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| Description: letterhead header |

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| **Precinct Activity Application**  **Send to: Sydney Olympic Park Authority (SOPA) Fax: (02) 9714 7398** *Version: June 2017[SOPA stallholder form: D14/26651]* |

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| Applications and supporting documents must be received at least 7 days prior to the earlier of Event date or bump in, and are subject to approval by SOPA.  **For Parklands site hire** – refer "Outdoor Spaces for Hire" - <http://www.sydneyolympicpark.com.au/whats_on/parks/outdoor_spaces_for_hire> |

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| **Application date** |  | | | | | | | | | |
| **Name of Event** |  | | | | | | | | | |
| **Event Date(s)** |  | | | | | | | | | |
| **Venue** if Activity supports Event elsewhere |  | | | | | | | | | |
| **Proposed Activities** |  | | | | | | | | | |
| Community Event  Not for profit organisation  Commercial Event (*for profit*)   Private  Free  Ticketed or restricted entry | | | | | | | | | |
| Other (describe): | | |  | | | | | | |
| No of patrons at Event: | | | SOPA may limit the number of participants for an activity or area | | | | | | |
| **Preferred Location**  **Yes  No** | Indicate preferred location for your Activity or attach map (final allocations to be approved by SOPA) | | | | | | | | | |
|  | | | | | | | | | |
| **Applicant** (legal entity - person/company etc) |  | | | | | | **ACN** | |  | |
| **Trading name** (registered business name if applicable) |  | | | | | | **ABN** | |  | |
| **Contact Details –** (Applicant's primary contact/**Event Manager**) | **Name** |  | | | | | **Fax** | |  | |
| **Position** |  | | | | | **Phone** | |  | |
| **Email** |  | | | | | **Mobile** | |  | |
| **Street address** |  | | | | | | | | |
| **Mailing address** |  | | | | | | | | |
| **Nominee** (if applicable – eg Applicant's delegate during Event) | **Name** |  | | | | | **Fax** | |  | |
| **Position** |  | | | | | **Phone** | |  | |
| **Email** |  | | | | | **Mobile** | |  | |
| **Set up / bump in** | **Start** | Date | |  | | | Time | |  | |
| **Finish** | Date | |  | | | Time | |  | |
| **Activities** on Event date | **Start** | Time | |  | | | **Finish** | | Time |  |
| **Pack up / bump out** | **Start** | Date | |  | | | Time | |  | |
| **Finish** | Date | |  | | | Time | |  | |
| **Vehicle Access** (For bump in/out purposes)  **Yes  No** | ***NOTE: Bump in/out times in the lead up to the event to be approved by SOPA, and vehicle access must be scheduled during these times.*** | | | | | | | | | |
| **Bump in** | Date | |  | | | Time | |  | |
| **Bump out** | Date | |  | | | Time | |  | |
| Number and size of vehicles: | | | | | |  | | | |
| Are vehicles required to remain in the precinct? | | | | | | **Yes  No** | | | |
| If yes – why? | | | | | |  | | | |
| **Event history** for prior activities conducted at Sydney Olympic Park | Existing  New event  One-off event  Recurring event  Period of recurrence [# ] | | | | | | | | | |
| Date/location of prior event(s) | | |  | | | | | | |
| **Services required** (eg power, communications, water)  **Yes  No** | Single Phase  (10 or 15 amp) | No of outlets | | |  | Purpose | |  | | |
| Three Phase  (32 amp) | No of outlets | | |  | Purpose | |  | | |
| Other services |  | | | | | | | | |
| **Sale or service of Goods, Food, Alcohol/Beverage**  **Yes  No** | Details and costs of any goods/food/alcohol/beverages for sale or promotion or giveaway: | | | | | | | | | |
|  | | | | | | | | | |
| Food sale or giveaways – food type, preparation method and refrigeration type: | | | | | | | | | |
|  | | | | | | | | | |
| **Amplified Sound**  **Yes  No** | Details |  | | | | | | | | |
| **Advertising and  promotional material** (flyers, brochures or other promotional material)  **Yes  No** | ***All promotional items and flyers are subject to approval by SOPA and may incur a cleaning fee. Certain materials are prohibited.*** | | | | | | | | | |
| Type of article | | |  | | | | | | |
| Size of Article | | |  | | | | | | |
| Material (Attach samples of artworks) | | |  | | | | | | |
| Number of articles distributed | | |  | | | | | | |
| Other details | | |  | | | | | | |
| **Safety Guidelines** | *Applicant and its contractors must refer to and comply with* ***"Safety guidelines for organisers of events being held within Sydney Olympic Park" dated November 2010”*** *as amended from time to time (see SOPA website:* [***http://www.sopa.nsw.gov.au/resource\_centre/publications***](http://www.sopa.nsw.gov.au/resource_centre/publications)*)* ***(“Safety Guidelines”)*** | | | | | | | | | |
| * **Temporary structures** (eg marquee tents, stall/s, inflatables or similar)   **Yes  No** | *A structural engineer's certificate is required prior to the end of the bump in period – refer* ***Safety Guidelines*** | | | | | | | | | |
| No of structures | |  | | | | | | | |
| Footprint Size  (eg ‘6m x 10 m = 60m²’) | |  | | | | | | | |
| Details | |  | | | | | | | |
| * **Other activities**   **Yes  No** | *Refer* ***Safety Guidelines*** *for other requirements including BCA/fire safety requirements, access requirements, temporary entertainment venues, pyrotechnic/laser safety, use & storage of bottled gas, general health & amenity.* | | | | | | | | | |
| Details: | |  | | | | | | | |
| *SOPA may require additional information in assessment of these activities.* | | | | | | | | | |
| **Approvals**  **Yes  No** | List any approvals, registration, licensing required for the Activities: | | | | | | | | | |
|  | | | | | | | | | |
| **Fees / Bond** | ***Fees and charges applicable to the Activity will be applied in accordance with SOPA’s Commercial Concessions Guidelines (***[***http://www.sopa.nsw.gov.au/resource\_centre/publications***](http://www.sopa.nsw.gov.au/resource_centre/publications) ***)****.**SOPA will advise the relevant fee, and if a bond is payable for this Event. If SOPA requests fees/a bond to be paid in full prior to bump in, access will not be granted until the fees/bond is paid.* | | | | | | | | | |
| **Other information** | **Insert** other information to support your application or provide an attachment. | | | | | | | | | |
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| **Documents required with application / prior to bump in** | | | |
| **Risk management/ work health safety** | Risk management plan (incorporating work health safety matters) in relation to the activities for the Event. SOPA may require the plan to incorporate other operational matters relevant to the Activity. The Applicant must comply with work health safety and environmental laws applicable to the proposed Activity. | | |
| **…/…/….** | **Plan received by SOPA** | |
| **Insurance and indemnity** | Evidence of the following insurances in relation to the Activity. The Applicant will indemnify and keep indemnified SOPA from and against any claims or actions, liability, loss, damage, costs, charges and expenses SOPA may pay, suffer or incur or be liable for as a result of any damage to, or loss of, property or death or injury to any person which may be suffered or sustained during the Applicant’s occupation of use of any part of Sydney Olympic Park for the Activity. | | |
| **Public liability:** | At least | **$20 million** |
| **Workers compensation:** | For any person engaged by the Applicant or its contractor in relation to the Activity | |
| **Other insurance:** | Type: |  |
| **…/…/….** | **Certificates received by SOPA** | |
| **Child-related work** Refer *Child Protection (Working with Children) Act 2012 (NSW)*  **Yes  No** | If the Applicant or its employees, contractors or agents intend to have direct contact (physical or face to face contact) with children (persons under 18) in relation to the Activity then child protection legislation may apply. If ‘child‑related work’ applies then the Applicant must provide a statement in relation to working with children checks and other matters under child protection legislation.    Refer SOPA’s Child Protection Policy: <http://www.sopa.nsw.gov.au/resource_centre/publications> Refer legislation - [Child Protection (Working With Children) Act 2012](http://www.austlii.edu.au/au/legis/nsw/consol_act/cpwca2012388/) / [Child Protection (Working With Children) Regulation 2013](http://www.austlii.edu.au/au/legis/nsw/consol_reg/cpwcr2013479/index.html)– including s6 (Child-related work), s8 (Restrictions on engaging in child-related work), s9 (Employers must require clearance or current application) | | |
| **…/…/….** | **Working with children checks statement received by SOPA** | |
| **Documents required with application / prior to bump in …………….continued** | | | |
| **Traffic management plan Yes  No** | If your Activity involves vehicular movement on public roads or thoroughfares, you must provide a **TMP**, which must be authored by a person holding either a current Orange Card (qualified to design and inspect TCPs) or a current Red Card (qualified to select and modify TCPs). For reference:   * **Traffic Control Plan (TCP)** - a diagram showing signs and devices arranged to warn traffic and guide it around, past or, if necessary through a work site, activity or temporary hazard. The TCP shall detail the location, spacing and sizes of all signs and devices, the location and lengths of tapers, all pavement markings and delineators, any containment or safety fencing, flashing arrow signs, portable traffic signals, variable message signs, roadwork speed zones and, if necessary, pedestrian routes. * **Traffic controller** - a trained person whose duty it is to control traffic. This control is normally exercised by the use of STOP/SLOW bats, but may be by manual control of traffic signals, or other devices. * **Traffic Management Plan (TMP)** – a plan detailing the activity or work to be undertaken and describing its impact on the general area, especially its impact on public transport and passengers, cyclists, pedestrians, motorists and commercial operations, which needs to describe how these impacts are being addressed and which may also contain detailed **TCP**s and **VMP**s. * **Vehicle Movement Plan (VMP)** - a diagram showing the preferred travel paths for vehicles associated with a work site, activity or temporary hazard entering, leaving or crossing the through traffic stream. A VMP should also show travel paths for trucks at key points on routes remote from the work site such as places to turn around, accesses, ramps and side roads. A VMP may be combined with or superimposed on a TCP. | | |
| **…/…/….** | **Plans received by SOPA** | |

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| **Privacy** | The information in this form is required for SOPA to assess the application and will be used by SOPA and stored in accordance with SOPA's Privacy Policy [refer: <http://www.sopa.nsw.gov.au/privacy>] |
| **Government information** | The Applicant acknowledges that SOPA may be required to disclose information about this application in accordance with Government Information (Public Access) Act 2009 (NSW) |

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| **By signing this application, the Applicant:**   * certifies that he/she is the Applicant or is authorised by the Applicant to make this application * certifies that the information in this application is true and correct * undertakes to promptly advise SOPA should there be any alterations or additions to the information supplied * acknowledges that if this application is approved, SOPA will enter into a Licence Agreement or Licence Permit with the Applicant, which will be subject to terms and conditions of use |

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| **………………………………………………………**  **Name of Applicant/authorised person** | **………………………………………………………**  **Signature of Applicant/authorised person** |
| **………………………………………………………**  **Position of authorised person** | **………………………………………………………**  **Date** |