

.....  
Date

Dear Sir/Madam

SUBJECT: .....

..... would like to inform you that the .....  
Event Organiser ..... Event Name  
will be taking place at .....  
Location

Date: .....

**Section 1 Event Organiser Details**

Contact Name: .....  
Company/Organisation Name: (if applicable) .....  
Suburb ..... State .....  
P/Code .....  
Email address: .....  
Contact Nos: Mobile: ..... Work ..... Home .....

Name: .....  
Date: .....  
Location: .....  
Attendance: .....

**Section 3 Event Description**

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**Section 4 Change in Traffic Conditions**

Attach Traffic Management Plan

*The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.*