

Comprehensive events and activities application

The comprehensive events and activities application is designed for events that have a more complex interaction with the chosen venues day to day use and function.

Events types in the comprehensive category include:

- Festivals
- Markets
- Music Concerts
- Sporting/Fitness (high volume)
- Community Interest
- Protests and Rallies
- Politically Motivated
- Civic/Civil

For more details see page 4.

This application is tailored to provide event organisers a clear overview of the permit process and, information and links to aid in the development of their supporting documentation to accompany this application.

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Section 1 - Event details

Event scope

Tell us about your event:

- What is the purpose of the event? The 'why', the story and the history?
- Who is your target audience?
- What activities and infrastructure make up the event? Include additional facilities, if required.

Details of the event

Event types and notice periods

Darwin is fortunate to have many different types of events throughout the year that range in size and complexity.

Thinking about the scope of your event, you will need to take into consideration the time required to complete the actions and provide evidence to show your event meets necessary permit requirements. Allow time for changes and amendments to documents as the event develops.

For example:

| Event category | Event description | Notice period |
|-----------------------|---|--|
| Festivals | Cultural festivals | 3 to 6 months |
| | Community festivals | 6 months |
| Markets | Seasonal community markets | 3 months |
| | Local special interest markets | 3 months |
| | Festive topical markets | 3 months |
| Music concerts | Local music concert/festival | 3 months |
| | National music concert/festival | 3 months |
| | | 3 to 6 months |
| Sporting/fitness | Fun runs/triathlons | 2 months |
| | Charity fundraising walks/runs | 2 months |
| | Community awareness walks/runs | 2 months |
| | | 2 months |
| Community interest | Temporary installations/displays | 2 months |
| | Unique topical activations | 2 months |
| | Fandom themed activations | 2 months |
| Protests and rallies | Silent protests Static displays Protest marches/walks | Understanding protests and rallies are topical and planned quickly, we ask for as much notice as possible. |
| Politically motivated | Temporary mobile office | 2 weeks |
| | Electorate family fun day | 2 months |
| Civic/civil | State funerals | 2 weeks |
| | Nationally recognised memorials | 4 months |
| | Nationally recognised commemorations | 4 months |
| | Fly pasts | 6 months |
| | Gun salutes | 2 months |
| | Military community open days | 3 months |
| | Government community open days | 3 to 6 months |

If your event does not fall into one of the above categories please call 08 8930 0300 to discuss the appropriate application process.

Event

Darwin is fortunate to have many different types of events throughout the year that range in size and complexity.

Event information

| | | | | |
|--------------------------------|------|--|-----|--|
| Organisation/group name | | | | |
| Contact person | | | | |
| Postal address | | | | |
| Telephone | (BH) | | (M) | |
| Email | | | | |

| | | | |
|---|--|-------------------|--|
| Event/activity name | | | |
| Event/activity type (Festival, fun run, rally, etc.) | | | |
| Number of attendees | | | |
| Site contact person | | | |
| Location 1 or (preferred) | | | |
| Date/s | | | |
| Event start time | | Event finish time | |
| Bump in date | | Bump out date | |
| Bump in time | | Bump out time | |

| | | | |
|---|--|-------------------|--|
| Event/activity name | | | |
| Event/activity type (Festival, fun run, rally, etc.) | | | |
| Number of attendees | | | |
| Site contact person | | | |
| Location 2 | | | |
| Date/s | | | |
| Event start time | | Event finish time | |
| Bump in date | | Bump out date | |
| Bump in time | | Bump out time | |

If you have more than two locations please add the information as an attachment.

Fees and charges

City of Darwin's fees and charges are adopted in line with each financial year. It is important to understand the fees associated with your event/activity to ensure you adequately budget for these fees or have an accurate figure when applying for funding.

Fees are charged as per the currently endorsed Fees and charges, available on our website.

Section 2 - Funding

Funding options

City of Darwin supports the Darwin community through the provision of in-kind support and direct funding through sponsorships, and grants, across a variety of categories that reflect the 2030 vision. City of Darwin supports a diverse range of events and projects that contribute to our vibrant, creative, innovative, and sustainable city.

