

# Public Event Application Form

## EVENT DETAILS

Name of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
\_\_\_\_\_  
Number of guests: \_\_\_\_\_  
Start Time  
(Event Set-Up): \_\_\_\_\_ Event Start Time: \_\_\_\_\_  
Finish Time  
(Event Clean-Up): \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

## ORGANISER DETAILS

### Contact Details – Event Manager

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_  
Email: \_\_\_\_\_

### Additional Contact Details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_  
Email: \_\_\_\_\_

## EVENT DESCRIPTION

Primary purpose of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of the type of stalls/entertainment provided \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Details

- Are proceeds being donated to charity? Yes  No   
Have you attached a site plan? Yes  No

### Additional Applications

Please indicate which of the following applications will be provided to the relevant department.

Refer to the application submission checklist and *Hosting a public event – Information and application guide* for further information.

### Environmental Health Services

- Public Building Approval
- Temporary Structures Approval
- Non-complying Noise Emissions Event Approval
- Temporary Food Business Approval
- Street Market Permit
- Street Entertainment Permit

### Transport, Planning and Development

- Road Closure and/or Street Obstructions

### Operations and Environment Services

- Parks and reserves booking form
- Waste removal

### Field Services

- Application for commercial parking permits

### Planning Services

- Application for Development Approval