

2026/2027 EVENT APPLICATION

STEP 1: Go to our [Event Organisers Toolbox](#) for important information and helpful resources.

STEP 2: Chat to Council's Events Unit, 6801 4000 or email regionalevents@dubbo.nsw.gov.au to enquire about venues available and appropriate for your event.

STEP 3: Complete this document *Contents*:

Section 1: **Venue Booking Form** Section 2: **Venue Terms and Conditions + Billing Information** Section 3: **Documentation Required by Council** Section 4: **Event Organisers Toolbox**

Please do not hesitate to contact the Events Unit should you have any questions, or require assistance to develop event management plans.

Events Unit T: 6801 4000 E: regionalevents@dubbo.nsw.gov.au

VENUE BOOKING FORM

* indicates a required field

Please note hire fees apply.

[2026/2027 Fees and charges](#)

A late submission fee (outlined in the above document) will be applied if the event organiser fails to provide documentation in line with below. **DOCUMENTATION DEADLINES**

Minor/Medium | Fewer than 500 people Event application and booking form: **At least 4 weeks prior** Supporting documentation: **At least 3 weeks prior**

Large | 500 to 1,999 people Event application and booking form: **At least 8 weeks prior** Supporting documentation: **At least 6 weeks prior**

Significant | 2,000 or more Event application and booking form: **At least 12 weeks prior** Supporting documentation: **At least 6 weeks prior**

For further information: [Event Permit Policy](#)

For information regarding fees and charges please contact 6801 4000.

Name of event *

Organisation Name

Brief Description *

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Form Preview

Word count:
Must be no more than 100 words.

Owner of event *

Organisation Name

Name of applicant *

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Start date of event *

Please enter as dd/mm/yyyy

Start Time

Must be a number.

Finish date of event *

Must be a date.

Please enter as dd/mm/yyyy

Finish Time

Must be a number.

How many people are you expecting at your event (please include participants/players/officals/spectators/stallholders)_

Must be a number.

Which venue have you tentatively booked *

- | | |
|--|--|
| ☐ Ollie Robbins Oval - Dubbo | ☐ Jubilee Oval - Dubbo |
| ☐ Victoria Park - Dubbo | ☐ Lady Cutler Sporting Precinct - Dubbo |
| ☐ Apex Oval - Dubbo | ☐ Cameron Park - Wellington |
| ☐ Barden Park - Dubbo | ☐ Kennard Oval - Wellington |
| ☐ Dubbo Regional Botanical Garden - Dubbo | ☐ Other: <input type="text"/> |

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Do you require access to the building at the venue (clubhouse/stadium - if applicable to the venue) *

- ☐ Yes
☐ No

Bump In Date

Must be a date.

Bump in Time *

24 hour time only

Bump Out Date

Must be a date.

Bump Out Time *

24 hour time only

Please indicate if you are having any of the following at your event *

- | | | |
|---|---|--|
| ☐ Stall holders | ☐ Fireworks | ☐ Live music |
| ☐ Food vendors | ☐ Amusement rides | ☐ Animals |
| ☐ Jumping castle or inflatables | ☐ Service of alcohol | ☐ Drone photography |
| ☐ Trailer Stage (stage positioned on site via a motor vehicle) | ☐ Helicopter rides | ☐ Other: <input type="text"/> |

Have you spoken to your insurance broker regarding all activities planned. Are you intending on having an activity that is currently listed as an exclusion on your policy? Are all activities covered under your Public Liability Insurance?

Will your event be held on a road (in full or in part) or do you think the volume of people attending your event will impact the road network? *

- ☐ No
☐ Yes

WASTE - Council does not provide waste services to events. Please contact a local supplier to arrange bins and waste collection. Please confirm that you will be arranging waste services: *

- ☐ Yes
☐ No - if no, why
☐ Other:

TOILETS Public amenities located on site may be used to support your event. However, you must arrange for the toilets to be cleaned prior and following your event. A clean during the event may also be required. You may need to arrange additional toilets (portaloos) . If you are using the public toilets you must provide toilet paper, hand wash and towels for

attendees. Please refer Event Organisers Toolbox for guidance on the number of toilets required for your event.

