

Application for a Public Places Permit for an Event

Please allow 14 working days for processing.

Applicant Details

Organisation:			
Surname:		Given Name/s:	
(If the applicant is an organisation then their representative must provide their details)			
Mobile:		Other Phone:	
Physical Address:			
Postal Address:			
Email:			

Event Details

Event Name:	
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What activities will be taking place at your event:

Event Date From:	Day/Month/Year	To:	Day/Month/Year
Time From:		To:	
Bump-in Date:		Bump-in Time:	
Bump-out Date:		Bump-out Time:	

Locations (Tick all applicable locations and access required)

Civic Centre Lawns

Key Access to power
After-hours Access to Public Toilets at the Civic Centre

Chamber Lawns

Key Access to power
After-hours Access to Public Toilets at the Civic Centre

Todd Mall

(Public Access to power boxes available - no key required)

Frank McEllister Community Park (Araluen Park)

After-hours Access to Park Public Toilets

Todd River Bank north of Leichhardt Terrace Public Toilets

Key Access to power
After-hours Access to Public Toilets Leichhardt Terrace
*** The only site in the CBD that Travelling Carnivals can utilise**

Joint Jurisdiction Locations:

Flynn Church Lawns

(Public Power is available - no key required)

Other Location/s:

Important Information

A Public Liability Insurance Certificate must accompany all applications.

Key Access: A deposit is payable on the collection of keys, which will be refunded, or an imprint of a credit card can be taken. On the return of the key, the imprint will be destroyed. A Notification to collect the key will be done a few days before the event.

After Hours Access to Civic Centre Toilets: A staff member manages these facilities, no key access is available. An after-hours fee may be applicable, as a staff member must manage the facility during the event.

Joint Jurisdiction:

Flynn Church Lawns requires written permission from the Alice Springs Uniting Church for your event.

Contact Details:

Postal: PO Box 6, Alice Springs NT 0871
Physical Address: 52 Todd St, Alice Springs NT 0870

Phone: (08) 8952 1856 Email: admin@aliceunitingchurch.org.au

Signed and Dated by Applicant

I, the undersigned, have read and understood all conditions and regulations applicable to this application.

Signature: _____
(Signature of Applicant/Organisation Representative)

Date: _____

Additional Information

1. A **Traffic Management Plan** will be required if your event will vary the normal operating conditions of any part of an Alice Springs Town Council Road Reserve. A Road Reserve includes a verge, road, and footpath. See an **Application to hold an Activity within an Alice Springs Town Council Road Reserve**.

Example: Your event is on the Civic Centre Lawns and closing off Todd Street for an event activity. You will require a **Public Places Permit** for the Civic Centre Lawns and a **Traffic Management Plan** for the closure of Todd Street.

2. In-kind support is offered to **eligible events** and must be applied for online. See the Alice Springs Town Council website www.alicesprings.nt.gov.au
3. Add your Event to the Alice Springs Town Council community calendar on our website.
4. If applicable, have you applied for a banner permit?

Please submit your completed form with any additional paperwork:

Email: astc@astc.nt.gov.au

In person: Reception, 93 Todd Street, Alice Springs NT 0870

Post: PO Box 1071, Alice Springs NT 0871

Fax: (08) 8953 0588

FOR OFFICE USE ONLY:

Approved:

Not Approved:

Responsible officer:

Comments:

Signature of RO:

Date:

Processing Officer:

In Calendar:

On Spreadsheet:

Completed & Notified Applicant:

Key Request to be Processed On:

In Calendar:

Date applicant to collect Key:

In Calendar to notify applicant:

A/H Access to Civic Centre Public Toilets email sent to Tech Services:

Civic Centre Public Toilets Reminder Calendar Invite including Tech Services 1 week before:

Permit No.:

Fee: \$

Receipt No./IKS/Invoice:

Subject to the following Conditions:

1. Comply with:

- Alice Springs (Management of Public Places) By-Laws 2009 and any other By-Law relating to the permitted activity.
See - <https://alicesprings.nt.gov.au/governance/documents/by-laws>
- Northern Territory Traffic Regulations, Northern Territory Traffic Act and Australian Road Rules and any other Northern Territory legislation that applies to the permitted activity.
See - <https://legislation.nt.gov.au/>

2. For fees: <https://alicesprings.nt.gov.au/community/residents-info/fees>

3. Alcohol consumption is not permitted in a Public Place, unless all relevant permits have been obtained and approved. See www.nt.gov.au for more details or contact liquorlicensing.ditt@nt.gov.au

4. A permit holder and all persons associated with the permit **SHALL**:

- Comply with all reasonable and lawful directions of an Authorised Officer of the Council or Police Officer concerning the Location and siting of the activity.
- Keep the permit to hand for inspection by any Authorised Officer or Police Officer.
- Maintain the site in a safe, clean and tidy state free from garbage and litter.
- Ensure all works, structures, articles and matters associated with the permitted activity must be adequately guarded and illuminated. Reflective tape must be used for nighttime.
- Ensure all activities are conducted or located to ensure emergency vehicles can gain access to the site at all times.
- Indemnify and keep the Alice Springs Town Council indemnified against any and all actions, claims, demands, losses, damages, costs and expenses arising from or out of the activity and or equipment pursuant to this permit.

5. A permit holder and all persons associated with the permit **SHALL NOT**:

- Allow activities, vehicles, furniture, equipment and other articles within to obstruct the passage of pedestrians and vehicles unless the obstruction is part of or included in the permitted activity.
- Act in an offensive manner, cause harm or damage to any persons or unreasonably affect the peace or repose of any reasonable person.

6. Additional conditions for the permit holder and all persons associated with the permit:

- Not interfere with or cause damage to Council property or cause harm or damage to any property, infrastructure, matter or thing unless it is part of or included in the permitted activity.
- That Council reserves the right to vary or revoke this permit at any time.