



**GUIDE
to
APPLYING FOR and
CONDUCTING
EVENTS FOR THE PUBLIC
ON COUNCIL LAND
(including Roads)**



Contact Details:

*Postal Address: PO Box 177
Macksville NSW 2447
Telephone: (02) 6568 2555*

Office Location:

44 Princess Street, Macksville NSW 2447

Website:

www.nambucca.nsw.gov.au

Email:

council@nambucca.nsw.gov.au

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ACCESS BY COUNCIL STAFF

Unimpeded access is to be available to your event at all times to relevant Nambucca Valley Council officers for the purpose(s) of inspection, provision of services, surveillance and monitoring.

ACCESS FOR PEOPLE WITH DISABILITY

When planning an event, it is a legal requirement to consider the access needs of people with a disability. With over 16 per cent of the NSW population living with some form of disability, making an event accessible is extremely important. It is also an important commercial decision. Promoting an event's focus on accessibility may also be an attractive prospect for supporting partners or sponsors.

Consider the following four areas:

Communication

Web accessibility (WCAG 2.0); up to date access information; having a contact person; various forms of accessible communication

Transport

Holistic approach (an accessible door-to-door experience); accessible parking; drop off and pick up zones; impact of road closures

Disability Awareness Training

For volunteers and security - operational knowledge of accessible equipment; etiquette; building disability awareness confidence

Precinct planning

Accessible viewing areas; paths of travel; accessible amenities; sensory considerations; options to the event experience

For further information regarding creating accessible events:

<http://www.and.org.au/pages/event-checklist.html>

<https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/accessibility/>

APPLICATION PROCESS

You will need to complete an Event on Council Land application if your event falls into one of the following categories:

- 1 The event will require permits or approvals from more than one department of Nambucca Valley Council.
- 2 The event is not a typical recreation use that aligns with the zoning of the property.

Some events may require a Development Approval from Council under planning regulations. Factors which trigger this requirement include the scale of the event, impacts on community/environment and the planning zoning for land being used. Applicants should consult Council's Development and Environment Section to determine whether the event requires development consent. If so, submission of a Development Application together with an Event on Council Land Application are required.

Generally, an application for an event on Council land is to be made to Council **at least six (6) weeks prior** to the proposed event. For events catering for greater than 2,000 patrons or requiring temporary road closure or on-street parking alterations, applications must be lodged with Council **at least twelve (12) weeks prior** to the event, for referral to the Traffic Committee. Failure to meet this deadline may result in non-approval of the event.

All events must comply with current COVID-19 Public Health Orders. These can be found at:

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx>

ALCOHOL

An approved Liquor Licence is required before Council can approve the sale of alcohol at an event. Applications are made to the NSW Office of Liquor, Gaming and Racing no later than 28 days prior to your event. Please note that if the site is an Alcohol Free Zone, a licence will still not permit the consumption of alcohol at that site.

At events where alcohol is to be made available, appropriate care should be given to the responsible service of alcohol. This includes provision of low alcohol drinks, food and non-alcoholic alternatives. No glass containers should be used at events at which alcohol is served.

You must provide a copy of your Liquor Licence prior to an event approval being issued.

AMUSEMENT DEVICES

If your event includes an amusement device, your application will need to include information so that Council can determine whether an approval to operate that device is required by law as some devices may fall outside the type or size requiring approval.

An **amusement device** is an item of plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement of the equipment, or part of the equipment, or when passengers or other users travel or move on, around or along the equipment.

Amusement devices do not include:

- a miniature train and railway system owned and operated by a model railway society, club or association
- a ride or device that is used as a form of transport and that is, in relation to its use for that purpose, regulated under another Act or an Act of the Commonwealth
- a boat or flotation device that is solely propelled by a person who is in or on the boat, or a device that is not attached to mechanical elements or equipment outside the boat or device and that does not rely on artificial flow of water to move
- plant specifically designed for a sporting, professional stunt, theatrical, or acrobatic purpose or activity
- a coin-operated or token-operated device that:
 - is intended to be ridden, at one time, by not more than four children who must be under 10 years old
 - is usually located in a shopping centre or similar public location, and
 - does not necessarily have an operator.

If an approval is required and then granted, it will be subject to the following conditions:

- a the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason.
- b the device is registered under the *Workplace Health & Safety Act 2011*, as amended and has a current log book.
- c all conditions subject to which the device is registered under *Workplace Health & Safety Act 2011*, as amended and all other relevant requirements of the Regulations are complied with.
- d the device is installed (including erected) and operated in a safe manner.
- e a current insurance contract or indemnity for at least \$20,000,000.

More detailed information may be accessed at:

<https://www.safework.nsw.gov.au/hazards-a-z/amusement-devices>

BONDS

A refundable bond may be required and will be assessed based on the level of facilities and attendees. Should a bond be required, the facilities will be inspected prior to and immediately following the event.

The type of events that will attract a Refundable Bond for example are:

- events that will attract large numbers of people, live bands, loud music;
- events where food is being sold;
- events where people are charged to attend;
- events accessing Council's power supply;
- events which may cause damage to grounds or furniture belonging to Council and its Parks or Reserves.

CATERING and FOOD STALLS

FOOD FOR SALE

All food for sale (whether included in an initial ticket price or for direct sale) is to meet the requirements of the NSW Food Act 2003.

