

Application for Event Licence 2024 - 2025

Form Preview

Applying for an Event Licence

Before you begin planning

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

Before you begin the application form

As part of this application, you will be required to submit a range of supporting documents for assessment and approval. **It is recommended that you Preview this form first to determine which documents you require, and then ensure you have these documents ready to upload when you start your application.**

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 including location of all major infrastructure
- A [Lake Macquarie Police Event Notification form](#), emailed to lmtraffic@police.nsw.gov.au with events@lakemac.nsw.gov.au and regional.special.events@transport.nsw.gov.au copied in.
- 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](#)

Important information about hiring Council land

Lake Macquarie City parks, reserves, beaches, and sportsgrounds 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 you follow all requests and direction from Lake Macquarie Council representatives, and be aware of the following regulations:

- Due to underground irrigation and utilities, no pegging including marquees, signs and star pickets are allowed in any parks and reserves - Caution to be used when driving vehicles

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on parks, with particular attention required to avoiding other park users and particularly flood prone areas / soft ground. - Changes to park conditions including wet weather or remediation requirements may require you to reconfigure your site plan, move the location of your event, and / or cancel or postpone your event. This is a common occurrence in some parks. If you would like to select a park with less likelihood of this occurring please seek guidance from the events team. - Your preferred park may become unavailable if unexpected park maintenance or upgrades are required urgently. - 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, remediation and repair may be required and all associated expenses charged to the Event Organiser.

Event Booking Details

* indicates a required field

Activity Site/ Location you would like to book *

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

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 02 4921 0544 or events@lakemac.nsw.gov.au

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

[Morisset Showground - Lake Macquarie City Council](#)

If your event crosses any other land not owned by council, please ensure you have landowner consent from all parties, eg. NPWS for National Park land. If unsure, a Council officer can inform you of what is and isn't Council land.

If you wish to hire a Council building in addition to a park/beach/sportsground, then you will need to book that separately as buildings are managed separately

[Community halls and centres - Lake Macquarie City Council](#)

[Rathmines Theatre, nawayiba - 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

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Booking Reservation Number (if known)

Provided by Council Officer, after confirmation the area is available

About You / Your organisation

* indicates a required field

Event contact information

Your Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Phone Number *

Email *

Mailing Address *

Address

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

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Use the business address rather than a personal address where possible. This is required to set you up for billing.

Role / position for this event

Applicant Information *

☐ Individual

☐ Organisation/ Association

This is not the author of the form, this is the organisation they are representing and needs to match the name on the Public Liability Insurance certificate.

Name of Organisation/ Association/ Business *

ABN/ACN

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

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

☐ Yes ☐ No

A discount may be applied for those holding not-for-profit status with proof.

Proof of not-for-profit status *

Attach a file:

e.g. Certificate of Incorporation

Event Dates and times

* indicates a required field

How many days does your event operate for? *

☐ Single Day ☐ Multiple Days in a row ☐ Series of events (eg. fortnightly/monthly, etc.) ☐ Other:

Only include dates within the same financial year.

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 and have all infrastructure and rubbish removed. The only exception is waste bins can be group together and left out of the way of the public for collection on the next weekday after the event..

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Event date range and times *

Bump in date(s) and time(s) of your event *

This is the date you need access to the site from to set up for your event (when infrastructure starts arriving), and may be a different date from your event.

Bump out date(s) and time(s) for your event *

This is the date and time that you will exit the site and have all infrastructure and rubbish removed. The only exception is waste bins can be group together and left out of the way of the public for collection on the next weekday after the event..

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

If you need more dates than can be listed, please contact the events team after you submit the form at events@lakemac.nsw.gov.au with a list of all dates.

Event Date *

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

Must be a date.

Event Date

Bump in date(s) and time(s) of your event

This is the date you need access to the site from to set up for your event (when infrastructure starts arriving), and may be a different date from your event.

Event time(s) for all of your event series (start and finish)

The actual advertised event operation times.

Bump out date(s) and time(s) for your event

This is the date and time that you will exit the site and have all infrastructure and rubbish removed. The only exception is waste bins can be group together and left out of the way of the public for collection on the next weekday after the event.

Event/Activity Overview

* indicates a required field

Event Name *

This is the marketing name of your event.

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Expected number of attendees?

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. The fee charged may be adjusted post event if the predicted number is inaccurate. Please note that events are subject to onsite checks by Council staff and potentially drone aerial vision documentation.

