

# Small Events and Activities in a Public Place Application/Permit

Permit No:

Local Government Act 2019  
City of Darwin By-Laws 2023

Version 4.1

## Applicant Details

Organisation/Group Name:

Contact Person:

Postal Address:

Contact Number:

|        |         |
|--------|---------|
| Phone: | Mobile: |
|--------|---------|

Email:

## Event Details

Before completing this application, please phone City of Darwin on 8930 0300 to book your venue.

**For Comprehensive Events, a separate application applies. Please contact City of Darwin's Event Coordinator on 8930 0197 or email [events@darwin.nt.gov.au](mailto:events@darwin.nt.gov.au)**

- **Small** – Under 500 people with light infrastructure such as marquees, jumping castles, BBQ's etc  
Examples include – Birthday Parties, Weddings, Information Stalls, Conducting Business, Sporting Events
- **Comprehensive** – Over 500 people, needing traffic control, food and licenced areas, & large infrastructure  
Examples include – Activation Events, Rallies, Markets, Festivals, Military/Civic Events and Fun Runs

Event/Activity Name:

Event/Activity Description:

Event/Activity Type  
(e.g. Festival, Birthday, Fun Run etc):

|  |                      |
|--|----------------------|
|  | Number of Attendees: |
|--|----------------------|

Event/Activity Location/s:

Date/s and Times:

|               |                |
|---------------|----------------|
| Bump In Date: | Bump Out Date: |
|---------------|----------------|

|             |              |
|-------------|--------------|
| Start Time: | Finish Time: |
|-------------|--------------|

## Fees and Charges

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

## Alcohol

Will you be introducing any alcohol at your event/activity?

- No
- Yes (consuming) – you require a Liquor Consumption Permit to be submitted to NT Police and City of Darwin
- Yes (selling) – you require a [Special Liquor Licence Application](#) to be submitted to Licencing NT

## Operational Requirements

Do you require access to power? (power may not be available at all locations)  Yes  No

Do you require access to oval lighting?  Yes  No

Do you require access to a water tap/s? (water taps may not be available at all locations)  Yes  No

Will you be hiring a jumping castle/water slide? (must be hired through an established company)  Yes  No

Will your event have food vans/catering? (vendors must hold a Territory Health Services permit)  Yes  No

Will you be booking any City of Darwin [Event Equipment or Banners](#)?  Yes  No

Will you have a fireworks display?  Yes  No

If yes, please contact [Worksafe NT](#).

Will your event/activity have a Welcome to Country and/or Smoking Ceremony?  Yes  No

If yes, please contact [Larrakia Nation](#) to book this service.

Are you introducing any other infrastructure (e.g. BBQs, marquees)? Please provide details:  Yes  No

Do you require vehicle access in the event location? Please specify any requirements:  Yes  No

Please be aware that Traffic Management may be required for any vehicular access.

Do you have any other operational requirements? Please provide details:  Yes  No

## 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.
- 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.
- 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.
- 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 8930 0900. 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.

**Lodgement Details – All applications require a minimum 5 business days’ notice.**

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|--------------|--|-----------------------|--|
| <b>Post:</b> | Customer Service<br>City of Darwin<br>GPO Box 84<br>DARWIN NT 0801 | <b>Hand Delivery:</b> | Customer Service<br>Civic Centre<br>17 Harry Chan Avenue<br>DARWIN NT 0800 |
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|-------------|----------------|---------------|--|
| <b>Fax:</b> | (08) 8930 0311 | <b>Email:</b> | <a href="mailto:darwin@darwin.nt.gov.au">darwin@darwin.nt.gov.au</a> |
|-------------|----------------|---------------|--|

**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:

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Signature of Applicant:

|  |       |
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|  | Date: |
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**Authorisation (City of Darwin)**

Name of Authorised Officer:

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Signature of Authorised Officer:

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

**Additional Conditions/Comments (Office Use Only)**

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**Invoice Request (Office Use Only)**

|                              |  |  |  |
|------------------------------|--|--|--|
| Description/Budget Number:   |  |  |  |
| Description/Budget Number:   |  |  |  |
| Description/Budget Number:   |  |  |  |
| <b>Total Invoice Amount:</b> |  |  |  |

**Privacy Statement**

City of Darwin collects personal information from you, including your personal contact details. We collect this information for the purpose of updating our administrative systems to be able to carry out Council’s functions. The *Local Government Act 2019* allows or authorises us to collect this personal information and you may seek access to this information. We will only use your information for the purpose described here. City of Darwin may disclose the information provided by you to a third party, in accordance with the *NT Information Act* or our *Privacy Policy*. If you choose not to provide us with your information, we will be unable to complete your request. Your personal information will be handled in accordance with our *Privacy Statement* and the *Information Act 2002 (NT) (The Act)*. Council’s Privacy Statement is available from City of Darwin, Harry Chan Ave, Darwin, or via the Council’s website at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)