All food vending vehicles and stalls are to comply with Council's Standards for Temporary Food Stalls. **Refer to Appendix for "Artists Impression – Minimum Standards for the Operation of a Temporary Food Stall"**

All food vendors are required to hold a current registration. Vendors who already hold a current registration should provide name and contact details with this application.

Note: Home Jurisdiction Rule applies please provide copy of inspection report from local authority.

Guidelines for food businesses at temporary events and other resources can be found at: <http://www.foodauthority.nsw.gov.au/> search "events".

POTABLE (DRINKING) WATER

A supply of potable water, sufficient for the number of persons in attendance, is to be provided in a readily accessible location. Potable water must comply with provisions of the NSW Public Health Act 2010 and the NSW Food Act 2003.

COMMITTEES OF MANAGEMENT AND RESERVE TRUSTS

Where a park, reserve, hall or playing field is controlled by a Council Committee of Management or a Reserve Trust, that Committee or Trust will need to be consulted and approval obtained prior to lodgement of the Application Form. The approval will need to be attached.

A list of Council Committees can be found at: <https://www.nambucca.nsw.gov.au/> search "Committees of Management" and go to Guidelines to operations and delegations of authority.

CONTINGENCY (Your Back-up) PLAN

Organisers of all events must consider "what if?" Events may need to be reorganised or closed at short notice due to unforeseen circumstances. Large event organisers should develop a Contingency Plan which addresses matters such as how they will deal with spectator management and crowd control, traffic and transport, public health and medical care, environmental issues.

For events on Council roads assessed as Class 1 or 4, development of a Contingency Plan is a requirement and a copy should be attached to your event application.

CHILDREN and EVENTS

Please refer to [Working With Children Check - NSW Office of the Children's Guardian](#) to determine the requirements for working and volunteering with children.

DAMAGE TO COUNCIL ASSETS

Council's assets which include: fences, seating, playing surfaces, playground equipment, trees and gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture, must be left in the same condition as found.

A refundable bond may be required and will be assessed based on the level of facilities and attendees. Should a bond be required, the facilities will be inspected prior to and immediately following the event. It can be arranged that a representative of the Organising Committee be in attendance at the inspections.

DEVELOPMENT CONSENT

Development Consent is required for any change of land use or development works. Each site has a specific purpose and should holding your event on that land be outside the planning scheme, then a Development Application will be required.

To save time, event organisers should consult Nambucca Valley Council Development and Environment section to determine if the event requires development consent. If it does then completion of a Development Application as well as an Application for Event on Council Land and Roads will be required. If possible these should be submitted together.

DRONES

Flying remotely piloted aircraft (RPA) are regulated in Australia by the Civil Aviation Safety Regulations 1998. Flying an RPA for fun and recreation does not require CASA approval, but specific safety rules must be complied with. For more information and useful links, go to;

[The rules | Civil Aviation Safety Authority \(casa.gov.au\)](#)

DUTY OF CARE

Organisers have a duty of care to all people attending their event (to the standard a person would expect while they are in the care of another). Under the NSW Work Health and Safety Act 2011, event organisers must ensure, as far as reasonably practicable, that "people are not exposed to risks arising from the operation; and any place where employees and self-employed persons work is safe".

ELECTRICAL EQUIPMENT

There are many safety risks associated with electrical equipment. It is the event organiser's responsibility to ensure that adequate controls are in place to protect members of the general public. All electrical equipment (i.e. power leads, generators) must comply with Safework NSW Code of Practice. Electrical leads must be tested and tagged prior to use at the event and be protected from pedestrian and vehicle traffic at all times.

ELECTRICITY SUPPLY

Electricity is available at some parks. In some cases access is subject to a fee or key deposit. For some larger events where site electricity is limited, or areas where there is no electricity, it is recommended that you use generators for power supply.

EMERGENCY MANAGEMENT

NOTIFYING EMERGENCY SERVICES AND POLICE

Notwithstanding the requirement to notify Police of a public gathering (see refer to section “Police” in this document) event organisers may wish to advise emergency services such as ambulance and fire.

Any separate approvals that are required from Police or emergency services, should be obtained early in the event planning and copies of approvals should be lodged with the Event Proposal application to Council.

EMERGENCY EXITS

Emergency exits, signage, and appropriate emergency lighting are to be provided to any enclosed space used for entertainment.

ACCESS BY EMERGENCY SERVICES

Events held on Council roads must provide a 2.5 metre corridor for access by emergency services. This must be noted on the Site Plan.

Fire Hydrants must be accessible at all times.

Look for these >>



ENVIRONMENT

Where there is a potential for the pollution of a waterway, an Environmental Management Plan is required to be attached to the Event on Council Land Application Form.

Due to the potential impact on marine life from the rubber material of deflated balloons in waterways **NO BALLOONS ARE TO BE RELEASED.**

EVENT COORDINATOR

This person is responsible for ensuring compliance with the conditions of approval for the special event. The event coordinator will be responsible for all correspondence with Council.

Further, the event coordinator, or a delegate thereof, must be contactable at all times during the event. It is the responsibility of the event coordinator to supply contact numbers and/or details to Council, and to ensure that these are functional during the event.

