

Major Event Venue Booking Application 2024/2025



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4010
Phone	1300 434 434			TRIM Ref.	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	June 2024
				Business unit	Parks and Open Space
				Application no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Booking Information and Conditions
<ul style="list-style-type: none"> This form must be completed in full. Incomplete applications will be returned to you and may result in approval delays. It is recommended that Council be contacted 1300 434 434 to discuss venue availability prior to submitting an application. Events must comply with the relevant Plans of Management or Local Environment Plan for the area requested. This form must be submitted at least 3 months prior to the event date. Additional permits/licences/reports from other agencies may be required before approval can be finalised. These are the responsibility of the event organiser and must be produced if required. Council does not allow any alcohol or tobacco sponsorship/advertising. Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's venues. Booking fees and bonds will be set in line with Northern Beaches Council Fees and Charges, which are reviewed annually and updated in July. Council reserves the right to adjust fees where advance bookings (ie. before July 1 of any given year) result in discrepancies. All booking fees and additional charges must be paid by the due date. If payment is not received within this timeframe, the booking may be cancelled. If a bond is specified it will be refundable in whole or part, following an inspection after the event to determine compliance with Council's conditions. Any changes to an event date, times or location must be approved by Council. Council reserves the right to close a venue and prior notification will be made where possible. In the event of a cancellation, part of the fee may be retained to cover administrative costs.

Part 1: Applicant details

Name of association/organisation			
Type of association/organisation (please tick)	Commercial	Not for Profit	Charity
	Other (please specify):		
ABN			
Contact person			
Contact person's position			
Business address			
Suburb			
Postcode			
Phone		Mobile	
Email			
Website			

Part 2: Event details

Event Title			
Type of event	Sporting	Aquatic	Commercial/Promotional
	Community event	Other (please state)	
Please provide a detailed description of the event:			
Age group	Adults	Children	Both
Age range (from - to)	-	-	-
No. of participants per day (approx)		No. of spectators per day (approx)	
No. of staff/officials per day (approx)		Total No. of people per day (approx)	

Part 3: Request details

Reserve/beach requested			
Date access to site required (bump in)	/ /	Time access required	From: To:
Start date of event	/ /	End date of event	/ /
Start time of event each day	am/pm	End time of event each day	am/pm
Date will vacate site	/ /	Time will vacate site	am/pm
<i>Please note: Set up and pack up days do incur charges. Permission will not normally be granted for the event to commence prior to 7am weekdays and 8am weekends</i>			

Part 4: Access to the toilets

Do you require access to Council amenities (if available)?	Yes	No	
Do you require a key to access Council amenities?	Yes	No	
Do you intend to supply portable toilet facilities for the event?	Yes	No	How many?
Expected date and time of delivery	/	/	am/pm
Expected date and time of removal	/	/	am/pm
<p><i>Please note:</i></p> <ul style="list-style-type: none"> • Please indicate the location of portable toilets on the Site Plan (Attachment 1) • Keys may be required to access a building depending on the location. A deposit/bond is required for a key - this is refunded on its return. 			

Part 5: Alcohol

N/A

Is it proposed that alcohol be consumed at the event?	Yes	No	N/A
Is it proposed that alcohol be sold? If yes, an On Licence (function) application must be completed and submitted to the Licencing Police at least 21 days prior to the event.			Yes No
A copy of this licence is to be attached to this application.	Yes	No	
If the licence is not attached when can it be expected?	/	/	
<p><i>Please note: Northern Beaches Council has designated 'Alcohol Free Zones'. Please check Council's website for locations.</i></p>			

Part 6: Approval for third party

Do you require an event approval from Council to secure any aspect of the event from a third party? i.e. Aquatic Licence, Liquor Licence, Fireworks?	Yes	No
If yes, please indicate what you need and the date you require the notification from Council?		
<p><i>Please note: Council will endeavour to meet this date however no guarantee can be provided. The processing of an application depends on the accuracy of the information provided on the completed application form and the date it was forwarded to Council.</i></p>		

Part 7: Catering/sale of food

N/A

Will food be served/sold/provided to the public at your event?	Yes	No
Will food be prepared on site at your event?	Yes	No
If yes to either of the above, additional approvals may be required from Council's Environmental Health Unit. Please contact the team on 1300 434 434 or email EnvHealthRM@northernbeaches.nsw.gov.au to discuss.		
Description of type of food being prepared/ served/ sold and the set up for selling/cooking/distributing etc:		
Mobile food vans:		
Temporary food stalls:		
Other:		
Examples 1. Caterer/we will use existing kitchen 2. Volunteers using BBQ only - no other food 3. Cake stalls on tables		

