

# Event Application Form

## Private Ceremonies and Family Gatherings



This form can be used to apply for a licence to stage a private ceremony or family gathering on Community Land (Park Reserve, Beach Reserve or Sportsground) or Road Reserve under the *Local Government Act 1993* and/or the *Roads Act 1993*.

Please read through the entire form carefully. Complete all sections clearly and indicate 'not applicable (N/A)' where appropriate. Tick boxes or double click to select 'checked' where appropriate. Information which exceeds restricted space provided in this form can be attached. Please sign and date (Part E) and return the full form with mandatory supporting documentation (if applicable). Incomplete and/or illegible applications will be returned to you and considered as 'not received'.

Please visit our web pages: <http://www.newcastle.nsw.gov.au/Explore/Parks/Wedding-Ceremonies> or <http://www.newcastle.nsw.gov.au/Explore/Parks/Park-and-Beach-Events> for further information and FAQs.

Applications can be emailed to: [events@ncc.nsw.gov.au](mailto:events@ncc.nsw.gov.au) or submitted by post/in person at 12 Stewart Ave, Newcastle West NSW 2300. Posted applications should be addressed to City Events Team.

PART A: APPLICANT AND EVENT DETAILS	
1. Applicant Details	Applicant Name: Postal Address: Phone/Mobile: Email Address: Contact Name During Event: ..... Mobile: .....
2. Event Details	Event ID: Event Name: Event Date: Event Time(s):            to Event Bump In: Date / Time *Bump In*    Event Bump Out: Date / Time *Bump Out* Event Type: <input type="checkbox"/> Wedding Ceremony <input type="checkbox"/> Other Ceremony <input type="checkbox"/> Birthday <input type="checkbox"/> Baby Shower <input type="checkbox"/> Bridal Shower <input type="checkbox"/> Hens/Bucks <input type="checkbox"/> Other Family/Friend Gathering If other, please specify: ..... <i>(Note: requests for wedding receptions and similar functions will not be approved due to a range of potential impacts)</i> What is your proposed attendance (people at any one time)? .....
3. Location Details	Event Location <i>(please also specify area within reserve where appropriate e.g. rotunda)</i> : Option 1 (preferred): ..... Option 2..... Option 3..... <i>(Note 1: vehicle access is not permitted for private ceremonies and family gatherings. Unloading, loading and parking of vehicles is as indicated by signage in that location. Please consider access for less abled persons when choosing your location).</i>  <i>(Note 2: it is the responsibility of the applicant to remove excess waste generated as part of the event).</i>

**PART B: EVENT REQUIREMENTS**

<p>4. Utilities Access</p>	<p>Do you require access to electricity? (<i>fees and key bond may apply</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes, what type of access do you require?  <input type="checkbox"/> Single Phase (microphone, stereo)    <input type="checkbox"/> 3 Phase (amusements, catering)          Do you require access to water? (<i>fees and key bond may apply</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes to electricity and/or water, what for? .....          How many hours (<i>in total</i>) do you require access? .....</p>
<p>5. Amplified Sound</p>	<p>Are you proposing use of amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes, please specify type and quantity (e.g. PA system, acoustic, DJ etc.)          .....          How many hours (<i>in total during any one time</i>) will sound be amplified?          .....          Will proposed sound operate <u>outside</u> the hours of 8am to 8pm? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Amusement Devices</p>	<p>Are you proposing use of amusement devices? <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes, please specify type (e.g. jumping castle, petting zoo etc.) and how many:          .....          Who is the owner or supplier of the device(s)?  <input type="checkbox"/> Applicant    <input type="checkbox"/> External Vendor    <input type="checkbox"/> Both  <i>(Note: If an external vendor is supplying amusement devices, catering, or temporary structures their public liability insurance, with minimum coverage of \$20million, will need to be provided)</i></p>
<p>7. Food &amp; Alcohol</p>	<p>Are you proposing service of food and alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes, please specify: <input type="checkbox"/> Food    <input type="checkbox"/> Alcohol    <input type="checkbox"/> Both          If Yes, please specify type (e.g. BYO, caterer etc.) and quantity of any external vendors:          .....          Will proposed service of alcohol operate <u>outside</u> the hours of 8am to 8pm?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Not Applicable  <i>(Note: If an external vendor is supplying amusement devices, catering, or temporary structures their public liability insurance, with minimum coverage of \$20million, will need to be provided)</i></p>
<p>8. Temporary Structures</p>	<p>Are you proposing use of temporary structures? <input type="checkbox"/> Yes <input type="checkbox"/> No          If Yes, please specify type (e.g. marquee, chairs, tables, arbour, barbecue etc.), size and how many:          .....          Who is the supplier of the structure(s)? <input type="checkbox"/> Applicant    <input type="checkbox"/> External Vendor    <input type="checkbox"/> Both  <i>(Note: If an external vendor is supplying amusement devices, catering, or temporary structures their public liability insurance, with minimum coverage of \$20million, will need to be provided)</i></p>
<p>9. Pyrotechnics, Open Fires,</p>	<p>Are you proposing any one or more of the following? <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Pyrotechnics (Fireworks)    <input type="checkbox"/> Open Fire    <input type="checkbox"/> Smoking Ceremony</p>

Smoking Ceremonies	<p>If Yes, please specify type and length of time of display: .....</p> <p>.....</p> <p>Who is the supplier of the display(s)? <input type="checkbox"/> Applicant <input type="checkbox"/> External Vendor <input type="checkbox"/> Both</p> <p><i>(Note: where fireworks are proposed, the SafeWork NSW licensed operator of the fireworks display will be required to submit an Event Application Form. Relevant Public Liability Insurance will also be required.)</i></p>
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**PART C: MANDATORY SUPPORTING DOCUMENTATION**

Please submit the following supporting documentation (if applicable) along with your completed application form. Please note this documentation is **not** mandatory for all applications. Refer to the information below. If a site plan and/risk assessment is mandatory and not submitted, your application will be returned to you and considered as 'not received'.

**Site plans are mandatory where amusement devices and/or temporary structures are proposed.**

Site plan(s) must indicate the placement of all structures, vendors, event set up etc. within the reserve. No pegging of any kind is permitted. *(Site map templates are available if required)*

**Risk assessments are mandatory in the following circumstances:**

- where use will include a smoking ceremony, fireworks/pyrotechnics or open fire,
- where use of temporary structures could pose any type of risk to the public or the facility.

Generally speaking, a risk assessment is required where the activity or activities undertaken as part of an event could potentially impact a member of the public or could potentially impact (cause damage to) a space or facility. *(A general risk assessment template is available if required)*

I have included the following supporting documentation as part of my application:

- Site Plan(s)
- Risk Assessment(s)

Please contact us on 02 4974 6189 or [events@ncc.nsw.gov.au](mailto:events@ncc.nsw.gov.au) prior to submitting your application if you have any questions regarding any of the above.

**PART D: APPLICATION INFORMATION**

***What Happens Next?***

When we receive your completed application form it will be assessed and, if approved, you will receive a Licence (Event Authorisation) and an invoice for all applicable fees and charges (including any applicable bonds). The Licence will outline conditions of use of the event space. A copy of the Licence (or access to a copy) must be carried with you on the day of your event.

***Timeframes***

All applications will be acknowledged within 7 workings days of their receipt by the City of Newcastle.

You'll be notified within 21 days if further information or documentation is required. Assessment times can vary however we aim to provide approval within 4 weeks or as soon as practicable.

Applications must be submitted at least 2 weeks prior to your event date. Applications received less than 3 days prior to an event date may not be processed. These will be considered on a case by case basis. (A late application fee of \$252.45 will apply).

### ***Fees and Charges***

Application Fee            \$141.30 (non-refundable and payable at the time of submitting this application)

Venue Usage Fee        For Commercial/Private events assessed as Low Impact under the City of Newcastle Event Guidelines 2020, the following Usage Fees apply:

Local Parks	\$17.00 per hour
District Parks / Beaches	\$26.00 per hour
Regional Parks	\$37.00 per hour

### ***Additional***

Amendment Fee        \$ 48.95 (where amendments are requested after Authorisation has been issued)  
Electrical Access Fee \$ 67.00 (if required, single phase, where non-public access is available)  
Key Bond                \$190.00 (if applicable, where key is required to access electricity) (bond is refundable)

Other fees and charges may apply. City of Newcastle's full *Fees and Charges Schedule* is available at [www.newcastle.nsw.gov.au/Council/Our-Responsibilities/Integrated-Planning-and-Reporting/Fees-and-Charges](http://www.newcastle.nsw.gov.au/Council/Our-Responsibilities/Integrated-Planning-and-Reporting/Fees-and-Charges).

### ***Payments***

Payments are due within 14 days of the date of invoice.  
Cash or cheque payments will not to be accepted for payment of bonds.  
In the instance of a last minute booking (inside 3 days) full payment of all fees is due immediately.

### ***Cancellations and Refunds***

12 hours notice must be given (in writing) for all cancellations. Where an event is cancelled on the day as a result of inclement weather (including forecast) we will retain the application fee and refund all other usage/access fees and bonds (or all fees excluding the application fee as negotiated), provided that the City of Newcastle is notified within 7 days following the approved event date.

A refund will not be offered for a licensed event which is subsequently cancelled due to change of mind or the event is no longer proceeding.

Where an application is withdrawn by the customer or the event is cancelled prior to approval being issued, the application fee will be payable but no further fees will apply as long as an invoice has not already been issued.

When an event is cancelled by the City of Newcastle for any reason, refunds will be considered on a case by case basis.

### ***Event Invitations***

Please refrain from issuing invitations to your event until you have received approval from the City of Newcastle.

## **PART E: APPLICANT DECLARATION**

Please read and accept the following terms by ticking the box or double clicking to check the box. Unsigned applications or boxes not ticked or checked indicate an incomplete application and will be returned to you and considered as 'not received'.

- I understand my event is not approved until I've been issued with a Licence (event authorisation)
- I will not send out invitations until I have received approval
- I have read through this document and sought clarification of anything I do not understand
- I will comply with all requirements as outlined and understand I may be asked to submit further information or supporting documentation
- I understand by submitting this application I will be charged a non-refundable application fee
- I understand I must comply with the conditions of use outlined in my Licence (event authorisation) and that penalties apply for non-compliance
- All the information I have submitted as part of this application is true and accurate

Applicant Name (*please print*): .....

Applicant Signature (*digital accepted*): .....

Date: .....

**Protecting your privacy**

City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and the City's Privacy Management Plan.

**Purpose of collection:** To enable City of Newcastle as the consent authority to assess your application.

**Intended recipients:** City of Newcastle staff and other government agencies that may be required to assess the application.

**Supply:** The information is a statutory requirement related to the assessment of the application.

**Consequence of non-provision:** Your application may not be accepted or processed due to a lack of information.

**Storage and Security:** City of Newcastle, 12 Stewart Ave, Newcastle 2300 will store details of the application. Individuals can access the details of the application under the Government Information (Public Access) Act 2009.

**Access:** Your information can be checked for accuracy by calling (02) 4974 2000.

**PART F: OFFICE USE ONLY**

Event ID: .....

Officer Name: .....

Date of Assessment: .....

Is the proposed event permissible at the proposed location and compliant with relevant legislation and plans of management / procedures / policies / other documentation?  Yes  No

(If no, applicant must be notified within 7 days of receipt of application.)

Notes: .....

.....

Is further supporting documentation or information required?  Yes  No

Is stakeholder consultation / notification required?  Yes  No

If Yes, with who?  Sports  Parks Services  Aquatics  Park Committee

Newcastle Venues  Other

If other, please specify.....

Is a conditional approval required?  Yes  No

Notes: .....

Has all documentation and correspondence (including detailed notes) been entered into Ungerboeck?

Yes  No

Has event documentation been registered in ECM?  Yes  No

If Yes, please provide ECM number here. If No, why not? .....

.....

Officer Declaration:

I have no conflict of interest (pecuniary or non-pecuniary) in relation to this event

I have completed a thorough assessment of this application and supporting documentation and am satisfied the event is permissible

Signed: .....

END OF FORM