The role of an event coordinator does not, however, diminish the property owner’s responsibility to ensure compliance with environmental and health legislation on their property.

EVENTS ON PRIVATE LAND

Council does not approve events on private land through the “Event on Council Land Application” process, however individuals or organisations intending to host or organise a festival or event should check what consent (if any) is required for their event. This information can be obtained from Council’s Development and Environment section.

Development consent, building, traffic or temporary food permits may be required for any event held on private property that:

- is likely to impact on normal traffic conditions;
- involves road closures;
- impacts upon parking;
- requires signage;
- involves the service and/or sale of food or alcohol; or
- involves any special request that may require Council support or approval.

FEES and CHARGES

Event organisers will be required to pay relevant fees at the time of submitting their application. The value will vary according to event inclusions eg Road Closures, Amusement Device inspections, waste disposal. If the event requires a Development Application, fees will apply.

Council's Fees and Charges document is available at:

<http://www.nambucca.nsw.gov.au> search "Fees and Charges".

Where an admission fee is charged to participate in an event, Council encourages the organiser to factor application fees into the event budget. Organisers of events are advised that any request to vary Council Fees and Charges is regarded as a donation by Council and is therefore subject to Council's Donations Policy and annual allocation of donations.

FIREWORKS (Pyrotechnics)

If you plan to conduct a fireworks display at your event you will require an additional permit from the Safework NSW. A copy of the application to Safework NSW must be submitted to Council with your event application. Once a permit has been issued by Safework NSW, a copy is to be supplied to Nambucca Valley Council prior to the event being approved.

In the event of a Total Fire Ban, fireworks may need to be CANCELLED.

FIRST AID

First Aid needs should be considered when planning your event and may be as simple as a First Aid box with a qualified First Aid person on site, to a manned First Aid station that is capable of dealing with several emergency situations at once. The size and nature of the First Aid facilities will depend largely on the type of event being held. Factors for consideration include adequate lighting, access to water and power, appropriate waste disposal, and a central location away from areas of high noise. Further information relating to events is available at:

[Events and Filming - NSW Ambulance](#)

ST JOHNS AMBULANCE

Teams of St John First Responders may be available to come along and run a first aid post at your event. St John First Responders carry advanced first aid equipment such as first aid kits and products, defibrillators and oxygen resuscitation units.

St John does charge an event fee for these services, which will be discussed once the event registration has been completed.

See [Event Health Services \(stjohnnsw.com.au\)](http://stjohnnsw.com.au)

Event organisers should keep a record of incidents and accidents on an Incident Report Form.

INFRASTRUCTURE

Infrastructure comes in many forms and needs to be included on your site plan (see 'S' for site plan requirements). All infrastructure is to meet the relevant Australian Standard and be used for its designated purpose.

Please refer to Bonds under 'B'.

INFRINGEMENTS

See "**Parking**"

INSURANCE

Managing a public event includes ensuring the safety of event managers, event staff and/or volunteers, contract staff and the public. It is mandatory that events have comprehensive Public Liability Insurance. The Council's Public Liability Insurance Policy CANNOT be extended to cover external groups or businesses.

Organisers of special events are to hold as a minimum \$20 million public liability insurance. A Certificate of Currency must be supplied noting Nambucca Valley Council as an interested party and a notation that the policy covers the event. Evidence of workers compensation insurance, volunteers insurance etc may be requested if deemed necessary.

Event organisers and Committees of Management may find the services of Jardine Lloyd Thompson Pty Ltd useful for securing cost effective Public Liability Insurance via its "Local Community Insurance Services". LCIS can cater for small family gatherings and street parties to major events with large crowds. For further information: <https://www.localcommunityinsurance.com.au/>

FOR COUNCIL COMMITTEES OF MANAGEMENT

Council's Public Liability Insurance covers events that do not have a financial gain or that only the Committee of Management financially benefits from.

If at your event a stall holder, performer, Amusement Device operator etc, is receiving a payment they are deemed to be a profit-making concern and must provide to the Committee of Management a Certificate of Currency of their Public Liability and Products Liability Insurance. If they do not have their own insurances they are not able to trade at the event.

OTHER INSURANCE

Depending on your event program, you may be required to submit copies of Certificates of Currency for others eg Amusement Device operators, Pyrotechnics.

LIQUOR LICENCES

See "**Alcohol**"

MARQUEES

See "**Temporary Structures**"

MEDIA and PROMOTION

A Calendar of Events is available at Nambucca Tourism website. <http://www.nambuccatourism.com.au/>. Send an email to nambuccatourism@nambucca.nsw.gov.au to list your event. Please ensure details of your event are accurate and clear ensuring correct details are entered.

As well as commercial outlets and social media, event organisers may wish to consider community radio (2NVR 105.9FM) or <http://www.2nvr.org.au/>.

MUSIC

Recorded music and music videos are the intellectual property of their creators and they are protected in Australia under the Copyright Act. This Act specifies the rights granted to copyright owners, including the right to allow their recordings to be heard in public. To avoid infringing copyright, event organisers may need to obtain a licence from the Australian Performing Rights Association or the Phonographic Performance Company of Australia (PPCA). For further information:

<http://apraamcos.com.au/music-customers/licence-types/event-licences/>

<http://www.pcca.com.au/>

NOISE MANAGEMENT

Through the effective placement of amplifiers, audience seating and the stage, organisers can effectively manage noise. It is the organiser's responsibility to ensure noise levels are within the prescribed limits.