Part 8: Access by machinery/vehicles

Describe in detail the nature, size of vehicles and purpose of access to a Council venue
<i>Please Note: Applications for access to reserves by machinery or motor vehicles may require further documentation and information.</i>

Part 9: Temporary structures

Is it proposed to erect scaffolding?	Yes	No	
Is it proposed to erect viewing / judging stands?	Yes	No	
Do you propose to erect tents or marquees?	Yes	No	
If yes, how many?			
Details and size of each			
Is it proposed to erect stages?	Yes	No	
If yes, please provide details of size and type			
<p><i>Please note:</i></p> <ul style="list-style-type: none"> • Please indicate the location of any structure on the Site Plan (Attachment 1) • If a stage or scaffolding exceeds 1 metre in height it must be erected by appropriately ticketed scaffolders and be certified as structurally stable by a practicing Structural Engineer. This certificate must be submitted to Council's Compliance Service (5) working days prior to the commencement of the event. 			

Part 10: Public address system and/or musical performances

N/A

Will there be a public address system?	Yes	No	
If yes, list date(s) proposed to be used (from - to)	-		
If yes, list times proposed to be used (from - to)	am/pm	-	am/pm
Purpose of the PA use at the event:			
Number and location of speakers (indicate location on Site Plan - Attachment 1)			
Will there be a musical performance?	Yes	No	
If yes, what type?			
Proposed performance dates (from)		Proposed performance dates (to)	
Proposed performance time (from)	am/pm	Proposed performance times (to)	am/pm
Number of speakers		Sound power level (eg. 240 watt speakers)	

Part 11: Lighting

Do you require use of floodlights (where available)?	Yes	No	
If yes, list date lights required:	-		
If yes, list time lights required:		am/pm	-
am/pm			
<i>Please note: The use of the floodlights will be charged as per the current Fees and Charges.</i>			

Part 12: Power/generators

Will a generator or other power source be used?	Yes	No	
Proposed hours of use of generators (from - to)		am/pm	-
			am/pm
What will the generators be used for?			
Generators must be silenced, please provide details of proposed silencing of the generators:			
Do you require use of Council's existing power source (where available)?	Yes	No	
If yes, list dates power required (from - to)	-		
If yes, list time power required (from - to)		am/pm	-
			am/pm
<i>Please note:</i> <ul style="list-style-type: none"> • All electrical leads and appliances must be tested and tagged in accordance with Workcover regulations. • All leads must be protected from earth leakage by the installation of Residual Current Devices (RCD) and must be laid in accordance with Workcover legislations. • You must have a qualified electrician check the sight and confirm you have complied with all Workcover regulations. 			

Part 13: Waste Management and Cleaning

<i>Please Note: All events are required to complete the Event Waste Management Guidelines form. This form can be found on Councils website: https://www.northernbeaches.nsw.gov.au</i>			
Will you be providing additional garbage bins for the event?	Yes	No	
Name of supplier			
Expected date and time of delivery	/	/	am/pm
Expected date and time of removal	/	/	am/pm
If no, do you require Council to supply extra bins at the venue?	Yes	No	
<i>Please note:</i> <ul style="list-style-type: none"> • If yes, please indicate the number and delivery/collection details on the Event Waste Management Guidelines form. • Additional fees and charges will apply. 			

Part 14: Road closure and traffic management

Do you require full, partial or temporary road closures on an RMS main road?	Yes	No	
<p><i>Please note:</i></p> <ul style="list-style-type: none"> If yes, a Traffic Management Plan and Traffic Control Plan is required, in accordance with Roads and Maritime Services (RMS) 'Traffic Management for Special Events' guidelines. You will also be required to submit an 'Implement Traffic Control Application' to Council via northernbeaches.nsw.gov.au. Your plans will be presented to Council for discussion at the Traffic Committee; this committee makes recommendations and comments to the RMS regarding events. RMS will also require a Road Occupancy Licence (ROL). It is recommended that applications for road closure be submitted to RMS and Council a minimum of 3 months prior to the proposed event. 			
Have you submitted a Traffic Management Plan to the RMS?	Yes	No	
If yes, when was the document forwarded to the RMS?			
Is the Traffic Management Plan for Council's consideration attached?	Yes	No	
Do you need to implement temporary traffic control measures (including part or full road closures) on local roads?	Yes	No	
<p><i>Please note:</i></p> <ul style="list-style-type: none"> If yes, an Implement Traffic Control Application must be submitted to Council via northernbeaches.nsw.gov.au If you are intending to close roads and/or your traffic control will have a significant impact on traffic conditions you will also need to submit a Traffic Management Plan for consideration by the Traffic Committee. In such circumstances it is recommended that your application be submitted a minimum of 3 months prior to the proposed event. 			
Have you submitted an Implement Traffic Control Application?	Yes	No	
Please provide any other relevant details related to traffic management.			
<p><i>Please note:</i></p> <ul style="list-style-type: none"> All emergency services, bus and transport companies must be advised of any road closures prior to the event. 			

