All Council facilities must be left in a clean and tidy state and all rubbish must be placed in bins or removed from the site.
- Approval may be subject to additional conditions.

I have read and understood the reserve hire terms and conditions and will abide by said conditions; and I have completed the application form with correct/current information to the best of my ability.	
Name	Date
Organisation and position	
Signature	

Office Use Only				
Event type	MINOR <input type="checkbox"/>	MEDIUM <input type="checkbox"/>	MAJOR <input type="checkbox"/>	
Reserve Available	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Event approval	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Date	
Fees and charges				
Hire Fee	\$			
Bond	\$			
Key Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Power Key / Bollard Key / Toilet Key (circle)	
Key Bond	\$ (\$50.00 per key)			

FURTHER INFORMATION

Email: localgov@victor.sa.gov.au

Phone: 8551 0500

Civic Centre, Cnr Bay & George Main Road,

Victor Harbor SA 5211