



Event Application/Permit

Permit No:

LOCAL GOVERNMENT ACT 2008
DARWIN CITY COUNCIL BY-LAWS 1994

(Events, Park Hire, Parades, Processions, Road Closures, The Mall)
Version 2.1

SECTION 1 EVENT APPLICATION DETAILS

Application Date:			
Event Name:			
Organisation or Group Name:			
Mr Mrs Ms	Miss	Other	
Contact Person (for application enquiries):			
Postal Address:			
Contact Number:	Phone:	Mobile:	
Email:			
Event:	Date:	Time From:	Time Until:
Bump In: (Start Set Up)	Date:	Time From:	
Bump Out: (Finish Pack Up)	Date:		Time Until:
Number of People Expected:			
Proposed Venue/s:			
Event Proposal:			
<small>Outline details of your event and the benefits it will bring to patrons and members of the community</small>			

Select	Event Type	Scope of the Event	Example	Notice Period
	Low Scale	0-500 people / one day event / no road closures / no more than two marquees / no more than two food vans / no portable toilets or trailers	Weddings, birthday parties	10 business days
	Minor	500-1,000 people / food vendors or licensed areas / up to 5 x items of infrastructure (marquees, food vans, portable toilets, inflatables, stages) / minor road closures or public transport disruptions	Organised walks, activation events, community celebrations	4 weeks
	Medium	1,000-7,000 people / food vendors or licensed areas / minor road closures or public transport disruptions / up to 10 items of infrastructure (marquees, food vans, portable toilets, inflatables, stages)	Fun runs, markets in The Mall, small festivals	3 months
	Major	Over 7,000 people / food vendors or licensed areas / multiple event sites and days / large infrastructure builds	Large festivals, military events, music festivals	6 months

OFFICE USE ONLY

Description / Budget Number:	Cost: \$
Description / Budget Number:	Cost: \$
Description / Budget Number:	Cost: \$
Description / Budget Number:	Cost: \$

Total Invoice Amount: \$ _____ GST Included in Price Yes No

Account Number: _____ Invoice / Credit Note Number: _____ NAR: _____

Posted By: _____ Date Posted: _____ Schedule Updated



SECTION 2 FEES All fees are NON REFUNDABLE and must be paid in full prior to issuing permit. All fees are inclusive of GST. After hours call out fees (min 4hrs) – \$180 per hour. Events held at Gardens Oval One may attract higher fees. Events held in financial year may attract higher fees.

Select	Fee Type	Fees Per Day	No. of days	Total
	Access to Power	\$56		\$
	Venue hire (non commercial under 100 attendees)	FREE		\$
	Venue hire (non commercial over 100 attendees)	%)		\$
	Venue hire (commercial less than 20 attendees)	\$130		\$
	Venue hire (commercial between 20-100 attendees)	\$270		\$
	Venue hire (commercial over 100 attendees)	%)		\$
	Oval hire (per session up to 2hrs)	\$75		\$
	Oval hire (per day)	\$100		\$
	Road closure/Traffic Management	\$45		\$
	Mindil Beach Carnival Area (over 1000 attendees)	\$7,700		\$
	Other			\$
	TOTAL (Office Use Only)			\$
Have you applied for a Sponsorship, Grant or In-Kind Support for your Event?				YES NO
Comment/Detail/Dates:				

SECTION 3 INSURANCE DETAILS For all Minor, Medium & Major Category Events public liability insurance (minimum \$20 million) is required.

Do you acknowledge that your Public Liability Insurance Certificate of Currency must be provided?	YES	NA
If you're unable to attach at this time please provide an estimate date:		

SECTION 4 SITE PLAN / LAYOUT A site plan / layout is essential for all Minor, Medium and Major Category Events.

Do you acknowledge that you must provide a site plan / layout with this application?	YES	NA
If you're unable to attach at this time please provide an estimate date:		

SECTION 5 ALCOHOL The application process and timeframes are determined by Licensing NT and your application must be endorsed by the City of Darwin. If alcohol is to be 'consumed' (but not sold) at your event you may require a "Consumption of Liquor Application Form".

Will you be introducing any alcohol at your event?	YES (Selling)	YES (BYO)	NO
Have you submitted a Special Liquor License Application to Licensing NT or consumption of liquor application to City of Darwin?	YES	NO	
If you're unable to attach at this time please provide an estimate date:			

SECTION 6 RISK MANAGEMENT PLAN Your event may require a Risk Plan. If unsure, leave blank and discuss with a Council Officer.

Do you acknowledge that your Risk Plan must be provided with this application?	YES	NA
If you're unable to attach at this time please provide an estimate date:		

SECTION 7 STAKEHOLDER COMMUNICATIONS If your event will impact on surrounding residents and businesses you are required to consult with those impacted. This may be in the form of a letter drop or door knock.

Have you considered local residences and businesses in the surrounding area?	YES	NO
Please provide details of communications you intend to undertake with local residents and businesses:		

SECTION 8 WORKS

Does your event require large infrastructure builds OR elevated work platforms?	YES	NO
If yes, do you acknowledge that you may need to apply for a City of Darwin Works Permit?	YES	NA



SECTION 9 TRAFFIC MANAGEMENT If your event is likely to disrupt traffic or pedestrian movements or safety you will require a Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS).

Do you acknowledge;		
that you must attach a TMP and TGS with this application?	YES	NA
that you must engage qualified traffic controllers to implement your TMP and TGS?	YES	NA
that you may be required to notify Public Transport if your event may cause disruption to the network?	YES	NA
that you may be required to notify NT Fire & Safety if your event may cause emergency access issues?	YES	NA
that you may be required to notify NTG if your event requires modifications to signalised intersections?	YES	NA
Name & Contact of Traffic Control Organisation:		
If you're unable to attach at this time please provide an estimate date:		

SECTION 10 ENVIRONMENT City of Darwin encourages all events to support the sustainable management of our open spaces.

Do you acknowledge that you are responsible for all waste and recycling associated with your event?	YES	
Do you acknowledge the Single Use Plastic Ban on Council owned and controlled land?	YES	
What alternatives to Single Use Plastics will you use?		

SECTION 11 ACCESS AND INCLUSION (Community Events only)

Has your event considered access for members of the community with mobility issues?	YES	NA
What access and inclusion measures will you include at your event? eg. accessible flooring		

SECTION 12 OPERATIONAL REQUIREMENTS Relevant to Council Land only - will you be introducing any of the following?

Equipment that requires access to Power? (power may not be available in all locations)	YES	NA
Equipment that requires access to Water? (water may not be available in all locations)	YES	NA
Equipment that requires pegging/staking into turf? <small>City of Darwin strongly discourages pegging/staking into turf, organisers must use weighted equipment unless you are able to undertake line locations to identify underground services.</small>	YES	NA
Do you acknowledge that separate applications must be submitted for filming, banners, fireworks and equipment? Provide Detail:	YES	NA
Placement of hangings in trees? Provide Detail:	YES	NA
BBQs/Urns/Cooking (surplus to onsite facilities)? Provide Detail: <small>Mats must be placed under BBQs to protect turf/road and you must not spill ice or oil onto turf.</small>	YES	NA
Portable toilets? Number of toilets:	YES	NA
Music PA/Systems? <small>Amplification must be kept to a minimum to so as not to disturb adjoining traders or the general public.</small>	YES	NA
Vehicle traffic in Park/The Mall? <small>Must be driven at walking pace, with hazard lights on and the use of a pedestrian 'spotter'.</small>	YES	NA
Generators?	YES	NA
Do you require Bollard access?	YES	NA
Jumping Castles / Water Slides? <small>If you are operating the Jumping Castle privately, Public Liability Insurance must be obtained.</small>	YES	NA
Food vans? <small>A territory health services permit must be supplied and stall holders must comply with relevant legislation.</small>	YES	NA
Any other comment / requirements / supporting documents, schedules or details (please attach)	YES	NA



SECTION 13 AUTHORISATION / CONSENT

APPLICANT

I/WE have read and understood the 'terms & conditions' and undertake to abide by and comply with all the conditions included in this Application/Permit and any special conditions of approval, which the Council may impose as part of the Issued Permit:

Signature of Applicant:		Date:
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CITY OF DARWIN AUTHORISED OFFICER (Office Use Only)

Name of Authorised Officer:		
Signature of Authorised Officer:		Date:

Organiser must abide by all terms and conditions overleaf including special conditions indicated here:

PL Insurance Due:	Site Plan Due:	Liquor App. Due:	Risk Plan Due:
TMP/TGS Due:	Power Access Permitted	Water Access Permitted	Staking Permitted

Comment:

Operations/Staff - please ensure:

Sprinklers are turned off	Power is available	Mowing schedule modified	Toilets are clean & stocked
Area is spot cleaned	Flag Poles are available	Mark out irrigation lines	Keys are available

Comment:

CITY OF DARWIN TRAFFIC CONTROL OFFICER (if applicable - Office Use Only)

Name of Authorised Officer:		
Signature of Authorised Officer:		Date:

Overview of Traffic Management / Comment:

NORTHERN TERRITORY POLICE FORCE CONSENT (Office Use Only)
 (if the Event is likely to disrupt traffic on a road and in relation to Section 38 of Traffic Regulation)

Name of Authorised Officer:		
Signature of Authorised Officer:		Date:

Comment:



Terms and Conditions

(Events, Park Hire, Parades, Processions, Road Closures, The Mall)

Liability

1. 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.
2. Any damage which is not considered to be normal wear and tear will result in the forfeiture of all or part of security deposit.
3. The hirer is responsible for 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 & Charges. An area used for an evening function must be cleaned up by 10.00 am the following morning.
4. 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 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 for the premium paid in respect thereof.

Notification

5. It is the responsibility of the applicant to allow no less than 10 business days and up to 6 months notice to allow the application to be reviewed and processed.
6. Where an event requires road closures and modified traffic conditions the applicant must advertise at least 7 days prior to the event in the form of a Public Notice in the NT News.
7. Where the City of Darwin has actively given support to an event such as in-kind assistance ie. waiver of fees, appropriate recognition must be given to the role of the City of Darwin in such celebrations.
8. Council reserves the right to refuse any booking.
9. 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.

Restrictions

10. The hirer must not dispose of ice or oil onto grass/turf.
11. The introduction of music/PA System is not permitted unless authorised by a Council Officer. If authorised, amplification must be kept to a minimum so as not to disturb adjoining traders and the general public.
12. The introduction of; stakes/pegging into the turf; music/PA Systems; vehicle traffic; placement of hangings/infrastructure in trees; generators; bollard access; is not permitted unless authorised by a Council Officer.
13. No vehicles are to be driven upon a park, reserve or oval without approval of Council. To prevent root zone compaction, no vehicular traffic to be permitted within a diameter twice that of a tree's crown perimeter.
14. No pegs, stakes or other like devices are to be driven into the surface of a park, reserve or oval without approval of Council.
15. The use of confetti is not permitted.
16. No footpath, carriageway or access area is to be obstructed by hirer.
17. The Event Permit does not entitle the hirer to exclusive use of the area.
18. The Event Permit access may be revoked due to weather conditions.
19. All functions/events are to be completed by 12.00 midnight
20. The hirer shall at no point release helium balloons on Council Land as part of this Event.
21. The hirer shall ensure that no food is sold at this function/event without a Territory Health Services Permit. Stallholders must comply with all relevant legislation.
22. The hirer shall at all times adhere to Councils Single Use Plastic Policy and must make all efforts to use compostable products. Council reserves the right to revoke the hirer's event permit or refuse further bookings if these conditions are not met to the satisfaction of Council.
23. The Cenotaph Area in Bicentennial Park has an exclusion zone of three meters from the front of the steps. Events in the Cenotaph Area are restricted to low scale, alcohol free events.
24. Lake Alexander is a restricted water space - no motorised vehicles are permitted at any time.
25. Organisers must use biodegradable detergent with the use of water slides.
26. Animal droppings are to be cleaned up prior to leaving the venue with the use of petting zoos.

Privacy Statement

The information requested in this form is being collected by the City of Darwin to enable a permit to be issued for access and use of City of Darwin facilities. If you do not provide this information, the City of Darwin will not be able to process your application. Council manages all personal information in compliance with the Privacy Principles within the Information Act. Our Privacy Policy is available on our website www.darwin.nt.gov.au or by contacting the Information Manager on (08) 8930 0300.

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