



Publicity and Promotional Events

Permits issued are subject to the conditions outlined in this form. Any breach of any of these conditions may result in the permit being withdrawn and future applications refused.

Subject to the location and nature of the promotional event, there could be further conditions and/or approvals required. Each application is assessed individually on its merits and in conjunction with other activities and/or events.

AMPLIFICATION/NOISE

Amplification prohibited. No amplification of any form is to be used (incl. loud hailers, megaphones and microphones). Any breach of noise regulations as contained in the approval may result in Council taking action under the Protection of the Environment Operations Act 1997.

All sound producing plant, equipment or machinery shall be operated so as not to cause an 'offensive noise' as defined in the Protection of Environment and Operations Act.
Generators must be silenced.

APPROVAL/NON COMPLIANCE

On approval the applicant will be given a confirmation letter. This letter must be kept on location at all times and made available to North Sydney Council Rangers and Officers upon request.

N.B. Permits are non-transferable.

Council's Ranger Services Department will be advised of your approval and will patrol the site. Infringement notices can be issued for non-compliance. Depending on the nature of the non-compliance, your approval may be withdrawn and the event shut down.

APPROVAL FROM OTHER GOVERNING AUTHORITIES

Where your activity requires the approval of other governing authorities such as the Police, Roads and Maritime Services etc, the applicant is to obtain their approval and provide the approval details with their application to Council.

Harbourside Area Command	Tel: (02) 9956 3199	nspactraf@police.nsw.gov.au
Roads and Maritime Services	Roads	tmc_filming@rta.nsw.gov.au
	Maritime	property.management@rms.nsw.gov.au
State Transit Authority	Tel: (02) 9298 6691	mediateam@sta.nsw.gov.au
National Parks & Wildlife	Tel: (02) 9585 6082	Parks.businesses@environment.nsw.gov.au
NSW Rural Fire Service	Tel: (02) 9898 1855	media@rfs.nsw.gov.au
NSW Fire & Rescue NSW	Tel: (02) 9265 2907	media@fire.nsw.gov.au
CASA	Tel: (02) 131 757	sydneyregion@casa.gov.au
Sydney Trains	Tel: (02) 8202 3760	sydneytrainsmedia@transport.nsw.gov.au

CLEANING

Locations must be left in a clean and tidy condition, both during and at the conclusion of the event. Failure to comply will result in the cost of cleaning being passed on to the applicant.

CONSTRUCTION

Any building work associated with the event is to be advised in the application and may be subject to Council's normal building approval process.

FOOD SAMPLES

Any food samples distributed need to be approved by Council. Samples must properly packaged (hermetically sealed), listing all ingredients and include a use by date.

FOOTPATHS AND ROAD CLOSURES

North Sydney Council is responsible for ensuring that any promotional activities on footpaths and roads are positioned and managed safely for vehicles and pedestrians, and to minimise disruption.

The applicant must ensure that a minimum of 1.8 metres clear width along the footpath is made available for pedestrians. This must not be obstructed. Equipment and materials must not be left on the footpath, roadway or in any way that inconveniences public use of the area.

Normal pedestrian and vehicle access should be maintained at all times. This means driveways and building entrances should not be obstructed, and equipment should not be placed in building vestibules or on private property unless consent is given by the building owners. In general, normal business activities should not be disrupted.

Responsibility for pedestrian and other road users' safety rests with the applicant for the full duration of the permit.

Cables must either be covered with appropriate cable ramps or strung over the footway with a minimum clearance of 2.5m.

If there is any impact or disruption to traffic or pedestrians, this must be managed in an appropriate manner. A Traffic Guidance Scheme will be required in accordance with AS1742.3.

This plan assesses an activity's impact on traffic, pedestrians and the surrounding area. It describes the activities being proposed, their impact on the general area (including public transport passengers, cyclists, pedestrians, motorists and commercial operations) and how these impacts are being addressed.

Motorists or pedestrians who have legitimate business within the closed section of the roadway must be allowed access. The road closure area must be able to be cleared at short notice, should an emergency situation arise.

LICENCES

All necessary licences and certificates for staff and contractors employed by the applicant must be supplied. Under no circumstances is permission granted for activities not specified in your application.

LIGHTING

Any lights must be directed away from any roads, motorists and residences.

LUNA PARK/BOARDWALK ADJACENT TO NORTH SYDNEY OLYMPIC POOL

The 'Pool Boardwalk' is the strip of land between North Sydney Olympic Pool and the harbour foreshore, east of Luna Park. Low impact events may be permitted in this area subject to Council's approval.

Conditions include:

One (1) 'essential' stationary vehicle is permitted on the Boardwalk. A Plant Permit will be required.

All persons, equipment (and vehicle) must be able to move at short notice if required.

