



# WORKS APPROVAL APPLICATION

PLEASE NOTE THAT AN APPLICATION FEE OF \$25.00 APPLIES AND SHOULD BE PAID AT LODGEMENT OF YOUR APPLICATION. FEES MAY BE WAIVED FOR NON-PROFIT OR CHARITABLE ORGANISATIONS.

## YOUR DETAILS

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**APPLICANT'S NAME:**

**ORGANISATION:**

**STREET ADDRESS:**

**POSTCODE:**  **STATE:**

**PHONE:**  **MOBILE:**

**E-MAIL:**

## EVENT DETAILS

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**EVENT NAME:**

**EVENT ORGANISER:**

*Note: the Event organiser is the person or organisation whose name the Public Liability Insurance is taken out for the event (not required for weddings).*

**EVENT DATE:**

**EVENT START TIME:**  **EVENT FINISH TIME:**

**SETUP DATE/TIME:**  **PACK-DOWN DATE/TIME:**

**LOCATION:**

**SUBLOCATION**

**DESCRIPTION OF THE PROPOSED WORKS:**

*Please describe and show on an accompanying map all marquees, fencing, catering facilities, portable toilets, signage, etc to be erected for the event*

## NOTES

- ### NOTES
1. A map of the site showing the placement of proposed works must be submitted with this form as part of the works approval.
  2. On receipt of you approval letter from NCA you will be advised if a site/irrigation mark out is required for your event. Please note it is the responsibility of the event organiser to arrange this with our contractor.