Noise and music must be kept to an acceptable level and not cause a nuisance, as defined by the Protection of the Environment Operations Act 1997. Acceptable levels include those specified by *NSW EPA Industrial Noise Policy* and *Noise Guide for Local Government* publications and/or NSW Police.

In general, all special events manifest noise. It is the level and extent of noise that will determine the most appropriate response in terms of management. For example, a rock concert will require noise management consisting of a noise consultant's report, inspection and stage layout diagram, a signed statement as to concert completion, and possibly a noise monitoring report or an attending authorised Council officer. Alternatively, an exhibition without any amplified sound may need a general statement only, and will be assessed accordingly.

As a general condition, it is expected that all noise such as amplified music, announcements, equipment or venue construction or dismantling from a special event in a residential area will cease by 10.00 pm. Noise generated by the event should remain less than 5 decibels above background at the nearest residence at all times.

The application will indicate the appropriate level of response. Issues that should be considered are:

- the expected numbers attending;
- any personal address or electrical means of communication or entertainment;
- generators and other noise producing equipment;
- the intrinsic nature of the event;
- start and finish times and duration of event;
- methods of noise reduction to be utilised; and
- the person(s) in charge of the event and means of contact in the event of a noise issue.

If Council deems it necessary for an Environmental Health Officer to monitor noise; the promoter will be required to reimburse Council for the time spent on noise monitoring. An acoustic consultant's report may be required by the Council prior to an approval being issued.

POLICE NOTIFICATION

Under the Summary Offences Act 1988, an event in a public place requires notification of Police. 'Notice of Intention to Hold a Public Assembly' must be completed and submitted to the NSW Police, addressed to the Local Area Commander, PO Box 387, Port Macquarie NSW 2444 (Fax 6583 0151). A template can be found at:

http://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

PROGRAM OF ACTIVITIES

A program of activities is to include the start and finish times.

PUBLIC LIABILITY

See *'Insurance'*

PUBLIC TRANSPORT

See *'Transport'*

PLANNING PERMITS

See *'Development Consent'*

RISK MANAGEMENT

A detailed Risk Assessment is a requirement of Council's insurance company and an invaluable tool for event organisers. The purpose of the Risk Assessment is for event organisers to "walk through" the event both physically and mentally, to identify possible hazards and potential risks which could arise during the course of the event, to introduce control measures and contingency plans and to make others aware of potential hazards to make the event as safe as practical.

A Risk Assessment should be carried out for all components of your event.

- Look at all the activities in your event;
- Make a list of dangers which are involved in these activities;
- Consider whether any of these dangers might cause harm to the people attending the event or to organisers/volunteers;
- Write down the measures which are to be put in place to remove dangers to an acceptable level.

You may need to consult with your insurer, organisations like Safework NSW and other consultants who can provide recommendations or professional advice.

If you are not familiar with Risk Assessments, Council can provide you with a sample risk assessment which will give you a good idea of what is expected.

ROAD CLOSURES

Please refer to *'Traffic and Parking Management'*

SECURITY AND CROWD CONTROL

Event organisers are responsible for all security with their event, this includes:

- monitoring the site overnight;
- securing road closures;
- crowd control.

CROWD CONTROL

The extent of crowd control necessary will be dependent upon the nature of the event rather than just the number of people present. For example a rock concert will require a dedicated security presence to ensure safety of patrons, whereas an art exhibition is unlikely to require crowd control. If alcohol is to be available, this must also be taken into consideration when determining appropriate crowd control.

Where crowd control is considered an issue, contact should be made with the local Police to discuss security concerns and patron safety. Sufficient consideration of security and crowd control should be demonstrated in the application.

SMOKE-FREE AREAS

Event organisers must be aware of the following laws which ban and regulate smoking in enclosed public places: The *Smoke-free Environment Act 2000*, *Smoke-free Environment Amendment Regulation 2009*, and the *Smoke-free Environment Regulation 2007*.

The Smoke-free Environment Act 2000 also bans smoking in the following outdoor public places:

- Within 10 metres of all children's playgrounds
- Within 10 metres of a bus shelter (a covered structure at a bus stop, with a roof or sail)
- Within 10 metres of Council owned building entrances
- Areas within 10 metres of the marked perimeter of sports fields
- On public beaches between the lifeguard flags
- The frontage and within 50 metres of a hotel property side boundary on each side on the public footpath
- Within the area designated as outdoor dining on a public footpath for new approvals
- Commercial outdoor dining areas

For further information:

<http://www.health.nsw.gov.au/tobacco/Pages/default.aspx>

SITE PLANS

A fully detailed site map or maps must be attached to your application. The plan should be to a suitable scale highlighting size and placement of structures including marquees, toilets, rubbish bins, emergency exits, the 2.5 metre corridor for access by emergency services (where required), muster point, first aid station and other facilities, along with existing buildings. Depending on the nature of the event, road closures and car parking may also be included.

STREET and DROP BANNERS

Nambucca Valley Council actively supports community events, however due to demand and cost to Council, the number and location of banners promoting a community event will be at the discretion of Council staff.

