



# APPLICATION TO HIRE A COUNCIL FACILITY

Applicants must complete the following application and submit to Goulburn Mulwaree Council (GMC) a minimum of **TWO MONTHS** prior to any proposed major event. Please refer to *Terms and Conditions of Hire* when completing this application.

The granting of consent to use any GMC facility for any purpose is solely at the discretion of GMC. Any proposed use that may be considered to be contrary to the purpose and amenity of the facility will not be permitted.

## 1. APPLICANT DETAILS

*These details must correspond with the details on the Certificate of Currency supplied.*

Organisation/Applicant: \_\_\_\_\_  
herein referred to as "the Applicant or hirer"

Organisation/Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. EVENT DESCRIPTION / PURPOSE

Event Name: \_\_\_\_\_ herein referred to as "the Event"

What is your event about?: \_\_\_\_\_

\_\_\_\_\_  
(Please attach additional information if necessary)

Event Location: \_\_\_\_\_

*NB: For major events a site plan of the area, drawn to an appropriate scale, is to be provided to Council 4 weeks prior to your event and should include the location of any associated temporary structures and equipment. A site map can be provided to you upon request.*

Event Date/s from: \_\_\_\_\_ to: \_\_\_\_\_

Bump In Date from: \_\_\_\_\_ to: \_\_\_\_\_

Bump In Time from: \_\_\_\_\_ to: \_\_\_\_\_

Event Commencement Time: \_\_\_\_\_ Conclusion Time: \_\_\_\_\_

Bump Out Date from: \_\_\_\_\_ to: \_\_\_\_\_

Bump Out Time, from: \_\_\_\_\_ to: \_\_\_\_\_

Is the Event:  PUBLIC or  PRIVATE

Estimated Attendance Size: \_\_\_\_\_

Will the event be advertised?  YES or  NO

If YES, via which platforms? \_\_\_\_\_

Will there be any form of payment required to attend the event?  YES or  NO

If **YES**, please provide details: \_\_\_\_\_

Will there be fundraising efforts made at the Event?  YES or  NO

If **YES**, who/what are you fundraising for? \_\_\_\_\_

## 2.1. Entertainment and Activities

Provide details of all proposed entertainment and activities (*i.e. bands, animal farms, games, fireworks etc.*):

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## 2.2. Equipment and Structures

Provide details of any temporary structures to be erected (*e.g. stage, scaffolding, seating, marquee, inflatable devices*).

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## 2.3. Vehicles

Provide details of any proposed access to the site, describing the number of vehicles requiring access, their size and purpose of access.

*Please note Vehicles are not permitted on grassed areas of any council parks or sporting fields. Exceptions apply for the Goulburn Recreation Area.*

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## 2.4. Electricity

Will you require access to electricity?  YES or  NO

If **YES**: Please specify the location/s electricity is required \_\_\_\_\_

## 2.5. Food and Drink

Will Food and Drink be sold?  YES or  NO

If **YES** – If the businesses providing food and drink at your event are already registered with Council no action is required. If any food business is not already registered with Council, they will need to fill out **Attachment A** and pay the applicable fee. If applicable, please include a copy of your Food Safety Supervisor Certificate and Public Liability Insurance.

This application is made under *Local Government Act 1993 & Food Act 2003*.

It is the responsibility of the event organizer to ensure only registered food providers attend the event.

Is it intended for Alcohol to be sold?  YES or  NO

If **YES** – A limited licence for a special event allows you to sell or supply alcohol at a venue, as long as the selling and supplying of alcohol is not the sole reason for holding the event.

This type of liquor licence is for temporary and infrequent events, such as a 4-day arts and music festival that occurs annually, or a V8 supercar race, or an international weekend conference.

The licence must be issued by Liquor and Gaming NSW, and a copy must be provided to Council prior to your booking / event commencing.

*Please note this licence can take up to 8 weeks to receive approval.*

## 2.6. Waste Management

Will you require waste services for this event?  YES or  NO

If **YES** – Please complete Attachment B

If **NO**: what arrangements have you made to manage waste generated by your event?

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## 2.7. Amenities

Are cleanings of existing facilities required throughout the event?  YES or  NO

If **YES** – Please complete attachment C

If **NO**: what arrangements have you made to manage cleaning requirements generated by your event?

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*Please note all events are required to complete at least 1 clean of amenities on conclusion of the event.*

## 2.8. Amusement Devices

Will there be Amusement devices at the event? (ie mechanical rides such as dodgem cars, merry go rounds)  YES or  NO

If **YES** – The Owner / Operator must complete attachment D

This application must be lodged with Council 5 working days (minimum) prior to the amusement device being operated. Failure to comply may result in this approval not being completed by the requested date.

This requirements is regulated under Section 68 Local Government Act 1993, Division 5 Local Government (General) Regulation 2005 and the Work Health and Safety Regulation 2011. It remains the responsibility of the event organiser to ensure all applications and required documentation are provided to Council by the due date, and that only licenced and registered devices are operated at the event.

## 2.9. Market Stalls

Will there be market stalls at the event?  YES or  NO

If **YES** – Stall holders are required to provide you, the event organizer, with a copy of their Public Liability Insurance.

*Please note some Council venues do not permit the use of tent pegs to secure marquees – sand bags or weights are preferred.*

## 2.10. Traffic Control/Road Closures

Will the event require redirecting traffic, the closure of a road or intersection, event signage to slow traffic, or will there be any change to the usual flow of traffic as a result of this event?

YES or  NO

If **YES** – Please complete attachment E

*Please note that additional permits may be required from third parties such as TfNSW for road closures or traffic control on state roads. Some approvals and permits from third parties can take up to three months for approval. The event may also require approval from Council's Traffic Committee.*

*Once your application has been assessed you will be notified of any additional approvals or permits required.*

## 2.11. Security / Crowd Control

Crowd control / access control is recommended for major community events with over 500 people in attendance. Local Police must also be advised of any major community events with over 500 people expected to attend. Council, at its discretion, may require an event organizer to provide licenced security for the duration of the event

## 2.12. Fireworks

Will the event include a fireworks display ?

YES or  NO

If **YES** - Event organisers must notify Council immediately of their intention to hold a fireworks display.

The event organiser must engage a licenced pyro technician to conduct the fireworks display, who will lodge an application with SafeWork NSW. A copy of the permit must be provided to Council once received.

The event organiser must also notify the relevant RFS of the fireworks display.

*Please note fireworks are not permitted at some Council venues including the Goulburn Recreation Area*

## 3. INSURANCE AND RISK:

### 3.1. Public Liability Insurance

Please complete these summary details, regardless of whether or not your Certificate of Currency has been supplied.

The Event Is Underwritten By: \_\_\_\_\_

Value: \$ \_\_\_\_\_ Policy Number: \_\_\_\_\_

Date of Cover, from: \_\_\_\_\_ to: \_\_\_\_\_

Is a copy of your Certificate of Currency Attached?

YES or  NO

If **NO**, please provide a reason as to why, and advise when it will be supplied:

\_\_\_\_\_

You are required to supply Goulburn Mulwaree Council with a copy of your Certificate of Currency for Public and Products Liability Insurance, which shall not be less than \$20 million or such other sum as may be required by GMC.

Please attach a copy of the Certificate to the completed form and return to GMC with the application form. All other vendors participating in your event must also provide you, the event organiser, with copies of their Public Liability Insurance. It is the responsibility of the event organiser to ensure all vendors have current insurances.

### **3.2. Risk Assessment and related documents**

#### Risk Assessment

All bookings and events are required to supply Goulburn Mulwaree Council with a completed Risk Assessment prior to the commencement of the event. Major events must provide the completed Risk Assessment at least two weeks prior to the event. A template will be emailed to you by the booking officer if one is required for your event/ booking. The risk assessment must cover all aspects and activities of the event, even if external providers are engaged to participate or provide services.

#### Emergency Management Plan

All major events are also required to provide an Emergency Management Plan at least two weeks prior to the event, nominating emergency Wardens and First Aid Officers. A template will be emailed to you by the booking officer if one is required for your event/ booking.

#### Covid-19 or other Health Safety Plan

A COVID-19 Safety Plan or other health related plans may be required for major events as directed by NSW Health. Details will be emailed to you by the booking officer if there are any requirements.

#### Crowded Places Assessment

A crowded place self-assessment may also need to be completed for major events where large attendance numbers are expected. This self-assessment tool helps owners and operators of crowded places to understand how attractive their location may be for a terrorist to attack. It then provides guidance on what steps to take next.

<https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx>

### **3.3. Site Induction and Inspection**

Site Inductions and pre-event inspections must be carried out at the event location within the week of the event. Please nominate a preferred day and time for the Site Induction to be carried out:

A post-event inspection must also be carried out at the conclusion of your event with the relevant Council officer. The date of this inspection can be determined once your event has been approved.

## 4. Terms and Conditions of Hiring a Council Facility.

### Introduction

Thank you for booking a Goulburn Mulwaree Council community venue. The Council aims to provide the local community with a variety of venues that are well maintained and accessible.

We ask that you read and understand these Conditions of Hire to ensure your use of our community venues runs smoothly, is safe and complies with Council's regulations.

### 1. Booking confirmation and Conditions of Hire

These Conditions of Hire will be incorporated in the Agreement. Council may vary these Conditions of Hire from time to time. Council will give notice of any proposed changes when an applicant makes a booking.

Council will cancel any tentative booking 3 weeks from the date of the Hirer's initial enquiry or tentative booking, unless the Hirer provides a signed copy of the application form, these Conditions of Hire and proof of insurance.

### 2. Priority of access

( a ) Council retains the right to cancel or relocate Bookings at any time if facilities are required for the purpose of the City. In these instances, venue staff will endeavour to provide the Hirer with reasonable notice and offer an alternative venue where possible. In the event that Council is unable to offer a suitable alternative, all monies paid in respect of the cancelled function will be returned to the Hirer.

( b ) The Council is not liable to the Hirer for any loss or damage suffered by the Hirer as a result of such cancellation.

### 3. Fees and charges

( a ) **Annual Schedule of Fee review** - The Council reviews the Schedule of Fees at the beginning of each financial year. If such review occurs prior to the Hirer entering into the Agreement, the City will apply the then current Hire Fees and Charges payable by the Hirer to reflect the rate applicable at the time of the relevant Booking Period.

( b ) **Fee concessions** - The Schedule of Fees includes reduced rates for self-help groups and not-for-profit organisations. Groups wishing to apply for further reductions must apply for Financial Assistance eight weeks prior to the first start date. The Hirer should note that processing of Financial Assistance grants can take approximately 8 weeks. No Fee waiver or additional discount will be applied to Fees incurred until the grant has been approved. Grant approvals cannot be applied retrospectively.

( c ) **Payment of Fees** – The Hirer must pay all Hire Fees (and any bonds for the Hire Fees applicable), and the Charge to access the City's Community Engagement Liability Policy under clause 5(c) if applicable, prior to the Start Date of each Event

( d ) **Bond** – Council reserves the right to ask for and retain a Bond to cover any expenses arising from the Hirer's use of the Venue, for example, if the Venue is damaged as a result of the Hirer's use. The Hirer must pay this Bond before the first Booking Period and Council will refund the Bond after the last Booking Period unless Council has claimed the Bond under the terms of the agreement.

( e ) **Charges** – Council may impose an additional Charge on the Hirer in the following instances:

- the Hirer is late in vacating the Venue;
- the Venue is accessed outside of the Booking Period;
- the Hirer uses additional spaces within the Venue without Council's approval.

These Charges will be calculated at the hourly Hire Fee rate for the Venue for each hour (or part of an hour) as applicable and will be invoiced to the Hirer after the relevant Booking Period.

( f ) **Changes to requirements** – Any changes to a Booking made by the Hirer within 7 days before the Start Date may incur additional Fees.

( g ) **GST** – unless otherwise stated, GST is included in amounts payable and is to be paid by the Hirer at the same time as paying the Hire Fee. No GST is payable on any bond payable although GST may be included in amounts recovered against the bond. Costs plus GST will be taken into account in calculating

any refund due to the Hirer.

**( h ) Interest** – the City reserves the right to charge the Hirer interest, at a rate of 10 per cent per annum, on all monies outstanding to the City for any period in excess of 30 days of the payment due date.

#### **4. Insurance**

(a) Public liability insurance (PLI) – The Hirer indemnifies Council against any claims for injury to persons or damage to property arising out of the Agreement and the Hirer must obtain and keep current during the Term a public liability insurance policy in the minimum amount of \$20,000,000 for any individual claim which may be made. The policy must be issued by an insurer acceptable to Council.

(b)The Hirer must submit a certificate of currency to Council and prior to payment of the Hire Fees for the first Event. Council may also request a policy schedule if clarification regarding cover is required. Council reserves the right to cancel a booking if the Hirer fails to comply with this.

#### **5. Access to the Venue**

( a )Access instructions, including details of alarm codes and key collection, will be given to the Hirer the last business day prior to each Start Date, provided that all Fees associated with the Booking have been paid in full. It is the Hirer's responsibility to make arrangements for the safe pick-up and return of keys, where they are required.

( b )Access to the venue is strictly limited to the booking period. To enter the building outside of these hours may trip the venue alarms. Council reserves the right to apply a charge for costs incurred by any security call-out plus any additional fees incurred.

( c ) A pre-event site inspection is to be arranged with the Council's venue staff during business hours by appointment.

( d ) Council reserves the right to control the venue including all means of entry and exit, and the timing of opening and closing the doors and admission of the public (including the right to refuse admission to any person or persons).

( e )The Hirer, or the Hirer's representative, must be in attendance before the advertised start of the event period and at the end of the event period.

#### **6. Use of the Venue**

##### **Permitted Use**

The Hirer may use the venue for the permitted use during each booking period and for no other purpose without the express prior written consent of the Facility Manager (or other authorised Council delegate from time to time). Council does not warrant that the venue is suitable for the permitted use. The Hirer is only permitted use of the exact area described and identified as the venue in the booking confirmation.

The Hirer is responsible at its cost for setting up and removing all equipment required at the venue for the permitted use.

##### **Facilities, equipment and services supplied by third parties**

The Hirer must let the Facility Manager know when finalising a booking what facilities, equipment and services they wish to use during the time of their booking, and seek advice before confirming arrangements with the third party suppliers.

##### **Additions or alterations**

The Hirer will not make any addition or alterations to the structure, facilities, goods, equipment or decoration of the Venue, unless approved by the Facility Manager.

Nails, screws, dux tape or any fastenings must not be driven into or attached in any way to walls, floors, furniture or fittings. The hirer may use A-frames and temporarily fix signs inside the venue with removal tape.

If the hirer moves venue furniture and fittings they must be returned to their original storage place. The hirer is responsible for the whole area of the venue as described and specified in the booking confirmation. The hirer is liable for any damage to the venue, its facilities and furnishings and equipment during each booking period. This includes the behaviour of all people (invited or not)

accessing the venue during each booking period.

Children must be supervised at all times.

Dogs that are not participating in a specific animal event must be kept on a leash at all times, and are not permitted on sports fields or playgrounds at any time.

#### **Presentation standards**

Council retains the right to request the hirer to remove any material which is considered by Council to be detrimental to its venue presentation standards.

#### **7. Cleaning**

( a ) The Hirer must leave all hired areas of the venue secured as instructed by Council, in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, disposing of refuse in the rubbish bins provided, wiping down all benches and sinks, and sweeping floors if required to return the venue to a clean condition.

( b ) If the Hirer does not comply with this the hirer will accept responsibility for, and pay the cost of, any additional cleaning of the venue.

#### **8. Noise Controls**

( a ) Music sound levels must not cause annoyance to other occupants of the venue or building or centre of which the venue forms part. Any breach of noise regulations may result in Council taking action under the Protection of the Environment Operations Act 1997 (NSW).

( b ) The Hirer must immediately comply with any request from the Facility Manager or nominated Council officer to reduce sound levels.

( c ) All music is to cease at least 30 minutes prior to the end of the event period.

( d ) Hirers are reminded that most venues are in residential areas and consideration should be taken to keep noise to a minimum.

#### **9. Smoking**

Smoking is not permitted at the venue or any Council premises.

#### **10. Liquor licence**

( a ) If liquor is to be sold, supplied or consumed at the venue the hirer must obtain Council's prior consent to confirm the booking.

( b ) The Hirer may only sell or supply liquor at the venue if the hirer complies with and, if necessary, obtains the relevant approvals and liquor licence (**Licence**) required under the Liquor Act 2007 (**Liquor Act**). Copies of relevant approvals and the Licence must be provided to Council at least 14 days prior to the event. No kegs or similar bulk containers are permitted and liquor sales must cease 30 minutes prior to the end of the event period.

( c ) A copy of the Licence must be prominently displayed at the venue for the duration of the Event.

( d ) No alcohol is to be consumed outside the venue or licenced area.

( e ) The hirer may display the compulsory signage required under the Liquor Act but must not promote alcohol or tobacco products at the venue.

( f ) The sale or supply to and or consumption of alcohol by minors at the venue is prohibited and will result in Police action.

#### **11. Security**

Council reserves the right to request that the hirer provides security personnel for the event.

The employment of security personnel is the responsibility of the Hirer and is at the Hirer's expense.

The Hirer will be required to show evidence that they have hired security personnel (where applicable) before their booking will be confirmed.

The Hirer must ensure that a responsible person remains after the completion of the event whilst patrons vacate the venue.



## **12. Indemnity**

The Hirer will indemnify Council for and against all damages, action, suits, claims, costs and demands, which may be made or recovered against Council by any person whatsoever in respect of any loss, injury (including death) or damage sustained whilst in or at the venue except to the extent that such loss, injury or damage is caused by the negligence of Council, its servants and agents

## **13. Safety**

( a ) The Hirer should familiarise themselves with emergency evacuation procedures, which are clearly displayed inside all Community Venues for hire, prior to accessing the venue for each booking period.

b ) Community venues are not all equipped with emergency first aid kits. It is the responsibility of the hirer to have first aid supplies available at all times during each booking period.

( c ) In the case of an emergency or fire, the venue must be evacuated according to the evacuation chart clearly visible on the walls of the venue.

( d ) The Hirer must keep all exits clear and open for exit or entry without hindrance at all times. Blocking a fire exit is unlawful.

( e ) Use of dangerous goods – The Hirer must not bring or permit any smoke machine, flame, candle, explosive, fuel, ammunition, pyrotechnic, firearm or flammable liquid or substance, or any dangerous weapon to be brought into, or used in a community venue. In exceptional circumstances, permission can be sought, in writing, from the Facility Manager, to use smoke or similar as part of a booking, for cultural purposes.

## **14. Parking**

( a ) Council's venues do not all have on-site parking for hirers or their guests. Please advise guests that parking restrictions apply in the surrounding streets and where possible encourage the use of public transport.

( b ) The hirer is not permitted to park any vehicle on driveways or footpaths near or around the venue.

## **15. Regulations**

( a ) The Hirer must comply with all legal requirements relating to the permitted use at the venue, including obtaining any necessary approvals, working with children checks or licences required in relation to the permitted use. The Hirer must immediately report any incidents at the venue during a booking period where reporting obligations to a government authority are required in relation to such approvals, checks or licences.

( b ) The Hirer's Employees must comply with the provisions of the agreement, and the Hirer agrees to accept responsibility for any failure on the part of the Hirer's agents, employees, contractors, guests and invitees to observe and comply with these provisions.

## **16. Emergency contacts**

( a ) In an emergency call 000 for the police or fire brigade.

( b ) Community Venues for hire are often unstaffed after hours, therefore there is no on site contact and no caretaker to assist during each booking period. For access and maintenance issues, contact Council's after hours emergency number 02 4823 4500.

## **17. Cancellation of Event**

Goulburn Mulwaree Council reserves the right to cancel your event due to the risk of flooding or a bushfire event.

## **18. Portable Amenities**

At the completion of the event any human waste collected by portable amenities must be transferred to the reticulated sewerage system or disposed of through an authorised cleaning facility.

## 5. INDEMNITY

I, the undersigned, have read, understood and agree to abide by *Terms and Conditions of Hiring of a Council Facility*, and acknowledge that failure to adhere to these Terms and Conditions may result in the cancellation of my booking.

I accept responsibility for ensuring compliance with all relevant laws and conditions pertaining to use of GMC property on behalf of the aforementioned organisation.

If signed on behalf of a Company, Incorporated Association or other organisation, I warrant I am a duly authorised representative of the organisation pursuant to the constitution or other governing documentation of the organisation. In the event the signatory is not so authorised, the signatory acknowledges they will be personally liable for their obligations under this Agreement.

GMC makes no representations of any kind as to the suitability of the location for the purpose intended by the Applicant and the Applicant acknowledges they have satisfied themselves as to the suitability of the venue prior to entering into this Agreement.

I also understand that the insurance policy must not lapse during the period in which this Application is current, and should it do so, GMC shall be entitled to immediately cancel any authority given to the Applicant for the Event.

The Applicant further releases and indemnifies GMC in perpetuity in respect of any and all claims, actions, suits, demands, costs, charges and expenses arising out of any matter connected with or related in any way to their use of the venue or this Application, including but not limited to loss, damage, accident, injury, and death of whatsoever nature or kind and however sustained or occasioned and whether to property or to persons and regardless of whether such loss or damage is special, direct, indirect or consequential.

**Name of Applicant:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**on behalf of:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return your completed application paperwork and any accompanying documentation to Goulburn Mulwaree Council via:

Mail - Locked bag 22, Goulburn NSW 2580

In person - 184-194 Bourke St Goulburn

Email – [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)



Locked Bag 22, (184 – 194 Bourke Street)  
 GOULBURN NSW 2580  
 Phone: 4823 4444  
 E: [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)  
 W: [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)

Office Use Only
Food Number: _____
Date: _____
Risk: <input type="checkbox"/> Very high <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Registration Fee: \$90.00
Additional Premises Owner & Operated By The Same Applicant Fee: \$45.00( Registration Only)
Receipt # _____

## TEMPORARY/MOBILE FOOD PREMISES and WATER CARTER REGISTRATION FORM

### Section 1

#### Type of Food Registration

This application is being made under *Local Government Act 1993 & Food Act 2003*.

**This application is for:**  Temporary Food Stall  Mobile Food Vending Vehicle  
 Water Carter

### Section 2

#### Business Details

**ALL DETAILS IN THIS SECTION MUST BE SUPPLIED FOR APPLICATION TO BE PROCESSED**

Business Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Company/Owner: \_\_\_\_\_

Business Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle Registration Number (if applicable): \_\_\_\_\_

Is this vehicles registration or primary operation address within the Goulburn Mulwaree LGA:

Yes – Details: \_\_\_\_\_  No

Is this temporary food premises associated with a home based business within the Goulburn Mulwaree LGA:

Yes – Details: \_\_\_\_\_  No

(Details required – Business name and Home Based Business Address)

Home Jurisdiction – Council/authority where vehicle is garaged if garaging address is outside the GMC LGA:

\_\_\_\_\_

### Section 3 Food Safety Supervisor (FSS)

Food Safety Supervisor Name: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

*Under section 106C of the Food Act 2003 the proprietor of a food business must appoint at least one food safety supervisor for the premises. There are exemptions for certain businesses and businesses who do not sell unpackaged potentially hazardous food. For more information visit the NSW Food Authority website*

**FSS Certificate must be supplied with application if FSS is Required by Business.**

### Section 4

#### Operation Details

Type of Food/s sold: \_\_\_\_\_

\_\_\_\_\_

Intended Operation Days/Business Hours: \_\_\_\_\_

Routine market days (please specify location, date and time) \_\_\_\_\_

Events/special orders  Non-routine operation  Road side operation

- If you are intending to operate on Private Land, you must have the permission from the land owner
- If you choose to operate on Public land then you will be required to apply for a S68 approval

<p><b>Section 5</b></p> <p><b>Additional Information</b></p>	<p>Do you or your staff require information in a language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, which language/s? _____</p> <p>No. of full time equivalent food handlers (based on a 38hr week): _____</p> <p>Home Council : _____</p> <p>To the best of your knowledge does your temporary/mobile food premises fit out comply with the guidelines:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Guidelines for Mobile Food Vending Vehicles</p> <p><input type="checkbox"/> Guidelines for Food Businesses at Temporary Events</p> <p><b>If Home jurisdiction Council is not Goulburn Mulwaree, please supply a copy of your most recent Food Premises Assessment Report (FPAR)</b></p>
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<p><b>Section 6</b></p> <p><b>Declaration</b></p>	<p><b>I declare that:</b></p> <p><input type="checkbox"/> The information I have provided is true and correct to the best of my knowledge.</p> <p><input type="checkbox"/> I understand the requirement to comply with the legislation under the <i>Food Act 2003</i> and the <i>Local Government Act 1993</i></p> <p>Name/s: _____ Signature/s _____</p> <p>Date: _____</p> <p>Please send the completed registration form back to:</p> <p>Goulburn Mulwaree Council Locked Bag 22 Goulburn NSW 2580</p> <p>Email: <a href="mailto:council@goulburn.nsw.gov.au">council@goulburn.nsw.gov.au</a>.</p> <p><i>Information collected from this form will be recorded in Council's list of food businesses.</i></p>
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*Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further information or clarification please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au).*



**Attachment B**  
**Waste Services by Council for an Event**

1. Event Name:
2. Date/s of Event:
4. Date bins required :
5. Date to be collected:
6. Dates for empties: The bins supplied are to be emptied on <i>(please circle required days)</i> MON    TUES    WED    THUR    FRI    SAT    SUN  at <i>(name approximate times required)</i> _____ am
<b>Please be advised that bins must be emptied by 12pm Monday to Friday and weekend empties are available by negotiation only with Waste Services.</b>

**240L bins**

A. Number of bins required	_____
B. Cost per empty	\$22.00
C. Number of empties	_____
D. Empty Total = A x B x C	_____
E. Pick-up and delivery fee	_____
= no of bins x \$74.00	
F. Grand Total = D + E	_____

**1100L bins**

A. Number of bins required	_____
B. Hire fee	\$14.00
C. Hire Total = A x B	_____
D. Empty fee	\$32.00
E. Number of empties	_____
F. Empty Total = A x D x E	_____
G. Delivery and pick up fee	_____
= \$50 delivery and \$50 pickup fee per bin.	
H. Grand Total = F + G	_____



**Attachment C**  
**Amenity Cleaning Services by Council for an Event**

1. Event Name:
2. Date/s of Event:
3. Location of amenities to be used during event :
4. Date and times for amenity cleaning: MON TUES WED THUR FRI SAT SUN <i>(please circle required days)</i> _____ am/pm <i>(name approximate times required)</i>
5. To Determine your fee: A. Number of amenity blocks to be cleaned _____ B. Number of times each block to be cleaned _____ C. Cost per clean \$ 197.00 Total amenity cleaning fee = A x B x C _____  For example, the Peden Pavilion amenities are to be cleaned twice on a Saturday, the fee would be 1 x 2 x \$197.00 = \$394.00. All events will be charged for at least one (1) toilet clean (at the end of your event). The event organiser may elect to arrange cleaning of the toilets by event staff, or by other contracted cleaners.  <b>All toilets must be left clean at the end of each event.</b>  <b>Please note that Council does not guarantee exclusive use of any amenity facilities</b>



## Attachment D - Amusement Device Application

Regulated under Section 68 Local Government Act 1993, Division 5 Local Government (General) Regulation 2005 and the Work Health and Safety Regulation 2011

**\*This application must be lodged with Council 5 working days (minimum) prior to the amusement device being operated. Failure to comply may result in this approval not being completed by the requested date.**

Applicant Details	
<b>Name:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone No:</b>	
<b>Amusement Device Details:</b>	
<b>Device 1</b>	
<b>Name:</b>	<b>WorkCover Registration Number:</b>
<b>Device 2</b>	
<b>Name:</b>	<b>WorkCover Registration Number:</b>
<b>Device 3</b>	
<b>Name:</b>	<b>WorkCover Registration Number:</b>
<b>(Details of additional Amusement Devices must be included on a separate sheet)</b>	
<b>Operation Dates:</b>	
<b>From:</b>	<b>To:</b>
<b>Premises (Location of Devices during operation):</b>	
<b>Applicant's Signature:</b>	<b>Date:</b>

*This application must be accompanied by (please tick):*

- Copy of current WorkCover NSW Registration (for each device) YES  or NO
- Copy of minimum \$20 million Public Liability Insurance Policy YES  or NO
- Inspection fee of \$35.00 per device (Ginsp/Health&Impro) YES  or NO

*I confirm the following:*

- that there exists for the device a current log book as required by Chapter 5 of the Work Health and Safety Regulation 2011 YES  or NO
- that the ground (or other surface) on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason. YES  or NO

**Fee per Amusement Device: \$35.00**

**Receipt N°:**

**Date:**



## Attachment E – Request for Traffic Control / Road Closure for an Event

Event Name:
Event Date:
Event Location:
Booking ID:
Event Organiser:
Contact Details:

Is this a Council event? Y/N

Are Council staff requested to perform the road closure / traffic control? Y/N

Are Council staff requested to develop traffic control plans ? Y/N

Details of Road Closure / Traffic Control / Change to flow of Traffic / Event Signage Required: