

Event Development Application

Planning & Development Services Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541 | DX 5323 Nowra
 council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

1 Applicant Details

Title: (Mr/Mrs/Miss/Ms/Other)

First Name:

Surname:

Organisation:

Postal Address:

Town or Locality:

Postcode:

Daytime Phone:

Mobile:

Email:

The applicant is also the owner? Yes No

2 Property Details

Park/Reserve Name

Street no:

Street:

Town or Locality:

Lot or Portion No's:

Section (where relevant)

DP or Parish Name:

Area of Land (in m2 or hectares):

(You can find the lot no., section and DP no. on a map of the land; on the title documents for the land; or on your rates notice.)

3 Owner's Details

All Owner's Name(s):

Postal Address:

Town or Locality:

Postcode:

Telephone No (Bus)

4 Describe Your Event

Event/Festival Name

Annual Monthly Other

Event Commencement Date/Time (including setup):

Setup Date ____/____/____ Time:

Public Start Date ____/____/____ Time:

Event Finish Date/Time (including clean up):

Public Finish Date ____/____/____ Time:

Pull down Date ____/____/____ Time:

Estimated average daily attendance:

Alcoholic beverages Yes No

A detailed description of the Event is to be included with the application (Refer to Section 8)

Privacy Notification: The information on this form is being collected by Council for administrative and assessment purposes. It will be used by Council staff and other organisations for the purpose mentioned and may be included on a public register. Personal information contained on this form will be displayed on Council's website as required by the GIPA Act 2009. Persons identified on this form may at any time, apply to Council for access or amendment of the information.

OFFICE USE ONLY

Application No:	DA \$:	Other \$:	Total \$:
Zoning:	CC \$:	Other \$:	Receipt Date :
Related Files:	OC \$:	Other \$:	Receipt No:
	Event Development Application		Development Planners Assistant
Form Number: 788	Version Number 1	Issue Date: 14/12/2011	Next Review date: 14/12/2014

4 Event Components

Will the event involve:

The erection of temporary structures such as a marquee?

Yes No

Size: M2

Amusement rides? Yes No

Road closures/ changes to traffic or pedestrian movements? Yes No

Food sales to the public? Yes No

Fireworks? Yes No

Public address (PA) amplified music? Yes No

Public land (other than roads)? Yes No

Water based activities? Yes No

Temporary advertising banners? Yes No

Animals? Yes No

5 Plans

You need to provide 4 copies of a site plan (drawn to scale) illustrating the overall layout, dimensions of all structures and location of the following:

- Food/drink merchandise stalls
- Temporary stages
- Information/ticket sales
- All temporary structures including marquees/seating/fencing
- Generators (if required)
- Display area for fireworks
- Toilet facilities (including facilities for the disabled)
- Sound & lighting towers
- First Aid Stations/Parent Room
- Dressing Rooms
- All temporary signage and banners
- Location of garbage bins
- Car Parking Plan

6 Waste Minimisation Plan

Garbage and Recycling/ Waste Collection & Disposal - The applicant must ensure that sufficient waste containers are provided for the duration of the event.

At the conclusion of the event all waste, and containers, must be removed from the site. **A Waste Minimisation & Management Plan must be provided with the Event Development Application. (Refer to DCP 93 - Controls for Waste Minimisation & Management.)**

7 Traffic Management Plan

You need to provide 4 copies of the Traffic Management Plan prepared by a suitably qualified person illustrating:

- Access to and from the site, including pick-up and set-down points for transport
- Car parking layout plan required. This to include buses & cars and any proposed alternative parking sites.
- Any road closures, barricades
- Location of Traffic Parking Marshals
- Location of pedestrian paths/walkways
- Road closures/ changes to traffic or pedestrian movements

8 Documentation - Event Management Plan

Detailed overall Management Plan (4 copies) of the event is to be provided which is to include, but not limited to the following:

- Detailed description of the Event
- Estimated Numbers
- Hours of Operation of Event/Activity
- Risk Management
- Emergency Procedures including emergency evacuation by helicopter
- Emergency Access
- Public Health and First Aid Services
- Noise/Amplified Music/Use of Music
- Traffic Impact Assessment
- Signage details including any variable message boards placements
- Lighting
- Security
- Liquor Licenses/Alcohol
- Access for residences and businesses contained within the affected area
- Details of site rehabilitation, including clean-up
- Details of stalls (food, etc)

Note: If road closures (classified roads) is proposed, written evidence of prior consultation with the NSW Roads & Maritime Services and written evidence of prior consultation with NSW Police is required.

