



Public Events

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1. INTRODUCTION

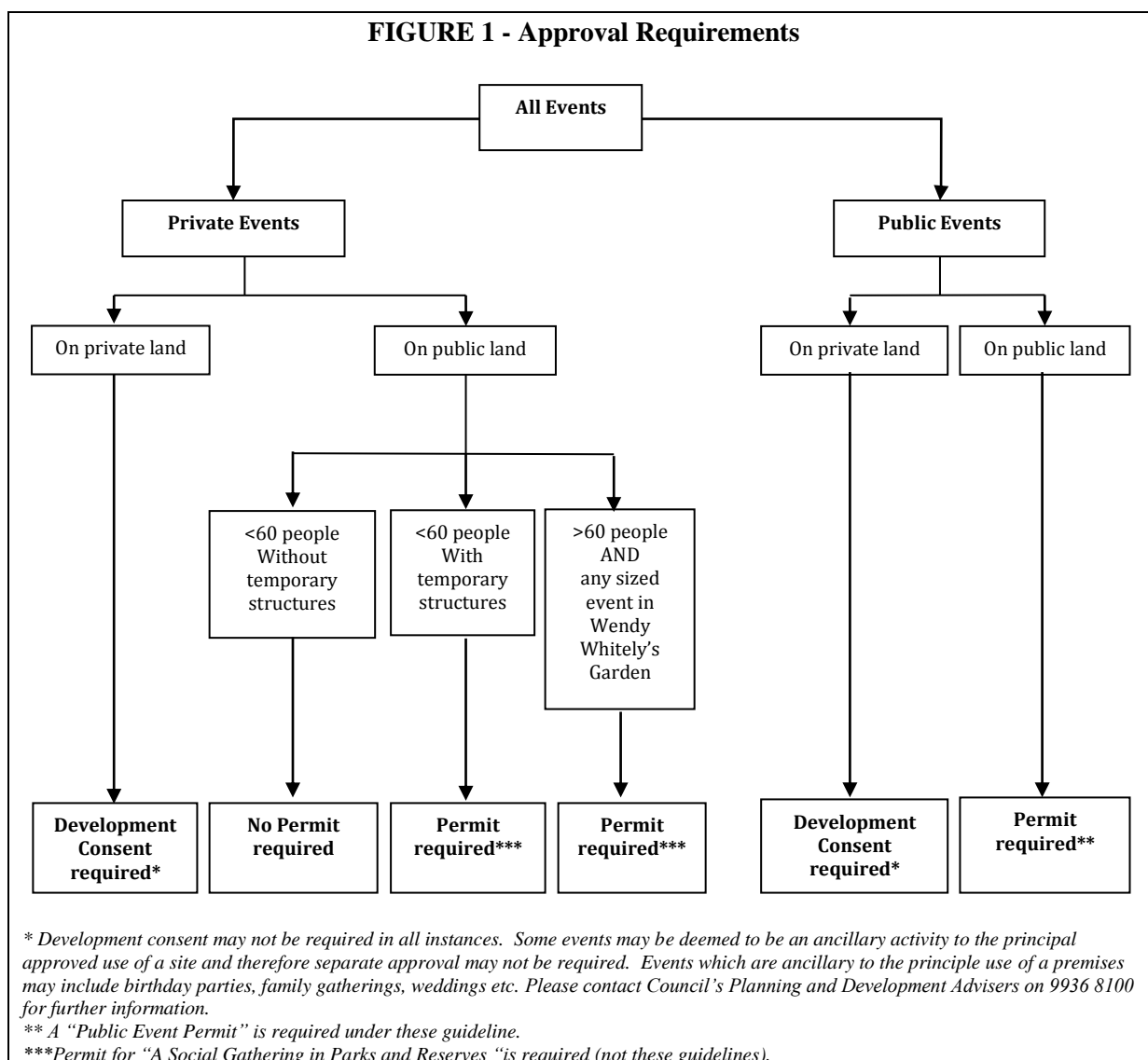
1.1. Purpose

The purpose of these guidelines is to assist groups intending to stage a *public event*. It details North Sydney Council’s requirements and regulatory procedures associated with staging public events held in parks, open spaces or streets under the ownership and/or control of Council.

These guidelines do not apply to following types of events:

- private events on private land
- private events on public land; or
- public events on private land.

Figure 1, illustrates the general processes that will need to be followed to enable an event to be undertaken. Further clarification can be found at Section 1.2 Interpretation and Definitions.



1.2. Interpretation and Definitions

1.2.1 What is an Event?

An *event* refers to an organised gathering of people, brought together for a common purpose.

1.2.2 What is a Private Event?

Private events are events attended by personal invitation, such as weddings, birthday parties and corporate functions.

Private events catering up to a maximum of 60 people and held on public land are exempt from obtaining a permit from Council, but only where that event does not involve the erection of temporary infrastructure or a temporary road closure.

Private events catering more than 60 people on public land and all private events and activities held at Wendy Whitely's Garden, regardless of size, will require a *Social Gatherings in Parks and Reserves Permit* issued by Council. Please [click here](#) to download the Permit Application form or phone Council's Bookings Team on 9936 8100.

These guidelines do not apply to private events.

1.2.3 What is a Public Event?

Public events are events that may be attended by any member of the community.

Event organisers that want to hold a public event of any size on public land need to complete a Public Event Permit application and comply with the requirements of these guidelines.

1.2.4 What is an event organiser?

An *event organiser* is the legal entity responsible for the event, that is, the entity that has taken out public liability insurance for the event. The event organiser will have legal liability for the event, as well as Work Health and Safety responsibility for the people who work on the event in both a paid and voluntary capacity.

