

Special Event permit pre-application checklist

This checklist is here to help you get everything together before you start your online application. It makes the process quicker and easier, so you don't have to stop halfway through to find missing details or documents.

1. Event Information

Event details – name of your event, what type of event it is, and a short description.

Date and times – include the event date(s), start time, and finish time.

Location – reserve where the event will be held.

Please note: Special Event permits only apply to events held on council reserves

Expected attendance – an estimate of how many people you think will come along.

Ticketing – is your event free, invitation only, or ticketed?

2. Insurance

If you are applying as a business or organisation, you will need to upload a copy of your current public liability insurance certificate.

You also need to provide a copy of public liability insurance from each vendor, contractor, or service provider you're hiring (for example, food vans, amusement rides, or entertainers).

Important: If your event includes inflatable amusements (like bouncy castles), public liability insurance of at least \$20 million is required.

3. Risk Assessment

If your event is open to the public, you must complete a risk assessment. This will be reviewed and approved by the City of Marion Risk Team.

A Risk Assessment Template has been provided [Risk-Assessment-TEMPLATE-Events-held-on-council-land.docx](#)

Please complete it and upload in word document format as part of your online application.

Public event: Open for anyone to attend (e.g., festivals, concerts, community fairs).

Private event: Invitation only (e.g., weddings, birthdays, private functions).

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4. Food and coffee vans

- Provide contact details (email and phone number) for all food vans, coffee vans, or caterers you are using at your event.
- Upload a copy of public liability insurance for every food vendor. This is required whether they are selling to the public or catering privately.
- If a food business will be selling food or drinks to the public, please include:
 - The name of the council where they are registered, and
 - Their food business number/food passport number (if known).

These details are sent to the City of Marion Environmental Health Team, who will issue a Temporary Food Business Notification for your event.

5. Infrastructure and site setup

- Site plan – include a simple map or plan showing where everything will go (such as rides, food stalls, seating, and other structures), if relevant to your event.
- Marquees, tents or shade structures – provide details and sizes. If you are hiring these, please also include the supplier's details.

All structures must be weighted. Pegs are not allowed in council reserves.

- Staging and fencing – give details and dimensions if you are planning to use either.

6. Banners and signage

If you would like to display signs at your event larger than 2m², you will need development approval. Please refer to the [City of Marion's Planning and Building webpage](#) for further information and to apply for approval.

If you want to advertise your event before it happens, please read about the Temporary Signs and Banners Application process and complete the separate online form here: <https://www.marion.sa.gov.au/services-we-offer/public-health-and-safety/community-safety/temporary-signs-and-banners-information#how-to-apply>

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7. Amusements and entertainment

Amusements list – provide details of all amusements or entertainment at your event, along with vendor contact details. (*Examples: jumping castles, inflatables, petting zoos, rides*).

Inflatable amusements (e.g. bouncy castles) – you must include the size/dimensions of the inflatable device.

Please note: privately owned inflatable amusement devices are not permitted to be used on council reserves.

Insurance – upload a copy of the provider's public liability insurance.
For inflatable amusement devices, insurance must be for at least \$20 million.

- Large inflatables – if the inflatable has a platform height over 3 metres:
- A SafeWork SA plant registration must be provided.
 - You must also complete the SafeWork SA Public Event Notification Form at least 4 weeks prior to your event [Event-safety-Public-event-notification.pdf](#)

Platform height is measured without anyone on the inflatable — from the ground to the highest point that is designed to support a person.

For more information, please see:

[Inflatable-Amusement-Device-Fact-Sheet.pdf](#)
[Inflatable amusement devices | SafeWork SA](#)

Animal attractions – if you are including a petting zoo or animal rides, you must provide details of fencing, signage, handwashing, and a waste removal plan

8. Amplified Sound / Live Music

If you plan to use a microphone, speakers, or live music at your event, you may need to apply for a Section 18 Noise Exemption.

This exemption is required if amplified sound will be used on a Sunday, a public holiday, or between 7 pm and 7 am on any day of the week.

Please complete the Section 18 Noise Exemption Form and upload it with your application. [Template S18 exemption small scale construction small scale](#)

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9. Vehicle access over council land

A vehicle access route has been prepared for the following council reserves for the purpose of loading and unloading only:

- Glandore Community Centre
- Grand Central Avenue Reserve
- Hendrie Street Reserve
- Heron Way Reserve
- Jervois Street Reserve
- Mitchell Park Oval/Reserve
- Oaklands Road Estate
- Oaklands Wetland Reserve
- Trott Park Neighbourhood Centre
- Warriparinga Wetlands

Vehicle access is only available at selected sites and is for loading and unloading only. Council consent is required. If you require vehicle access at a site not listed above, please complete the [Vehicle access over community land - application form](#) and upload as part of your online application.

10. Temporary road closure / traffic impact

If you plan to close a council road or your event will significantly affect traffic, you must do the following:

Complete the Temporary Road Closure & Traffic Management Application Form [Temporary road closure/traffic management - application form](#)

This should be uploaded as part of your Special Event online application and includes the following requirements;

- Submit your application at least 2 months before your event.
- Provide a Traffic Management Plan showing:
 - Traffic flow and detours
 - Pedestrian access and crossings
 - Emergency services access
 - Signage, barriers, and safety measures (including lighting if needed)
- Show how local residents, businesses, and regular traffic will be considered and notified.
- Ensure emergency services access is maintained at all times.

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11. Alcohol

Check dry zones – If you plan to serve alcohol at your event, it is your responsibility to check if the reserve is a dry zone. You can find a map of dry zones here: www.marion.sa.gov.au/services-we-offer/public-health-and-safety/dry-zones

Liquor licence – All alcohol service must follow the Liquor Licensing Act 1997. This is managed by Consumer and Business Services (CBS).

- Contact CBS on 131 882 or visit www.cbs.sa.gov.au for full details on liquor licensing.
- Once your liquor licence is approved, please provide a copy to the City of Marion Events Team.

12. Waste management

The City of Marion is committed to reducing waste and encouraging recycling. There are many great resources online to help you plan, including our [Waste and Recycling page](http://www.marion.sa.gov.au/services-we-offer/waste-and-recycling) www.marion.sa.gov.au/services-we-offer/waste-and-recycling

Private events – Event organisers are responsible for managing and removing all waste generated by their event or activity.

Community events – Extra bins can be provided. Please let us know in your application form how many bins you need.

- **Landfill (red bin)**
- **Recycling (yellow bin)**
- **Organics (green bin)**

Bins will be delivered the weekday prior to your event, emptied the weekday following your event and removed the following day from being emptied.

*Remember: It is best to order **all three bin types** to make sure your event is recycling correctly and following council waste guidelines.*

13. Power / Electricity

The City of Marion does not provide power for external events.

If you plan to use any electrical equipment (e.g., lighting, sound systems, food vans), you must arrange your own power supply and engage a South Australian licensed electrician.

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14. Event promotion

If you would like the City of Marion to help promote your event, you can submit it for inclusion on the Council Events Calendar. <https://www.marion.sa.gov.au/things-to-do/events/submit-an-event>

Please note: submitting your event does not guarantee publication. All submissions are reviewed against council guidelines before being approved for listing.

Important Information

Submission deadlines

- Small to medium scale events – apply at least 4 weeks before your event.
- Large scale events or events that include a temporary road closure – apply at least 8 weeks before your event.

Once you have worked through this checklist and ticked all the boxes, you're ready to complete the Special Event Permit Application Form:

[Special Event Permit Application Form – City of Marion](#)