9 Public Liability Insurance

Every event must be covered by an approved Australian Prudential Regulation Authority (APRA) current liability insurance certification which has cover for a minimum of \$20 million (any one occurrence) and have Council noted as an interested party.

Please attach a copy of your Certificate of Currency to this application.

10 Approvals from State Agencies

If you need a development consent and one or more of the approvals listed in the DA Guidelines, your development is known as integrated development. The relevant state agency will be involved in the assessment of your proposal. **See Section 7.11 and Attachment C of the DA Guidelines.**

- No
- Yes – Please list the approvals you require

.....

.....

.....

An additional fee may be required for State Agency Council can tell you what this charge will be.

11 Disclosure of Political Donations & Gifts (S147 of the EP& A Act 1979)

Have you or any persons with a financial interest in this application in the last two (2) years, made any political donations or given any gifts to any local Councillor or Council employee? Yes No

If you ticked yes, please fill out a Political Donations & Gifts Disclosure Statement at the back of this form.

Important Notice: It is an offence under the EP & A Act 1979 if you fail to disclose reportable donations and gifts.

12 Owner's Declaration

The owner(s) of the land to be developed must sign the application.

If you are not the owner of the land, you must have all the land owners sign the application. If the land is Crown land, an authorised officer of the Department of Lands must sign the application. If the land is owned by Council, the General Manager, or delegate must sign the application.

As the owner(s) of the above property, I / we consent to lodgement of this application:

I/We hereby permit any duly authorised officer of the Council of the City of Shoalhaven to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the Act(s), Regulation or planning instrument.

..... (Date) / /

(Signature of Owner 1)

..... (Name)

..... (Date) / /

(Signature of Owner 2)

..... (Name)

If the land is owned by a company (P/L) the signature of at least one (1) director residing in Australia is required. If a company signatory, indicate position held.

13 Applicant's Declaration

I hereby apply for approval of the development proposal described in this application and in the plans, specifications and documents accompanying the application, and that the information is correct.

This application (where required) is also deemed to be an application for a "Certificate of Compliance" under Section 307 of the Water Management Act 2000.

I agree to inform the owner (s) of the land about the display of forms and documents in DA Tracking on Council's website.

The applicant, or the applicant's agent, must sign the application

..... (Date) / /

(Signature of Applicant)

..... (Name if you are not the applicant)

..... (Capacity in which you are signing if not the applicant)

Important Information relating to DA's

1 Access to information

The Government Information (Public Access) (GIPA) Act 2009 provides that persons are entitled to open access information about a Development Application. However, this does not extend to:

- (a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- (b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

2. DA Tracking

Council's on-line DA Tracking system allows customers to view plans, other details and track the progress of a DA throughout the assessment process.

The on-line system provides key milestones in the DA process but does not provide a detailed history. Persons wishing to confirm information in detail should contact Council via either the email facility at the bottom of the on-line DA tracking window of each DA listed or in writing in order to obtain a written response.

All documents associated with the DA will be accessible on-line via Council's DA Tracking site, in accordance with Council policy.

3. DA Decision Making

If in the opinion of Council Officers any significant issues of public interest or policy and material impacts are identified, the application will most likely be reported to a Council Meeting, otherwise qualified Planning, Development and/or Building Assessment staff will make a decision.

4. Copyright Note

The Applicant is advised that Council may use or make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the GIPA Act 2009 and Council's Community Consultation Policy. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council's website to be viewed or printed out by member of the public and using the plans and accompanying documents for Council's Strategic Planning purposes. The Applicant is responsible for obtaining all copyright licenses necessary from the copyright owners for this purpose.

5. Disclosure of Political Donations & Gifts

You must declare any reportable political donations (being donations of \$1,000 or more) or gifts made in the previous two years and up to determination of the planning application. This includes donations or gifts given by any person with a financial interest in the application. More information about your disclosure obligations and a copy of the Disclosure Statement Form can be found at the back of this form, Council's website at www.shoalhaven.nsw.gov.au or www.planning.nsw.gov.au/donations.



Political Donation & Gifts Disclosure Information

Development & Environmental Services

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Explanatory Information

This form may be used to make a political donations and gifts disclosure under section 147(4) and (5) of the Environmental Planning Assessment Act 1979 for applications or public submissions to a council. Please read the following information before filling out the Disclosure Statement on pages 3 and 4 of this form. Also refer to the 'Glossary of terms' provided overleaf (for definitions of terms in italics below). Once completed, please attach the completed declaration to your planning application or submission.

Making a planning application to a council

Under section 147(4) of the Environmental Planning and Assessment Act 1979 ('the Act') a person who makes a relevant planning application to a council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

Making a public submission to a council

Under section 147(4) of the Environmental Planning and Assessment Act 1979 ('the Act') a person who makes a relevant planning application to a council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

Making a public submission to a council

Under section 147(5) of the Act a person who makes a relevant public submission to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any associate of that person within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council
- (b) all gifts made to any local councillor or employee of that council.

A reference in sections 147(4) and 147(5) of the Act to a reportable political donation made to a 'local councillor' includes a reference to a donation made at the time the person was a candidate for election to the council.

How and when do you make a disclosure?

The disclosure of a reportable political donation or gift under section 147 of the Act is to be made:

- (a) in, or in a statement accompanying, the relevant planning application or submission if the donation or gift is made before the application or submission is made, or
- (b) if the donation or gift is made afterwards, in a statement of the person to whom the relevant planning application or submission was made within 7 days after the donation or gift is made.

What information needs to be in a disclosure?

The information requirements of the disclosure are outlined in the Act under section 147(9) for political donations and section 147(10) for gifts. Pages 3 and 4 of this document include a Disclosure Statement Template which outlines the relevant information requirements for disclosures to a council.

Note: A separate Disclosure Statement Template is available for disclosures to the Minister or the Director-General of the Department of Planning.

Warning: A person is guilty of an offence under section 125 of the Environmental Planning and Assessment Act 1979 in connection with the obligations under section 147 only if the person fails to make a disclosure of a political donation or gift in accordance with section 147 that the person knows, or ought reasonably to know, was made and is required to be disclosed under section 147. The maximum penalty for any such offence is the maximum penalty under Part 6 of the Election Funding and Disclosures Act 1981 for making a false statement in a declaration of disclosures lodged under that Part. Note: The maximum penalty is currently 200 penalty units (currently \$22,000) or imprisonment for 12 months, or both.

Glossary of Terms

Glossary of terms (under section 147 of the Environmental Planning and Assessment Act 1979)

gift means a gift within the meaning of Part 6 of the Election Funding and Disclosures Act 1981. Note. A gift includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

Note: Under section 84(1) of the Election Funding and Disclosures Act 1981 gift is defined as follows:

gift means any disposition of property made by a person to another person, otherwise than by will, being a disposition made without consideration in money or money's worth or with inadequate consideration, and includes the provision of a service (other than volunteer labour) for no consideration or for inadequate consideration.

local councillor means a councillor (including the mayor) of the council of a local government area.

relevant planning application means:

- a) a formal request to the Minister, a council or the Director-General to initiate the making of an environmental planning instrument or development control plan in relation to development on a particular site, or
- b) a formal request to the Minister or the Director-General for development on a particular site to be made State significant development or declared a project to which Part 3A applies, or
- c) an application for approval of a concept plan or project under Part 3A (or for the modification of a concept plan or of the approval for a project), or
- d) an application for development consent under Part 4 (or for the modification of a development consent), or
- e) any other application or request under or for the purposes of this Act that is prescribed by the regulations as a relevant planning application, but does not include:
- f) an application for (or for the modification of) a complying development certificate, or
- g) an application or request made by a public authority on its own behalf or made on behalf of a public authority, or
- h) any other application or request that is excluded from this definition by the regulations.

relevant period is the period commencing 2 years before the application or submission is made and ending when the application is determined.

relevant public submission means a written submission made by a person objecting to or supporting a relevant planning application or any development that would be authorised by the granting of the application.

reportable political donation means a reportable political donation within the meaning of Part 6 of the Election Funding and Disclosures Act 1981 that is required to be disclosed under that Part. Note. Reportable political donations include those of or above \$1,000.

Note: Under section 86 of the Election Funding and Disclosures Act 1981 reportable political donation is defined as follows:

86 Meaning of "reportable political donation"

- (1) For the purposes of this Act, a reportable political donation is:
 - (a) in the case of disclosures under this Part by a party, elected member, group or candidate—a political donation of or exceeding \$1,000 made to or for the benefit of the party, elected member, group or candidate, or
 - (b) in the case of disclosures under this Part by a major political donor—a political donation of or exceeding \$1,000:
 - (i) made by the major political donor to or for the benefit of a party, elected member, group or candidate, or
 - (ii) made to the major political donor.
- (2) A political donation of less than an amount specified in subsection (1) made by an entity or other person is to be treated as a reportable political donation if that and other separate political donations made by that entity or other person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1).
- (3) A political donation of less than an amount specified in subsection (1) made by an entity or other person to a party is to be treated as a reportable political donation if that and other separate political donations made by that entity or person to an associated party within the same financial year (ending 30 June) would, if aggregated, constitute a reportable political donation under subsection (1). This subsection does not apply in connection with disclosures of political donations by parties.
- (4) For the purposes of subsection (3), parties are associated parties if endorsed candidates of both parties were included in the same group in the last periodic Council election or are to be included in the same group in the next periodic Council election.

a person has a financial interest in a relevant planning application if:

- a) the person is the applicant or the person on whose behalf the application is made, or
- b) the person is an owner of the site to which the application relates or has entered into an agreement to acquire the site or any part of it, or
- c) the person is associated with a person referred to in paragraph (a) or (b) and is likely to obtain a financial gain if development that would be authorised by the application is authorised or carried out (other than a gain merely as a shareholder in a company listed on a stock exchange), or
- d) the person has any other interest relating to the application, the site or the owner of the site that is prescribed by the regulations.

persons are associated with each other if:

- a) they carry on a business together in connection with the relevant planning application (in the case of the making of any such application) or they carry planning submission), or
- b) they are related bodies corporate under the Corporations Act 2001 of the Commonwealth, or
- c) one is a director of a corporation and the other is any such related corporation or a director of any such related corporation, or
- d) they have any other relationship prescribed by the regulations.

POLITICAL DONATIONS AND GIFTS DISCLOSURE STATEMENT TO COUNCIL

If you are required under section 147(4) or (5) of the Environmental Planning and Assessment Act 1979 to disclose any political donations or gifts (see information page for details), please fill in this form and sign below.

Disclosure Statement Details				YES / NO	
Name of person making this disclosure statement	Planning application reference (e.g. DA number, planning application title or reference, property address or other description)				
Person's interest in the application (circle relevant option below) You are the APPLICANT YES / NO OR You are a PERSON MAKING A SUBMISSION IN RELATION TO AN APPLICATION YES / NO					
Reportable political donations or gifts made by person making this declaration or by other relevant persons * State below any reportable political donations or gifts you have made over the 'relevant period' (see glossary on information page). If the donation or gift was made by an entity (and not by you as an individual) include Australian Business Number (ABN). * If you are the applicant of a planning application state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by any persons with a financial interest in the planning application, OR * If you are a person making a submission in relation to an application, state below any reportable political donations or gifts that you know, or ought reasonably to know, were made by an associate.					
Donation or gift?	Name of donor (or ABN if an entity); or name of person who made the gift	Donor's residential address or entity's registered address or other official office of the donor; address of person who made the gift or entity's address	Name of party or person for whose benefit the donation was made; or person to whom the gift was made	Date donation or gift was made	Amount/ value of donation or gift

Please list all reportable political donations and gifts—additional space is provided overleaf if required.

By signing below, I/we hereby declare that all information contained within this statement is accurate at the time of signing.

Signature(s) and Date

Name(s)