Description of the your Event activities and purpose: *

Include a description of all activities to take place as part of your event and the purpose of your event. Include detail about the history of the event (locations, years active, etc).

List all infrastructure and vehicles that you intend to bring onto to the event site, including the size and weight of delivery vehicles if known, and size of marquees/staging. Detailed answers will help your application to be assessed quickly. *

Note that pegging (piercing the ground) is not permitted on any Council property. Ensure your suppliers know this in advance as some infrastructure cannot be weighted and must be pegged. 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 or coolroom.

Will your event be fenced with restricted entry points?

- ☐ Yes
☐ No

Will your event take registrations/bookings to control or monitor expected attendee or participant numbers?

- ☐ Yes
☐ No

Will your event charge admission or registration fees to attendees or participants?

- ☐ Yes
☐ No

Is your event funded by Lake Macquarie City Council? *

- ☐ Yes
☐ No

If yes, which round and year were you funded?

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

- ☐ Yes ☐ No

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If yes, when and where?

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

- ☐ Yes
☐ No

This includes on a ladder.

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

Site Specific Details

*** indicates a required field**

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(s) you intend to use. No vehicles are to remain on the event site or booked area throughout the event with the exception of food vans and associated cool rooms or similar.

Do you require access to water taps? *

- ☐ Yes ☐ No

Please mark which water taps on your site map.

Do you intend on using onsite electricity during this event/ activity (Charged at \$108 per power box, if available)? *

- ☐ Yes ☐ No

There is a fee associated with the use of electricity. Please mark electricity boxes you intend to use on your site map. Do not presume there is electricity available at the site just because there appears to be an electrical box.

What electricity access would you like? List the number of 240V and 3-phase outlets needed, or at minimum a description of what you will be powering.

If you wish to inspect power available at your chosen site, you may request to loan keys or have a site meeting with a member of the events team to inspect.

Site Plan *

Attach a file:

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This must include identification of vehicle access points and location of every piece of infrastructure. Updates can be sent at a later time if changes occur. Please ensure the final site plan is submitted for approval.

Stallholders

* indicates a required field

Will the event include market / display / food stalls? *

☐ Yes

☐ No

Will any stalls be charged to participate? *

☐ Yes

☐ No

How many stalls? *

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 ensure your amusement operator is aware that no pegging is permitted in any Council park. This is a requirement for some operators and can lower the wind rating for amusements when weighted.

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Ensure that you gain proof of regular safety checks on the rides you are hiring and Working With Children Checks from the operators who will attend your event if children are participating.

If your amusements are for public use, it is a requirement that you have a trained operator on the event site for the duration of the event.

Will the event include amusement devices for children under 12 years and/or inflatables? *

☐ 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

Owner/ Operator Name *

Name of Device *

Name of Device

Name of Device

Name of Device

Name of Device

Will the event include mechanical 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.

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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.

What activities will be in/ on the water? *

Aquatic Licence

Do you need an Aquatic Licence?

- ☐ Yes
☐ No
☐ Unsure

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

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

- ☐ Yes ☐ No

Will there be a charge for food items from these food outlets? *

- ☐ Yes
☐ No, the food will be available for free

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How many food 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. You are also exempt if there is no charge for the food. In these circumstances, the event organiser is still responsible for ensuring safe food preparation and handling practices are adhered to. **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 *

☐ Yes

Service of Alcohol

Can patrons BYO alcohol? *

☐ Yes

☐ No

Will the event include the provision of alcohol? *

☐ Yes

☐ No

How many alcohol outlets will be set up? *

Will there be any charge for alcohol? *

☐ Yes

☐ No, alcohol will be served free of charge

Liquor Licence holder? *

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Who is providing RSA accredited staff? *

Liquor licence number?

Liquor Licence approval letter

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.

Note that if you would like to use existing Council facilities within your event footprint, they must still remain accessible to other public users of the park/facility. You must also ensure these facilities are maintained throughout and after the event, to ensure they remain to a high standard of cleanliness. If your event expects high attendance numbers, you may also need to purchase additional Council supplied toilet paper to restock these toilets.

If existing Council facilities are usually locked during your event hours, you will need to seek permission to have the hours of opening extended. If approved, there may be an additional after hours fee.

You must ensure there is at least one accessible toilet on your event site, and more dependent on attendance numbers.

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 *

Must be a date.

Date toilets are removed from site *

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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 (if unavoidable)
- ☐ No balloons will be used at event (this includes entertainers making balloon creations)

At least 4 choices and no more than 4 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.

If your event includes provision of food or any accumulation of waste, it is mandatory to bring additional waste bins.

Please note that existing bins at parks are not to be moved and are in the parks for general use. If your event is being fenced, existing park bins must be kept outside of your fencing where possible.

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.

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If your event bins are being dropped off on a different day to your event, it is advised to label and chain the bins to avoid public using them.

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 *

Map of bin drop off location *

Attach a file:

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

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Contact Number *

--

Contact Name *

First Name

Last Name

--

--

Contact Number *

--

First Aid Certification Number? *

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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 *

--

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Must be a date.

Start Time *

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 **Lake Macquarie Police Event Notification Form** (see link below). Once you receive written approval from Police, the events team can proceed to review your event application.

[Police notification form](#) Email to: Imtraffic@police.nsw.gov.au Copy in: events@lakemac.nsw.gov.au; regional.special.events@transport.nsw.gov.au

Attach your copy of your completed Police notification form *

Attach a file:

Proof of approval (Email reply from Police)

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

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What will be the role of Police during the event?

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, and any traffic management required will be at the cost of the event organiser. Due to the location of Speers Point Park and Thomas H Halton Park, Croudace Bay, many events held in these locations in particular 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

All events on LMCC land must adhere to the NSW Environment Protection Authority (EPA) noise regulations.

The following are appropriate acoustic measures that must be implemented to ensure compliance with the requirements of the NSW Environment Protection Authority (EPA) and Lake Macquarie City Council's (LMCC) noise regulations.

Amplified sound must not occur before 8am or after 9pm.

Front of House

The maximum permissible noise levels are Lmax criterion of 85 dB(A), Lmax, 100dB(C), Lmax

Event Noise Limits at the nearest residences.

At the surrounding residential locations (N, S, E, W) the maximum permissible noise levels are Lmax criterion of 70 dB(A) or 75 dB (C) to minimise any adverse noise impacts. 2

Noting should the noise readings at the nearest residences be above the prescribed level. Sound levels from Front of house must be adjusted to meet the criterion at residential locations. i.e the primary reading is residential location.

Should your event result in any public feedback relating to noise complaints, you are required to address any reasonable request immediately, and respond to any public feedback about your event.

Categorisation of event noise:
1. GREEN Events have a low potential for creating excessive noise and has a low likelihood of exceeding noise emission limits, for example: • Social gatherings, cultural events, outdoor cinema etc. • Events with no amplification (i.e acoustic performances). • Events that do not have amplified entertainment as a primary focus. • Have a total speaker output of <2200 Watts. • Are completed by 9pm
2. RED Events have a higher potential for creating excessive noise and a likelihood of exceeding noise emission limits if not controlled, for example: • Events likely to exceed the limits for Green Events • Events with amplified sound that run longer than 3 hours • Events held which have more than 300 expected attendees • Concerts, parties, etc. • Events that have amplified entertainment as a primary focus • Have a total speaker output of >2200 Watts • Other events that the Lake Macquarie Events Team may deem as RED.

Should your event be deemed a RED Event by Lake Macquarie City Council (LMCC), your event is required to provide a Noise Management Plan in accordance with LMCC's own Outdoor Event Noise Management Plan. If deemed necessary, this plan and guidance on it's implementation will be provided to you by LMCC upon assessment of your event application.

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

☐ Yes

☐ No

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Are you using a professional sound company? *

- ☐ Yes
☐ No

What is the name of your Sound Management Company?

Specifications of your sound management equipment

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:

Insurance and 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 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:

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Agreement of Terms and Conditions

* indicates a required field

Lake Macquarie 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, and no damage to Council grounds, vegetation or facilities. 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

The assessment for an Event Licence is based the information supplied by the event organiser as being true and correct. An Event Licence approval will be provided based on this information and subject to the terms and conditions outlined in the letter. Non-compliance of event licence terms and conditions will incur a fee of \$275.00 (including GST) per individual breach, as set out in the LMCC Fees and Charges.

☐ 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

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

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 or other authorities (eg. Police, TfNSW, NSW Health), when relevant to the execution of your event. View the [Privacy Statement - Lake Macquarie City Council](#)

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*

- ☐ Yes, I acknowledge

Submitting your form

Please ensure you take the time to review your application answers and ensure all details are correct. Once you have done this, click the **SUBMIT** button and you will receive an automated email response confirming your form was submitted correctly.

Did you reference the LMCC Event Management Toolkit when planning your event?

- ☐ Yes
☐ No