



# Festival / Event Application

## Eligibility

Events that are eligible for Council support (financial or in-kind) are those that are:

- initiated, supported, organised, financed and/or managed by the Council
- proposed by non-Council groups and are not for commercial gain, or private or exclusive interest.

Additionally, applications will also be assessed according to potential community, economic, environmental and timing impacts. More information is available in the Festivals and Events Policy.

An **event permit** will be provided detailing permission for the event to proceed once all documentation is received.

*Council's Festival and Events Policy requests at least three months' notice is provided for events. Where an event arises within three months, please call Council to discuss and expedite assistance if possible.*

## Applicant and Event Details

Organisation					
Postal Address					
Responsible Person and Title					
Contact Details	Phone				
	Email				
Event Day Contact (if different from above)		Name			
		Phone			
<b>Event Name</b>					
<b>Event Date/s</b>					
Event Location		Address			
		<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Both			
Event Times	Start		Access to Venue	Start	
	Finish			Finish	
Event Type (festival, exhibition, sports carnival etc)					
Expected attendance		<input type="checkbox"/> Under 50   <input type="checkbox"/> 50-100   <input type="checkbox"/> 100-400   <input type="checkbox"/> 400-1000   <input type="checkbox"/> Over 1000			
<b>Council Facilities only</b>					
Request for lawn mowing (Y/N)					
Request to peg lawns for marquees or activities (Y/N)					
<i>If yes, a service locator contractor may be required. Please contact Council's Events Officer to discuss.</i>					

**Requests for Equipment (note that requests are not guaranteed)**

Event bins	No. waste (orange) requested	
	No. 10c beverage container (yellow) requested	

Additional waste collection for multiple-day events (Y/N)

*Note that beverage container bins must be emptied by the event organiser on the day of the event. Event organisers, or subsequent community groups, can then benefit from the 10c recycling funds.*

*General waste bins must be placed on the curb for collection following the event.*

Orange bollards (stick shaped)	No. requested	
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Plastic mesh bunting	Approximate metres requested	
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Community event signs	No. requested	
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Preferred delivery/collection location for any approved items (please give detailed description)	
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*Event equipment, if approved, is delivered to one location only. The event organiser is responsible for distributing items around their venue and returning them to the collection point once the event is concluded. Please note limited bollards and mesh are available. Refer to Terms and Conditions for conditions of use.*

**Marketing and Promotion**

<input type="checkbox"/>	<i>Council's Communications Team may be able to help promote your event through their online and social media platforms. If you prefer not to receive marketing assistance, please check this box.</i>
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Brief description of event and activities on offer (max 100 words)

Please include detail on the community, economic, environmental and timing benefits of the event.

Key points of interest to highlight (max three)	
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Website, booking page or Facebook event	
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Ticket cost	
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### Activities requiring further information or approvals

Please indicate below if your event will involve any of the following activities and refer to the AHC Event Terms and Conditions for instruction on what is required.

Activity	Applicable (Y/N)	Requirements/Advice
Temporary signage (A-frames, banners etc)		→ By-laws apply
Use of community/Council land		→ By-laws apply
Electrical connection on community/Council land		→ Electrical Certificate of Compliance may be required
Fires, BBQs etc		→ Permit may be required during fire danger season (see CFS)
Liquor		→ Liquor licence required
Fireworks/pyrotechnics		→ State legislation applies
Animals for display or handling		→ Inspection of animal management practises may be required
Amplified music / speeches		→ Regulations may apply
Supply or Sale of Food		→ Food handling regulations apply
Roadside Trading		→ A Roadside Trading Permit is required when public road verges are being used for business purposes
Development Approval <i>see Festivals and Events Procedure to clarify when Development Approval is required</i>		→ Development Approval is required for events on private land <i>Note: this may be an involved process, allow up to six months</i>
Road restrictions or road closures		→ Council consent is required → Community consultation may be required → Professional traffic management is required
<b>SA Police Crowded Places Assessment</b>	Due to heightened concerns around rogue vehicle attacks, all outdoor events are asked to complete the SA Police Crowded Places Assessment available via the SAPOL website. <a href="https://www.police.sa.gov.au/online-services/mass-gatherings">https://www.police.sa.gov.au/online-services/mass-gatherings</a>	
	Assessment Score	

### Statement of Understanding

I acknowledge that the Event Application submitted herein is subject to the consideration and approval of authorised Officers of Adelaide Hills Council.

I authorise for the information contained in the Event Application and attached to the Event Application to be circulated and reviewed by Adelaide Hills Council Officers and their advisers. I acknowledge that personal information provided by me on this form will be used by Council or its agents and can be accessed by me and may also be available to third parties in accordance with the *Freedom of Information Act SA (1991)*.

I acknowledge that it is the responsibility of the Event Organiser to ensure that the event meets all necessary by-law, policy, standards, and legislative requirements.

I acknowledge that I have read and agreed to the [AHC Festivals and Events Terms and Conditions](#).

I acknowledge that it is the responsibility of the Event Organiser to ensure that all other parties involved in the event have the appropriate level of Public Liability Insurance (to be retained by the Event Organiser).

I am aware that the Event Application will be considered in accordance with the information provided on the Event Application, and any relevant attached documents requested, and will not be valid until evidence has been provided of **Public Liability Insurance with a cover of \$20 million (minimum)**.

The Event Organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and indemnifies each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made claimed against them or any of them arising out of or in relation to the issuing of the permit. Any undisclosed alterations to the said event or non-compliance with the conditions of the permit, once issued, may result in the permit being revoked pursuant to Section 225 of the *Local Government Act SA (1999)*.

<input type="checkbox"/>	<b>I have attached evidence of Public Liability Insurance (\$20 million minimum)</b>
Signed	
Applicant Name	
Date	

#### Send completed application to:

Events Officer  
[events@ahc.sa.gov.au](mailto:events@ahc.sa.gov.au)  
8408 0441

Adelaide Hills Council  
63 Mount Barker Road  
Stirling SA 5152

## AHC Festivals and Events Terms & Conditions

These Terms and Conditions are informed by, and should be read in conjunction with, the AHC [Festival and Events Policy](#) and the attached **AHC Festival and Event Application**.

To hold an event within the Adelaide Hills Council, a Festival and Event Application form must be completed and submitted at least **three months** prior to the event date or approval may be denied. Festivals or events that fall under **exceptional categories** are listed in the Policy. The Policy should be consulted for specific deadlines as they **may be longer than three months**. In the case where a festival or event has arisen with less than 3 months' notice, Event Organisers should call the Council in the first instance to discuss plans and expedite assistance if possible. We endeavour to support all requests from eligible events, but in some instances the proposed activity/event may not be deemed appropriate and therefore may not be approved. As council land is for public use, we cannot always guarantee exclusivity.

As per our Festivals and Events Policy, events that are eligible for Council support (financial or in-kind) are those that are:

- initiated, supported, organised, financed and/or managed by the Council
- proposed by non-Council groups and are not for commercial gain, or private or exclusive interest.

Additionally, applications will also be assessed according to potential community, economic, environmental and timing impacts. More information is available in the Policy.

The Festival and Event Application form can be downloaded, completed and returned via:

- Email to [events@ahc.sa.gov.au](mailto:events@ahc.sa.gov.au)
- Delivery to any Council Service Centre
- Post to PO Box 44, Woodside SA 5244.

Event Applications for events on Council land within the Adelaide Hills Council and/or events which request the assistance of Council in any way, will only be considered where these Terms and Conditions have been signed and agreed to, and only where the necessary application forms, details of insurance and appropriate permit requests have been submitted with all details completed. By signing the Festival and Event Application form the Event Organiser states they have read and agree to these Terms and Conditions.

### **Definitions**

**"AHC"** means the Adelaide Hills Council

**"Council"** means the elected members of the Adelaide Hills Council

**"Application form"** means the Festival and Event Application form

**"Community Festivals and Events"** means those festivals or events that create and foster a positive community spirit through participation, volunteering and co-operation. They may provide opportunities for recreation, entertainment, celebration and education. These events are typically held by not-for-profit organisations to celebrate or remember significant events or to fundraise for community initiatives or charitable purposes.

**“Community-Council Collaborative Festivals and Events”** means those festivals or events that are a collaboration of community groups and Council, working together to create an event for the benefit of the broader community. The events may be recurrent in nature.

**“Commercial Events”** means events conducted for the purpose of marketing, promoting or selling a service or product, or for providing entertainment for profit. Examples: live performance or concert, trade show, product promotion.

**“Council operated event”** means an event initiated and managed by the Council.

**“Event Organiser”** means the individual or group responsible for the planning and execution of an event. This person will be the main contact for Council in relation to the event.

**“Level of Support”** means the level of support for the event in the community. It is assessed by Council on a case by case basis. When residents are not directly impacted, **support** from the community may be able to be inferred from past experience and feedback. A street closure affecting local traffic might require proof of at least 75% support (or no more than 25% opposition) from those affected residents (depending on factors such as time, duration and extent of impact) to be deemed to have **support**.

**“Private Festivals or Events on Council or Community Land”** means events held for private purposes that generate no revenue to the Event Organiser. The event is generally not granted or guaranteed exclusive use of any public area. Examples: wedding ceremony, family picnic, birthday celebration.

**“Public Festivals or Events on Private Land”** means events open to the public (with or without an admission charge) that are held entirely on private land.

**“Community Land”** is defined under Section 193(1) of the *Local Government Act 1999*. All local government land (except roads) that is owned by council or under council’s care, control and management at the commencement of this section (the *commencement date*) is taken to have been classified as community land unless –

- a) The council resolves to exclude the land from classification as community land within three years after the commencement date; and
- b) The land is unaffected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation.

**“Competitive Motoring Events”** means a motoring or ‘motorsport’ event that is licensed by a national governing body.

**“Non-Competitive Motoring Events”** means motoring events that are not licensed by a national governing body.

## **Public liability insurance and indemnification**

The Event Organiser agrees to indemnify and to keep indemnified the Adelaide Hills Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the conduct of the activity caused by the Event Organiser's negligence.

The Event Organiser shall take out and keep current a public liability insurance policy to a minimum of \$20 million in respect of injury or loss occurring on the land for the duration of the event. Evidence of the public liability insurance must be attached to the Application form.

The Event Organiser shall not commence any activity until evidence of such a public liability insurance policy is given to AHC. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the Event Organiser. This permit will not come into operation until proof of the insurance has been provided to AHC.

The Event Organiser must not allow any activity outside of the remit of the event whereby any insurance cover in respect of the land or the use may be vitiated or rendered void or voidable.

## **Risk and Emergency Management**

A detailed Risk and Emergency Management Plan must be provided as an attachment to the Application form for events held on Council land. The plan must demonstrate that all potential risks have been considered and attempts have been made to mitigate them. A template is available on Council's Events webpage <http://www.ahc.sa.gov.au/services/support-for-community-events>.

## **Fires and Barbeques**

If your event requires any use of fire including for cooking, display or comfort, you must indicate this on your Application as restrictions may apply and permits may be required. The Events Officer will discuss the details with you.

## **Bushfires and Fire Danger Season**

The Adelaide Hills are a part of the Mount Lofty Ranges CFS district. The South Australian Fire Danger Season generally runs from November – April each year, although the season is often extended due to seasonal conditions. The exact dates are announced by the SA Country Fire Service (CFS) in the months leading up to November. During the Season there are a number of activities which become prohibited or require a permit due to the increased risk.

The CFS maintains a forecast of predicted Fire Danger ratings at all times based on how dangerous a bushfire could be if it were to occur. The Event Organiser must keep track of the predicted fire danger rating for their event day in the lead up to the event via [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au).