Your proposed activity must be discussed with businesses within close proximity (to ensure any concerns they may have are addressed).

Local businesses include:

Luna Park

Tel: (02) 9922 6644

N.B. The Luna Park Face is registered as a trademark. If you wish to include the face or Luna Park in your activity you will need to seek additional approval from Luna Park.

NOTIFICATION LETTER

All residents and local businesses, within close proximity to the event location, are to be notified in writing at least three (3) working days prior to the event date. The notification must be on letterhead and include the date, time, nature of the event, an onsite contact name and their mobile number.

It must also include an undertaking that disturbances will be kept to an absolute minimum.

Please include a copy of the notification letter when lodging your application form.

PARKING

All vehicles must be parked legally and abide by the Australian Road Rules. Disabled parking spaces must not be parked in or blocked in any way.

Vehicles must not be parked in Council's parks or reserves or upon grass verges and/or footpaths.

A Plant Permit is required for:

- Vehicles less than 7 metres and/or 4.5 tonnes wanting to park longer than the street parking signage permits.
- Vehicles equal to or greater than 7 metres and/or 4.5 tonnes for the period of greater than 1 hour regardless of any signage. Note: this includes metered and non-metered parking spaces.

PARKS AND RESERVES

- Marquees (and the building of structures of any kind) are prohibited on council parks and reserves.
- No trees, shrubs or other vegetation is to be removed, lopped or damaged in any way.
- The park rule signs must be respected at all times.
- Vehicles are not permitted on council parks/reserves under any circumstances.

PRIVATE PROPERTY AND RESIDENT CONSENT

Owner consent may be required in some instances. The consent must be presented on letterhead and include the date, time, purpose of the event, the owners name, contact number, address and signature. It must state that they have no objection/concern with your proposal. Owner consent may be obtained from building owners, Strata Management or Body Corporate. Where the activity is confined entirely to private property, no fee will be charged.

PROBLEMS ON THE DAY

Should you experience any problems, please call Customer Service-Bookings on (02) 9936 8200. After hours, the Rangers can be paged on (02) 9936 8100 (Council's main switchboard number). The operator will take your details and immediately relay the information to the Ranger Services Department.

PUBLIC AREAS

The permit does not give exclusive use or the right over another group. It is possible that other persons will be using public areas. This may be a risk if carrying out activities where a specific location or quiet is needed. Should this occur, Council is unable to give you a refund and/or credit.

In public areas it is possible that you could be affected by surrounding activities and/or noise. In addition, emergency works could be carried out in the area (e.g. by Sydney Water etc). Emergency works are under no obligation to notify Council.

SAFETY AT SITE

The applicant will ensure that the site complies with all occupation safety requirements of WorkCover NSW.

All conditions must be met under the applicant's insurance policy.

WET WEATHER

A wet weather option can be nominated. The date is transferable in the event of wet weather at no extra cost. If it rains on the day, applicants are required to contact Council by telephone (and in writing) before the commencement time to advise the event is unable to proceed because of wet weather. Upon confirmation you can elect to:

1. Transfer to an alternative date.
2. Receive a full refund (excluding the Lodgement/Late/Amendment Fee).

WHARVES

Additional approval may also be required if the event is on a wharf. There are a number of wharves in the North Sydney Council area. Some are under the jurisdiction of other governing authorities.

PLANT PERMITS

The registration details shown on the Plant Permit (Section 4 of your application form) must correspond with the vehicle parked at the location. As the permit is not transferable, 'replacement' vehicles cannot be used whilst awaiting the arrival of the 'essential' vehicle(s).

TERM

This permit gives the applicant permission to stand and operate the nominated item of plant (e.g. catering truck or other equipment) for up to 24 hours at the area(s) nominated on the application form. Applicants must also notify Harbourside Area Command on (02) 9969 1933 of intended activities and must obtain separate police approval for use of all roads and road related areas.

ERECTION OF WARNING SIGNS AND BARRICADES

The applicant must erect suitable warning signs and barricades in the area where the unit is being operated. The roadway must be properly marked with an adequate number of traffic lane markers to control the flow of traffic.

Parking spaces can be barricaded to identify the bay has been 'reserved' but only when used in conjunction with Section 2 - Plant Permit. However, Council is unable to prevent others from parking in front of or removing the barricade(s). This needs to be taken into consideration if you require a guarantee that the location will still be available on your arrival.

TRAFFIC REGULATIONS

Permit holders should note that normal traffic regulations apply to all permits issued. This includes enforcement of clearways during signposted times.

Where lifting takes place over an area not protected by a barricade, a traffic controller must be available to control pedestrian and motor vehicle traffic, in accordance with Australian Standard AS 1742.3 for traffic control.

