

# Event Licence Application 2026-2027

## Form Preview

### Applying for an Event Licence

#### Before you begin

Prior to beginning an application, you must ensure you have booked your event location with the LMCC Events team. Please contact the team via the details listed below.

It is expected that you have read and understood the [Event Planning Toolkit](#), [Event Licence terms and conditions](#) and [Fees and Charges](#) associated with hiring one of our parks or reserves. Fees & Charges are subject to change each financial year.

#### Any questions?

Contact the LMCC Events Team

Phone: 02 4921 0544

Email: [events@lakemac.nsw.gov.au](mailto:events@lakemac.nsw.gov.au)

### Event Booking Details

\* indicates a required field

#### Event Name \*

#### Event Site/ Location booked \*

e.g. Speers Point Park including stage; Croudace Bay Park; Heritage Shed at Speers Point Park; Warners Bay Rotunda and Foreshore. Please include an address for smaller parks.

#### Booking Reservation Number (if known)

Provided by Council Officer, after confirmation the area is available

### About You / Your Organisation

\* indicates a required field

#### Event licence applicant information

To be completed by the person who will be responsible onsite for the event.

#### Your Name \*

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Title First Name Last Name

**Phone Number \***

**Email \***

**Mailing Address \***  
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Use the business address rather than a personal address where possible. This information is required for billing purposes.

**Role / position for this event**

**Event Owner Information \***  
 Individual  Organisation/ Association  
This is not necessarily the author of the form, this is the organisation or person 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>

**Does this organisation hold not-for-profit status? \***  
 Yes  No

As outlined in the LMCC fees and charges, a discount may be applied for those holding not-for-profit status.

**Proof of not-for-profit status \***  
Attach a file:  
  
e.g. Certificate of Incorporation

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### Event/Activity Overview

\* indicates a required field

#### Expected number of attendees (range)? \*

- Under 300
- Between 300 - 2000
- Between 2001 - 5000
- Over 5000

No more than 1 choice may be selected.

#### Expected number of attendees (total i.e. 750 attendees)? \*

#### Management of attendees \*

- Ticketed or bookable no charge
- Ticketed with charge
- Not ticketed

#### Description of your event activities and purpose: \*

#### List all infrastructure and vehicles that you intend to bring onto the event site \*

Including the size and weight of delivery vehicles if known, and size of marquees/staging.

#### Will your event be fenced with restricted entry points? \*

- Yes
- No

#### Site Plan \*

Attach a file:

Provide a site plan that covers all area(s) of your event

#### Route Maps

Attach a file:

Provide routes if your event includes any racing/walking activities

### Access to site facilities

#### Do you require vehicle access into the park? \*

- Yes
- No

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**Do you require access to water taps? \***

- Yes  No

**Do you intend on using onsite electricity during this event/ activity (charged at \$114 per power box, if available)? \***

- Yes  No

**How many on site electricity boxes will you need to use during your event?**

Electricity box charged at \$114 per power box, if available at location

## 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 \***

**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 in date(s) for your event \***

This is the date that you require access to the site from, eg. for toilets to be delivered.

**Bump in time for your event \***

This is the time that you require access from.

**Bump out date for your event \***

This is the date that you will exit the site and have all infrastructure removed.

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### Bump out time for your event \*

This is the time that you will exit the site and have all infrastructure removed.

### Event date range \*

### Event times on each event day \*

### 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 removed.

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](mailto:events@lakemac.nsw.gov.au) with a list of all dates.

### Event Date \*

### Event Date \*

### Event Date

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**Event Date**

**Event Date**

**Event Date**

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**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 removed.

## Site Facilities

\* indicates a required field

Bathroom Facilities

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Please refer to the [Event Planning Toolkit](#) before completing this section. There are minimum requirements for all activities/events and you must ensure accessible amenities are provided at your event.

**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 \***

Must be a date.

## Waste Management

\* indicates a required field

### Waste Management

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

**Are additional hired waste services being brought to site? \***

- Yes  No

**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 \***

### Stallholders and Service of Food and Drink

\* indicates a required field

#### Will the event include market / display / food outlets? \*

- Market stalls selling products
- Display / information stalls
- Food and beverage stalls
- No stalls
- Other:

Note that all stallholders must hold minimum \$20 million public liability insurance for their activity.

#### Will any stalls be charged to participate?

- Yes
- No

#### What is the average stall price to participate?

- Under \$150
- Over \$150

#### Approximately how many stalls total (of any type)? \*

Important for any event where food and drink is served

#### Temporary Food Event Notification

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](#) no later than 10 business days prior to the event. Refer to the [Event Planning Toolkit](#).

### Service of Alcohol

#### Will the event include the service of alcohol? \*

- Yes
- No

Please contact the [Department of Liquor and Gaming](#) and Local Police to determine your licencing requirements.

If your event requires a Liquor Licence, it will need to be provided to Council in order to get your Event Licence approval.

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### Liquor Licence approval letter

Attach a file:

## Animals and Amusements

\* indicates a required field

### Water based activities

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

- Yes  No

Please contact NSW Roads and Maritime Services to determine whether you need an Aquatic Licence for your event. More information [here](#).

Should your event be deemed by NSW Roads and Maritime Services to require an Aquatic Licence, it will need to be provided to Council in order to get your Event Licence approved.

### Animals

**Will animals be part of your event program? \***

- Yes  No

e.g. reptile show; petting zoo; dog specific activities

**Provide more detail about the animal activities \***

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

### Amusements and Inflatables

**Will the event include amusement devices and/or inflatables? \***

- Yes  No

Includes such amusement devices as mini-Ferris wheels, battery operated cars, miniature railways and inflatables.

**Provide more detail about the type and size of amusements at your event \***

**Are any of the amusements over 14 revolutions per minute? \***

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Yes

No

Any amusement device over 14 revolutions per minute is required to complete an [Application to operate an amusement device - Lake Macquarie City Council](#).

### Fireworks

**Will the event include fireworks? \***

Yes

No

You will need to complete the Fireworks Notification on our website, please visit [Fireworks notification - Lake Macquarie City Council](#)

### Traffic & Transport

\* indicates a required field

#### Traffic Management

For more information on Temporary Traffic Control Applications please visit [apply for traffic control approval - Lake Macquarie City Council](#) and refer to the [Event Planning Toolkit](#).

**Do you expect your event to impact traffic and / or pedestrian access to your location? \***

Yes

No

**Do your plans include using a carpark or road surface? \***

Yes

No

**Do your plans include the use of a boat ramp or jetty? \***

Yes

No

**Have you applied to Council for temporary traffic/carpark changes? \***

Yes

No

**Attach your traffic guidance scheme and/or traffic management plan**

Attach a file:

## Noise Management

\* indicates a required field

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

### Will there be any amplified sound at your event? \*

- Music
- PA announcements
- Other:

- None

Select all that apply

### What genre(s) of music will feature at your event? \*

- Electronic or dance
- Pop, rock, jazz, hip hop, country or similar
- Folk, blues or similar
- Choral, classical, opera or orchestral
- Children's specific music
- Other:

Select all that apply

### Start time of amplified sound \*

Including any sound checks

### Finish time of amplified sound \*

### Total duration of amplified sound \*

### Is the total speaker output over 2200W? \*

- Yes
- No
- Other:

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### Event Safety

\* indicates a required field

#### First Aid

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

**I have arranged adequate First Aid for my event. \***

Yes

#### Public Liability Insurance

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

Attach a file:

You are required to contact your insurance provider and have **Lake Macquarie City Council** noted as an *interested party* on your current Public Liability Insurance **Certificate of Currency**.

I agree to provide Council with a valid copy of their Public Liability Insurance Certificate of Currency (minimum \$20 million) noting Lake Macquarie City Council as an interested party.

#### Event Risk Assessment

**Please attach your completed Risk Assessment here \***

Attach a file:

### Police Notification

\* indicates a required field

Please fill out the [NSW Police Notification - Form 1](#) and attach below.

Police will automatically receive a copy of your Event Licence Application form and the Form 1 uploaded. NSW Police will contact you via email if they require more information from you.

NSW Police will acknowledge receipt of your form via email. This acknowledgment is required in order to proceed with your event licence review and approval.

**Upload your completed Police notification form \***

Attach a file:

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### Applicant Declaration

\* indicates a required field

#### Zero waste to landfill by 2028

**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 or reusable plates/bowls and utensils
- No single-use 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 or sold at the event (this includes entertainers making balloon creations)
- No glitter or confetti will be used or sold as part of the event (includes as part of kids activities, face painting, hair stalls)
- Reduce the transportation footprint by encouraging the use of buses, trains and ferries, bike riding or walking to the event,
- Onsite recycling services and green waste bins
- Water refill stations and encourage people to bring refillable bottles
- Use of local businesses
- Provide organic food, plant-based and/or vegetarian choices

At least 10 choices and no more than 10 choices may be selected.

### Declaration

View Fees and Charges here [Fees and Charges](#), subject to change for each financial year

View the [Event Licence Terms and Conditions](#)

As the event owner/s (or authorised representative/s), I/we understand that I/we:

- are responsible for the planning and safe delivery of the event, including risk and emergency management.
- are to provide accurate information regarding the event for the purpose of the event licence assessment.

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- are required to abide by the Event Licence terms and conditions and any requests made by State Authorities, e.g NSW Police, TransportfNSW in the processing of your event licence application. This also includes abiding by any NSW Government Public Health Orders in place.
- must take all possible and reasonable steps to reduce the impact of the event on the hired area, especially parks grounds and vegetation which are at high risk of damage.
- must make every effort to minimise and limit the impact of the event on residents or business premises (includes noise, traffic, waste) located within the surrounding areas.
- are present onsite at all times for the duration of the event booking from bump in to bump out.
- are responsible for all actions of sub-contractors and /or third-party suppliers. Noting: All sub-contractors/third party suppliers (eg. market stalls, displays, food vendors, amusement providers) have minimum \$20million Public Liability Insurance and appropriate licences and qualifications.
- are aware actions of your organisation, contractors, market stalls or displays must not bring Council into disrepute.
- are responsible for the payment of any fees associated with the hire and use of the Council location booked. This includes payment of any post-event fees due to non-compliance or damage to Council property.
- Implement effective child-safe policies and practices to protect children involved in or present at your event. For more information visit - [Safety and security for your event | NSW Government](#)

\*

- I /we declare all information provided in this application is true and correct and understand my/our responsibilities as the event owner/s (or authorised representative/s)

## 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](#)

\*

- 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.