

Please use the checklist to help plan your event. If you require further assistance with the application, please contact the Property Officer on 8582 1922.

CHECKLIST	Yes	No/NA
Food	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol: is licence required	<input type="checkbox"/>	<input type="checkbox"/>
Amusement Devices	<input type="checkbox"/>	<input type="checkbox"/>
Owners current Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Licence/registration certificate from SafeWork SA	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Structures	<input type="checkbox"/>	<input type="checkbox"/>
Power and Water	<input type="checkbox"/>	<input type="checkbox"/>
Animals	<input type="checkbox"/>	<input type="checkbox"/>
Owners current Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Detail of animal management on site	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management - Number of bins required	<input type="checkbox"/>	<input type="checkbox"/>
Security	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan submitted	<input type="checkbox"/>	<input type="checkbox"/>
Security	<input type="checkbox"/>	<input type="checkbox"/>
Security information noted	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management	<input type="checkbox"/>	<input type="checkbox"/>
Special requirements	<input type="checkbox"/>	<input type="checkbox"/>
Helicopter landing area noted on site plan, Public Liability Insurance and Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Attached Pyrotechnician's Public Liability Insurance, Risk Assessment and SafeWork SA approval	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks notice to residents	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Feeds and Charges	<input type="checkbox"/>	<input type="checkbox"/>
Hirer's responsibility to provide: tea and coffee requirements, tea towels, dishwashing detergent. Council unable to provide.	<input type="checkbox"/>	<input type="checkbox"/>
Hirer's responsibility to provide: all electrical equipment for example power boards and leads, lap tops, projectors etc. Council unable to provide	<input type="checkbox"/>	<input type="checkbox"/>

Have read terms and conditions and attached all relevant documents