

Fact Sheet

Event Permit

Activities requiring an Event Permit are those taking place on land under the care and control of Alexandrina Council. This includes:

- Public land and community reserves
- Streets, footpaths and road-related areas
- Beaches and foreshores.

Events are typically one-off or occasional activities of limited duration that offer the community leisure and social experiences beyond everyday activities. These events:

- Are open to the public
- Contribute positively to the profile of the region
- Generate significant visitation and economic benefits
- Enhance the lifestyle and attractiveness of the area.



Council will strive to ensure activities that promote a sense of vibrancy and local attraction do not impede or create adverse impacts on other users.

Event Permit to which this application applies includes:

- Food and wine Festivals
- Sporting events
- Music events
- Garden or botanical events
- Cultural events.

The permit authorises the holder to use an approved portion of land for the approved purpose, subject to all permit conditions, on a non-exclusive basis.

Application

Permit application forms are required to be lodged with Council by the following minimum timeframes, unless otherwise negotiated with Council:

- Twelve (12) weeks – Major Event
- Eight (8) weeks – Medium Event
- Four (4) weeks – Minor Event

Applications for and approval of permits will be determined by Council taking a range of factors into consideration. There is no obligation on Council to approve a permit.

Supporting documentation should be provided with the application where available; however, some documents may be submitted at a later stage of the assessment process. All required documentation must be provided to Council's satisfaction prior to the approval of an Event Permit.

Permit Time Frame

An event held on public land will be valid only for the specific dates and times stipulated on the permit, including designated bump-in and bump-out periods to allow for setup and pack-down.

Supporting Documents

When submitting your Event Permit Application, the following documents are required:

- Current public liability insurance (min 20 million)
- Risk Management Plan
- Emergency Response Plan
- Detailed site plan
- Waste Management Plan.

Fees

Alexandrina Council may charge a fee for use of roads and public land. Fees payable will be accordance with Council's annual Schedule of Fees and Charges (as applicable).

Road Closures

If your event requires a road closure, additional approval processes will apply, and traffic management company engaged by the event organiser. Please contact Permit Officer for guidance.

Other Event Permit Requirements

Depending on the nature and scale of the event, additional approvals or requirements may apply. These may include, but are not limited to:

- Obtaining a liquor licence
- Lodging a Temporary Food Notification form
- Preparing a noise management plan
- Arranging waste management (including provision of bins)
- Hiring security company
- Hiring portable toilets.



Further Information

Event Permit Information can be obtained from:

- Council's website www.alexandrina.sa.gov.au
- Contacting the Permit Officer on 8555 7000
- Email: permit.officers@alexandrina.sa.gov.au.