ROAD OCCUPANCY LICENCE

A Road Occupancy Licence must be obtained from the Roads and Maritime Services for any permits on State or Secondary roads, and any permits on local roads within 100m of traffic lights. A Permit to exceed Dimensions approval must be obtained from the Roads and Maritime Services.

PUBLIC AND SITE SAFETY/ACCESS

Equipment must not be left on the footpath, roadway or in any way that inconveniences public use of the area.

All traffic guidance shall be in accordance with the RMS Manual - Traffic Guidance at Work Sites, based on the Australian Standard AS 1742.3.

A Traffic Guidance Scheme (TGS) is a document that shows how traffic, both pedestrian and vehicular, is to be safely separated from workers at the work site or work route. It is intended as an instruction from the supervisor to the site crews and is usually in the form of a diagram showing the road conditions (lanes, signs etc.) and how the traffic is to be managed around the site/activities (temporary signs, posting of traffic control staff, etc.)

A TGS is a Work Health and Safety requirement of a work site and must be held on site. A TGS should comply with AS 1742.3 to comply with the Work Health and Safety Act.

An applicant may use a specialist sub-contractor to develop the TGS, but safety remains the responsibility of the applicant.

North Sydney Council does NOT approve TGSs. If a TGS is submitted with the application, it is viewed as a document containing information about the impacts on traffic flow only and is not evaluated from the viewpoint of risk assessment or Work Health and Safety. If a permit is granted, it does not imply approval of the TGS.

Where the permit is likely to affect vehicular traffic, the Police Local Area Traffic Branch is to be contacted.

Where the permit is likely to affect vehicular traffic within 100m of any set of traffic lights, or on the following roads, a Road Occupancy Licence will be required from the RMS:

- Falcon Street - Pacific Highway to Military Road
- Military Road - Falcon Street to Macpherson Street
- Pacific Highway - Harbour Bridge to Christie Street
- Berry Street - Pacific Highway to Arthur Street
- Arthur Street - Berry Street to Mount Street
- Miller Street - Falcon Street to Suspension Bridge

Pedestrian and vehicle access to private properties shall be maintained wherever possible. Where property access is affected, a minimum of three (3) working days' notice must be given to residents.

Responsibility for pedestrian and other road users' safety rests with the applicant from the commencement of work until permanent restoration of the roadway or footpath by Council.

All traffic guidance schemes shall be available on-site at all times.

PERMIT PRODUCED ON DEMAND

This permit must be carried by the operator of the vehicle/plant and be produced if required by an authorised Council officer.

CANCELLATION

This permit is subject to cancellation at any time if any of the above conditions are not complied with.

ROAD OCCUPANCY LICENCE

A separate 'RMS - Road Occupancy Licence' will be required when a vehicle/plant:

- a) stands within 100m of traffic lights and/or;
- b) stands on any of the roads listed below.

State Roads	
• Arthur Street (between Berry St & Pacific Hwy)	• Military Road
• Berry Street (between Pacific Hwy & Arthur St)	• Pacific Highway
• Falcon Street	• Miller Street (between Falcon St & Suspension Bridge)
Extra road that requires RMS approval	
• Alfred Street (between Kurraba Rd & High St)	
Regional Roads	
• Bannerman Street (between Murdoch St & Shellcove Rd)	• High Street (between Clark Rd & Expressway)
• Belgrave Street (between Ben Boyd Rd & Waters Rd)	• Kurraba Road (between Wycombe Rd & Clark Rd)
• Ben Boyd Road (between Ernest St & Oaks Ave)	• Macpherson Street (between Gerard St & Ourimbah Rd - west)
• Blue Street (between Walker St & Miller St)	• Miller Street (between Blue St & Falcon St)
• Brook Street (between Chandos St & Palmer St)	• Murdoch Street (between Rangers Rd & Bannerman/Boyle St)
• Chandos Street (between Christie St & Brook St)	• Rangers Road (between Spofforth St & Murdoch St)
• Christie Street (between Pacific Hwy & Chandos St)	• River Road (between Shirley Rd & Russell St)
• Clark Road (between Kurraba Rd & High St)	• Shellcove Road (between Bannerman St & Harriette St)
• Ernest Street (between Miller St & Ben Boyd Rd)	• Shirley Road (between Pacific Hwy & River Rd)
• Gerard Street (between Waters Rd & Macpherson St)	• Spofforth Street (between Military Rd & Rangers Rd, west side)
• Harriette Street (between Shellcove Rd & Wycombe Rd)	• Wycombe Road (between Harriette St & Kurraba Rd)

This separate approval can be obtained at the RMS. They require approximately 10 working days' notice. Once this approval has been granted, a copy of this approval is to be submitted before Council's 'Permit to Stand Plant' can be issued.