



BLUE MOUNTAINS CITY COUNCIL

APPLICATION KIT FESTIVALS & EVENTS

Event Name: _____

Contents:

Application Form

Must be filled in and returned

Attachments:

- Attachment 1 Traffic Management
Read information sheet & return Traffic Management Plan Template if applicable
- Attachment 1b RTA Classification Matrix
Information only
- Attachment 2 Event Site Plan
Must be prepared and returned
- Attachment 3 Stalls & Food Safety Regulations
This information must be forwarded to every food vendor at your event
- Attachment 4 Notification of Pending Event Form
Must be filled in and returned
- Attachment 5 Hold Harmless Form
Must be filled in and returned
- Attachment 6 Schedule of Fees & Charges
Information only
- Attachment 7 Inclusion in Calendar of Events Form
Must be filled in and returned to be included in Calendar of Events
- Attachment 8 Youth Events Guidelines
Guidelines to follow if you are conducting a youth event

Office Use Only:

Date Received: _____

Staff Member: _____

Date Approved: _____

Approval Letter Sent: _____

Application Form

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Festivals & Events Application Form

INTRODUCTION

The Blue Mountains City Council is keen to support festivals and events in its area and recognises these are an important part of community life. To make an event successful it is imperative that the Event Organiser ensures their event planning and management meets the necessary regulative provisions to Local and State Government. An excellent **Events Starter Guide** is available from Events NSW at www.eventsnsw.gov.au. Blue Mountains City Council recommends all Events Organisers familiarise themselves with an event management resource guide.

PROCEDURE FOR APPLICATION

1. Complete this form and forward to:

*Tina Marie Sheil
Events Coordinator
Corporate Planning Branch
Blue Mountains City Council
Locked Bag 1005
Katoomba NSW 2780*

2. Applications will be assessed as soon as possible after receiving the fully completed Application Form.
3. This form must be submitted a minimum of 16 weeks prior to the event where no road closures are requested and a minimum of 20 weeks prior to the event where road closures are requested (to ensure Local Traffic Committee and RTA approval). Indoor Youth Events require 12 weeks minimum.
4. Fees may be payable depending on the nature of your event and the services required. Refer to Attachment 6 – Schedule of Fees & Charges.
5. A formal approval letter will be forwarded to you prior to the event. By accepting your application Council and the applicant automatically become bound by the terms of the approval as it is fully set out in this Application.
6. It is the Event Organisers responsibility to contact the Police separately to this application.

**Please complete each section.
If a category does not apply to your event please mark NOT APPLICABLE.**

Festivals & Events Application Form

1. NAME OF EVENT: _____

2. BRIEF DESCRIPTION OF EVENT: _____

3. DATE/S OF EVENT: _____

4. LOCATION/S:

Street Street Name: _____

Between which cross streets: _____

Set up time: _____ Public start time: _____

Public finish time: _____ Pull down time: _____

Carpark Carpark Name: _____

Address: _____

Set up time: _____ Public start time: _____

Public finish time: _____ Pull down time: _____

Oval Oval Name: _____

Address: _____

Set up time: _____ Public start time: _____

Public finish time: _____ Pull down time: _____

Park Park Name: _____

Address: _____

Set up time: _____ Public start time: _____

Public finish time: _____ Pull down time: _____

Reserve Reserve Name: _____

Address: _____

Set up time: _____ Public start time: _____

Public finish time: _____ Pull down time: _____

Other Name: _____

Address: _____

Set up time: _____ Public start time: _____

Public finish time: _____ Pull down time: _____

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5. ORGANISER DETAILS

Name of Nominated Event Organiser/Contact Person: _____

Name of Organising Body: _____

Address: _____

Tel: _____ Fax: _____

Mobile: _____ Email: _____

Will the Event Organising Body be responsible for the total management of the event: YES/NO

If YES, please provide names of previous Festivals/Events managed by the organising group:

If NO, please provide details of person/group responsible for the total management of the Event:

Contact details of Event Organisers on the day/night of the event:

Name of Contact No. 1: _____ Tel: _____

Name of Contact No. 2: _____ Tel: _____

Declaration:

I declare that the information contained in this application is accurate to my best knowledge.

Signature of Event Organiser: _____ Date: _____

6. ESTIMATED ATTENDANCE & HOURS

(a) Estimated attendance per day of participants/staff/volunteers: _____

(b) Estimated attendances per day of spectators/audience: _____

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7. FEES

Will you be charging an entry fee to the event (or components of the event)? YES/NO

If YES please specify amount and details: _____

8. YOUTH EVENTS

Is your event a youth event: YES/NO Specify target age group: _____

If YES you must:

- adhere to the **Youth Events Guidelines - Attachment 8**
- obtain Police approval
- ensure that all promotion of your event advertises it as an "alcohol & drug free event"
- indicate on your site map entry/exit points and how they are to be secured

How many youth workers/adult supervisors will be at your event? _____

How will supervisors communicate with each other at the event? _____

Water must be freely available. Please indicate in what form? _____

What transport do you think young people will take to and from your event? Outline any management plans (ie. drop offs, train): _____

Outline how you would deal with unwelcome or unruly persons: _____

Outline how you would deal with persons affected by drugs or alcohol: _____

What is your pass out policy? _____

What is your bag check policy? _____

Council requires that all people working with children, including volunteers, undergo a *Working with Children* check. Visit www.kids.nsw.gov.au/director/check.cfm for further information.

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9. USE OF VOLUNTEERS

Do you expect the involvement of volunteers in any capacity? YES/NO

Rural Fire Service State Emergency Service Rotary Lions Apex

Quota Individual Volunteers Other: _____

10. FIRST AID

Will there be trained First Aid staff on duty during the Event: YES/NO

If Yes, please name the organisation or individuals providing this service:

- Youth Events must have St Johns Ambulance or equivalent organisation in attendance

11. SECURITY & CRIME MINIMISATION

Will you be employing professional security staff? YES/NO

If YES, the security company is: _____

Contact and telephone: _____

If, NO please detail how many people will be assigned to security at the event:

Barricades: _____ Street Crossings: _____ General Crowd Control: _____

Please indicate other ways in which you will attempt to minimize crime during your event:

- Youth Events require a minimum of 2 professional security guards refer to **Youth Event Guidelines – Attachment 8**

12. WET WEATHER CONTINGENCY

Please provide details of your wet weather contingency plan. Minimum requirement is the method of liaison with Council staff to determine the condition of reserves after rain, placement of signs at the venue, phone calls to radio stations etc.

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13. RESTRICTED ACCESS/KEYS

Do you require access to locked areas (this may include boom gates)? YES/NO

If YES, please detail exactly where and/or what is locked.

To gain access, you may be required to meet a BMCC employee on site, a day or two before your event to facilitate key handover. Refer to **Attachment 6 – Schedule of Fees & Charges**

Contact person to meet BMCC Employee: _____ Mobile: _____

14. EVENT ACTIVITIES

Will your event include the following activities (tick where applicable):

Street Parade Street Stalls Fashion Parade Model Toy Displays

Entertainment:

On Street On Stage In Hall Carol Singing Art Show

Flower Show Craft Displays Workshops Wood Chop Vintage Car Displays

Other (specify) _____

Animal Rides/Displays *Please specify which animal/s:* _____

Businesses dealing with animals must provide Council with copies of their insurance policies.

Contact Name: _____ Business Name: _____

Telephone: _____ Email: _____ Fax: _____

Address: _____

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○ Amusement Rides

Name of Amusement Device provider: _____

Contact Person: _____ Telephone: _____ Email: _____

Address: _____

List the names of all amusement devices to be provided at the Event:

Name of ride: _____ Type of ride: _____

Certificate No: _____ Amount of insurance cover: _____

Name of "responsible person": operating device: _____

Name of ride: _____ Type of ride: _____

Certificate No: _____ Amount of insurance cover: _____

Name of "responsible person": operating device: _____

Name of ride: _____ Type of ride: _____

Certificate No: _____ Amount of insurance cover: _____

Name of "responsible person": operating device: _____

Name of ride: _____ Type of ride: _____

Certificate No: _____ Amount of insurance cover: _____

Name of "responsible person": operating device: _____

(Attach separate sheet if more space needed)

Requirements Relating to Amusement Devices:

- All mechanical amusement devices must be covered by a minimum of \$10mil Public Liability Insurance (Certificate of Currency is to be submitted)
- You must provide evidence of a current up to date service logbook for each device
- All mechanical amusement devices must be registered by the WorkCover Authority of NSW (A copy of the registration Certificate is to be provided)
- All amusement devices must appear on the Event Site Plan to be submitted with this application
- Tethering details (for inflatables) must be detailed
- Where any area available to patrons exceeds 1 metre above the adjoining finished ground, walkway, landing or platform details please provide details of the type, fixing and location.

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15. PUBLIC ADDRESS SYSTEMS & NOISE MINIMISATION

Will you or any stall holder or amusement device operator be using any PA systems or amplified music during the event? YES/NO

If YES, please detail the proposed hours of use and what steps you will take to minimise noise intrusion into local homes and businesses: _____

- Where approval has been granted, the event organisers are responsible for ensuring noise levels are at a minimum and do not extend past the approved times granted.

16. ALCOHOL

The unauthorised sale or distribution of alcohol on ovals, parks reserves and /or streets is not permitted.

If you wish a “wine tasting” component in your events please contact the NSW Police Service on 4751 0299 and ask for the Licensing Sergeant to discuss your intentions.

Approval will be granted upon merit/appropriateness to your planned event. Police and Council must both be in agreement. If approval is granted, the Applicant must abide by Responsible Service of Alcohol (RSA) Guidelines. The person serving alcohol must hold a current RSA Certificate and may not delegate this authority to another person.

Are you proposing a “wine tasting” component to the Event? YES/NO

17. OCCUPATIONAL HEALTH & SAFETY & PUBLIC LIABILITY INSURANCE

Blue Mountains City Council ensures that any Council premises, plant or equipment (eg. power boxes, generators, playgrounds etc) comply with legislative requirements and are safe for their intended use. As the Event Organiser you should know your responsibilities under the OH&S Act 2000 and the WorkCover OH&S Regulations on the Information Hotline 131050 or on www.workcover.nsw.gov.au

The event must be covered under Public Liability Insurance. Coverage is to be a minimum of \$10,000,000. A Certificate of Currency must be provided with this Application Form.

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18. TOILET FACILITIES

The public toilet facilities may not be of adequate number to service your event. It is the Event Organisers responsibility to hire portaloos if necessary.

Outlined below are the recommendations for the number of toilet facilities for large groups of people:

Toilet facilities for events where alcohol is not available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Note: At events where alcohol is available the above figures should be increased by at least 50%.

Figures may be reduced for events of shorter duration:

Duration of Events	Quantity Required
8 hours plus	100%
6 to 8 hours	80%
4 to 6 hours	75%
Less than 4 hours	70%

Will you be providing temporary toilet facilities (port-a-loos)? YES/NO

If **YES** how many? _____ (proposed locations must be shown on your Event Site Plan)

Are you proposing to utilize Council's Public Amenities? YES/NO

Council will ensure that the toilets are cleaned before and after your event. If you require additional cleaning during your event please indicate days/times: _____

You may be charged for additional cleaning – a Council Officer will contact you prior to the event should this be the case.

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19. STALLHOLDERS

Will there be stallholders at your event? YES/NO How many in total (approx.): _____

Will there be a charge for stall/holders? YES/NO Charge per stall: \$_____

Are any stallholders selling food (including pre-packaged food eg. cakes)? YES/NO

You **MUST** provide a list of all stall holders to Council with your application. Council appreciates that you may not have your stall holders finalised at the time this application is submitted but the list must be received by Council by **NO LATER THAN 3 WEEKS** prior to the event.

A sample of information required follows:

Stallholder Name	Contact Person	Address	Phone	Product (if food/drink must indicate what type)	Food Authority Registration Number (for food vendors only)
Eg. Yummy Food	Sam Smith	21 Yummy Food Street, Yummytown XXXX	XXXX XXX	Sandwiches, Cake, coffee, tea	XXX XXX
Fun Sticks	Betty Boo	21 Light St Glowtown	XXXXXXXX	Glow sticks, necklaces	N/A

- All stalls must be indicated on your Event Site Plan. Refer to **Attachment 2**.
- All FOOD VENDORS must comply with the NSW Food Act 2003. You **MUST** give them **ATTACHMENT 3 – Information for Food Stallholders**.
- Event Organisers as well as Stallholders are required to register their event with the NSW Food Authority www.foodnotify.nsw.gov.au
- Council Environmental Health Inspectors may attend your event and will issue fines if any infringements occur.
- All organisers will be charged \$25 per food stall inspection (food vendors that are non-profit community groups or charities will be exempt). The event organisers will be invoiced for this amount. Refer to **Attachment 6 – Schedule of Fees & Charges**.

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20. ADVICE TO LOCAL RESIDENTS

It is critical that local residents are given advance notice of major events. Please detail what steps you will be taking to ensure this occurs and, where appropriate, provide copies/samples of any letterbox leaflets or proposed newspaper advertisements.

- This advice should initially be given AT LEAST ONE MONTH PRIOR to the event to enable time for concerns to be aired.
- Residents should be notified again nearer the event date.
- If you are proposing Fireworks, this must be mentioned in your advertising to enable affected public to make appropriate arrangements for animals etc.

21. TEMPORARY STRUCTURES

Will the proposed Event involve the erection of any temporary structures? YES/NO
Please indicate how many and provide details:

Tents/Marquees/stalls: No: _____ Size: _____
 Hired from: _____
 Proposed location: _____

Stage/s Size: _____ Hired from: _____
 Type: (ie truck, platform etc) _____
 Proposed location: _____

Other: Description: _____
 Size: _____ Hired from: _____
 Proposed location: _____

- Location of all temporary structures must be indicated on your Event Site Plan.
- Council requires stages to be hired through a reputable company required to meet legal obligations with regard to size, height, weight bearing etc. Some stages may require certification by a practicing Structural Engineer.

Do you need to submit a DA for Temporary Structures?

If your community event is on public land and;

- * the total floor area of all your stalls/tents/marquees is greater than 300sqm and/or;
- * the floor area of any one tent, marquee or stall is greater than 100 square metres and/or;
- * your stage has a floor area larger than 50square metres

then you will be required to submit a **Land Use Application Form** for DA approval.

Please contact Tina Marie Sheil on 4780 5730 to discuss.

(DA approval may also be required for other reasons – if this is applicable to your event you will be contacted by a Council Officer.)

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22. POWER

Do you require access to power? YES/NO

If YES please detail the source of mains power and your method of connecting to it (include details of steps taken to ensure safety of power leads etc.)

- All electrical items used must be “tagged and tested” by an electrician prior to using BMCC power. Safety switches are installed and if faulty equipment is detected the power could shut down during your event.
- Following approval of this application a BMCC electrician will visit the site a day before your event and energise the specific HPM 15 amp weatherproof power outlet/s. On the day of the event, the user group simply unscrews the blue cap cover and plugs their “tagged and tested” equipment to the outlet. The same outlet/s will be de-energised after the event. A charge of \$55 per hour (or part of) may apply. A Council Officer will be in contact should this be the case. Refer to **Attachment 6 – Schedule of Fees & Charges**.

Are you proposing to use **GENERATORS**? YES/NO

If yes, please indicate the location of any generators on your Event Site Plan.
To ensure safety all electrical work must comply with Australian Standards.

Will you be providing any extra **LIGHTING**? YES/NO

If YES, please detail what extra lighting is proposed: _____

23. FIREWORKS

Do you propose to use fireworks? YES/NO

Name of Pyrotechnic Company: _____

Contact Name: _____ Phone: _____

Email: _____ Time of fireworks: _____ Duration: _____

Proposed location of fireworks: _____

- A copy of the company’s Display Fireworks Permit (Workcover) and Certificate of Currency for Public Liability Insurance is to be supplied and all fireworks displays must be carried out in accordance with Australian Standards AS2187 and its guidelines.

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- Provision must be made for fire safety equipment and trained staff to be on site for the duration. The Fireworks must be ignited by someone suitably accredited by the WorkCover Authority.
- You must ensure that the public affected by these fireworks are advised so that they may make appropriate arrangements for animals, etc that may be disturbed by the activity.
- In the event of a TOTAL FIRE BAN – fireworks must be CANCELLED.

24. WASTE MANAGEMENT

Will additional rubbish bins be required? YES/NO

If YES, how many? _____

Address bins to be delivered to: _____

Delivery of bins will need to be organised Mon-Fri during work hours and a responsible representative must take delivery of bins and ensure their safety. If bins are required to be delivered on a weekend additional charges will apply.

Will additional emptying of bins be required during the event? YES/NO

If YES, please details times and days required: _____

Will any additional street cleaning be required?

During the event? YES/NO Times required: _____

After the event? YES/NO

Event Organisers may be charged \$35.20 per bin and site cleaning cost depending on the number of bins and level of service provided. A Council Waste Officer will be in contact with you to discuss your requirements further and provide a quote. Refer to **Attachment 6 – Schedule of Fees & Charges**.

SIGNATURE REQUIRED:

I, the Event Organiser, agree to take delivery of bins and replace any bin that is lost, stolen or damaged.

Signed: Print Name: Dated:

What arrangements have been made for the disposal of used oils and water from food stalls?

- Organisers are responsible for placing all litter in Council receptacles and encouraging stall holders to do the same
- The site should be left in original condition.

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25. ROADSIDE BANNERS

What signs or banners are you proposing to erect either in the Mountains or around the event venue?

- Banners across RTA bridges require RTA approval. Contact Roads and Traffic Authority, Blacktown 02 8814 2900.
- Council has two prominent banner sites: Glenbrook Oval Fence and Yeamans Bridge, Katoomba. To book either of these sites or to propose an alternate site please contact the Customer Bookings Officer on 4780 5000.

26. TRAFFIC MANAGEMENT

Please refer to **Attachment 1** for information about Traffic Management and Traffic Control Plans.

Does your event require closure of a carpark? YES/NO

If YES which carpark: _____

Address of carpark & nearest cross street: _____

Times carpark will be closed and reopened: _____

- You may not need to submit a TMP if you are only closing a carpark (ie. no road closures) but will need to provide a plan or diagram indicating positions of barricades and times of closures. A Council Officer will be in contact with you to discuss further.

Any event which impacts significantly on local traffic is required to complete the **RTA SPECIAL EVENT TRANSPORT MANAGEMENT PLAN TEMPLATE (Attachment 1)** and return it with this Application Form. This may or may not involve a road closure. A Council Officer will be in contact to discuss further.

Does your event require the closure or partial closure of a road? YES/NO

Which street(s) are you planning to close? _____

Closure times: _____ Re-opening times? _____

- It is recommended that a qualified person, authorised by the RTA, draw up the Traffic Control Plan.
- Once completed, provided it remains the same, it can be submitted every year.
- If you require further information please contact Graham Green on 4780 5549.

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27. BARRICADES

The proposed location of any barricades on the roadway or carparks should be shown on the Event Site Plan and Traffic Control Plan submitted with this Application.

Do you require use of Council's road barricades: YES/NO

Who will be staffing the barricades on the day of the event?

Rural Fire Service SES Rotary Other Specify: _____

- Council has a limited supply of barricades for use free of charge.
- You will be required to pick them up from Council on Monday, Wednesday or Thursday between 10am-4pm. Contact Tina Marie Sheil on 4780 5730 to arrange.

28. TRAFFIC CONTROL SIGNS

- Council has a limited number of Traffic Control Signs for use in temporary road closures. Contact Tina Marie Sheil on 4780 5730.
- All traffic controllers must have undergone accredited traffic control training.

29. OVAL/PARK/TOWN SQUARE BOOKINGS

You must contact the Customer Bookings Officer on 4780 5613 to book use of any oval, park, reserve or town square. The **Confirmation of Booking Letter MUST accompany your Event Application.**

Official Park/Oval Name: _____ Village where located: _____

- Some ovals/parks are booked regularly by sporting groups well in advance so please make your booking as soon as possible to avoid disappointment.
- There is a charge of \$25 for half day hire and \$50 for full day hire of ovals (refer to **Attachment 6 – Schedule of Fees and Charges**) Must be paid prior to approval.

30. HALL BOOKINGS

Event Organisers must contact the relevant Hall Bookings Officer. Hall bookings should be made as far in advance as possible (as some regular users book halls years in advance). The **Confirmation of Booking Letter MUST accompany your Event Application.**

Each hall will have its own charges please confirm with Halls Booking Officer.

Name of Hall: _____

Village where Located: _____

Have you made a booking with the Booking Officer: YES/NO

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HALL BOOKING OFFICERS

Hall	Contact	Phone
Blackheath Community Centre	Helen	4787 8849
Blaxland Seniors & Community Centre	Facilities Liaison Officer (Mon-Thurs)	4780 5025
Braemar Gallery Springwood (Exhibitions only)	David Howell	4723 5046
Faulconbridge Community Centre	Facilities Liaison Officer	4780 5735
Glenbrook Hall	Therese Van Gulp	4739 2601
Gloria Park	Facilities Liaison Officer (Mon-Thurs)	4780 5025
Katoomba-Leura Senior Citizens	Maureen Timms	4782 9745
Medlow Bath Facility	Community Facilities Coordinator	4780 5425
Megalong Valley Community Hall & Reserves	Christine Bundy	4787 9181
Mid Mountains Community Centre	Facilities Liaison Officer	4780 5735
Mount Wilson Village Hall	Milba Mewburn	4756 2120
Mt Riverview Hall	Facilities Liaison Officer (Mon-Thurs)	4780 5025
Mt Victoria Public Hall	Diane Bayley	6355 2738 H 4787 1577 W
Springwood Civic Centre	Facilities Liaison Officer (Mon-Thurs)	4780 5025
Warrimoo Citizens Hall	Facilities Liaison Officer	4780 5735
Wentworth Falls School of Arts	Facilities Liaison Officer	4780 5735
Weroona Park Hall	Facilities Liaison Officer	4780 5735
Winmalee Community Hall	Facilities Liaison Officer	4780 5735

31. WAIVING OF APPLICATION FEE

As per outlined in **ATTACHMENT 6 – Schedule of Fees and Charges** there is a non-refundable Application Fee of \$250. Council may deem that not-for-profit or charity organisations be exempt from this fee.

Are you a not-for-profit community organisation or charity? YES/NO

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32. CHECKLIST

Please circle whichever is applicable:

Completed Event Application Form <i>MUST BE SUBMITTED</i>	YES / SEND LATER / NA
Copy of Event Program	YES / SEND LATER / NA
RTA Special Event Transport Management Template (Attachment 1)	YES / SEND LATER / NA
Event Site Plan (Attachment 2) <i>MUST BE SUBMITTED</i>	YES / SEND LATER / NA
Notification of Pending Event (Attachment 4) <i>MUST BE SUBMITTED</i>	YES / SEND LATER / NA
Hold Harmless Agreement (Attachment 5) <i>MUST BE SUBMITTED</i>	YES / SEND LATER / NA
Inclusion in Calendar of Events Form (Attachment 7)	YES / SEND LATER / NA
Copy of Insurance Certificate of Currency <i>MUST BE SUBMITTED</i>	YES / SEND LATER / NA
Confirmation of Booking Letter for Park/Oval/Hall <i>MUST BE SUBMITTED</i>	YES / SEND LATER / NA
Copy of Resident Notification/Newspaper Advert.	YES / SEND LATER / NA
Stallholder List	YES / SEND LATER / NA
Fireworks Insurance Certificate of Currency	YES / SEND LATER / NA
Copy of Amusement Device Operators:	
Certificate of Currency for each Device	YES / SEND LATER / NA
Service Logbook for each Mechanical Device	YES / SEND LATER / NA
Workcover Registration	YES / SEND LATER / NA
Tethering Details for Inflatable Devices	YES / SEND LATER / NA
Walkway Details	YES / SEND LATER / NA
Technical Drawings for Large Structures	YES / SEND LATER / NA
Animal Operators Insurance Certificate of Currency	YES / SEND LATER / NA
Youth Event Police Approval Letter	YES / SEND LATER / NA
Application Fee – cheque made payable to <i>Blue Mountains City Council</i>	YES / SEND LATER / NA
DA (Land Use Application Form) submitted	YES / SEND LATER / NA