For more information about funding opportunities or to apply, please visit [Funding Opportunities with City of Darwin | City of Darwin | Darwin Council, Northern Territory](#).

Section 3 - Insurance

Please ensure a current copy of Public Liability Insurance certificate of currency for this event is provided with this application.

Public Liability Insurance provides protection for you against claims of personal injury or property damage as a result of your activities. If someone is injured or their property is damaged during the event, they may take legal action against you to recover their losses.

| Event category | Event description | Required coverage |
|----------------------|---|-------------------------------|
| Festivals | Cultural festivals Community festivals | \$20,000,000.00 |
| Markets | Seasonal community markets Local special interest markets Festive topical markets | \$20,000,000.00 |
| Music concerts | Local music concert/festival National music concert/festival | \$20,000,000.00 |
| Sporting/fitness | Fun runs/triathlons Charity fundraising walks/runs Community awareness walks/runs | \$20,000,000.00 |
| Community interest | Temporary installations/displays Unique topical activations Fandom themed activations | \$20,000,000.00 |
| Protests and rallies | Silent protests Static displays Protest marches/walks | Between \$5,000,000.00 and |

| Event category | Event description | Required coverage |
|-----------------------|---|---|
| | | \$20,000,000.00 per assessment criteria |
| Politically motivated | Temporary mobile office Electorate family fun day | \$5,000,000.00 \$20,000,000.00 |
| Civic/civil | State funerals Nationally recognised memorials Nationally recognised commemorations Fly pasts Gun salutes Military community open days Government community open days | \$20,000,000.00 |

Section 4 - Site plan and event/bump schedule

Please ensure a current copy of the site plan and event/bump schedules for this event is provided with this application.

Site plan

A site plan is required for each event location to inform:

- Vehicle and pedestrian flow during bump in and out operations
- Final layout design of where each event activity and its infrastructure is positioned including but not limited to:
 - toilets
 - water stations
 - staging
 - marquees,
 - food vans/stalls
 - parking
 - drop off zones
 - first aid
 - evacuation muster points
 - rubbish bins
 - accessible facilities (parking/toilets/quiet spaces/interpreter services).

The site plan is also a great communication tool for:

- Staff and volunteers
- Stakeholder communication
- Advertising material

- Visual aid for people attending the event (“You Are Here” map displayed at the event)



Event/bump schedule

The Event/Bump Schedule is required for each event location to inform the stages of development, delivery and deconstruction of the event during its entire occupation of the site.

An Event/Bump Schedule needs to include:

- **When**, dates and times, people, equipment and infrastructure will be onsite before, during and after the event.
- **What**, the people, equipment and infrastructure onsite before, during and after the event.
- **Who**, the contractors/event staff that will be onsite before, during and after the event, and their contact information.

This is an important communication tool for event staff, volunteers and contractors. Should an incident arise, people can refer to this schedule to know who is responsible and contact them direct for a prompt resolution.

Section 5 - Alcohol

If you are planning to have alcohol at your event you will be required to complete the appropriate application process and receive the relevant permit. This is to ensure the introduction of alcohol at the event does not compromise the overall safety of the event, its participants and surrounding stakeholders.

Please ensure the approved liquor permit for this event is provided to support this application.

Selling alcohol at an event

Licensing NT is responsible for timeframes and procedures associated with obtaining liquor licence.

When your event is on council controlled land, City of Darwin is required to provide comment as to whether or not we will endorse the event's liquor licence application.

Consuming/BYO alcohol at an event

Consumption of alcohol on City of Darwin land requires permission from the City of Darwin, endorsed by NT Police.

To apply complete the '[Permit for consumption of liquor on Council Property](#)' form and return it to City of Darwin with NT Police endorsement.

City of Darwin will endorse a Permit for consumption of Liquor on Council Property if your event aligns with our strategic direction and goals as governed by the [Alcohol in Council Controlled Spaces and Places Policy](#).

Section 6 - Risk management

Please ensure a risk management plan tailored to this event is provided with this application.

A Risk Management Plan is a document that outlines any risks associated with your event.

Public safety is always at the forefront of everything we do at City of Darwin. Event sites and activities are considered places of work and there are legal requirements, as well as industry standards and guidelines that apply. Event sites can be shut down by NT Worksafe for non-compliance, and penalties apply.

City of Darwin reserves the right to decline the issue of a Comprehensive Event permit if the Risk Management Plan doesn't adequately identify risks relevant to the event and suitable control measures to appropriately reduce risks to the public.

Key considerations for developing an Event Risk Management Plan:

- Is there enough detail regarding the event?
- Is it clear that safety is a priority?
- Is there a risk management context?
- Have key stakeholders been identified and how have they been engaged in the process?
- Do the risks statements make sense, are explained appropriately and have assigned ownership?
- Is it communicated that they understand and have made informed decisions regarding key risks?
- How will they monitor and review the plan, risks, controls and treatments?
- What additional information will support the above?

Section 7 - Stakeholder communication

Please ensure evidence of stakeholder communication for this event is provided with this application.

Stakeholder communication is an important part of event planning as it informs members of the public and/or businesses that may be affected by your event plans.

City of Darwin may request proof of stakeholder communication when an event:

- includes a street party, parade or procession*
- is inclusive of a Special Liquor License and requires traffic management*
- is likely to disrupt surrounding residences and businesses.

*See Section 8 – Traffic management

The following platforms are acceptable communication tools:

- | | | |
|--------------|------------|------------------------|
| • Television | • Flyers | • Verbal consultations |
| • Radio | • Signage | • Letter drops |
| • Email | • Meetings | |

Section 8 - Traffic management

Please ensure relevant traffic management documentation for this event is provided with this application.

If your event is likely to disrupt road users or pedestrian traffic you will be required to submit a Traffic Management Plan with supporting Traffic Guidance Scheme.

What is a traffic management plan (TMP) and traffic guidance scheme (TGS)?

A Traffic Management Plan (TMP) is the administration that depicts the design and implementation of temporary traffic management measures whilst the event/project is executed.

A Traffic Guidance Scheme (TGS) is the supporting diagram that provides an overview site plan of traffic management measures.

To keep people safe, this plan assists with the continual flow of traffic and the process of safely managing all road users which includes vehicles, cyclists and pedestrians during your event with the minimum level of inconvenience.

When is a TMP needed for an event?

A TMP is needed for any event that varies the normal operating conditions of any part of City of Darwin and/or NT Government road reserve. For example, if the event/ project prevents:

- Normal pedestrian access along a footpath
- Normal use of a vehicle driving or parking lane
- You will need to determine if the road is serviced by either the City of Darwin and/or the NT Government and contact the relevant department.

Who designs a TMP?

Qualified level 1 Workzone Traffic Management Plan Designers (also known as Work Zone 1 or WZ1 qualified) operating within Australia.

Public notification

The event organiser is responsible for notifying the community of the impacts to the road network identified in the TMP no less than seven days prior to the event.

Assessment process

A TMP must be assessed by the organisation with ownership/control over the land/road reserve. This is to ensure the design is fit for purpose and that all implications and controls have been appropriately considered for the location and activity.

If your event is likely to disrupt vehicle or pedestrian traffic and involves activities 'on the road', your application will require NT Police consent.

Traffic controllers vs event marshals

You must use qualified traffic controllers for any traffic management requirements however in some instances event marshals can perform such roles as:

- warning competing cyclists of likely conflicts with approaching traffic (and vice versa)
- offering guidance to pedestrians about safe crossing points
- assisting motorists to locate car parking facilities
- Event marshals shall operate only under the direction of the event organiser or a Police officer who can provide sufficient instruction to the event marshal so that traffic and pedestrian control and guidance is always conducted safely.