Part 15: Parking details

Please indicate on the Site Plan (Attachment 1) where parking is proposed, including parking for boats and trailers.			
Will additional parking be required or supplied?	Yes	No	
If yes, please outline			
Do you wish to close any or part of a Council carpark for your event?	Yes	No	
If yes please provide details of your request			
<p><i>Please note: Council's Pay and Display car parking system is in place at some reserves and all beach parking areas. Additional fees may apply for the use or closure of metered parking spaces.</i></p>			

Part 16: Security

What provision is being made for the security of participants during the event?
If the proposed booking is for more than one (1) day, give details of your proposal for the security of equipment/displays at the venue overnight

Part 17: Safety procedures and risk management

Please provide full details of the procedures and steps you will undertake to ensure the safety of participants and other people at the event - including details of St Johns Ambulance volunteers, First Aid, onsite ambulance staff including names and their roles.		
If an event is considered 'high risk' a Risk Assessment and Management Plan is to be provided, please attach. (A high risk activity includes those events involving large numbers of people, water based activities, strenuous or risky activities, fire works, amusement games, animals, road or water crossings and placement of large structures on the reserve).		
Is the Risk Assessment and Management Plan attached?	Yes	No
If no, date expected to be forwarded to Council:		
<i>Please note: If an aquatic event, please outline specific water safety actions and procedures.</i>		

Part 18: Aquatic events

N/A

Are aquatic events associated with this event?	Yes	No	
Do you wish to hire Council lifeguards?	Yes	No	
If yes, how many?	Times required (from - to)		-
Do you wish to hire Council jet ski?	Yes	No	
If yes, how many?	Times required (from - to)		-
<i>Please note: Fees and charges apply to both the hire of jet skis and lifeguards.</i>			
Do you require exclusive use of a specific body of water or surf break?	Yes	No	
If yes, supply details and where appropriate, provide a sketch of the area required: (See Attachment 1)			
<i>Please note:</i> <ul style="list-style-type: none"> • Exclusive use of the water requires a Council lifeguard and jet ski - if this is required please complete the above section. • It is the responsibility of the event organiser to ascertain if an Aquatic Licence is required and forward to Council once approved. • If your event commences prior to normal lifeguard operating hours you may be required to book a Council lifeguard. You will be advised if this is required once your application has been assessed. 			
Does this event require an Aquatic Licence?	Yes	No	
Aquatic Licence attached?	Yes	No	
If no, what date can Council expect to receive a copy of Aquatic Licence?			

Part 19: Triathlons, Biathlons, Fun Runs and Walkathons

N/A

Please provide a program of events, route and estimated times of commencement of each leg			
Details attached?	Yes	No	
Map showing where directional signs are proposed to be erected, if any.	Yes	No	
Map showing rest/comfort stops, staging areas etc (See Attachment 1 Site plan)	Yes	No	

Part 20: Animals/animal rides

N/A

Is it proposed to provide animal rides or other activities involving animals?	Yes	No
If yes, please give details of the type and number of animals involved		
Name of company providing animals		

Part 21: Amusement devices

N/A

Do you propose to have amusement devices? Including: Merry-Go-Rounds; dodgem cars, ferris wheels, slides, jumping castles, trains etc	Yes	No		
If yes, please supply full details of each ride/ device in the following table or attach separately				
Type of ride	Size	Cert no	Amount of insurance cover	Date of expiry
<p><i>Please note:</i></p> <ul style="list-style-type: none"> Amusement devices are registered and approved under the current Construction Safety Act, 1912, by Work Cover. Only those devices as listed will be permitted. No amusement devices are to be brought to the area without prior approval being sought and obtained from Council and no repairs to vehicles or amusement devices may be undertaken on site. Amusement devices must be inspected and approved by certified Structural Engineer as erected on the day. It is the responsibility of your organisation to ensure that all suppliers and/ or contractors operating/ trading at your event provide evidence of public liability in the form of a certificate of currency for not less than \$20,000,000 for each claim. 				

