

Anzac Day 2025 Event Licence Application

Form Preview

Anzac Day Event Licence Application

Thank you for holding your Anzac Day event in the City of Lake Macquarie. There are a number of Anzac Day services and marches held in the City to commemorate such an important day.

This specific Anzac Day event licence application has been developed to capture specific details in relation to your Anzac Day events. Details of your event will (where required) be shared with Council departments, NSW Police, Transport for NSW, Keolis Downer and traffic management companies.

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](#).

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

- A risk assessment specific to your event
- Details of the accredited First Aid Officer onsite
- 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

About You

* indicates a required field

Your Contact Information

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Organisation's Address

Address

<input type="text"/>
<input type="text"/>

Phone Number

Must be an Australian phone number.

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Email

Must be an email address.

Contacts on Event Day

Please outline who will be the primary and secondary contacts on event day.

Primary Contact *

First Name

Last Name

Mobile Number *

Must be an Australian phone number.

Secondary Contact *

First Name

Last Name

Mobile Number *

Must be an Australian phone number.

Your Event

* indicates a required field

Event Details

Event Name *

Expected number of attendees *

Does your event involve a Dawn service?

- ☐ Yes
☐ No

Does your event involve a main service?

- ☐ Yes
☐ No

Does your event involve a march?

- ☐ Yes

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☐ No

Event Location Requirements

Do you require vehicle access into a Council park or reserve? *

☐ Yes ☐ No

Do you require a Council park or reserve to be booked for your Anzac Day event?

☐ Yes
☐ No

If yes, then please identify which park or reserve you need booked?

What type of vehicles need access? *

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

☐ 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.

What power outlet is required? *

☐ 240V
☐ 3 Phase

How many power boxes are required? *

Will a generator be brought on site? *

☐ Yes
☐ No

Dawn Service Details

Service Location

Service Start Time

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Service Finish Time

Main Service Details

Service Location

Service Start Time

Service Finish Time

March Details

March Form Up Time

March Step Off Time

March Form Up Location

March Route

Site Plan

Please indicate on your site plan the march route and service location.

Please attach your event site plan

Attach a file:

If required, please attach additional site plan below

Attach a file:

Food and Beverage

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Will the event include the provision of food or drink outlets, trucks, BBQ or vendors?

- ☐ Yes
☐ No

Details of food and/or drink outlet/s

Please provide details of the food or drink outlet/s involved

First Aid & Event Staff

* indicates a required field

Due to the high volume of people that attend Anzac Day services & marches, the risk of hot weather, and the vast demographic of attendees all Anzac Day events **must** have accredited first aid officers on site for the duration of the event in order to be approved. First Aid officers **must** be visible and recognisable in a crowd. It is recommended that first aid staff wear hi-vis and have a gazebo or similar that is identified as 'First Aid'.

Event staff & volunteers must also be visible wearing hi-vis and made available to the public eg. stationed at an Info Tent and roaming through the crowd.

Who will provide first aid at the event?

- ☐ Company ☐ Individual

Company Name *

Contact Name *

Contact Phone Number *

Contact Name *

Contact Number *

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First Aid Certification Number *

Police Notification

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

Do you wish for a NSW Police representative to attend your event and/or lay a wreath?

- ☐ Yes
☐ No

Traffic Management

Does your event involve traffic management?

- ☐ Yes
☐ No

Traffic Management Company

Council engages Watchout Training & Traffic Control to draft all traffic management plans for the Anzac Day events. **Please advise if another company is drafting your traffic management plan.** Council pays Watchout Training & Traffic Control for the drafting of the plans, and it is the responsibility of the organisation to choose, contract and pay for an accredited traffic management company to implement the plan on event day.

Name of the traffic management company contracted to implement the traffic management plan on event day

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If not Watchout Training & Traffic Control, please identify the company drafting the traffic management plan

Hostile Vehicle Mitigation

If and where trucks are needed for Hostile Vehicle Mitigation, Council will support with the planning and payment of these services.

Animals

Will animals be part of your event?

- ☐ Yes
☐ No

If animals are part of your event, please ensure that this element is included in your risk assessment. Animals must be under the control of an experienced, professional handler and considerations given to the environment that the animal will be exposed to such as large crowds, weather conditions and loud noises. Event organisers must obtain the Public Liability Insurance of the company or handler in charge of the animal/s. Or have this element covered by the event organisers PLI. All animal waste must be cleaned up appropriately.

No exotic animals are to be used at events.

In what capacity will animals be involved?

Sound Management

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

- ☐ Yes ☐ No

Are you engaging a professional sound company?

- ☐ Yes ☐ No

What is the name of your professional sound company?

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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

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, please contact the Events team - events@lakemac.nsw.gov.au. All Anzac Day events must provide a comprehensive risk assessment covering all elements of your event eg. service and march. *

Attach a file:

VIP Attendance

If you wish to invite the Mayor of Lake Macquarie, Councillor Adam Shultz to your event, please email Kara Marsh kmarsh@lakemac.nsw.gov.au

Agreement of Terms and Conditions

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

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Council's Privacy Statement

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