Comprehensive events and activities Application

LOCAL GOVERNMENT ACT 2019 | DARWIN CITY COUNCIL BY-LAWS 2023 | VERSION 4.1

Permit # (office use only)	#

Complete this form electronically in Microsoft Word. Select each shaded field to enter text and select the boxes to indicate your answers. Printing may remove fillable functionality.

Before you apply

Comprehensive events may include activities with more than 100 people (depending on the activity or assessment), vehicle access, large or heavy infrastructure, traffic or pedestrian impacts, food or licensed areas, activations, fun runs, markets, festivals, military or civic events, public assembly events, or other higher-risk events.

Allow up to six months for assessment and approval of major events, with a minimum application lead time of 10 standard business days for all events. Traffic Management Plans submitted less than 10 standard business days prior to the event may not be approved.

Questions? Contact Customer Service on (08) 8930 0300 or submit an Event Enquiry Form via the City of Darwin website.

SECTION 1 – EVENT DETAILS

Event name	
Event type (e.g. festival, birthday, fun run)	
Event location	

Event description

Bump-in date		**Event date(s)**	
Bump-out date		**Event start time**	
Event finish time			

Number of attendees	

SECTION 2 – APPLICANT DETAILS

Organisation/group name	
Contact name	
Postal address	

Phone	
Mobile	
Email	

APPLICANT

I/We have read and understood the Terms and Conditions and undertake to comply with all conditions in this application/permit and any special conditions of approval that Council may impose as part of the issued permit.

Name of applicant	
Signature of applicant	
Date	

SECTION 3 – ALCOHOL

Will alcohol be served at your event? Select one option.

☐ No (proceed to Section 4)

☐ Yes – BYO / consuming

☐ Yes – selling

If selling alcohol, a Special Liquor Licence application must be submitted to Licensing NT: https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/apply-for-a-liquor-licence

SECTION 4 – OPERATIONAL REQUIREMENTS

Do you require access to power? (May not be available at all locations; fees apply.)	☐ Yes ☐ No
Do you require access to oval lighting? (Fees apply.)	☐ Yes ☐ No
Do you require access to a water tap? (May not be available at all locations.)	☐ Yes ☐ No
Will you hire a jumping castle or water slide? (Must be from an established company.)	☐ Yes ☐ No
Will you introduce music or amplification? (Keep amplification to a minimum.)	☐ Yes ☐ No
Will your event have food vans or catering? (Vendors must hold a Territory Health Services documentation / A Food Business Registration Certificate)	☐ Yes ☐ No
Will you bring in portable toilets?	☐ Yes ☐ No
Will you have a fireworks display? (Contact NT WorkSafe.)	☐ Yes ☐ No
Will you film your event?	☐ Yes ☐ No
Will you book City of Darwin event equipment? (Fees may apply.)	☐ Yes ☐ No

Details of equipment, suppliers, food vendors, entertainment, or other Yes responses above

SECTION 5 – OPERATIONAL REQUIREMENTS (CONTINUED)

Will you book City of Darwin banner sites for event advertising? (Fees apply.)	☐ Yes ☐ No
Contact Customer Service on 8930 0300 for banner-site availability and bookings.	

Will your event have a Welcome to Country?	☐ Yes ☐ No
If yes, will it include a Smoking Ceremony?	☐ Yes ☐ No

Larrakia Nation, the recognised Traditional Owner organisation for the Darwin region, can provide advice on Welcome to Country ceremonies and cultural protocols within the Darwin municipality.

Do you need vehicle access at the event location?	☐ Yes ☐ No

Vehicle access requirements (if yes)

Click or tap here to enter text

Are you introducing other infrastructure (e.g., BBQs or marquees)?	☐ Yes ☐ No

Infrastructure details (if yes; details required)

Complex infrastructure requires a site map and may require a works permit.

Will you submit a site map (including routes, staging, fencing, and pedestrian obstructions)?	☐ Yes ☐ No
Do you have any other operational requirements?	☐ Yes ☐ No
Are you receiving sponsorship or in-kind support from the City of Darwin? If so, please discuss this with the Event's Coordinator prior to your event to ensure the appropriate approvals are in place, and invoicing arrangements can be confirmed.	☐ Yes ☐ No

If so, please discuss this with the Event's Coordinator prior to your event to ensure the appropriate approvals are in place, and invoicing arrangements can be confirmed.

Other operational requirements or comments

SECTION 6 – FEES AND CHARGES

Visit www.darwin.nt.gov.au for current fees and charges applicable to your event. After-hours call-out fees may incur additional costs. Events in a new financial year may attract higher fees. An invoice will be raised once the permit is approved and issued.

