



**Public liability insurance:** The permit holder must have Public Liability insurance (minimum cover \$5,000,000) relating to the approved activity. **A copy of the Public Liability insurance must be attached with this**

**Processing time**

**Please allow a minimum of 14 business days for the processing of your application. Changes and variations made within 14 days of the event may be refused.**

Required Forms:

- Public Liability Insurance Attached
- **Event** Information and Application Package (if applicable) Attached
- Notification for **Food** Stall & Temporary Food Business (if applicable) Attached
- Detailed Site Plan Attached

*(Applicable = Festivals, Carnivals, Fete, Markets)*

**Applications will not be accepted until all relevant documentation is attached.**

I certify that the above information is true and correct and acknowledges that in making this application, I have read, understand and agree to be bound by the permit conditions including the payment of any applicable fee.

Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notified Engineering Department (If required) Date \_\_\_\_\_

<b><u>OFFICE USE ONLY</u></b>			
Application fee	Application Fee (Once-Off) \$	Receipt No:	Date:
Permit fee	\$ _____	Receipt No:	Date: