

Pre-Submission Details

* indicates a required field

Before you start

Have you read the guidelines and FAQs *

- ☐ Yes
- ☐ No

We recommend you stop here and save your application and read the guidelines and FAQ's [on our website](#).

Is the activation to be held on council or private land? *

- ☐ Council land
- ☐ Private land
- ☐ Council leased properties

Activations on private land or Council leased properties do not qualify for the ENCORE Summer Activation. Please contact the Customer Relations team on 8384 0666 for further information

To be eligible, I understand that all required documents must be included with my submission *

- ☐ Public Liability Insurance to the value of \$20 million (required)
- ☐ Risk Management Plan (required)
- ☐ Waste Management Plan (required)
- ☐ Site Plan (required)
- ☐ Marketing Plan (required)

At least 5 choices must be selected.

Attach required documents at the end of this application

If your application is successful, you will be required to provide the following documentation and approvals, where applicable:

- Liquor Licence
- Development Approval
- Traffic Management Plans for temporary road closures
- Evidence of notification/consultation with Emergency Services and SAPOL
- Temporary Food Notification
- Any other relevant permits or approvals

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Waste Management

If you do not receive Council support with waste management can you still proceed with your activation?

- ☐ Yes
☐ No

We recommend you stop here and carefully consider before proceeding.

Applicant Details

Applicant *

Title	First Name	Last Name

Business Name *

Organisation Name

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.

Applicant Position *

Applicant Primary Website *

Must be a URL.

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Business Social Media Page *

Must be a URL.
Facebook, Instagram etc.

Applicant Postal Address *

Address

Applicant Mobile Phone Number *

After Hours Phone Number

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Organisation Type *

- ☐ Commercial business
- ☐ Incorporated association
- ☐ Community group
- ☐ Other

Describe

Continuous Improvement

* indicates a required field

If successful, routine feedback/evaluation on activation is required

- Capturing the origin and number of visitors
- Providing a profit and loss statement that summarises the activation revenues, costs and expenses incurred during the activation period
- Providing detail of any lost operational day(s)
- Report any incidents (including near misses) in writing and by phone within the same day to council

Do you agree to providing the above feedback/evaluation listed above *

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- ☐ Yes
- ☐ No

If you selected 'no' to the question above, please explain why.

Promotion

Do you agree to promote the activation program through your social media channels? *

- ☐ Yes
- ☐ No

Activation Overview

* indicates a required field

Name of activation *

Activation description *

Must be no more than 100 words.

This summary may be used for promotional and/or marketing purposes.

Will your activation require a liquor licence?

- ☐ Yes
- ☐ No

Bump-in date *

Must be a date and no earlier than 23/11/2026.

The date you will need access to the site to set up.

Activation start date *

Must be a date.

The first date of your proposed activation.

Activation end date *

Must be a date.

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Bump-out date *

Must be a date and no later than 7/3/2027.
The date you will need access to the site to pack up

Proposed venue/location *

Please select from the dropdown list.

Do you understand what this site offers? *

- ☐ Yes
☐ No

Please visit our [website](#) for further information on each site

Activation Trading Hours

Please include opening and closing times.

If you do not operate on a particular day, please indicate it as 'No Trading'.

Monday trading hours *

Tuesday trading hours *

Wednesday trading hours *

Thursday trading hours *

Friday trading hours *

Saturday trading hours *

Sunday trading hours *

Extended trading

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Example - New Years Eve, Australia Day etc.

Permit/Licence Term

How many years are you seeking approval to proceed with your proposed activation? *

- ☐ 1 year
- ☐ 2 years
- ☐ 3 years

Activations will be assessed annually to ensure outcomes are aligned to the activation program before permits/licences are renewed.

Attendance

How many people will be attending per day? *

Must be a number.

Estimation of attendees per day.

Is there a cost for people to attend? *

- ☐ Yes
- ☐ No
- ☐ Other (eg. NYE/Ticketed activity)

What is the cost to attend? *

Must be a dollar amount.

Is this activation exclusive or non-exclusive? *

- ☐ Exclusive (Invitation Only)
- ☐ Non-exclusive (open to all)

Assessment Criteria

* indicates a required field

1.Strategic Alignment and Identified Economic and Tourism Benefit - Weighting 40%

1.1 How does your proposed activation align with the program objectives and contribute to the local economy and attract tourism? *

Word count:

Must be no more than 200 words.

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Hint: Refer to the guidelines and FAQ's

1.2 In what ways will your activation complement surrounding businesses, including how your products, services, and operational hours will value add to the area? *

Word count:

Must be no more than 200 words.