TERMS AND CONDITIONS

* indicates a required field

KEY CONDITIONS OF USE

POWER SAFETY: - All cords must be tagged and tested in accordance with AS/NZS 3760. - Cords must heavy-duty, outdoor rated. - Double adaptors must not be used. - All cables that run along the ground must be covered by cord protectors or isolated by elevating at least 6m above the ground. - In the case of wet weather, weatherproof connector protectors must be applied. Resources to assist event organisers to develop risk and emergency plans available: [Event Organisers Toolbox - Dubbo Regional Council](#)

PEGS: **Pegs must not exceed 200mm in length and 5mm in width** (sand or water weights are referred). If any structure or inflatable required use of pegs that will be longer than 200mm, Council will require you to arrange marking of underground services. This is to protect persons and property against injury or damage. This service will be provided by Council at cost to the event organiser. Any damage to underground service or Council equipment as a consequence of use of pegs will be charged to the event owner at actual cost.

VEHICULAR ACCESS: **is permitted on Ollie Robbins Oval. No driving or parking of vehicles** permitted on any other sporting facility, park, garden or non-defined vehicle area without written approval from Council. *(An event permit provided in support of this application does not constitute permission to drive or park vehicles on the venue).*

DAMAGE: The event owner will be responsible for any damage incurred at the venue as a result of the event activity. **FOOD VENDORS: Food vendors must be registered** with Dubbo Regional Council or their 'home' council.

WASTE: Is the responsibility of the event owner. Waste bins provided for use by the community are not to be used to support the waste needs of events. **CYCLIC**

MAINTENANCE: Open spaces are to be used in the condition they appear (e.g. mowing and maintenance is not carried out specifically for an event but rather on a scheduled roster).

KEYS: Should keys be required they are to be collected from Councils Administration Building one day prior to the event and returned one day post event. Event organisers will be charged to replace any damaged or lost keys as set out in the Dubbo Regional Council Fees and Charges.

VICTORIA PARK

- Vehicular movement is confined to Memorial Drive (the centre road which can be accessed from Talbragar St)
- Stages must be positioned on the western side of the park (subject to approval)
- In the event of wet weather, Council reserves the right to request that any major structures or activity be relocated to protect the integrity of the parks assets.
- The venue does not have sufficient lighting for activity after sunset.
- The venue does not have sufficient power and therefore generators may be required.
- Events held in Victoria Park are not to use, activate, drive or park on the area surrounding the War Memorial Cenotaph. A distance of 2m from the sandstone plinths is required.