If your event falls within Fire Danger Season, Council requires in writing your position or plan should the forecasted rating for your event day be extreme or catastrophic. Festivals or events on Council or community land must automatically be cancelled on catastrophic fire days.

## **Hostile vehicle mitigation**

South Australia Police (SAPOL) have suggested that Event Organisers should consider hostile vehicle mitigation as a part of their risk management plan when planning an event. This is of particular importance if your event involves large crowds or requires a traffic management plan. For more information, please visit the SAPOL website and complete the crowded places self-assessment and/or security audit tools on that page via <https://www.police.sa.gov.au/your-safety/crowded-places>.

## **Permits and licences**

If your event is to be held on council land, you are required to make a booking using either the Festival and Event Application form, or the Casual Land Use Application form for small private events such as birthdays and wedding ceremonies. Exclusivity of Council land cannot be guaranteed for casual use. Large festivals or events may require the issue of a property licence for exclusive use of public land, depending on the format of your event and at the discretion of the Property Department. A permit fee may also apply.

AHC has the right to decline an application requesting use of Council land if:

- the proposed activity or event would violate any Council by-laws
- inadequate information regarding the event has been provided (including insurances)
- insufficient notice has been given to allow for the processing of the application
- there is a likelihood of undesirable impact on, and likely inconvenience caused to the public and local residents
- the Event Organiser has not satisfied the AHC they have the resources and necessary experience to suitably manage the event
- the event/activity requires the approval of the elected member body via a Council report

## **Commercial usage**

Council land is not to be used for any commercial purposes without specific approval being granted following full disclosure of all financial particulars.

## **Development Approval**

Please note that events on private land may require Development approval to proceed. This may be a significant process so please allow up to six months processing time. For more information contact Council's Duty Planner on 8408 0400.

## **Notification of event**

The Event Organiser is required to notify the Emergency Services (SAPOL, SA Ambulance, Fire, St Johns) of the event and comply with all their requirements i.e., safety risks to event participants and other land users, crowd and traffic control.

If your event will impact on local residents or local businesses, public consultation may be required at the responsibility of the Event Organiser. The Events Officer will discuss this with you. Advertising of the event should not occur before approval is obtained.



## **Cancellation of event**

If a festival or event is cancelled for unavoidable reasons such as inclement weather, the Event Organiser is responsible for the notification to Council and the general public. The Event Organiser will be responsible for any costs attributed to the cancellation of the festival or event. Festivals or events on Council or community land must automatically be cancelled on days rated a catastrophic fire danger day by the CFS.

## **Environmental protection**

The Adelaide Hills are renowned for our stunning natural beauty and diverse wildlife. Council is committed to protecting our environment and encouraging sustainable activities. Event Organisers are asked to consider the impact of their activities and work to minimise their footprint. Single use plastics such as plastic cutlery, straws and balloons are discouraged as they are not-recyclable and there is a high risk of accidental littering causing significant harm to wildlife and waterways.

## **Noise control**

The Event Organiser is responsible for control of noise at their event and will be responsible for dealing with any complaints received during the staging of the event. All reasonable measures must be taken to ensure minimal disturbance of residents. Event Organisers must be aware of and comply with the Environment Protection Act provisions applicable to noise (i.e. maximum decibel limit permitted from amplification). Further information can be found on the Environment Protection Authority website <http://www.epa.sa.gov.au/>

- No music system or amplified sound is to be used by any Event Organiser without prior approval from AHC
- Any direction given by an authorised officer of AHC must be complied with

## **Site plan**

A detailed site plan may be requested for events on Council land showing the positioning of marquees, food vans, stalls, vehicle access, portable toilets, road closures, additional waste bins drop off/pick up, fireworks display, animals, amusement rides and native vegetation locations. The site plan must be clear and easy to read and understand.

## **Site clean up**

It is the responsibility of the Event Organiser to ensure all rubbish and equipment is removed from the event site at the conclusion of the event. The Event Organiser is responsible for any damage caused to public property that occurs as a consequence of their festival or event. The costs associated with repairing such damage will be the responsibility of the Event Organiser; however repair work should be undertaken in consultation with Council. If the Event Organiser does not remediate to our satisfaction AHC may remediate and pass the costs on to the Event Organiser.

## **Security**

The Event Organiser is responsible to provide security patrols if considered necessary. If event infrastructure and/or equipment is going to be set up out of event operating hours, approved and licensed security is a prerequisite.

## **Temporary signs and banners**

Signage is to be no more than 2m<sup>2</sup>, anything larger will require development approval. Please provide information on any signage you wish to install on roadsides to the Events Officer at the time of your application.

## **Advertising**

Advertising is not permitted on Council property without written permission from the Adelaide Hills Council.

## **Stall holders**

If any organisations apart from the Event Organiser's organisation are participating in the event, the Event Organiser is required to retain a copy of their insurance details and what products are being sold. The sale of any goods on Council land is not permitted without the permission of AHC.

## **Food vendors**

Temporary food premises are structures set up for a specific, occasional event such as a fete, fair or festival. The sale of food or drink on Council land is not permitted without AHC approval. If you are selling or distributing food, you are required to complete an Environmental Health Form containing the details of all food vendors. This form can be downloaded from Council's Events webpage.

All food and drink stalls must comply with the provisions of the *Food Act 2001* and the *Public and Environmental Health Act*. The Event Organiser is responsible to fully acquaint the sub-contractors with the regulations.

## **Vehicle access**

Support or promotional vehicles are not to be driven on or parked on any Council land unless a permit is issued by AHC.

## **Electrical supply**

Electrical supply is not available at all sites and AHC does not provide generators. Electrical supply must be requested on the Application form which will be assessed and availability determined. Some facilities require key access to the power box and arrangements will be made for key collection prior to the event.

All electrical equipment used at events that are held on AHC land must be tagged and tested to the Australian Electrical Standard AS/NZS 3002:2021 Electrical Installations – Shows, Carnivals and Events, for the safety of spectators and participants. A licenced electrician is required to

inspect, issue a certificate of compliance and provide this certificate to Council prior to the public opening of the event. The Events Officer will be able to help you with the coordination of this inspection.

### **Liquor sales and consumption**

The consumption, carry or possession of liquor on Council land requires prior permission from AHC.

A liquor licence is required if alcohol is to be supplied or consumed at any event. If your application with the Liquor Licence Commission requires a letter of support from AHC, please contact the Events Officer.

AHC can assist organisers by applying for a dry area for the duration of the event on their behalf. This is managed through Consumer and Business Services to help manage potential alcohol-related anti-social behaviour at the event. Please contact the Events Officer to discuss if you feel this is required.

### **Marquees and irrigation marking**

The use of pegs is not permitted on Council parks and reserves. Only above-ground weights are to be used to secure marquees, structures, stalls, bouncy castles, amusements, etc. The use of pegs must be discussed and approved by AHC, and if approved, a contractor must be organised to mark out the irrigation and underground supply lines before any installation can begin.

### **Amusements**

Amusement rides can be used at major community events with prior written approval from AHC. All Safework SA certificates and a copy of public liability insurance are to be attached to the Application form <https://www.safework.sa.gov.au/>.

### **Fireworks and pyrotechnics**

It is prohibited to ignite or discharge fireworks on Council land without prior written permission from AHC. Evidence of SafeWork SA approval must be provided, along with the details of the licenced pyrotechnician proposed to conduct the display: <https://www.safework.sa.gov.au/>. Nearby residents will need to be notified of the fireworks display via a letter box drop at the responsibility of the Event Organiser.

### **Animals**

See Guideline No.3 of Council's *Festivals and Events Policy*.

If your event will involve the display or handling of animals this must be indicated in your Application and the contact details of the supplier or person responsible for these animals must be provided to the Events Officer. A member of Council's Environmental Health team will be in contact with them to discuss the requirements of the *South Australian Public Health Act 2011*.

## **Road closures and traffic management**

See Guideline No. 1 & 2 of Council's *Festivals and Events Policy* if your event is a competitive or non-competitive motoring event.

All requests for event road closures must be submitted with the Application form at least **3 months** prior to the commencement of the event.

For an event where any part of the closure will occur on a road under the care, control and management of the Department for Infrastructure and Transport (DIT), please contact Senior Sergeant Chris Holland – Traffic Planning Coordinator, Emergency and Major Events Section SA Police on 08 7322 4261 or email [chris.holland@police.sa.gov.au](mailto:chris.holland@police.sa.gov.au)

The AHC can only approve events being held solely on roads under its care, control and management.

Note that if an event includes a speed component – i.e. a car rally – the AHC has no authority to exempt motorists from the speed limit. Approval for the event will be required initially from AHC then a speed exemption must be sought from SAPOL. We are unable to provide speed reduction signs for community events.

Traffic Management on South Australian Roads may only be conducted by persons qualified in Work Zone Traffic Management. In most instances it is necessary to hire a professional traffic management company. We are unable to provide traffic management signage for community events.

Traffic management support is available from AHC only in limited circumstances, where the event would otherwise not be possible or would pose safety risks for attendees, pedestrians and vehicle traffic. Please discuss your requirements with the Events Officer before progressing your plans. AHC does not offer this support in-house but through the engagement of a professional traffic management company.

## **Parking controls**

AHC may be able to assist you with temporary parking controls for your event. This must be requested on your Application form. Parking controls on public roads may only be installed by AHC Officers. For parking control within a property, Event Organisers are able to request the loan of portable bollards to which barrier tape or signage can be attached.

## **Motoring Events (Competitive and Non-Competitive)**

See Guideline No.1 and Guideline No.2 of the *Festivals and Events Policy*.

## **Waste management**

All litter is to be removed after the event. Events eligible for in-kind support are able to request the loan of general waste and 10c beverage container recycling bins. Delivery and collection details must be included on the Application form and marked on the site plan. If your event is on a weekend, the bins will be dropped off on Friday and collected on Monday. The number of bins supplied will be based on the Event Organisers request as well as the anticipated number of attendees and at the discretion of our Waste Management staff and resource availability. All bins must be returned to the location which they were delivered at the end of your event

for collection. General waste bins will be emptied by Council's waste contractor. Beverage container bins must be emptied by the Event Organiser on the day of the event. Event Organisers, or a community group they arrange, are then welcome to redeem the containers for 10 cent recycling return as an additional form of fundraising.

AHC are not responsible for the removal of any items that would be classified as 'hard waste' ie. timber, furniture, stalls, signage etc.

### **Equipment loan**

The AHC equipment listed on the Application form is available for use and hire for 'not for profit' community events and Adelaide Hills Council supported events. The amount of equipment supplied will be assessed in terms of quantity, timing and resource availability. In most instances this equipment will be delivered to the event site location specified in your Application and will be collected after your event. Please return all equipment to the location it was dropped for collection at the end of the event day. If your event is on the weekend, equipment will be delivered on Friday and collected on Monday. In some cases, equipment will need to be collected and returned to the AHC depot. Limited bollards and mesh are available, and a replacement cost may apply for any bollards not returned.

### **Provision of portable toilets**

If your event is to be held on a Council property with existing toilet facilities, Council will look to provide additional stock and cleaning proportionate to the expected size of your event. If the existing facilities will be insufficient for the number of attendees expected at your event, it will be the responsibility of the Event Organiser to arrange additional temporary toilet facilities. Please include any portable toilets on your site plan and attach the site plan to your Application form.

Support is available from AHC for portable toilets only in limited circumstances.

### **Checklist and attachments**

Please ensure that all relevant documentation is submitted with the Application form.