NT Fire and Emergency Services requirements

Access to buildings and the following infrastructure must be maintained at all times:

- Fire indicator panels

- Fire hydrant boosters
- Fire sprinkler booster assemblies
- Above/below ground fire hydrants
- Access to exit/egress doors of affected buildings

In The Mall

- Emergency vehicles path of egress

Section 9 - Waste management, climate and environment

Please ensure relevant waste management, climate and environment documentation for this event is provided with this application.

Event organisers are responsible for all waste collection and disposal upon the conclusion of their event. A good starting point is to identify what waste is generated by your event, then consider how to recycle, reduce, reuse and remove waste generation all together.

- Have you considered the waste types generated by the event?
- Have you considered the ways in which to appropriately dispose of these waste types?
- Have you considered the need to provide extra waste receptacles to capture and dispose of the waste?
- Have you considered alternatives to different waste types?

(Note: single-use plastics are not permitted at any events held on Council land)

Climate

Darwin's tropical climate provides amazing venues and unique experiences to enhance the liveability and entice tourism to Darwin. The climate should be a serious consideration when planning your event. It is important to put appropriate controls in place to manage the risks associated with climate conditions to make your event inviting and safe. Some factors relating to climate include:

- Heat stress
- Migration
- Physiological and psychological risks to public health and wellbeing
- Infrastructure damage
- Disruption of infrastructure function
- Disruption of essential services
- Biodiversity loss
- Water demand and availability

Environment

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste, purchasing and packaging options, and clean-up regime. This can be achieved by following City of Darwin PlasticWise initiative.

Find out more [here](#).

Environmental permit conditions

- Single use plastics are banned for use within the City of Darwin
 - Straws
 - Containers, cups, bowls, utensils
 - Carry bags
 - Decorations
- Helium Balloon Release is banned on Council Land
- Balloons are considered a single use plastic and are banned on Council Land

What are the advantages to having an environmentally sustainable event?

- Reducing waste to landfill
- Fulfilling expectations of the community by leading the way in recycling and sustainability
- Saving the cost of sending waste to landfill
- Saving the cost of clean-up crews during and after the event: a clean site means people are more inclined to keep it clean, which will reduce the clean-up time
- Acknowledging the growing community support for 'green' or sustainable events
- Promoting pride of community and place
- Avoiding fines and embarrassment to both to the public and organisers of the event
- Reducing pollution of waterways either directly or through stormwater pollution
- Reducing litter entering the environment
- Positive promotion and advertising that your event is sustainable

Section 10 - Access and inclusion

Please provide details of access and inclusion measures that will be present at this event, with this application.

Community members may face barriers when participating in community events in a variety of ways. Community members could face the following difficulties when attending events:

- Hearing what is said at your event
- Seeing small print on an invitation or promotional materials
- Climbing steps or uneven surfaces
- Narrow pathways/seating

- Noise and crowds
- Using toilets provided
- Accessing parking or safe drop off zones at the event entrance

For more detailed information read more [here](#)

How can I improve access and inclusion at my event?

We've created a list of considerations below that you can implement to improve the inclusivity of the event.

Planning

- Have you sought advice from an access expert, disability organisations, and/or persons with experience of disability about your event?
- How will you respond to accessibility requests?

The [Welcome to the Disability Gateway](#) website is a great way to find disability organisations to support your event to be inclusive.

Promotional material

- Is there promotional material available in accessible formats? e.g. large print.
- Is the text at least a minimum of 12 point type size and is there an absence of background graphics and patterns?
- Does the invitation or promotional material list accessibility features, e.g. hearing loops, accessible parking and accessible toilets.
- Is the language appropriate? e.g. talking about 'accessible toilets and parking' rather than 'disabled toilets and parking'.
- Have you encouraged your audience to identify their access requirements? e.g. a sign language interpreter.
- Have you provided information about accessible public transport points close to the venue?

Indoor facilities

- Is there level access to and within the venue with no steps or other barriers:
 - From accessible parking spaces or other arrival points through the main entrance(s)?
 - To all areas being used by participants including conference rooms, dining areas, outside areas and exhibition areas?
- Are doors easy to open and wide enough for a person using a wheelchair or scooter to get through?
- If participants have to use a lift, is it big enough for a person using a wheelchair or scooter to get in and out?
- Will there be reserved accessible seating areas for attendees with disabilities?
- Is there an accessible unisex toilet at the same location as other toilets, or close by?

- Is there good lighting and acoustics?
- If the venue has an inbuilt PA system, is there also a hearing loop or similar system to assist people with hearing impairment?
- Does the venue have clear signage?
- You could develop and communicate a plan for evacuating people with disabilities in case of an emergency.
- Check that emergency exits are accessible and unimpeded.
- Is the venue clear of obstacles and trip hazards?
- Do guests have access to a separate, quiet area to allow them to take a break, if needed?

Outdoor facilities

- Are there accessible portable toilets?
- Is there adequate accessible parking and drop off zones close to the event entrance?
- Are there clear signs to identify the location of features such as toilets, first aid points and main event spaces?
- Are there designated areas reserved for people using wheelchairs close to stages or main event areas and good paths of travel to those areas?
- Does the event layout provide for the best access and circulation?

Staff and volunteer engagement

- Have staff been briefed on all the access provisions set in place for the event?
- Is someone responsible for addressing access issues if they arise during the event and do all team members know who that is?
- Do staff have a good understanding of appropriate ways to communicate with persons with a disability? e.g. focusing on the person, not their disability.

Other considerations

- Are processes in place for honouring Companion cards and similar services?
- Ensure that food and beverage areas are accessible.
- Is there a broad range of food and drink items for participants to choose from, including for those with special dietary requirements?
- Have you considered employment opportunities for people with lived accessible experience, or engaging an organisation that supports disabled employees to deliver services at the event?
- Do participants have access to the safe reporting of harassment or discrimination?
- Establish a feedback system for attendees to share their experiences and suggestions for improvement.
- Conduct an access review after the event is finished.

Disability services

- The Northern Territory Council of Social Service (NTCOSS) has a directory for accessing up-to-date listings of community sector social services available in the Northern Territory:
<https://www.ntcommunity.org.au/>

- Australian Human Rights Commission: <https://www.humanrights.gov.au/our-work/disability-rights>
- Northern Territory Anti-Discrimination Commission: <http://www.adc.nt.gov.au/>

Section 11 - Operational requirements

Please complete the information below relevant to this event.

| Amenity | Yes | No |
|---|--------------------------|--------------------------|
| Do you require access to power? (power may not be available at all locations) | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you require increased brightness of public lighting? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you require access to a water tap/s? (water taps may not be available at all locations) | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you be engaging entertainment contractors? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you be engaging equipment contractors? (must be hired through an established company) | <input type="checkbox"/> | <input type="checkbox"/> |
| Will your event have food vans/catering? (vendors must hold a Territory Health Services permit) | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you have a fireworks display? <i>If yes, please contact Worksafe NT.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will your event/activity have a Welcome to Country and/or Smoking Ceremony? <i>If yes, please contact Larrakia Nation to book this service.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

| Accessible flooring | Number of rolls |
|---|--|
| Accessible Flooring is available in five, 5 meter rolls. Please indicate the number of rolls you require. | |
| Please tick to indicate the games you like to borrow: | |
| Giant Connect 4 <input type="checkbox"/> | Mega Connect 4 <input type="checkbox"/> |
| Rubber Quoits Set <input type="checkbox"/> | Soft Tug of War Rope <input type="checkbox"/> |
| Giant Snakes & Ladders <input type="checkbox"/> | Rubber Horseshoe Game <input type="checkbox"/> |
| Walkabout Game (indoor only) <input type="checkbox"/> | |

| Smoothie Bikes | Yes | No |
|---|--------------------------|--------------------------|
| Please indicate if you would like to borrow one or both Smoothie Bikes: | <input type="checkbox"/> | <input type="checkbox"/> |

| MiPro PA System | Yes | No |
|--|--------------------------|--------------------------|
| Please indicate if you would like to borrow the MiPro: | <input type="checkbox"/> | <input type="checkbox"/> |

| Static Banner Sites | Banner Size | Dates |
|---------------------------------------|------------------|-------|
| Gardens Oval (Top Right) | 5m (w) x 1m (h) | |
| Gardens Oval (Top Left) | 5m (w) x 1m (h) | |
| Gardens Oval (Bottom Right) | 5m (w) x 1m (h) | |
| Gardens Oval (Bottom Left) | 5m (w) x 1m (h) | |
| Ludmilla Overpass (Outbound) | 10m (w) x 1m (h) | |
| Cnr Bagot and McMillans Roads (Right) | 5m (w) x 1m (h) | |
| Cnr Bagot and McMillans Roads (Left) | 5m (w) x 1m (h) | |
| Stuart Highway (Top) | 6m (w) x 1m (h) | |
| Stuart Highway (Bottom) | 6m (w) x 1m (h) | |
| Trower Road Overpass (Inbound) | 10m (w) x 1m (h) | |
| Trower Road Overpass (Outbound) | 10m (w) x 1m (h) | |

| Street Light Banner Sites | Area | Available Sites | Sites Required |
|---|--------------------|-----------------|----------------|
| Amy Johnson Road - end of airstrip | Main arterial road | 6 | |
| Bagot Road at Fitzner Drive | Main arterial road | 13 | |
| Bennett Street | Darwin City Centre | 3 | |
| Cavenagh Street between Knuckey Street and Edmunds Street | Darwin City Centre | 13 | |
| Cavenagh Street - Court House ABC | Darwin City Centre | 4 | |
| Daly Street (Woods Street to Mitchell Street intersection) | Darwin City Centre | 12 | |
| East Point Road - outside the old Gaol | City Surrounds | 4 | |
| Gilruth Avenue between Gardens Road and Gardens Oval entrance | City Surrounds | 6 | |
| Gilruth Avenue between Mindil Beach Casino and the round-a-bout to Cullen Bay | City Surrounds | 4 | |

| Street Light Banner Sites | Area | Available Sites | Sites Required |
|---|--------------------|-----------------|----------------|
| Gilruth Avenue between Gardens Oval entrance and Mindil Beach Casino entrance | City Surrounds | 4 | |
| Gilruth Avenue between Salonika Street and Gardens Road | City Surrounds | 10 | |
| Henry Wrigley Drive | Airport | 7 | |
| Knuckey Street between Cavanagh Street and Mitchell Street | Darwin City Centre | 8 | |
| Knuckey Street between McMinn Street and Litchfield Street | Darwin City Centre | 5 | |
| McMillans Road at Charles Eaton Drive | Main arterial road | 8 | |
| Mitchell Street from Daly Street to Bennett Street | Darwin City Centre | 10 | |
| Ross Smith Avenue at Fannie Bay shops | City Surrounds | 10 | |
| Smith Street | Darwin City Centre | 4 | |
| Stuart Highway at Parap Road | Main arterial road | 8 | |
| Stuart Highway outside show grounds | Main arterial road | 11 | |
| Esplanade | Darwin City Centre | 24 | |
| Tiger Brennan Drive - City Access Road | Main arterial road | 14 | |
| Tiger Brennan Drive - Gonzales Road | Main arterial road | 6 | |
| Tiger Brennan Drive - Bayview | Main arterial road | 10 | |
| Totals: | | 204 | |

Additional information

Are you introducing any other infrastructure not supplied by an accredited contractor, such as BBQs or marquees?

Please provide details:

Do you require vehicle access to the event location?

Please specify: *Please be aware that traffic management may be required for vehicle access.*

Do you have any other operational requirements?

Please provide details:

Filming

You might like to film part of your event. City of Darwin encourages film production crews to work in Darwin. You will require a permit for filming on City of Darwin property including parks, bushland, coastal reserves and road reserves. Please ensure that approved permits and associated documents are on site and available for inspection by public authorities for the duration of the shoot.

You can find the application form on our website here: <https://www.darwin.nt.gov.au/explore/managing-an-event/event-planning-guide/getting-started>

Filming Permits are issued according to Provisions of the Local Government Act 2019 (Provision 275, 276) and City of Darwin by-laws 2023.

Fireworks

You may want to set off fireworks as part of your event. Display fireworks are large fireworks intended for use in outdoor displays. Only holders of a Northern Territory pyrotechnics licence can apply for a fireworks permit. Fireworks operators must be trained in the use of fireworks and operate to a national standard.

For more information refer to the NT Worksafe website here: <https://worksafe.nt.gov.au/safety-andprevention/fireworks>

You must apply to NT Worksafe with written consent from City of Darwin – please see the application form here:

<https://worksafe.nt.gov.au/forms-and-resources/forms/application-for-a-fireworks-display-or-special-effects-permit> – there is a section on this form for the applicant to seek consent from City of Darwin.

Site meetings, advice and venue conditions

City of Darwin's Events Coordinator, where required, will invite the event organiser to pre- and post-event site meetings so that all parties can make an assessment and agree on the condition of the site before and after the event.

This will ensure a fair and reasonable calculation is made regarding the level of remediation works required. Some examples of damages that may occur during events include:

- damage to public infrastructure, including fencing, rubbish bins, park benches, barbeques, bollards and light poles
- oil stains and heat damage on pavement, roads and grass left by vehicles or food vendors
- damage to or loss of turf cover
- damage to irrigation infrastructure, including sprinkler heads by vehicles driving over them or underground irrigation lines from pegging
- damage to the structure of trees, including their limbs
- wheel ruts left in the turf
- Compaction due to infrastructure or a concentration of patrons in one area.

Conditions of use

1. The Hirer must be over the age of 18 years of age.
2. The Hirer shall be responsible for any damage to fixtures, gardens, lawns and anything within the area of hire during the period of hire, and shall reimburse Council for any repairs or replacement. Any damage which is not considered to be normal wear and tear will result in the forfeiture of all or part of any security deposits paid.
3. The Hirer is responsible for the daily collection and disposal of all introduced litter. The Hirer shall not allow any confetti, cooking oil, fat or similar substance to be spilt upon the area. Failure to leave the area clean and tidy will result in Council employees cleaning up the area and the Hirer paying the cost of labour and equipment used at the rates under the current Schedule of Fees and Charges. An area used for an evening function must be cleaned up by 10:00 am the following morning.
4. The Hirer shall, during the term of the hire and at the discretion of Council, keep in force a policy of Public Liability Insurance for an amount not less than \$20 million in the name of the Hirer and City of Darwin.
5. The Hirer shall also be solely liable for and shall indemnify and keep indemnified City of Darwin against death of, or injury to the Hirer or their guests or employees or subcontractors, or damage to property which arises howsoever out of or in connection with the hire and against all liability, loss, damage, actions, proceedings, claims etc. brought against City of Darwin (whether at law or under any statute or otherwise howsoever), in respect or in connection with or in consequence of such death or injury or damage to property. The Hirer shall, at all times, when required by City of Darwin, produce the policy for such insurance and the receipts of the premium paid in respect thereof.
14. All functions and events are to cease by 12:00 am midnight, unless specified within the Permit.
15. The Hirer shall ensure that no food is sold at their event without a Territory Health Services Permit. Stallholders must comply with all relevant legislation.
16. The Cenotaph area in Bicentennial Park has an exclusion zone of three meters from the front of the steps. Events at the Cenotaph are restricted to low scale, alcohol-free events.
17. Any key/s provided to the Hirer must be returned to City of Darwin as soon as reasonably practical. Failure to return keys will result in the recovery of these costs, at the expense of the Hirer.
18. The Hirer is responsible to take all reasonable steps to ensure the safety and wellbeing of individuals during the hired period.
19. The Hirer must not dispose of ice or oil onto the grass or turf.
20. The introduction of music/PA Systems is not permitted unless authorised by a Council Officer. If authorised, amplification must be kept to a minimum and speakers pointed away from residences so as not to disturb adjoining traders and the general public.
21. The introduction of: stakes/pegging into the turf; vehicle traffic; placement of hangings/infrastructure in trees; generators; bollard access is not permitted unless authorised by a Council Officer.
22. No vehicles are to be driven upon a park, reserve or oval without the approval of City of Darwin. To prevent root zone compaction, no vehicular traffic is permitted within a diameter twice that of a tree's crown perimeter.

6. It is the responsibility of the Hirer to provide sufficient notice periods for their application to be reviewed and processed.
7. City of Darwin reserves the right to refuse any application and to cancel a booking previously approved. With such cancellations, City of Darwin will refund any funds paid by the Hirer.
8. City of Darwin reserves the right to revoke an approved permit due to weather conditions.
9. No footpath, carriageway or access area is to be obstructed by the Hirer.
10. Where an event requires road closures and modified traffic conditions, the Hirer must advertise at least seven days prior to the event in the form of a Public Notice in the NT News.
11. Where City of Darwin has actively given support to an event such as in-kind assistance (i.e. waiver of fees), appropriate recognition must be given to the role of City of Darwin in such celebrations.
12. An issued Permit does not entitle the Hirer to exclusive use of the area.
13. This permit does not provide authorisation for events held on private land.
23. The Hirer shall at all times adhere to Council's Single Use Plastic Policy and must make all efforts to use compostable products.
24. Helium balloons and the release of helium balloons are prohibited on Council land.
25. The use of confetti is not permitted.
26. Organisers must use biodegradable detergent with the use of water slides.
27. Water slides that contain pools of water are not permitted on Council land.
28. Animal droppings are to be cleaned up prior to leaving the venue with the use of petting zoos.
29. Lake Alexander is a restricted water space. No motorised vehicles are permitted at any time.
30. Stall holders are not permitted to petition customers. Stalls and staff must not go beyond a 4m x 4m area.
31. Operational emergencies during business hours concerning the hired venue should be directed to 8930 0300. Emergencies that occur outside of normal office hours should be directed to City of Darwin's contracted After Hours number on 8989 2843. In the event that City of Darwin's contracted security firm is called out, City of Darwin will recover the costs incurred from the Hirer.
32. The Hirer must comply with these Terms and Conditions. Failure to do so will result in the Hirer not being able to make further applications.

Declaration (applicant)

I/We have read and understood the Terms and Conditions and undertake to abide by and comply with all of the conditions included in this Application, and any special conditions of approval, which Council may impose as part of the issued Permit.

Name of Applicant:

Signature of Applicant:

| | |
|--|-------|
| | |
| | Date: |

Lodgement details

Post: City of Darwin
GPO Box 84
DARWIN NT 0801

Hand Delivery: Civic Centre
17 Harry Chan Avenue,
DARWIN NT 0800

Fax: (08) 8930 0311
Email: darwin@darwin.nt.gov.au

| Checklist | | | |
|------------------------------------|--------------------------|------------------------------------|--------------------------|
| Supporting Documents | Check | Documents for Endorsement | Check |
| Public Liability Insurance | <input type="checkbox"/> | Dept. Licencing Liquor Application | <input type="checkbox"/> |
| Event Operations Plan | <input type="checkbox"/> | Fireworks Application | <input type="checkbox"/> |
| Risk Management Plan | <input type="checkbox"/> | | |
| Waste Management Plan | <input type="checkbox"/> | | |
| Traffic Management Plan | <input type="checkbox"/> | | |
| Liquor Consumption Application | <input type="checkbox"/> | | |
| Site Plan | <input type="checkbox"/> | | |
| Event Schedules (including bumps) | <input type="checkbox"/> | | |
| Stakeholder Communication Evidence | <input type="checkbox"/> | | |
| Filming in a Public Application | <input type="checkbox"/> | | |

Privacy statement

City of Darwin only collects personal information that is required for, or related to, its functions and activities. If you do not provide City of Darwin with the requested information, we may be unable to complete this process. The information collected will be used and disclosed as outlined in our Privacy Policy, which is available on our website. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to access and correct any information about you. If you require access to, or have concerns regarding your information, please contact the Information Officer on (08) 89300300 or via email darwin@darwin.nt.gov.au