

EVENT/GROUP ACTIVITY APPLICATION FORM



In accordance with the Trust's determination under regulation 26 of the *Wellington Park Regulations 2019* events or group activities in Wellington Park that are advertised and open to the public require a permit from the Trust.

Please fill out this form if you intend to organise an event or group activity in Wellington Park which will be advertised and open to the public.

Event permit applications should be lodged **at least 2 months** before the proposed date of the event.

If your event is for profit you must hold a commercial operator's licence under section 31 of the *Wellington Park Act 1993*. If you already hold a commercial operator's licence for events in the Park you are only required to apply for an event permit if it is a condition of your licence.

You must have public liability insurance for the event/group activity.

| Event/Group Activity Description | |
|--|--|
| Proposed event name: | |
| Description of proposed event: | |
| Location / route: | |
| Reason for location / route selection: | |
| Is the location / route negotiable: | |
| Proposed date(s) and time(s) (including days to set up and dismantle event related works) | |
| Event/Group Activity Contact Person | |
| Name | |
| Postal address | |
| Postcode | |
| Phone No: | |
| Mobile No: | |
| Email: | |
| Organising Body Business Details (if relevant) | |
| Business Name | |
| Company Name (if relevant): | |
| ABN: | |
| Business address: | |
| Business phone number: | |

| Event/Group Activity Details | |
|---|--|
| Expected numbers attending: (maximum number of people, vehicles, bicycles as relevant) | |
| Will numbers be limited? If so how? | |
| Sites and facilities to be used: (e.g. parking spaces for 10 vehicles, toilets, shelters, tracks, fire trails) | |
| Organiser vehicle access requirements before, during and after the event: (include number and type of vehicles) | |
| Temporary facilities or structures to be erected/provided: (e.g. tables, chairs, marquees, signage, barriers etc.) | |
| Will any Park infrastructure/ facilities or natural features need to be modified for the event? | |
| What impact will the event have on other Park visitors? How will these be minimised? | |
| Use of machinery and equipment: (e.g. generators) | |
| Is vehicle access to fire trails required? | |
| What environmental impacts (if any) will the event have? How will these be minimised? | |
| Will food and drink be provided to participants and/or spectators? | |
| How will waste be managed and disposed of? | |
| What measures will be taken to ensure the safety of participants, spectators and other Park visitors? | |
| Does your event require public access to be restricted for safety or other reasons? If so please specify where access needs to be restricted and for what period? | |
| List the skills/experience of event supervisors/marshals/guides to ensure the event is conducted safely. | |

| Applicant Details | | |
|----------------------|--|-------|
| Applicant name: | | |
| Applicant signature: | | Date: |

IMPORTANT NOTES:

- If you have an event management plan and/or safety management plan please include this with your application. This is a requirement for larger events or those likely to place participants or other Park visitors at risk.
- Please provide evidence of public liability insurance for the event with a limit of at least \$10,000,000.
- If your event is considered likely to have an impact on Park values you may be required to submit a Park Activity Assessment (PAA) in addition to this application form. You will be advised if a PAA is required with one week of submission of your event application.
- A permit is required for any activities prohibited under the *Wellington Park Regulations 2019*, such as; placement of advisory signage in the Park, erection of structures, and vehicle access to fire trails. If your event includes activities prohibited under other Regulations additional information may be required so that they can be included in your permit.
- Events/group activities considered to have an unacceptable risk to Park values, or unacceptable safety risks will not be approved. In this case you will be advised of the refusal and the reasons for the refusal. An application for a permit for an individual event may be refused even though you have a Licence to run events in the Park under section 31 of the *Wellington Park Act 1993*.
- If you intend to film the event and/or use a drone, a separate approval will be required. Please download the application forms from the Wellington Park Website: wellingtonpark.org.au
- The assistance of Authorised Officers of the Trust will be subject to their availability.

FEES:

- Event permits under the *Wellington Park Regulations 2019* are subject to an application fee as set out in Schedule 1 of the Regulations. This fee may be waived for events run by registered charities and other not for profit organisations at the discretion of the Trust. If a fee is to be charged you will be sent an invoice. The fee must be paid before the event permit will be issued.
- If your event is subject to a Commercial Operator's Licence you may be required to cover any costs incurred by the Trust or Park management agencies in assisting with your event.

EVENT ORGANISER'S RESPONSIBILITIES:

Event organisers will be responsible for:

- Preparing a Park Activity Assessment, if required.
- Erecting advisory signage (approved by the Trust) to warn other Park users of the event. Advisory signs must be in place at least a week before the event.
- Paying any fees required by the Trust.
- Ensuring the event is run safely.
- Ensuring there is no negative impact on Park values except as allowed for in a permit issued under the Regulations.
- Ensuring there are adequate toilet facilities for event participants and spectators.
- Ensuring all material imported into the Park is removed at the conclusion of the event or as specified in the permit. To minimise waste the Trust requires that recyclable and/or compostable materials are used where possible.
- Cleaning up and removing all litter and rubbish generated by event participants and spectators.

Please attach any additional information:

Please Read Carefully: The Trust retains the authority to reject any event application and also to apply conditions to any permit issued. **Allow 3 weeks for processing of applications.** .

Please email completed Permit Applications to: info@wellingtonpark.org.au