Hint: Think about how your activation will align with the existing mix of businesses in the area. Consider how your products, services, and operating hours will attract more visitors or encourage longer stays and increased local spend

2. Planning and Collaboration - Weighting 20%

2.1 What relevant experience and capability do you bring to successfully plan, implement, and manage this activation from end to end? *

Word count:

Must be no more than 200 words.

Hint: Tell us about similar projects you have delivered including key learnings and or outcomes

2.2 How will you collaborate with other individuals, businesses, or the community to enhance the activation, including any cross-promotion or marketing of surrounding businesses? *

Word count:

Must be no more than 200 words.

Hint: Consider how you will engage with other local businesses, community groups, or stakeholders to strengthen your activation.

3. Suitability and Uniqueness of Activation - Weighting 20%

3.1 How does your proposed activation offer a unique and innovative concept that adds value and vibrancy to the area? *

Word count:

Must be no more than 200 words.

Hint: Describe how it enhances the space or fills a gap in the market

3.2 In what ways is your activation flexible that it can adapt to open space conditions, while being mindful of the surrounding environment? *

Word count:

Must be no more than 200 words.

Hint: Ensure your setup is self sustaining, durable and secure, with consideration given to cultural and environmental sensitivities, as well as the impact on neighbouring residents and businesses.

4. Sustainability and Risk Management - Weighting 15%

4.1 What measures will you take to minimise waste, the environmental footprint of your activation and ensure that risk management practices are appropriate to its scale and complexity? *

Word count:

Must be no more than 200 words.

Hint: initiatives e.g. recycling, composting, limiting single-use items. Also consider how you will identify and manage potential site/activity specific risks e.g weather, safety, work procedures etc.

5. Inclusion - Weighting 5%

5.1 How will your activation take an inclusive approach by being accessible to a broad demographic, supporting the celebration of Aboriginal culture, and where appropriate reflecting the diversity of the destination? *

Word count:

Must be no more than 200 words.

Provide specific examples or planned initiatives

Food Stalls

* indicates a required field

Will food/drink be available to purchase? *

- ☐ Yes
☐ No

How many food stalls will you have? (total)

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Must be a number.

Please upload a priced menu for all food and drink available on site.

Attach a file:

How many food stalls will you have per day?

Must be a number.

Food stall trading times

Please include trading times for each food stall.

Please provide a short description of the type of food and drinks to be provided.

Food Business Details

Name of food business

Contact Name

Title First Name Last Name

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Email

Must be an email address.

Phone Number

Must be an Australian phone number.

Food Business Notification Number (FBN)

FBN is the Food Business Notification Number issued by councils where the temporary food stall is garaged.

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Name of council where notified

Temporary Food Business

Please note that a thermometer must be available on the day if storing potentially hazardous foods.

Please read the [Temporary Food Premises fact sheet](#).

You **MUST** submit a [Temporary Food Business / Event Notification form](#).

*

- ☐ I have read the Temporary Food Premises fact sheet and will follow the requirements of Food Safety Standards
- ☐ I have submitted a Temporary Food Notification Form on the website.

Operational Details

Please note: we cannot grant approval for the use of inflatables on council land. This decision is based on the safety regulations outlined in the Safework SA Guidelines, which require inflatable devices to be securely anchored to the reserve, potentially causing significant damage to our valuable green spaces. Additionally, due to the substantial safety risks associated with such devices, the council is unable to authorise their use on community land.

Please select what is required

- ☐ Vehicle access
- ☐ Temporary parking controls
- ☐ Power (if available)
- ☐ Water (if available)
- ☐ PA System/Music (EPA requirements after 10pm)
- ☐ Stall holders
- ☐ Liquor consumption
- ☐ Marquee/tents (must be weighted or sandbagged)
- ☐ Staging/platforms
- ☐ Amusements
- ☐ Animals
- ☐ Above ground fires/pizza ovens/graziers/fire drums
- ☐ Fireworks
- ☐ Extra cleans/stocking of public toilets (POA \$75-115 per clean, per day - subject to approval and availability)
- ☐ Other

Please provide further details

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ie. what type of power do you require, how many stall holders you may have, any permits obtained for above ground fires (including wood fire pizza ovens, graziers and fire drums).

Temporary Signs and Banners

If you will be erecting event advertising signs or banners on council land, please complete the form below and submit it online via the portal in the link below.

[Temporary banners application](#)

Temporary Road Closures

* indicates a required field

Do you require temporary road closures? *

- ☐ Yes
- ☐ No

Road Closure Information

List the name of road(s) to be closed *

Time of road closure(s) *

Traffic control devises and signage being hired from: *

- ☐ Council
- ☐ Other (elsewhere)

If hiring from elsewhere, please advise where from.

You must have accredited and trained traffic personnel *

- ☐ Agree

Only accredited traffic controllers may be used.