FULL TERMS AND CONDITIONS

- 1.This booking is issued subject to the event organiser meeting the conditions of approval and obtaining all necessary approvals of Dubbo Regional Council and any other relevant authority.
- 2.Booking dates and times are to be strictly adhere to. Event organisers must ensure that Dubbo Regional Council is notified of any changes/cancellations to the event.
- 3.Parks, gardens, sporting facilities, reserves and roads are a public space and therefore exclusiveness to an area booked for an event is not guaranteed. It should be noted that no additional event activity will be approved that will conflict with such booking.
- 4.Events held on public land are not to amplify noise outside the following hours: 7am to 10pm (Monday to Friday), 8am to 10pm (Saturday to Sunday).
- 5.Open spaces are to be used in the condition they appear (e.g. mowing and maintenance is not carried out specifically for an event but rather on a scheduled roster).
- 6.Dubbo Regional Council's Public Liability Insurance Policy covers the respective rights and liabilities of the Dubbo Regional Council and its agents but does not cover any negligence attributable to the event organiser or person acting on the event organiser behalf. Accordingly, Dubbo Regional Council is to be indemnified for \$20 million against any claims for liability connected with the hirer's use and control of the area. A copy of the Licensee Public Liability Insurance Policy with specific cross liability clause inserted is to be submitted to Dubbo Regional Council prior to the event /activity with the application form.
- 7.If a Public Health Order is in place event organisers will be required to meet any restrictions or conditions that may apply to your event.
- 8.An inspection of the park, garden, reserve or sporting facility including playgrounds, paths, grassed area, amenities, playing surface etc is to be carried out by the event organiser prior to the commencement of the event to ensure the safety of the open space prior to use. Any problems should be fixed immediately if possible or referred to Council as soon as practical. The event should not commence until any problems are rectified.
- 9.Any assistance required to be undertaken by the Recreation and Open Space Team for this event / activity outside normal working hours of Monday to Friday 9:00am to 5:00pm, will be charged to the event organiser at the applicable Dubbo Regional Council rates as set out in the Dubbo Regional Council Fees and Charges.
- 10Should keys be required they are to be collected from Councils Administration Building one day prior to the event and returned one day post event. Event organisers will be charged to replace any damaged or lost keys as set out in the Dubbo Regional Council Fees and Charges.
- 11Event organisers must remove all equipment (either privately owned or hired from a third party,) temporary structures, signage and waste from the park, garden, reserve or sporting facility at the conclusion of the event/ activity.
- 12Dubbo Regional Council does not take responsibility for any loss or damage to the event organiser infrastructure and equipment associated with their event / activity installed in the park, garden, reserve or sporting facility. All infrastructure and equipment that is on site is at the event organisers own risk.
- 13The event organiser agrees to adhere to all reasonable directions or requests given by any authorised officer of Dubbo Regional Council or members of the NSW Police Service. Failure to do so will result in the termination of the booking
- 14Strictly, no unauthorised vehicles are to be driven on any park, garden, reserve, sporting facility or non-defined vehicle areas without written approval from Council.
- 15No parking of vehicles is permitted on any grass area without written Council approval.
- 16No smoking is permitted within sporting facilities or around childrens playgrounds. It is the responsibility of event organisers to ensure that all event patrons attending abide by this regulation.

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- 1 Event organisers are to ensure sporting facilities are locked including amenities, canteens, canteen roller doors, gates etc after the event and that all equipment including microphones, scoreboard controls etc are placed in the appropriate
- 18 Event organisers are to ensure the security system is turned on and off correctly where applicable. Failure to do so requires a security call out to check out the alarm fault. The user groups will be invoiced \$100 per call out.
- 19 Upon use of a sporting facility canteen the event organiser must leave the canteen clean and tidy to Council standards post event. The cleaning includes all rubbish and supplies removed, deep fryers oil removed and discarded of appropriately (not in Council bins or sewer), water drained from bay-maires, benches wiped down, splash backs wiped over, fridges wiped out, the floors swept and mopped etc. Please note Council does not provide cleaning products or equipment so this must be brought in by the event organiser. In the case where the canteen needs to be cleaned by Councils contract cleaner the event organiser will be invoiced actual costs per clean required.
- 20 The use of glass bottles at all parks, gardens, reserves and sporting facilities is prohibited. It is the responsibility of event organisers to ensure this regulation is enforced.

PARK, GARDEN, RESERVE AND SPORTING FACILITY CLOSURE CONDITIONS:

1. Dubbo Regional Council reserves the right to prohibit the use of any park, garden, reserve or sporting facility in the event of heavy rain, in times of drought, or where damage is likely to be caused. The Dubbo Regional Council Management Policy Wet Weather Cancellations outlines the procedure for wet weather inspections, decision making process for cancellations and communication channels for sporting facilities.
2. Any excessive damage caused to a park, garden, reserve or sporting facility from inappropriate use is the responsibility of the event organiser. Dubbo Regional Council will invoice the event organiser for all damage caused by the event.

