



Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Phone: 02 6340 2000
Fax: 02 6340 2011
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Event Management - Notice of Intention to Hold a Public Assembly

Must be submitted to local police

Taken from NSW Police website https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

Summary Offences Act 1988

To the Commissioner of Police

I, _____
Name
Of _____
Address
On behalf of _____
Organisation
notify the Commissioner of Police that on the _____
Day
of _____
Month/Year

it is intended to hold:

Either:

(a) a public assembly, **not being** a procession, of approximately _____
Number
persons which will assemble at _____
Place
at approximately _____ am/pm
Time
and **disperse** at approximately _____ am/pm
Time

Or:

(b) a public assembly, **being** a procession, of approximately _____
Number
persons which will assemble at _____
Place
at approximately _____ am/pm
Time
and at approximately _____ am/pm
Time
the procession will commence and shall proceed _____

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached

2. The purpose of the proposed assembly is _____

_____ *state purpose*

3. The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

*(i) There will be _____ *(number)* of vehicles and/or* floats involved and their type and dimensions are as follows:

*(ii) There will be _____ *(number)* of bands, musicians, entertainers etc entertaining or addressing the assembly.

*(iii) The following number and type of animals will be involved in the assembly:

*(iv) Other special characteristics of the proposed assembly are as follows:

4. I take responsibility for organising and conducting the proposed public assembly.

5. Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: _____

_____ Post Code _____

Telephone: _____

Signed: _____

Capacity/Title: _____
Delete as applicable

Date: _____

* Delete as applicable