OFFICE USE ONLY

Organisation type	☐ Commercial ☐ Not for profit
Small/Comprehensive	☐ Outdoor 50–100 ☐ Outdoor 101–500
Comprehensive/Significant Major	☐ Outdoor 501–5,000 ☐ Outdoor >5,000
Gardens Oval One category	☐ Special event ☐ Championship

Description I Budget Number I GST	Quantity I Notes	Amount (AUD)
Choose an option		
Choose an option		
Choose an option		
Choose an option		
Choose an option		
Choose an option		
Choose an option		
Choose an option		
		Total Invoice Amount:
Total invoice amount	$	

SECTION 7 – AUTHORISATION / CONSENT

CITY OF DARWIN AUTHORISED OFFICER – OFFICE USE ONLY

Name of authorised officer	
Signature of authorised officer	
Date	

CITY OF DARWIN TRAFFIC MANAGEMENT OFFICER – OFFICE USE ONLY

For events with supporting Traffic Management Plans and Controls.

The Traffic Management Officer has reviewed the Event Traffic Management Plan and supporting Traffic Guidance Schemes (TGSs) prepared by a licensed traffic management company.

In accordance with **Traffic Regulation 38**, the traffic control measures contained within the above-mentioned documents are deemed fit for purpose, allowing the appropriate traffic control contractors to implement and manage the approved arrangements on City of Darwin roads and reserves for the purpose of this event.

Any revisions required closer to the event date will be coordinated with relevant stakeholders and reviewed by City of Darwin and, with the updated permit and traffic management arrangements reissued accordingly.

Date submitted for assessment	
TMP/TGS number	

Traffic management comments (if required)

NORTHERN TERRITORY POLICE FORCE CONSENT – OFFICE USE ONLY

For events taking place on a road in accordance with section 38 of the Traffic Regulations 1999.

Name of authorised officer	
Signature of authorised officer	
Date	

Northern Territory Police comments

CITY OF DARWIN AUTHORISED OFFICER – OFFICE USE ONLY

LOCAL GOVERNMENT ACT 2019 | DARWIN CITY COUNCIL BY-LAWS 2023

Name of authorised officer	

Signature of authorised officer	

Date	

Additional conditions / comments (office use only)

TERMS AND CONDITIONS

1. The Hirer must be over 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 10:00am 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 $20,000,000 in the name of the Hirer and the City of Darwin.
5. The Hirer shall also be solely liable for and shall indemnify and keep indemnified the 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 the 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 the 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 period 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. Where an event requires road closures and modified traffic conditions, the Hirer must advertise at least 7 days prior to the event in the form of a Public Notice in the NT News.
10. Where the 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 the City of Darwin in such celebrations.
11. The Hirer must not dispose of ice or oil onto the grass or turf.
12. 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.
13. 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.
14. 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.
15. The use of confetti is not permitted.
16. Helium balloons and the release of helium balloons are prohibited on Council land.
17. Organisers must use biodegradable detergent with the use of water slides.
18. Animal droppings are to be cleaned up prior to leaving the venue with the use of petting zoos.
19. No footpath, carriageway or access area is to be obstructed by the hirer.
20. The Event Permit does not entitle the hirer to exclusive use of the area.
21. All functions and events are to cease by 12:00am midnight, unless specified in Permit.
22. 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.
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. The Cenotaph Area in Bicentennial Park has an exclusion zone of three (3) meters from the front of the steps. Events at the Cenotaph are restricted to low scale, alcohol-free events.
25. Lake Alexander is a restricted water space. No motorised vehicles are permitted at any time.
26. Any key(s) provided to the Hirer must be returned to Customer Service as soon as reasonably practical. Failure to return keys will result in the recovery of these costs, at the expense of the Hirer.
27. Operational emergencies during business hours concerning the hired venue should be directed to (08) 8930 0300. Emergencies outside normal office hours should be directed to City of Darwin's contracted after-hours service. If City of Darwin's contracted security firm is called out, City of Darwin will recover the costs incurred from the Hirer.

28. The Hirer is responsible to take all reasonable steps to ensure the safety and wellbeing of individuals during the hired period.
29. 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.
30. This permit does not provide authorisation for events held on private land.

EVENT SPECIFIC CONDITIONS - OFFICE USE ONLY

Site Use and Infrastructure

Event-Specific Conditions

Ongoing Maintenance

Other

CITY OF DARWIN OPERATIONS OFFICERS – OFFICE USE ONLY

COUNCIL OPERATIONS

Operations: Please ensure teams are aware of this event, its footprint and timings.
Lyons Ward: Please ensure the event area is tidy and maintained to remove any environmental hazards
Irrigation: Please suspend the irrigation schedule for the event
Mowing: Please adjust the mowing schedule accordingly
Building Maintenance / Parks: Please ensure the power is live and accessible (if applicable)
Cleaning: Please ensure the toilets are cleaned and stocked (if applicable)

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. It will not be used or disclosed in any other way unless we have your consent or we are authorised or required by law to do so. 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 the City of Darwin, Harry Chan Ave, Darwin or via the Council's website at www.darwin.nt.gov.au.

City of Darwin | Civic Centre, Harry Chan Avenue, Darwin NT 0800 | ABN 11 503 313 301

Postal: GPO Box 84, Darwin NT 0801 | Telephone: (08) 8930 0300 | Facsimile: (08) 8930 0311

Email: darwin@darwin.nt.gov.au | Website: www.darwin.nt.gov.au