ELECTRICAL EQUIPMENT:

1. Council encourages event organisers to utilise equipment which doesn't require power as only certain parks, gardens and sporting facilities have power available.
2. The event organiser is required to pay the cost of any 'call out' necessary to reinstate power at the venue due to a power overload. At no time shall any power outlets or electrical switchboards be changed, upgraded or modified in any way.
3. It is the responsibility of event organisers to have all appliances and electrical cords used on Council parks, gardens and reserves tested and tagged in accordance with current Australian standards and regulatory requirements.
4. Use of Council sports lights will see a charge applied according to the Dubbo Regional Council Fees and Charges. **AMPLIFIED SOUND:**

1. Sound amplification equipment used must be installed and maintained to minimise the noise impact on residential premises.
2. All amplified sound including test being restricted to between 8.00am and 10pm. No musical entertainment or amplified sound, including sound checks, are to be carried out outside these times.
3. At Apex Oval, Victoria Park and Barden Park the PA system is set up for event organisers. Event organisers are to access the system via the announcers boxes. Event organisers are required to turn off the PA system post event.
4. If an event organiser requires the cordless microphone they must book this in with the Recreation Coordinator before their event. Damage or loss of the portable microphone will see the user group invoiced \$900.

AMENITIES:

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- 1.Council ensures the toilets are clean and toilet paper replenished during scheduled cleans. It is the responsibility of event organisers to pre-arrange with Council additional cleans (actual cost invoiced to event organiser) or provide their own additional toilet paper, as well as hand wash and paper towel.
- 2.Amenities and change rooms are to be left in a clean and tidy condition. All taps should be turned off, lights turned off, rubbish removed and doors locked.

WASTE MANAGEMENT:

- 1.Waste from the event is the responsibility of the event owner. Waste bins provided for use by the general public are not to be used by event patrons/stallholders/vendors to dispose of waste. If additional waste bins are required to meet the needs of the event these must be arranged by the event organisers.
- 2.All parks, gardens, reserves and sporting facilities are to be left in a clean, tidy and litter-free condition at the completion of the event.
- 3.Any additional cleaning or waste removal that is required to be undertaken by Dubbo Regional Council will see actual cost charged to the event organiser as per the Dubbo Regional Council Fees and Charges.
- 4.Waste services including bins and removal is to be arranged via a local supplier.

FAULTS, DAMAGES AND REPORTING:

- 1.Any unsafe parks, gardens, reserves or sporting facilities should not be used and reported to Council immediately via the Council on 6801 4000 (including after hours calls). Calls are logged using this service, and allocated to staff so appropriate inspections and work can be carried out to ensure faults are fixed.
- 2.If an event organiser reports a fault during their event and it turns out to be caused by the event organiser negligence or misuse, then the event organiser will be invoiced for the actual costs for fixing the fault.
- 3.Event organisers hiring parks, gardens or reserves are responsible for all damage caused during their event and will be invoiced the actual costs for any repairs required.

STAGES AND INFLATABLES If you are having a stage or inflatable, please discuss proposed location with the Events Unit. Placement subject to Council's Open Space Policy.

FEES AND CHARGES:

Event organisers must pay any hire fees and any other reasonable costs incurred, in accordance with the Dubbo Regional Council Fees and Charges.

Council's Fees and Charges are located here: [Dubbo Regional Council - 20252026 Fees and Charges \(adopted 24 June 2025\).PDF](#)

I confirm that I have read and will adhere to all terms and conditions as stated above *

- ☐ Yes
☐ No

Name *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Position

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

DOCUMENTATION REQUIRED

* indicates a required field

HAVE YOU GOT A CERTIFICATE OF CURRENCY FOR \$20M PUBLIC LIABILITY AND \$20M PRODUCT LIABILITY INSURANCE *

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☐ Yes ☐ No

If no, why not?

Council will require copies of Certificates of Currency. Council will review the Certificates of Currency as part of the application process. The event owner is responsible for ensuring that vendors, subcontractors and suppliers hold adequate insurance specific to the work or activity being carried out.

HAVE YOU STARTED ASSESSING RISK? *

☐ Yes ☐ No

If no, why not?

Council will require a copy of your Risk Management Plan. The Plan will be reviewed by Council as part of the application process. All plans must also include activities covering bump in and bump out. Considerations should include (but not limited to) safety to volunteers/patrons, damage to property/equipment, incident reporting, wet weather contingencies, wind events, security of cash, potential vehicle/pedestrian clashes and public relations and financial risks.

More information: [Event Organisers Toolbox - Dubbo Regional Council](#) includes a Risk Management Plan template.

HAVE YOU COMMENCED DEVELOPMENT OF A SITE PLAN? *

☐ Yes ☐ No

If no, why not?

Council will require a copy of the event's site plan. The plan will be reviewed by Council as part of the application process and Council will want to see location of stages/structures, first aid box/tent, ingress and egress points of participants/attendees and emergency services.

More information: [Event Organisers Toolbox - Dubbo Regional Council](#)

HAVE YOU COMMENCED DEVELOPMENT OF AN EMERGENCY MANAGEMENT PLAN? *

☐ Yes ☐ No

If no, why not?

Council will require a copy of your Emergency Management Plan. The Plan will be reviewed by Council as part of the application process. The Plan should include emergency contact number, access for emergency services and an emergency evacuation plan.

More information: [Event Organisers Toolbox - Dubbo Regional Council](#)

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HAVE YOU COMMENCED WORK ON A WASTE MANAGEMENT PLAN? *

☐ Yes ☐ No

If no, why not?

The event owner is responsible for collecting and disposing of waste. Bins located on site are not to be used to collect waste from event activity. Please arrange waste services via a local provider.

Council reserves the right to request a copy of your Waste Management Plan.

As a guide, minimum number of additional bins for attendee use (not including existing public bins) at events are:

- 1 x 240L bin per 100 attendees (if no food or drinks served/sold)
- 2 x 240L bin per 100 attendees (if food or drinks served/sold)

For events over 1,000: add 2 x 3m front load skip bins.

More information: [Event Organisers Toolbox - Dubbo Regional Council](#)

HAVE YOU COMMENCED WORK ON A SUSTAINABILITY PLAN? *

☐ Yes ☐ No

In 2022, the NSW Government is banning certain single use plastics. Including ban on single use plastic straws, stirrers, plates, bowls and expanded polystyrene foodware.

More info: [Plastics ban nsw | Social Pinpoint \(mysocialpinpoint.com.au\)](#)

More info: [Event Organisers Toolbox - Dubbo Regional Council](#)

HAVE YOU COMMENCED WORK ON AN ACCESSIBILITY PLAN? *

☐ Yes ☐ No

Council expects that all events held on public land are supported by actions to meet the needs of participants/attendees with special needs. Considerations include (but not limited to) accessible parking and toilets.

More info: [Event Organisers Toolbox - Dubbo Regional Council](#)

WILL THERE BE FOOD VENDORS? *

☐ Yes ☐ No

All food vendors must be aware of the Food Handling Guidelines for Temporary Events and be registered with Dubbo Regional Council or their home Council. A food vendor notification form is required.

More information: [Event Organisers Toolbox - Dubbo Regional Council](#)

WILL THERE BE A JUMPING CASTLE? *

☐ Yes ☐ No

If yes, Council will need to sight the owner's Risk Management Plan to ensure actions to mitigate against risks associated with wind have been included. Approval for use of a jumping castle will be determined by Council upon review of the applicable documents.

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Installing, securing and operating jumping castles should be in line with Australian Standard AS3533.4.1-2018: Amusement rides and devices: Part 4.1: Specific requirements - Land-borne inflatable devices. Placement of inflatables is subject to Council's Public Space Policy.

More information: [Event Organisers Toolbox - Dubbo Regional Council](#)

WILL ANY EVENT ACTIVITY OCCUR ON A ROAD OR HAVE AN IMPACT ON THE ROAD NETWORK? *

☐ Yes ☐ No

If yes, a Special Event Transport Management Plan is required by Transport for NSW. Applications must be received by Council at least four (4) months prior to the event.

More information: [Traffic and transport issues at major events - Premier & Cabinet \(nsw.gov.au\)](#)

[Event Organisers Toolbox - Dubbo Regional Council](#)

WILL THERE BE AMUSEMENT DEVICES? *

☐ Yes ☐ No

If yes, small amusement devices do not need the approval of Council. Small amusement devices are defined as 'an amusement device that is designed primarily for the use of children 12 years of age and under and includes such amusement devices as mini-ferris wheels, battery operated cars and miniature railways but in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute. Small amusement devices must be registered with Safework NSW and have a minimum \$10M insurance coverage.

If an application is required, more information: [Approval to Install or Operate Amusement Devices - Dubbo Regional Council - NSW - Australian Business Licence and Information Service](#)

[Event Organisers Toolbox - Dubbo Regional Council](#)

WILL ALCOHOL BE SERVED? *

☐ Yes ☐ No

If yes, Council will want to know that you have contacted NSW Police's local licensing sergeant to discuss licensing requirements.

For more information regarding a limited license:

[Limited licence - special event - Liquor & Gaming NSW](#)

More information: [Event Organisers Toolbox - Dubbo Regional Council](#)

WILL YOU BE ARRANGING ADDITIONAL TOILETS ON SITE? *

☐ Yes ☐ No

The number of toilets required will depend on the expected crowd and whether or not alcohol is being provided.

More information and handy matrix: [Event Organisers Toolbox - Dubbo Regional Council](#)

DO YOU INTEND TO ENGAGE A DRONE OPERATOR TO TAKE IMAGES OF YOUR EVENT? *

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☐ Yes ☐ No

If yes, Council will need a copy of any approvals/authorisations issued to the operator by the Civil Aviation Safety Authority (CASA), and a copy of the operator's Certificate of Currency for Public Liability Insurance. Council will also need the type, make or manufacturer of the drone.

WILL THERE BE FIREWORKS? *

☐ Yes ☐ No

If yes, Council will require the SafeWork Fireworks Permit at least six (6) weeks prior to the event. Also required is the pyrotechnician's Certificate of Currency for \$20M public and products insurance and risk assessment which is site and event specific. [Event Organisers Toolbox - Dubbo Regional Council](#)

WILL THERE BE HELICOPTER ACTIVITY? *

☐ Yes ☐ No

If yes, approval to operate on Council land is required. Council will need to a copy of the operator's license and a site and event specific risk assessment covering the helicopter activity (including flight paths and pilot check for landing areas).

WILL THERE BE LIVE MUSIC AT THE EVENT? *

☐ Yes ☐ No

Please refer to: [APRA AMCOS](#)

More information: [Music and performers at major events - Premier & Cabinet \(nsw.gov.au\)](#)

WILL ANY PARTICIPANTS BE WORKING DIRECTLY WITH CHILDREN? *

☐ Yes
☐ No

If yes, the Working with Children Check is a requirement for anyone who works or volunteers in child-related work in NSW.

More information: [Apply for a Working with Children Check | Service NSW](#)

RESOURCES AND TEMPLATES

EVENT ORGANISER'S TOOLBOXCouncil's Event Organisers Toolbox includes:* Event Planning Guide* Handy Templates and Resources* Information on how we can help promote your event* Banner display guidelines* List of local media[Link to Toolbox](#)Submit your event to the region's online events calendar: [dubboregion.com.au](#)