Part 22: Fireworks

N/A

Is it proposed to use fireworks at the event?	Yes	No	
If yes, please give the pyrotechnician's Licence number issued by WorkCover			
Proposed start time of the display	am/pm	Proposed end time of the display	am/pm
Display Fireworks Permit attached?		Yes	No
If no, what date can Council expect to receive a copy?			
<p><i>Please note:</i></p> <ul style="list-style-type: none"> Proposed location of the fireworks must be indicated on the Site plan (Attachment 1) A current Display Fireworks Permit must be obtained from WorkCover NSW and submitted to Council at least 21 days prior to your event. Public notice is required no less than 7 days prior to the event in accordance with WorkCover guidelines. In the event of a total Fire Ban, exemption must be obtained from the NSW Rural Fire Service & a copy forwarded to Council prior to the event otherwise your fireworks will not be permitted. Immediately following the fireworks display, all debris from the display and equipment is to be removed from the area. See Work Cover web site for a self-assessment Fireworks Display Checklist and Guidelines http://www.workcover.nsw.gov.au/ You are required to contact the local Fire Brigade and advise of your proposed fireworks display. 			

Part 23: Circus or carnival

N/A

1. Estimate of total area required			
2. Number of caravans/ancillary vehicles/ food vans associated with the event. State type and nature. (Please attach a list if insufficient space)			
3. Number of staff on site per day		Number of staff on site per night	
4. How are staff accommodated?			
5. Max capacity of tent enclosure			
a) WorkCover Certificate number		b) Expiry date	
<i>Please note: You will be required to produce this certificate</i>			
6. Anticipated draw per day		Hours of operation	
7. Number of performances per day			
8. Performance times			
9. Proposed method of outside lighting			
10. Times of use of outside lighting			
11. Number and types of animals involved (please list)			
12. Name of garbage contractor		Phone no.	
13. Name of manure removal contractor			
14. Details of method of disposal of sullage waste			
<i>Please note: Council's policy (ENV-PL G30 Circus Performances) permits performances involving animals on the basis that the applicant provides a clearance from the RSPCA or Animal Welfare League before the application is considered.</i>			

Part 24: Event marketing

Northern Beaches Council is committed to supporting community events. You may submit your event to be included on Councils What's On Calendar. Please visit northernbeaches.nsw.gov.au to submit your event details on the 'What's On' page. Please read the relevant guidelines prior to submitting this page.

Part 25: Financial details of the event

Is the aim of this event to make money for a commercial entity?	Yes	No
Is the aim of this event to make money for a not for profit group or charity?	Yes	No
If yes, please indicate where profit will be directed?		
Have you attached an entry form (where relevant)	Yes	No

Part 26: Indemnity

I (applicant name)	
Holds Northern Beaches Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.	
Signature	
Date	
Print name	
Position	
On behalf of (Insert name of company/group/organisation)	

Part 27: Public liability insurance

I (applicant name)	
Hereby declare that as the occupier of the above noted location and Northern Beaches Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$20,000,000 and all of the particulars and information supplied in connection with this application are correct. I acknowledge that I am also aware of my obligations under the Disability Discrimination Act.	
Signature	
Date	
Print Name	
On behalf of (Insert name of Company/Group/Organisation)	
Please note: A copy of your Public Liability Insurance must be forwarded to Council prior to the event.	
Public Indemnity Insurance Policy attached?	Yes No
If no, when can Council expect to receive a copy of the Public Liability Insurance?	

Part 28: Fees and charges

Booking fees and bonds will be set in line with Northern Beaches Council's Fees and Charges. Once an application has been processed a rental contract and invoice will be forwarded to the applicant. This will outline all fees and charges as well as the conditions of hire which the event approval will be based upon. Adherence to these conditions is essential. The payment method information will be included with the rental contract and invoice.

Part 29: Agreement to the Terms and Conditions

I certify that the foregoing information is correct to the best of my knowledge and undertake to advise Council of any alterations or additions to the information supplied. I have read and agree to abide by the hire conditions outlined by Northern Beaches Council.

Signature	
Date	
Print name	
Position	
On behalf of (Insert name of Company/Group/Organisation)	

Part 30: Event program

Please provide a list of activities on each day of the event

Day and date	Time	Activity	Pause

Part 31: Site plan (Attachment 1)

Please provide a detailed and if possible a scaled site plan – which includes the location of all structures (stages, viewing stands, judging stands, tents, marquees, stalls, etc), parking and details of road closures, PA systems, portable toilets and amusement devices as required. Please include the dimensions of all structures and clearly mark the location of tent pegs or other items intended to be driven into the ground. Details of sub surface drainage are also required. Any penetration of the surface will need approval from Council.

Please note: The application will not be assessed if a site plan is not included.