





Are tickets required? Yes No

If yes, how will tickets be distributed / who will sell them .....

Type of entertainment (e.g. Live Band / Amplified Music).....

Will security / crowd control be present? Yes How many..... No

If yes, name of company supplying security.....

What parking arrangements will be in place (location, controllers etc.) .....

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Will you require a road closure or traffic management plan? Yes No

Note: Events that impact on the safe and efficient use of roads may require a Traffic Management Plan or road closure and may incur a fee. Please contact the City's Technical Services department on 9397 3251 for more information.

Event Structure

Will there be temporary structures (e.g. marquees, bouncy castle) Yes No

If yes, provide details .....

.....

What are the electrical requirements? .....

How will these be met (e.g. existing fixed outlets, portable generator) .....

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Number and Types of Toilets Proposed

Male WC..... Hand Basins..... Urinals (number or in metres).....

Female WC..... Hand Basins.....

Disabled WC..... Hand Basins.....

Are the toilets existing or temporary: Existing Temporary (Portaloo)

Emergency Procedures

Emergency contact person..... Phone.....

Evacuation Plan developed and distributed to key personnel Yes No

Risk Management Plan developed (1000 or more patrons) Yes No

Access for emergency vehicles to event maintained at all times Yes No

Who Will Be Supplying First Aid Service .....

Number of first aiders..... Number of first aid posts.....





Declaration

I declare the information provided on this application is correct to the best of my knowledge.

\_\_\_\_\_  
**SIGNED APPLICANT**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATE**