

## 1. CHECKLIST OF PUBLIC EVENT PERMIT APPLICATION

Applicants are required to include the following items and provide documentation where relevant in support of their Public Event Permit Application.

### 1.1. Event organiser's details

Provide the following:

- Company/charity/organisation name
- Name and contact details of two (2) representatives, including their:
  - role/position
  - street address
  - postal address
  - mobile phone/contact number
  - email address
- Emergency contact for the days leading up to the event and two (2) contacts for the day of the event itself
- ABN (if applicable)
- Proof of not-for-profit status (if applicable)

### 1.2. Event outline

- Detail the purpose/reason for holding the event;
- Provide details of entry for participants, including if the event is ticketed and/or there is a cost for entry;
- If the public event fee will be for charity/donation, detail who will benefit from the funds raised at the event, and what percentage of the funds are going to charity;
- Include the date and duration of the event, including times required for bump in and bump out. The inclusion of a timeline / runsheet for the event is also preferable.

### 1.3. Community notification

Depending on the scale and impact of the event, the event organiser may be required to notify key stakeholders, including the residents and businesses in the immediate vicinity of the event site.

The community should be advised at least five (5) working days before the event (14 days for large complex events). The notification should include:

- The name and purpose of the event;
- The date and time, including bump-in and bump-out;
- A description of the event, including locations of all infrastructure and equipment;
- Expected number of participants and whether it will be a ticketed event;
- Any expected disruption to residents and businesses;
- Changes to traffic arrangements and any road closures;
- Any changes to public transport arrangements;
- Contact details for public enquiries.

For large public events that create significant community disruption, the applicant may be required by Council to provide additional community consultation such as attendance at community meetings.

### 1.4. Venue/park to be used and date

Provide detailed information on the venue required for the event, including the name of the venue, exact location within the venue and the size of space required.

### 1.5. Map of site

Include a detailed and accurate map of the event layout in the application. The map must show the location that the event will be held within the venue and indicate the location of all infrastructure and any other items, such as generators, trestle tables, road closures, temporary fencing, etc. The map is not required to be to scale but must be accurate enough for Council to assess the likely impact of the event and potential issues that may need to be addressed.

### 1.6. Waste management

- Provide details of waste management plans, including the type of waste likely to be generated by the event (e.g. cardboard boxes, food scraps, serviettes) and a waste minimisation strategy outlining how waste will be reduced, reused and recycled.
- Provide a completed Bin Hire/Bin Bond Form from Council.
- Provide details of how the waste management plans will be communicated to caterers, vendors and participants.

### 1.7. Sustainability

- Provide Council with a Sustainable Event Management Plan in accordance with Council's [Sustainable Public Events Policy](#) and [Single Use Plastic Policy](#) detailing the sustainability initiatives in place in relation to the event such as purchasing local services and products and water efficient practices.
- Single use items will be replaced with reusable alternatives where feasible. Where single use items cannot be avoided, and reusable alternatives are not feasible, compostable alternatives should be used.
- Promotion of sustainable transport options, including green travel guides, public and active transport and if appropriate car share or carpooling sites.
- Any other initiative to reduce the environmental impact of the event.

### 1.8. Crowd management

- Provide an expected crowd number or projected number of participants.
- Detail methods to be used to ensure crowds are controlled and safe at the event. e.g. ticketing the event.

### 1.9. Toilet facilities

- Identify the nearest public amenities available.

- Provide detail on any additional portable toilet facilities, including accessible toilets being provided and the proposed location of delivery. Council staff can provide applicants with the recommended number of toilets needed based on the specifics of the event.

### 1.10. Traffic and transport management

- Detail the effects of the event on adjacent roads and vehicular traffic.
- Provide information on proposed transport and parking arrangements for event organisers, suppliers and participants, including arrangements for people with disabilities.
- Provide details of how any additional vehicular traffic that the event will attract to the area will be managed, including details of planned road closures, and decommissioning of parking meters etc
- Attach a Traffic Management Plan and Traffic Control Plan (see **Section 1.26**) where needed.

### 1.11. Noise considerations

- Provide details on any noise considerations, including amplified and unamplified entertainment and noise that may be generated by machinery or other means.
- Provide specific detail on any amplification required, the location of speakers and how sound will be monitored throughout the event.
- Provide details of the location's proximity to nearby properties, and the duration, nature and extent of the amplified sound.

### 1.12. Infrastructure and utilities

- Provide details of how water, power and lighting will be provided to the event.
- Provide detailed information on infrastructure required for the event, including staging, furniture, stalls, signage, banners, marquees, toilets, projection towers, generators, fencing and bins.

### 1.13. Food/beverages

- Provide details of plans to provide or sell food or drinks.
- Provide details of alcohol to be served/sold or sampled.
- Provide evidence of Liquor Licence and Plan of Management (where applicable).
- Provide details of how each food stall at the event will comply with [Council's Requirements for the Operation of a Temporary Food Stall](#).
- Food stall holders attending an event must also complete and submit a [Temporary Food Stall Registration Form](#).

### 1.14. Evidence of Public Liability Insurance

Provide Certificate of Currency of Public Liability Insurance to no less than \$AU 20 million cover. The Certificate of Currency must state North Sydney Council as an 'interested party'.

### 1.15. Evidence of Workers Compensation Insurance

Provide Certificate of Currency of Workers Compensation Insurance that covers all workers and/or contractors.

### 1.16. Sub-contractors - amusements, rides, animals, entertainment, bands, etc.

- Provide details of sub-contractors and the service to be provided to the event.
- The event organiser must obtain and provide Council with a copy of all sub-contractor Certificates of Currency of Public Liability Insurance (\$AU 20 million) and Certificates of Currency of Workers Compensation Insurance.
- Ensure copies of other relevant documentation, such as Working with Children Checks, Safe Work Method Statements (SWMS), Material Safety Data Sheets (MSDS), Engineers Certification and Compliance of Australian Standard are available on request.

### 1.17. Music - APRA and PCCA approvals

Provide details of music to be played and provide evidence of appropriate licences from Australasian Performing Right Association (APRA) and Phonographic Performance Company of Australia (PCCA) or OneMusic Australia. More information is available from [www.apra.com.au](http://www.apra.com.au), [www.pcca.com.au](http://www.pcca.com.au) and [www.onemusic.com.au](http://www.onemusic.com.au).

### 1.18. Signage plan

Provide detailed information of signage to be displayed at the event, installation or attachment method, locations and text. For promotional signage, refer to **Section 1.19**.

### 1.19. Promotional plan

Outline how the event will be promoted, for example, website, advertising, partnership, social media and ambassadors. Include information on pre-event, during event and post promotion if relevant. Include details of plans for capturing images of the event, including photography, filming and drones if applicable. For temporary signs, refer to **section 5.13**.

### 1.20. First aid

Provide information on plans for provision of first aid in an emergency and for minor incidents.

### 1.21. Risk assessment/risk management

Provide a detailed risk assessment and a plan for managing risk during the event including evacuation, fire, natural disaster and other emergency potentialities. In some circumstances, Council may ask for a plan to ameliorate a specific risk that has been identified. A risk management template can be provided upon request.

### 1.22. Security personnel

Provide details of security personnel required for the event including company name, contact names, hours of service, number of guards and outline of duties.

### 1.23. Aquatic Licence

Provide an Aquatic Licence where required. Proof of approval must be enclosed with the application.

### 1.24. Access and inclusion

North Sydney Council is committed to addressing the needs of older people and people with a disability. Provide detail on considerations to make the event accessible and inclusive. For further information or advice contact Council's Access & Inclusion Coordinator on (02) 9936 8195.

### 1.25. Activity debrief meeting and report

Following the event, organisers should provide a brief report and/or meet with Council staff to provide an overview of the event and any feedback or potential improvements to Council's event processes. The report should include the number of attendees at the event, funds or awareness raised for charity, feedback from local residents, overall success of event, as well as any public liability issues.

### 1.26. Street based events

If the event is planned to be staged on a street or road in North Sydney, in addition to the above the event organiser will also be required to apply to the North Sydney Traffic Committee for any temporary road closures, as per Roads and Maritime Service (RMS) requirements.

Applications for the temporary closure of roads are to be submitted to the Traffic Committee. Applications to the Traffic Committee must include a detailed Traffic Management Plan, produced by an accredited traffic professional to comply with Council and RMS traffic regulations and requirements. Council recommends that this application is received at least four months prior to the event, to allow sufficient time for Traffic Committee meetings and approvals.

For further information, refer to RMS [Guide to Traffic and Transport Management for Special Events, Version 3.5, 2018](#) and North Sydney Traffic Committee.

### 1.27. Notice of intention to hold a public assembly - NSW Police Notification

After assessment of the application, Council will advise if a *Notice of Intention to Hold a Public Assembly/Event* form (NSW Police) must be completed.

If required, the form must be submitted to the North Shore Police Area Command. The form is available at <http://www.police.nsw.gov.au>. Council must receive evidence of approval from NSW Police.