

Application for Event Licence 2023-2024

Form Preview

Booking the Event/Activity

Thank you for your interest in holding an event in City of Lake Macquarie. We are committed to supporting high quality events and festival experiences for our community.

To assist you in your event planning we have developed a comprehensive [Event Planning Toolkit](#). Please also consider accessibility when planning your event. Information can be found [here](#).

Prior to submitting an application you should make yourself aware of [Park Hire terms and conditions](#) and [Fees and Charges](#) associated with hiring one of our spaces.

As part of this application, you will be required to submit a range of supporting documents for assessment and approval.

Required documents will differ based on the nature of your event however, as a minimum, you will be required to submit;

- A risk assessment specific to your event
- Public Liability Certificate of Currency (\$20 million)
- A detailed site plan for your event
- [A Notice of Intention to Hold a Public Assembly](#) to NSW Police with events@lakemac.nsw.gov.au copied in.
- Details of the accredited First Aid Officer onsite
- A Traffic Management Plan if required. Visit [Apply for traffic control approval - Lake Macquarie City Council](#) to assess if your event will require traffic management
- An Aquatic Licence if required. For more information go to Roads and Maritime Services 13 12 36
- Liquor Licence documents if required [Home - Liquor & Gaming NSW](#)

About You

* indicates a required field

Your Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number *

Email *

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Applicant Information *

- Individual Organisation/ Association Commercial
This is not the author of the form, this is the organisation they are representing.

Name of Organisation/ Association/ Business *

ABN/ACN/Tax File Number

If you are having trouble finding your ABN, go to <https://abr.business.gov.au>

Does this organisation hold not-for-profit status? *

- Yes No

50% discount applicable to Not-For-Profit or charity organisations (discount applies to park booking only, not utility costs). Commercial businesses are those not registered as a Not-For-Profit and will incur 'commercial' hire fees for parks and amenities as required.

Proof of not-for-profit status *

Attach a file:

e.g. Certificate of Incorporation

Are you charging admission or registration fees for your event?

- Yes No

Event/Activity Details

* indicates a required field

Event Name *

This is the marketing name of your event.

Description of the your Event: *

Word count:

Use more than 20 words to describe your event.

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Has this event been held in Lake Macquarie City before? *

- Yes No

Expected number of attendees *

- Under 300
 301 - 500
 501 - 700
 701 - 1000
 1001 - 2000
 2001 - 3000
 3001 - 4000
 4001 - 6000
 6001

Attendee numbers refers to the total amount of people attending the event (not the total at the event at any one time). The total number of attendees will determine the fee charged. Please note that events are subject random onsite checks and drone aerial vision documentation to observe compliance.

Is your event funded by Lake Macquarie City Council?

- Yes
 No

If yes, which round and year were you funded?

Event Booking Details

Have you contacted Lake Macquarie City Council to confirm availability of a bookable space

- Yes No

Confirm the availability of the preferred space by contacting the Events team on 49 210 544 or events@lakemac.nsw.gov.au

If your event is to be held on a Lake Macquarie City Council Sportsground, you will need to book this space directly with the management committee. You can access contact information here - [Sports venues - Lake Macquarie City Council](#)

PLEASE NOTE: This form must be received by Council 12 weeks prior to the date of your booking or approval may not be granted

Booking Reservation Number (if known)

Provided by Council Officer, after confirmation the area is available

Event Details

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* indicates a required field

Lake Macquarie City park and reserves are valued assets to all community members, we need your help in keeping these treasured places in pristine condition for our community to enjoy.

We ask that follow all requests and direction from Lake Macquarie Council representatives including; - Due to underground irrigation and utilities, no pegging including marquees, signs and star pickets are allowed in any parks and reserves in the City. - Caution to be used when bumping in and out of parks at all times, with particular attention required during inclement weather. - Changes to park conditions including wet weather may require you to reconfigure your site plan, move the location of your event, and / or cancel or postpone your event. - Your preferred park may not be available due to remediation or maintenance of the park or reserve. - The park hire area is to be left in a clean and tidy condition with all rubbish removed. If damage occurs to any Council asset, it must be photographed and emailed to events@lakemac.nsw.gov.au. After which time, consultation will take place between Council and the event organiser to determine any remediation required and costs involved.

How many days does your event go for? *

Single Day

Multiple Days

Series of events

Event Date

Bump in date and time for your event

This is the date and time that you require access to the site from.

Start time for your event

This is the time that your event starts.

Finish time for your event

This is the time that your event finishes.

Bump out time for your event

This is the date and time that you will exit the site.

Event Dates

Bump in date(s) of your event

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i.e. This is the date you need access to the site from to set up for your event and may be a different date from your event.

Bump in time(s) for your event

This is the time that you require access to the site from.

Start time(s) for your event

Finish time(s) for your event

Bump out date(s) for your event

i.e. This is the date you need access to the site until to pack up your event and may be a different date from your event.

Bump out time(s) for your event

This is the time that you will exit the site.

Please note that this is for series of events at the same location. If you are holding events at several locations an event application must be completed for each location

If you need more dates then can be listed, please contact the events team after you submit the form at events@lakemac.nsw.gov.au to discuss.

Event Date

Event Date

Event Date

Event Date

Event Date

Event Date

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Event Date

Event Date

Event Date

Event Date

Event Date

Event Date

Event bump in date(s) for your event

i.e. This is the date you need access to the site from to set up for your event and may be a different date from your event.

Bump in time(s) for your event

This is the time that you require access to the site from.

Event time(s) for your event

Event bump out date(s) for your event

i.e. This is the date you need access to the site until to pack up your event and may be a different date from your event.

Bump out time(s) for your event

This is the time that you will exit the site.

Event Location Details

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* indicates a required field

Activity Site/ Location *

e.g. Speers Point Park; Croudace Bay Park; Area1; Heritage Shed; Rotunda. Please include address.

Has a site visit of your preferred location been conducted to ensure that the facilities, amenities, electricity and access will suit the needs of your event?

Yes No

Site Plan *

Attach a file:

Do you require vehicle access into the park? *

Yes No

Keys will be issued for locked gates. Please mark on your site map which entrance gate you will use.

Only necessary vehicles can be taken into the park for loading and unloading during bump in and bump out. **All vehicles to travel no more than 5km/hr with hazard lights on and to be led by a spotter wearing high-vision vest.**

No vehicles are to remain on the park throughout the event with the exception of food vans and associated cool rooms etc.

Access for emergency vehicles must be made available at all times.

What type of vehicles will be require access? *

For example food trucks, stall holders, and delivery of infrastructure.

How many vehicles will be taken onsite? *

Vehicles are only permitted on grassed areas for set up and pack up, and cannot be left on-site during the event unless they are part of the stall or display e.g. a food truck.

Do you require access to water taps during this event/ activity? *

Yes No

Do you intend on using onsite electricity during this event/ activity? *

Yes No

Have you been to site to check Electricity availability? If you said yes you must nominate the power source you require. Please note not all areas have power access.

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What power outlet is required? *

240V 3 phase

How many power boxes are required? *

Will a generator be brought to site? *

Yes No

Event Infrastructure

* indicates a required field

Will there be marquees/ portable structures/ hockers erected on-site? *

Yes No

What size(s) are the proposed structures? *

How many of each size? *

Depending on the structure, you may be required to provide an engineers certificate and be subject to a inspection by Council on the day it is erected.

Will there be a stage erected on-site? *

Yes No

This needs to be noted on your site map.

What are the stage dimensions? *

Depending on the structure, you may be required to provide an engineers certificate and be subject to a inspection by Council on the day it is erected.

Will the event include market/ display stalls? *

Yes No

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How many stalls? *

Does the event/ activity involve anyone working at heights? *

- Yes
 No

For what purpose will someone be working at heights? *

Ensure your contractor/staff are certified to work at heights and are using the proper equipment

Animals

* indicates a required field

Will animals be part of your event program? *

- Yes No
e.g. reptile show; petting zoo

In what capacity will animals be involved? *

A risk assessment will be required for all animal related activities at your event

Amusements

* indicates a required field

Please Read

Please refer to the [Event Planning Toolkit](#) before completing this section.

Will the event include amusement devices for children under 12 years? *

- Yes No

Includes such amusement devices as mini-Ferris wheels, battery operated cars, miniature railways and inflatables for those under 12 years. But in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute. Devices that do not meet this restriction are for those over 12 years and an additional approval is required. Please see question below. Clause 75 of the Local Government (General) Regulation 2005

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Owner/ Operator Name *

Name of Device *

Name of Device

Name of Device

Name of Device

Name of Device

Will the event include amusement devices for children over 12 years? *

Yes No

Includes such mechanical amusement devices that have a minimum rotation of 14 revolutions per minute. This is not for inflatables. Clause 75 of the Local Government (General) Regulation 2005

For the assessment of applications for these devices please contact Lake Macquarie City Council on 02 4921 0333.

Have you started this application process? *

Yes
 No

Application to Operate Amusement Device

Attach a file:

Water Based Activities

* indicates a required field

Will the event involve activities in/on the water? *

Yes No

Qualified personnel are needed if the event is to be held on water, such as lifeguards or on-water safety providers.

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What activities will be in/ on the water? *

Aquatic Licence*

Attach a file:

*Where required. For more information go to Roads and Maritime Services 13 12 36

Food and Beverage

* indicates a required field

Can patrons BYO food and/or beverages (excluding alcohol)? *

Yes No

Will the event include the provision of food outlet(s)? *

Yes No

How many outlets will be attending? *

Temporary Food Event Notification

An online notification process has been implemented for all food / drink vendors attending temporary events within Lake Macquarie LGA. Food / drink vendors confirmed to attend your event will be required to notify Council using the following link [Apply for a Temporary food event notification](#) Event organisers are required to provide the link to all approved food / drink vendors and to check that they have completed the online notification form 10 working days prior to the event. Please note: Most Registered Charities and not-for-profit Community Groups are exempt from the requirements to notify their food business and to have a Food Safety Supervisor certificate. **What information do Food & Drink Vendors need to provide?** Where available, the food business should provide their most recent food safety inspection report (within the last 18 months) or evidence of notification issued by their home Council, and a copy of a current Food Safety Supervisor Certificate. If at any event LMCC Environmental Health Officers (EHO's) observe a non-compliance issue, then LMCC's EHOs have the discretion to carry out an inspection. You are encouraged to ensure your potential vendors meet these requirements prior to accepting them for your event.

What happens after I provide the required information? Council undertakes inspections on a fee for service basis which are charged directly to the event organiser as per Council's Adopted Fees and Charges Should you have any food safety questions please contact Council's customer service on 4921 0333 and request to speak with an Environmental Health Officer.

Please confirm that you have read, understood and agree to these terms *

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Yes

Can patrons BYO alcohol? *

Yes

No

Will the event include the provision of alcohol outlet(s)? *

Yes

No

How many alcohol outlets will be set up? *

Liquor Licence holder? *

Who is providing RSA accredited staff? *

Liquor licence number? *

Liquor Licence

Attach a file:

Bathroom Facilities

* indicates a required field

Please Read

Please refer to the [Event Planning Toolkit](#) before completing this section. There are minimum requirements for all activities/ events. Additional fees may apply if you do not comply.

Will you be bringing additional bathroom facilities to site? *

Yes

No

How many portable toilets will be bought to site? *

Date toilets are delivered to site *

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Must be a date.

Date toilets are removed from site *

Must be a date.

Waste

* indicates a required field

Environmental Sustainability at your Event

Lake Macquarie City Council is committed to the principles of sustainable development, the protection of biodiversity and the integration of environmental, social and economic considerations in decision-making.

To meet our Community Plan KPIs outlined in [LMCC's Environmental Sustainability Strategy](#) the following actions are compulsory for all events.

If you need tips on how to achieve these compulsory principles, please contact Council's events team for advice.

By ticking the below actions you are acknowledging the principles outlined in the Environmental Sustainability Strategy and your commitment to these principles at your event. *

- No plastic drinking straws will be used at the event
- Only biodegradable/compostable utensils or reusable utensils
- No plastics will be used at the event. Only biodegradable or recyclable containers and bags to be used by engaged stallholders

At least 3 choices and no more than 3 choices may be selected.

Outline any other sustainable and environmentally friendly practices you will be implementing at your event.

For example reduce the transportation footprint by encouraging the use of buses, trains and ferries, bike riding or walking to the event, onsite recycling services, green waste bins, how are you going to avoid cross-bin contamination, water refill stations, encourage people to bring refillable bottles, use eco-friendly toiletry products, use of local businesses, organic food, champion plant-based or vegetarian choices

Please Read

Please refer to the [Event Planning Toolkit](#) before completing this section.

Please note that existing bins at parks are not to be moved and are in the parks for general use.

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All events are required to provide extra bins based on attendee numbers as advised in the Event Planning Toolkit. It is your responsibility to ensure the site is left clean and tidy. Additional fees may apply if you do not comply.

Are additional waste services being brought to site? *

Yes No

Company Name *

Number of general waste bins *

Indicate on site map drop off location

Number of recycling bins *

Indicate on site map drop off location

Drop off Date *

Collection Date *

First Aid

* indicates a required field

Please note that all events require an accredited First Aid Officer to be on-site for the duration of the event in order to be approved.

Who will provide First Aid at the event? *

Company Individual

Company Name *

Contact Name *

First Name

Last Name

Contact Number *

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Contact Name *

First Name

Last Name

Contact Number *

First Aid Certification Number? *

Security

* indicates a required field

Please Read

Please refer to the [Event Planning Toolkit](#) before completing this section. Security needs are dependent on the type of activity/ event being held.

Will there be external security providers for the event? *

Yes

No

Company Name *

Contact Name

First Name

Last Name

Contact Number *

Number of personnel attending? *

Start Date *

Must be a date.

Start Time *

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Finish Date *

Must be a date.

Finish Time *

What will be the role of security during the event?

Police Notification

* indicates a required field

All events held in the city of Lake Macquarie are required to complete a **Notice of Intention to Hold a Public Assembly** form (see link below). Once you receive written approval from Police, the events team can proceed to review your event application.

[Notice of Intention to Hold a Public Assembly](#) Email to: lmtraffic@police.nsw.gov.au Copy in: events@lakemac.nsw.gov.au; regional.special.events@transport.nsw.gov.au

Attach your copy of your completed Notice of Intention Form

Attach a file:

Proof of approval (if received)

Attach a file:

This approval is required before your event can be approved

Are User-paid Police required for this event? (Note this may be requested by Police in their response to your notification) *

Yes

No

Unsure / awaiting Police response

Police Contact Name

First Name

Last Name

What will be the role of Police during the event?

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Traffic Management

* indicates a required field

Please Read

Important to note:

If you are planning an event that requires traffic control and impacts a local road you will need to apply for Temporary Traffic Management to Council. Events that impact a state road must also be approved by Transport for New South Wales (TfNSW). The Events Team may request that a Traffic Management Plan be implemented as a condition of approval of the Events License due to safety and community access, even if a road closure is not needed. For more information on Temporary Traffic Management Applications please visit [apply for traffic control approval - Lake Macquarie City Council](#).

To assist in identifying roads that are overseen by Council or TfNSW visit [Lake Macquarie road authority map](#)

Depending on the event location, anticipated attendee numbers and other contributing factors, your event may require a traffic management approach. Due to the location of Speers Point Park and Thomas H Halton Park, Croudace Bay, some events held in these locations will require traffic management elements. These requirements will be discussed with you during the application process.

Does your event include a full/ partial road or car park closure or will it impact on traffic? *

Yes No

i.e. activities that impede the road or car park

Apply for Traffic Management approval

For more information on temporary traffic management applications and to apply for traffic control approval please visit [apply for traffic control approval - Lake Macquarie City Council](#).

Have you applied to Council for Temporary Traffic management?

Yes
 No - apply for traffic control approval (see link above)

Name the area(s) that will be affected. *

Name of the traffic management/ control company contracted *

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Sound Management

* indicates a required field

Will the event utilise a PA system for amplification of music or presentations? *

- Yes No

Are you using a professional sound company?

- Yes
 No

Certain events that include amplified music will require a Sound Management Plan as determined by LMCC. Upload your Sound Management Plan here if required.

Attach a file:

What is the name of your Sound Management Company?

What type of music will the event artists be performing?

- Covers Original music

for further information on music licencing visit <https://www.apraamcos.com.au/music-licences/select-a-licence>

APRA Licence

Attach a file:

Risk Assessment

* indicates a required field

Public Liability

Upload a copy of your current Certificate of Currency (Public Liability Insurance - minimum \$20 million) *

Attach a file:

Event Risk Assessment

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As the event organiser, it is your responsibility to provide a comprehensive risk assessment for your event.

If you need assistance in completing a risk assessment Lake Macquarie City Council has provided a [generic event risk assessment](#) template that can be edited to reflect all elements of your event.

Please attach your completed Risk Assessment here *

Attach a file:

Agreement of Terms and Conditions

* indicates a required field

Lake Maquarie City Council can only approve events held in this LGA and on Council land. Events held on private land or land owned by other Governing bodies must have the relevant approvals *

Yes, I acknowledge

The park hire area is to be left in a clean and tidy condition with all rubbish removed. If damage occurs to any Council asset, it must be photographed and emailed to events@lakemac.nsw.gov.au. After which time, consultation will take place between Council and the event organiser to determine any remediation required and costs involved. *

I Agree

Non-compliance of Event Licencing conditions includes non-compliance with sustainability requirements, additional activity outside Licence conditions etc. The fee of \$226 (incl GST) is a one off for each breach of Event Licencing conditions. The fee will be incurred for each occurrence per licence issued.

Yes, I acknowledge

If Council staff are required to attend your event site for any reason an hourly rate of \$107 (incl GST) will apply as outlined in the fees and charges

Yes, I acknowledge

View Fees and Charges here [Fees and Charges](#)

To view the complete Park Hire Terms and Conditions [click here](#)

I have read and accepted the Park Hire Terms and Conditions. *

Yes

Contact *

Title First Name Last Name

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Your details will be managed in accordance with Council's privacy policy. Information about your event and the event organiser contact details may be provided to other Council departments, when relevant to the execution of your event. View the [Privacy Statement - Lake Macquarie City Council](#)

*

Yes, I acknowledge

Form Evaluation

You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the application process: *

Did you find the application process useful in helping to map out an event plan? *

Yes

No

How many minutes in total did it take you to complete this form? *

Estimate in minutes (i.e. 1 hour 60)

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider: