

# Notice of Intention to Organise an Event



**Office Use Only**

Ref	
-----	--

This Notice of Intention form is for use by organisers of all events (excluding normal daily Sporting Events held at Council sportfields) intended to be held within Snowy Monaro Regional Council, regardless of whether the event is to be held on public or private property.

**THIS FORM IS NOT A DEVELOPMENT APPLICATION FORM NOR IS IT AN APPLICATION FOR ANY OTHER APPROVAL.**

There is no fee associated with this form. The purpose of this form is to elicit information regarding the proposed event, to assist event organisers and Council staff to determine what if any applications and approvals may be required in order to plan for and conduct the proposed event.

Return your completed form to Snowy Monaro Regional Council – as early as possible. Council will respond in writing, listing the approvals you require for your event within 14 days of submitting this form.

Event Information			
Event Name:			
Event Date:			
Event Location:			
<i>Please tick where relevant:</i> <input type="checkbox"/> Map/plan attached <input type="checkbox"/> Council land <input type="checkbox"/> Private Land			
Has the venue been booked with the Visitors Centre? <input type="checkbox"/> YES - tentative booking <input type="checkbox"/> YES <input type="checkbox"/> NO			

Organiser Information			
Name/Company:		Phone:	
Contact Name (if Company):		Fax:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:
Organisation Status: <input type="checkbox"/> Community <input type="checkbox"/> Registered Charity/School		<input type="checkbox"/> Commercial <input type="checkbox"/> Other (please give details):	
I would prefer Council advice delivered via:		<input type="checkbox"/> Mail <input type="checkbox"/> Email	
Signature of Event Organiser:			Date:

Proposed Event Details			
Name of Event:			
Event Schedule:	Start (Date/Time):		End (Date/Time):
	Set Up:	Start (Date/Time):	
	Clean Up:	End (Date/Time):	
Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Frequency of Event: <input type="checkbox"/> One-off event <input type="checkbox"/> Annual <input type="checkbox"/> Monthly <input type="checkbox"/> Other:			
Estimated attendance (daily, if more than one day):			

Detailed Description of Event:

### Other Information

Which of the following will form part of your event? Please tick all that apply. Any additional information that can be supplied will be helpful.

- |   |   |
|---|---|
| <input type="checkbox"/> Public Event – General public                                | <input type="checkbox"/> Provision of disabled access/facilities        |
| <input type="checkbox"/> Public Event – Invitation only                               | <input type="checkbox"/> Vehicle races (including bicycles)             |
| <input type="checkbox"/> Private Event  | <input type="checkbox"/> Children's activities                          |
| <input type="checkbox"/> Service of alcohol   | <input type="checkbox"/> Crowd management                               |
| <input type="checkbox"/> Fireworks  | <input type="checkbox"/> Dangerous goods and/or hazardous materials     |
| <input type="checkbox"/> Amusement devices (eg jumping castle, pony rides etc)        | <input type="checkbox"/> Electrical equipment                           |
| <input type="checkbox"/> Animals (types: _____ )                                      | <input type="checkbox"/> Food and beverages                             |
| <input type="checkbox"/> Circus   | Who will be providing food: _____                                       |
| <input type="checkbox"/> Retail/commercial activity                                   | <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Markets  | Types of food/drink: _____  |
| <input type="checkbox"/> Music (live performance)                                     | <input type="checkbox"/> First aid/medical person/facilities on-site    |
| <input type="checkbox"/> Loud noise (eg concert, helicopters, PA systems etc)         | <input type="checkbox"/> Laser shows/display                            |
| <input type="checkbox"/> Stages, large marquees or large temporary structures         | <input type="checkbox"/> Activities that require insurance cover        |
| <input type="checkbox"/> Any activity which contravenes the zoning of the land        | <input type="checkbox"/> Provision of fire safety equipment             |
| <input type="checkbox"/> Charging an entry fee/tickets                                | <input type="checkbox"/> Procession/parade in a public place            |
| <input type="checkbox"/> Parking spaces   | <input type="checkbox"/> Security guards                                |
| <input type="checkbox"/> spaces provided on-site (approx number: _____ )              | <input type="checkbox"/> Signage  |
| <input type="checkbox"/> existing on-street spaces to be utilised                     | <input type="checkbox"/> Toilets  |
| <input type="checkbox"/> Closing a road   | <input type="checkbox"/> use of existing                                |
| <input type="checkbox"/> Using the footpath   | <input type="checkbox"/> additional brought to site                     |
| <input type="checkbox"/> Filming (commercial use)                                     | <input type="checkbox"/> Traffic/transport management attendants        |
| <input type="checkbox"/> Storage of waste (skip bins, etc) in addition to normal bins | <input type="checkbox"/> Volunteers                                     |
| <input type="checkbox"/> Swing or hoist goods across or over a road or footpath       | <input type="checkbox"/> Water based events                             |
| <input type="checkbox"/> Camping  | <input type="checkbox"/> water drawn from Council supply                |
| <input type="checkbox"/> Aircraft (types: _____ )                                     | <input type="checkbox"/> water from other source: _____                 |

Please note: Council will use the information you have provided to determine whether a Development Application and/or other approvals may be necessary. This may also include approvals to be obtained from agencies other than Council.

Council will provide you with advice in this regard within 14 days of submission of this form.

**Some approvals may require at least 90 days for processing, so please ensure all necessary approval applications are lodged well in advance of your event**