



# Special Event Permit

**Principal Office: Jamestown** 94 Ayr Street, Jamestown SA 5491 Phone: (08) 8664 1139 Fax: (08) 8664 1085  
**Branch Office - Gladstone** 14 Fifth Street, Gladstone SA 5473 Phone: (08) 8662 2018 Fax: (08) 8662 2394  
**Branch Office: Spalding** 11 Main Street, Spalding SA 5454 Phone & Fax: (08) 8845 2017  
**Postal Address:** PO Box 120, Jamestown SA 5491  
**Email Address:** [admin@nacouncil.sa.gov.au](mailto:admin@nacouncil.sa.gov.au)

I \_\_\_\_\_  
(Name)

for and on behalf \_\_\_\_\_  
(Organisation, Business, Group)

of Address \_\_\_\_\_

of Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Hereby make application to **Northern Areas Council**  
(Council)

For \_\_\_\_\_  
(Name of event)

To be held at \_\_\_\_\_  
(Name of venue)

On \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_

Alcohol will / will not be served. Estimated Attendance \_\_\_\_\_

Please state activities to be undertaken or goods to be sold etc: .....

If food and/or drink are to be sold, please provide details: ..... (Refer to General Condition 7)

If music will be played or amplified sound used, please provide details: ..... (Refer to General Condition 8)

Council will not normally provide power. If it will be provided, please provide the details: ..... (Refer to General Condition 11)

## SPECIAL EVENT PERMIT

### The issuing of this permit is subject to:-

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit

### General Conditions of Permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
8. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
9. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
10. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. The use of power by permit holders shall not exceed that agreed to and approved by the Council.

SPECIAL EVENT PERMIT

12. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.

Special Conditions of Permit

- 1. Event Management Plan and Risk Assessment to be submitted to Council for approval.
- 2. Site Plan of the area to be submitted to Council.
- 3.

This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.

Signed for and on behalf of the permit holder

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Signed by or on behalf of the Council

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Office Use Only  
**Council Authorisation**

Sale of food/drink Approved / Denied / N/A      Playing of Music Approved / Denied / N/A

Power Approved / Denied / N/A      Insurance Yes / No

**Permit    Approved / Denied**

Fee \$ \_\_\_\_\_

Booking Sheet Updated?

Signature: .....

Date: .....