Equipment and Supplies

* indicates a required field

Do you require any equipment or supplies for your activation? *

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- ☐ Yes
- ☐ No

Please note: The amount of equipment supplied will be assessed in terms of the equipment we have available, depending on other events scheduled around the same time.

The Events Facilitation Officer will contact you prior to your event if we are unable to supply the full amount requested.

All equipment is to be collected from our Field Operations Centre Stores, Railway Road, Seaford Meadows. Please provide the quantities of each item required below.

All equipment and supplies are offered as in-kind support for your activation.

How many safety cones do you require?

Must be a number.

Value: \$10 per 5 safety cones.

How much barrier mesh do you require? (In metres).

Must be a number.

Value: 72 cents per metre.

How many ENCORE banners do you require?

Must be a number.

Value: \$80 per sign

How many T-top bollards do you require?

Must be a number.

\$65 per 20 bollards.

How many metres of flag bunting do you require?

Must be a number.

Value: \$15 per 30m

How many community event signs do you require?

Must be a number.

Value: \$40 each.

Are Parking Signs required?

Eg: No Parking, Parking, Reserved Parking, Arrows (Chevron), Left/Right, No Parking Bollards.

If so, what type of parking signs are required?

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Equipment is to be collected from City of Onkaparinga FOC Stores, Railway Road, Seaford Meadows between 8.30am and 3pm.

Checklist and Attachments

* indicates a required field

Please attach all relevant documents and tick the corresponding boxes (required are compulsory) *

- ☐ Public Liability Insurance to the value of \$20 million (required)
- ☐ Risk Management Plan (required)
- ☐ Site Plan (required)
- ☐ Waste Management Plan (required)
- ☐ Marketing Plan (required)

At least 5 choices must be selected.

If your application is successful, you will be required to provide the following documentation and approvals, where applicable:

- Liquor Licence
- Development Approval
- Traffic Management Plans for temporary road closures
- Evidence of notification/consultation with Emergency Services and SAPOL
- Temporary Food Notification
- Any other relevant permits or approvals

Document Uploads

Please upload finalised documents for the current year only - not draft or previous year documents.

Please upload a copy of your public liability insurance *

Attach a file:

Please upload a copy of your risk management plan *

Attach a file:

Please upload a copy of your site plan *

Attach a file:

Please provide a clear site plan showing the outline of the area you wish to use. Please show proposed set up or layout for the activation, i.e. chairs / tables / marquees / PA system / stage / stalls / food

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vendors / first aid / toilets etc. For vehicle access, please show where vehicles will enter and exit the site, where they will be parked and the path they will travel across council land.

Please upload a copy of your waste management plan *

Attach a file:

Please upload a copy of your marketing plan *

Attach a file:

Please upload a copy of your liquor licence (if applicable)

Attach a file:

Please upload a copy of your development approval (if applicable)

Attach a file:

Please upload your traffic management plans and detail of traffic controller personnel (if applicable)

Attach a file:

Please upload a copy of your road closure schedule (if applicable)

Attach a file:

Please upload a copy of your temporary food notification (if applicable)

Attach a file:

Additional documentation

Attach a file:

Please disclose any relevant histories relevant to this application (ie. letter of reference/support, criminal history, outstanding matters, debts).

Additional comments

Terms & Conditions

* indicates a required field

Criminal history

Applicants must disclose any relevant criminal history as part of the application process. The Council reserves the right to decline applications where an individual or organisations background may bring the Council into disrepute or conflict with its values. This includes, but is not limited to, serious criminal convictions or ongoing legal matters that could negatively impact public confidence in Council supported initiatives.

Litigation and outstanding debts

Applicants that have had unsatisfactory dealings with council may be precluded from the ENCORE program. For example, applicants may be deemed ineligible if they:

- are in litigation with council
- have outstanding matters and/or debts with council

Breaches

If an applicant has previously held a permit or licence with Council, any minor breaches or compliance issues may affect their eligibility to participate in the program until the matter has been rectified to Council's satisfaction.

Major breaches or serious non-compliance associated with a previous Council permit or licence may result in the applicant being deemed ineligible to participate in the program.

Declaration *

- ☐ I declare that the information provided in this applications is, to the best of my knowledge, true and correct.
- ☐ I acknowledge that if the information provided is misleading, and approval granted by Council may be cancelled.
- ☐ Additional costs and approvals may be required - all associated costs are the responsibility of the applicant.
- ☐ I agree to disclose any relevant criminal history as part of the application process.
- ☐ I confirm that I am not currently in litigation with Council, and do not have any outstanding matters and/or debts with Council.

Name of signatory *

Title First Name Last Name

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Position *

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