TEMPORARY STRUCTURES

Temporary structures must not be installed on land without prior approval. These structures must comply with the requirements of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Details of any structure (such as large tents, stage platforms, lighting rigs) are to be provided with the application. These may be inspected by Council officers prior to the event. All structures set up prior to and during the event are the responsibility of the event organiser, including all security of equipment and safety of the public.

Please refer to the Attachments or access via the web links for temporary structures that do not require Council approval. If you require temporary structures that do not comply you must submit to Council a Development Application to erect temporary structures prior to the event being held.

Tents, Marquees and Booths (look for Subdivision 7)

[State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008 - NSW Legislation](#)

Stages or Platforms for Community Events (look for Subdivision 9)

[State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008 - NSW Legislation](#)

TOILETS FACILITIES AND EFFLUENT WASTE DISPOSAL

Sufficient toilet facilities are to be provided in accordance with the following table. This is based on an even division of male and female patrons. At events where a specific gender or special needs group

has been targeted, the facilities required may need to be adjusted accordingly. Similarly an event serving alcohol may require a greater number of toilet facilities.

Where organisers are concerned about possible needle usage, sharps containers should be provided in toilet facilities

MINIMUM TOILET FACILITIES REQUIRED

TOTAL ATTENDANCE	MALE FACILITIES				FEMALE FACILITIES	
	WCs	URINAL METRES	Or URINALS	HAND BASINS	WCs	HAND BASINS
Up to 1,000	2	1.5	3	1	5	1
1,000 – 2,000	3	3.0	6	2	10	2
2,000 – 3,000	4	4.5	9	3	15	3
3,000 – 4,000	5	6	12	5	25	4
4,000 – 5,000	6	7.5	15	5	30	5
Duration of Event			Percentage of the above			
More than 8 hours			100%			
6 hours but less than 8 hours			80%			
4 hours but less than 6 hours			75%			
Less than 4 hours			70%			
No alcohol			50%			

In addition to the above, the following requirements also apply to event organisers:

- At least 1 unisex accessible toilet for people with disabilities is to be provided.
- Toilets are to be maintained in a clean state throughout the event.
- A supply of soap, toilet paper and paper towels/hand driers must also be maintained for the duration of the event.
- When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so they can be pumped out during the event. Any overflow, or imminent overflow, of effluent may result in a fine under the Protection of the Environment Operations Act. Evidence of method of waste disposal (eg holding capacity) must be supplied.
- Directional signage to toilets must be provided and signage must be visible.
- Adequate artificial lighting is to be provided for toilets for events occurring during hours of darkness.

For events with attendance outside the numbers above, please contact the Nambucca Valley Council Development and Environment staff.

TRAFFIC and PARKING MANAGEMENT

The amount of information and documentation required with an application for an event will depend on its impact on the community and traffic and transport systems.

EVENTS AND ACTIVITIES ON ROADS – CLASSES OF EVENT

There are 4 different classes of events (described below).

CLASS 1: An event that impacts major traffic and transport systems.
Significant disruption to community.

An event that impacts major traffic and transport systems and there is a significant disruption to the non-event community.

For example: an event that reduces the capacity of the highway through a country town.

CLASS 2: An event that impacts local traffic and transport systems.

Minimal impact on community.

An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community.

For example: an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway.

CLASS 3: An event with minimal impact on local roads.

No impact on community.

An event with minimal impact on local roads and negligible impact on the non-event community.

For example: an on-street neighbourhood Christmas party.

CLASS 4: Moving event under police control.

Impact varies from significant to minimal.

An event that is conducted entirely under Police control (but is not a protest or demonstration).

For example: a small march or parade conducted under police escort.

APPROVAL FROM COUNCIL AND OTHER AGENCIES

Events requiring temporary road closures, traffic control, impact on traffic flow, pose a risk to pedestrians or alteration to on-street parking will require consideration by Council's Traffic Committee and then final approval by Council. As this process can take some time, please take this into account in event planning.

Regardless of whether an event is held on a Council road, events with 2,000 or more patrons may require consideration by the Traffic Committee, depending on location. Some events require approval from agencies other than Nambucca Valley Council. Where this is the case, additional planning time may be needed.

Events which affect or impact on the Pacific Highway may require a Road Occupancy Licence which is issued by NSW Roads and Maritime Services. For more information: http://www.rms.nsw.gov.au/documents/about/forms/road_occupancy_manual.pdf

TRAFFIC CONTROL

Persons undertaking traffic control and setting out traffic controlling signage, barriers etc must be individually Accredited and hold competencies consistent with NSW Roads and Maritime requirements.

INFORMATION REQUIRED

For most events involving roads the following will required:

- 1 A map showing the roads affected by the event, or the route proposed for moving events.
- 2 A Traffic Control Plan which has been prepared by a person/company who is suitably qualified and Roads and Maritime Services accredited.
- 3 A copy of notification letter of the event to NSW Police, NSW Fire and Ambulance NSW.
- 4 An assessment of traffic risks and their inclusion in the Event Risk Assessment.

Class 1 applications will need to provide details of a contact person at NSW Roads and Maritime Services. Class 4 applications will need to provide details of a contact person with NSW Police.

PARKING

Wherever your event is being held, all vehicles **must** obey parking directions and park in designated parking spaces. Infringements can be issued for vehicles parked illegally.

Parking is not to be on public land unless prior arrangements have been made with Council.

Providing transport or utilising public transport may be decrease the need for event parking.

TRANSPORT

Using public transport or planning your event with public transport timetables makes good environmental sense and may make event planning easier eg less parking is required.

The main providers are:

Busways <https://www.busways.com.au/travelling-with-us/timetable-search>

NSW Trains

http://www.nswtrainlink.info/_data/assets/pdf_file/0017/20348/TFN0046_NSWT_TT2015_NC.pdf

USEFUL CONTACTS and RESOURCES

Nambucca Valley Visitor Information and Tourism Website

A local online events calendar where your event can be listed.

Telephone: (02) 6568 6954 Email: nambuccatourism@nambucca.nsw.gov.au

Web: [Nambucca Tourism - Home](#)

Events NSW

The Department of Premier and Cabinet, Office of Protocol and Special Events NSW.

Includes event starter guide, event suppliers, requirements to host events in NSW. Web:

[NSW Events & Festivals | Official NSW Tourism Website \(visitnsw.com\)](#)

Community Builders

An interactive community website with information regarding funding and grant proposals, getting organised, connecting with community.

Web: www.communitybuilders.nsw.gov.au

NSW Tourism

Telephone: 1300 655 077

First Aid

Ambulance Service of NSW North Coast Telephone: (02) 6619 1300 or

Email: councilevents@ambulance.nsw.gov.au Web: www.ambulance.nsw.gov.au

Liquor Licence

Casino Liquor & Gaming Control Authority Telephone: 02 9995 0300

Email: liquorapplications@communities.nsw.gov.au

Web: <https://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences.aspx>

Fire and Rescue NSW

Duty Commander, Regional North 1 - Mid North Coast Telephone: 02 6581 3166; Fax: (02) 6581 3744 or Email: anthony.lenthall@fire.nsw.gov.au. PO Box 5686, Port Macquarie, NSW, 2444

NSW Police

- For 'Notice of Intention to Hold a Public Assembly': Local Area Commander, PO Box 387, Port Macquarie NSW 2444 or Fax (02) 6583 0151
- Nambucca Heads Police Telephone (02) 6598 5399
- Macksville Police Telephone (02) 6560 7799

NSW Maritime

North Coast Regional Office. Telephone (02) 6686 4180

Roads and Traffic - Guide to Traffic and Transport Management for Special Events

Telephone: 131 782

Web: www.rms.nsw.gov.au search for "Event Management Guidelines"

VOLUNTEERS

Volunteers are an essential part of any event. Organisers/organisations should have in place a procedure for recruiting volunteers and ensure they undertake adequate training. Appropriate insurance for volunteers should also be in place.

WASTE MANAGEMENT

It is the event organiser's responsibility to manage any wastes directly generated by the event (eg those involving food stalls and the like). This includes paying for adequate bins and the collection and disposal of the waste material.

If the existing public-place litter bins are overflowing as a direct result of the event it is the event organiser's responsibility to clean up around the bins and dispose of the material accordingly.

A "rule of thumb" (as per Midwaste's Guide for Public Event Organisers) guidelines) is 1 x 240-litre mobile garbage bin (MGB) per 120 people (this is the same size as used for domestic kerb-side waste collection in the Nambucca Valley).

Council will charge a clean-up fee to the event organisers should there be excess litter remaining on the site after the event.

All waste materials generated by the event must be disposed of at a licenced waste facility.

[What Goes Where - MidWaste Regional Waste Forum](#)

[Waste \(nsw.gov.au\)](http://www.nsw.gov.au)

WATERWAYS

For an event to be held on an enclosed waterway in New South Wales a NSW Waterways Approval is required. The approval must be attached to the Application Form including a list of activities.

<http://www.rms.nsw.gov.au/maritime/using-waterways/aquatic-events/index.html>

ZONING

The zoning of the land may affect what type of event you can undertake. Event organisers should accurately identify the land in question for Council staff to determine zoning and permissibility of the use in that particular zone.

Council maintains the right to waive, add or alter any conditions applied to for any event as it sees fit.

APPENDIX – Information for Temporary Structures and Food Stalls

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Subdivision 7 - Tents, marquees or booths for community events

2.119 Specified development

The construction or installation of a tent, marquee or booth used for a community event is development specified for this code if it is carried out on land other than land within a rural, residential or environment protection zone.

2.120 Development standards

The standards specified for that development are as follows:

- (a) for all tents, marquees and booths being used at the same time—the development must not have a total floor area exceeding 300m²,
- (b) each tent, marquee or booth must be located at least 3m from any boundary of the land,
- (c) each tent, marquee or booth must be erected so as to provide an unobstructed pedestrian circulation area at least 1.5m wide around the perimeter of the tent, marquee or booth, unless it is attached to or abuts a building with no separation,
- (d) each tent, marquee or booth must be erected at ground level,
- (e) each tent or marquee must have the following number of exits arranged so as to afford a ready means of egress from all parts of the tent or marquee to open space or a road:
 - (i) 1 exit if the tent or marquee has a floor area of not more than 25m²,
 - (ii) 2 exits if the tent or marquee has a floor area of not more than 100m²,
 - (iii) 4 exits in any other case,
- (f) if any tent or marquee will include internal seating, stalls, tables or other obstructions, a clear path of travel to any exit no greater than 40m in length must be provided,
- (g) each tent or marquee must have a width for each exit of at least:
 - (i) if the floor area of the tent or marquee is less than 150m²—850mm, or
 - (ii) in any other case—1m,
- (h) no tent or marquee can have a wall height exceeding 4m,
- (i) each tent or marquee must have a height as measured from the surface on which the tent or marquee is erected to the highest point of the tent or marquee not exceeding 6m,
- (j) no tent or marquee can contain tiered seating,
- (k) the event must take place only during the following periods (unless it is a community event to which Subdivision 9 applies):
 - (i) 7.30 am to 11.00 pm on Monday, Tuesday, Wednesday or Thursday,
 - (ii) 7.30 am to 12.00 am on Friday or Saturday,
 - (iii) 8.00 am to 8.00 pm on Sunday,
- (l) each tent, marquee or booth must not remain on the land for more than 7 days after the event,
- (m) arrangements must be made for the removal of any waste or recyclable materials likely to be generated as a result of the event.

Subdivision 9 - Stages or platforms for community events

2.123 Specified development

The construction or installation of a stage or platform used for a community event is development specified for this code if it is carried out on land other than land within a rural, residential or environment protection zone.

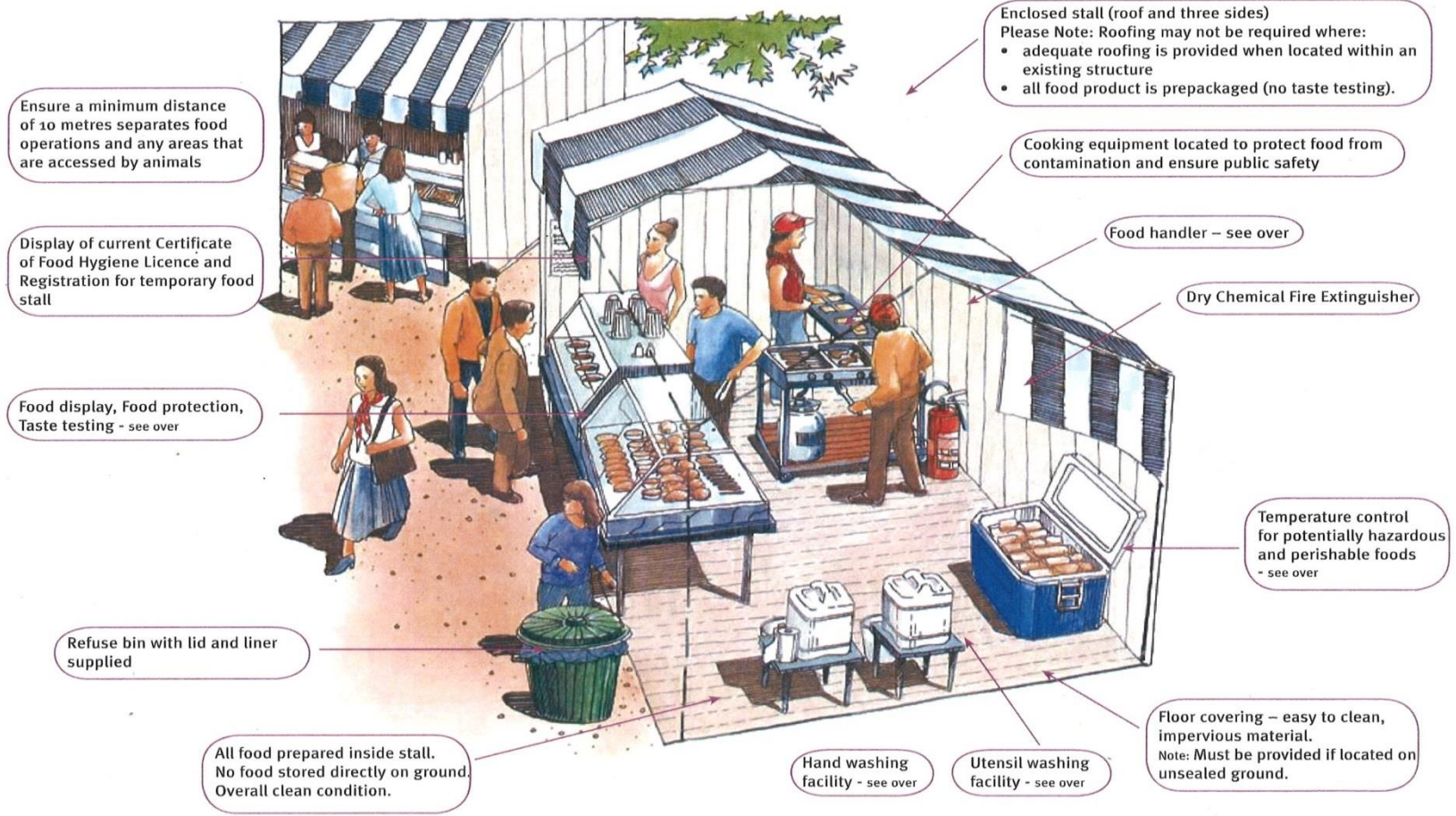
2.124 Development standards

The standards specified for that development are as follows:

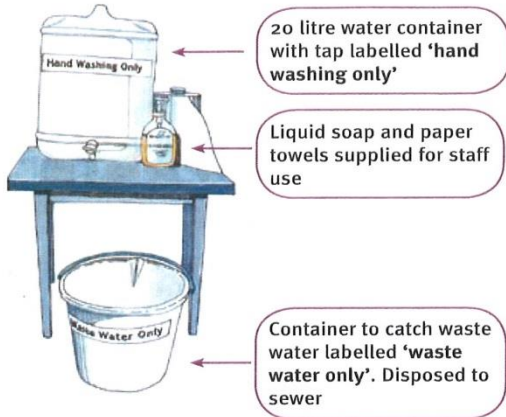
- a) the stage or platform must not have a floor area exceeding 50m²,
- b) the stage or platform must be located at least 3m from any boundary of the land,
- c) the stage or platform must be erected at ground level,
- d) the stage or platform must have a height, as measured from the surface on which the tent or marquee is erected to the floor of the stage or platform, not exceeding 2m,
- e) a notice indicating the actual distributed and concentrated load for which the stage or platform has been designed must be conspicuously displayed on the stage or platform,
- f) the community event must take place only during the following periods (unless it is a community event to which Subdivision 11 applies):
 - (i) 7.30 am to 11.00 pm on Monday, Tuesday, Wednesday or Thursday,
 - (ii) 7.30 am to 12.00 am on Friday or Saturday,
 - (iii) 8.00 am to 8.00 pm on Sunday,
- (g) the stage or platform must not be erected on the land for more than 7 days,
- (h) the stage or platform must not remain on the land for more than 2 days after the event,
- (i) arrangements must be made for the removal of any waste or recyclable materials likely to be generated as a result of the event.

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ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities

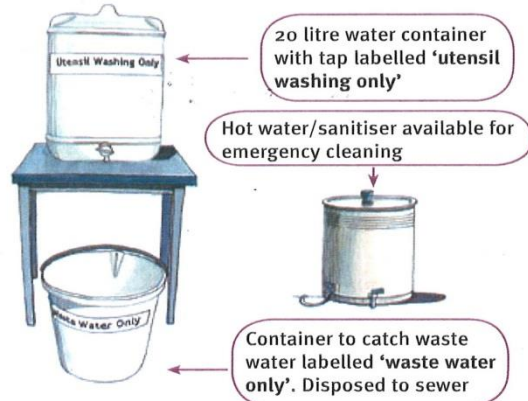


20 litre water container with tap labelled 'hand washing only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'waste water only'. Disposed to sewer

Minimum utensil washing facilities



20 litre water container with tap labelled 'utensil washing only'

Hot water/sanitiser available for emergency cleaning

Container to catch waste water labelled 'waste water only'. Disposed to sewer

Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food handlers



Money and food handled separately

Utensils and gloves used to handle food

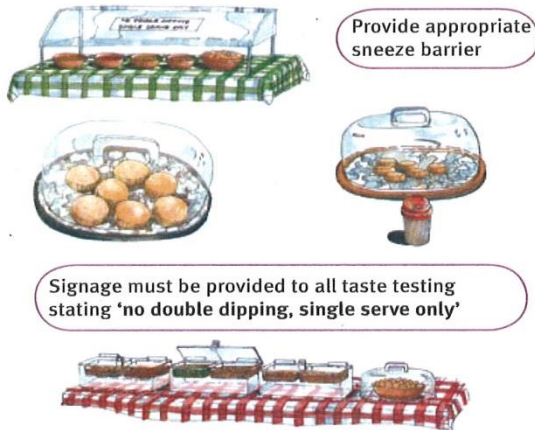
Clean person, attire and habits

Hands must be washed whenever they are likely to contaminate food

No smoking within temporary food stall

No cuts, illness, sores on food handlers

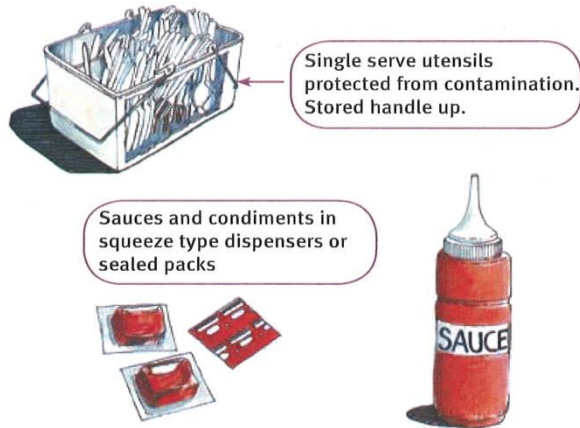
Food display, food protection, taste testing



Provide appropriate sneeze barrier

Signage must be provided to all taste testing stating 'no double dipping, single serve only'

Sauces, condiments and single serve utensils



Single serve utensils protected from contamination. Stored handle up.

Sauces and condiments in squeeze type dispensers or sealed packs

Temperature control of potentially hazardous food



Cold food – ensure 5°C or below

Hot food – ensure 60°C or above

Thermometer in use

Four Hour/Five Hour Guide
(Preservation / Refrigeration Limits)

under 2 hours	use immediately or refrigerate
2-4 hours	use immediately - do not refrigerate
over 4 hours	throw away!