

CHECKLIST OF PUBLIC EVENT PERMIT

The following matters are required to be addressed and documentation provided where relevant, in support of your Public Event Permit Application.

Applications must be sent to North Sydney Council



By Post- PO Box 12, North Sydney, NSW 2059

By Fax- 02 9936 8177

By Email: council@northsydney.nsw.gov.au

In person: 200 Miller Street, North Sydney, NSW 2060.

Event organiser's details

Provide the following.

- Company/Charity/Organisation Name
- Name of two representatives
- Contact details including street address, postal address, phone, email address.
- Emergency contact for the days leading up to the event and two contacts for the day of the event itself
- ABN (if applicable)
- Proof of non-profit status (if applicable)

Event outline

- Detail the event purpose/reason for holding the event
- Provide details of entry for participants, including if there is ticketing and a cost for entry
- If the public event is for charity, detail who will benefit from funds raised at the event and what percentage of the funds are going to charity

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 within immediate vicinity of the event venue.

The community should be advised at least five working days before the event (14 days for large complex events). The information 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 infrastructure/equipment
- Expected number of participants
- Any expected disruption to residents and businesses
- Changes to traffic arrangements
- Any changes to public transport arrangements
- Contact details

Note: For large public events that create significant community disruption, Council may require additional community consultation such as attendance at community meetings.

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Venue/ park to be used

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. Include duration of event, including times required for setting up and packing up.

Map of site

Include a detailed and accurate map of the event layout in your 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, road closures, temporary fencing, temporary structures, trestle tables etc. The map is not required to be to scale but must be accurate enough for Council to make an assessment of the likely impact of the event and potential issues that may need to be addressed.

Waste management

- Provide details of waste management plans including waste minimisation strategies and how waste will be recycled.
- Provide a completed Bin Hire/ Bin Bond Form.

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

Toilet facilities

- Identify the nearest public amenities available
- Provide detail on any additional toilet facilities, including accessible toilets, you will provide and the proposed location of delivery (Council staff can provide a recommended number of toilets based on the specifics of your event)

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 you will manage the additional vehicular traffic that your event will attract to the area including details of planned road closures, decommissioning of meters etc.
- Attach a Traffic Management Plan and Traffic Control Plan (see section 1.25 for more details) where needed

Amplification

Detail any amplification required. Provide details of the location's relationship to nearby properties, the duration, nature and extent of the amplified sound and location of speakers and how sound will be monitored through the event.

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Infrastructure and utilities

- Provide details of how you will provide water, power, and lighting 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

Notice of intention to hold a public assembly – NSW Police Notification

A Notice of Intention to Hold a Public Assembly/Event form (NSW Police) must be completed. The form must be submitted to Harbourside Local Area Command. Copies of the form are available at www.police.nsw.gov.au

Food/ beverages

- Provide detail of plans to provide or sell food or drinks
- Provide detail of alcohol to be served/sold or sampled
- Provide evidence of Liquor Licence and Plan of Management (where applicable)
- Provide details of how the event will comply with [Council's Temporary Food Stalls Requirements](#)

Evidence of Public Liability Insurance

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

Evidence of Workers Compensation Insurance

Provide Certification of Currency of Workers Compensation Insurance.

Sub-contractors- amusements, rides, animal farms, entertainment, bands etc.

- Provide details of sub-contractors and the service to be provided to your event. The event organiser must ensure that each sub-contractor holds public liability insurance (\$AU 20 million) and workers compensation insurance by obtaining a copy of the sub-contractors Certificate of Currency of Public Liability Insurance and Certificate of Currency of workers compensation Insurance.
- Further documentation may be requested including, but not limited to; Working with Children Checks, Safe Work Method Statements (SWMS), Material Safety Data Sheets (MSDS), Engineers Certification, Compliance of Australian Standard

Music - APRA and PPCA approvals

Provide details of music to be played and provide evidence of appropriate Australasian Performing Right Association (APRA) and Phonographic Performance Company of Australia (PPCA) licence. More information from www.apra.com.au and www.pcca.com.au

Signage plan

Provide detailed information of signage to be displayed at the event, installation or attachment method, locations and text.

Promotional plan

Outline how you plan to promote your event, for example, website, advertising, partnership, social media, 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, drones.

First aid

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

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. A risk management template can be provided upon request.

Security personnel

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

Aquatic licence

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

Access and Inclusion

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

Sustainability

Provide a statement detailing the sustainability initiatives you have put in place in relation to your event such as: purchasing local services and products, water efficient practices, use of carbon offsets for your event. Promotion of sustainable transport options, including green travel guides, public and active transport and if appropriate car share or car pooling sites. Any other initiative to reduce the environmental impact of your event.

Street Based Events

If you are planning to stage an event on a street or road in North Sydney, in addition to the above you 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. Application to the Traffic Committee must include a detailed Traffic Management Plan, produced by an accredited traffic professional to comply with North Sydney Council and RMS traffic regulations and requirements.

For further information refer to Roads and Maritime Services [Guide to Traffic and Transport Management for Special Events, Version 3.4, 2006](#) and [North Sydney Traffic Committee](#)

Activity Debrief Meeting & Report

Submit any feedback forms or surveys that you will use to assess the event.

Please note: you are not required to submit on application, however, if the event is approved, you must commit to provide a brief report and/or meet with Council staff to provide an overview of potential improvements to the process. Report should include number of attendees, funds or awareness raised for charity, feedback from local residents, overall success of event, as well as any public liability issues.