All event organisers have a duty of care to provide for a safe event. It is recommended that event organisers have recognised skills and qualifications, although this is not currently a legal requirement.

1.2.5 What are other agencies?

For the purposes of these Guidelines, the term *other agencies* refers to other regulatory bodies and service providers that may need to issue a permit or be advised about your event.

2. APPLICATION PROCESS AND PERMIT

2.1. Public Event Permits

Event organisers wanting to hold a public event on Council owned/controlled land need Council approval. A **Public Event Permit** is required for all events, regardless of size.

If you would like to hold a public event of any size, phone Council's Events Team on 9936 8100 before completing an application. A copy of the Public Event Permit application checklist is available in section 4 of these guidelines.

Ideally, Council requires as much notice as possible to process an application as different operational areas may be affected by the event and need to be coordinated.

Simple events - do not require road closures, infrastructure, approvals from other agencies or the assessment of noise impacts, will usually be approved within a month of the date of application.

Detailed events - include road closures, infrastructure, noise impacts (including amplification and acoustical concerns) or multiple food outlets/ stalls, will usually take three (3) to six (6) months to approve.

Complex events – may include multiple sites, infrastructure, noise impacts (including amplification and acoustical concerns), run for several days duration, involve significant road closures, multiple food outlets or stalls and substantial infrastructure will usually take a minimum of six (6) months to approve.

As a general rule, Council seeks to give in principle support for a public event within six (6) weeks from receipt of the application so that event organisers know they can proceed with more detailed plans. However, final approval for any event will depend on all compliance documents being provided and appropriate approvals being given from other relevant agencies such as NSW Police and Roads and Maritime Services (RMS).

A Council officer will contact you within five (5) working days of receiving your Public Event Permit application.

2.2. Assessment Process

Council assesses applications against a range of criteria including:

- a) *The suitability of the event activity* - The type of activity that you are planning will be reviewed against Council's policies including the *Public Events Policy*, the *Sustainable Public Events Policy*, any relevant Plans of Management, and the *Events Strategy*. Some examples of the principles included in these documents are:

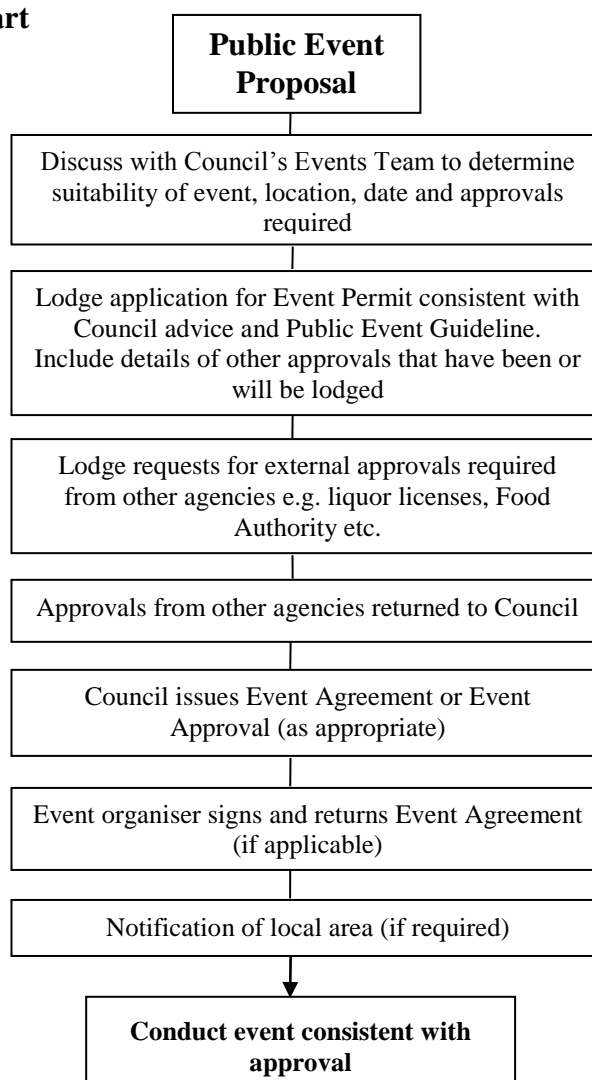
Environmental	<ul style="list-style-type: none"> • Consider and manage the impact on the environment • Minimise waste generation • Use recyclable and reusable materials • Promote access by public transport
Social	<ul style="list-style-type: none"> • Respect and acknowledge traditional custodians of the land • Be inclusive and accessible • Build social connections and encourage community participation

	<ul style="list-style-type: none"> • Be vibrant and add life to our public areas
Economic	<ul style="list-style-type: none"> • Support local businesses and promote economic development • Activate our open spaces, CBDs and village centres
Governance	<ul style="list-style-type: none"> • Be well planned, to reduce risk and duplication of events • Seek partnership and sponsorship opportunities with other organisations

- b) *The suitability of the event location* - Council will consider factors such as the size of the event and other bookings for the location and surrounding areas.
- c) *The relevant permits required to obtain approval* - Council will consider your application in conjunction with the relevant additional permits from other agencies (see Section 3).
- d) *Timeframes required for approval* - In assessing your application, Council will consider whether sufficient time has been allowed to gain approval from all relevant agencies.
- e) *Demonstrated capacity of event organisers* - Council will consider the experience of event organisers in relation to the scale of the event.

Note: Council may require a site meeting with the event organiser before approval is given. Section 4 of these Guidelines provides a list of the matters that will need to be addressed and/or documentation provided in supporting a Public Event Permit application.

2.3. Event Flow Chart



2.4. Events Fees

Council sets low fees for public events to encourage events that bring social and economic benefit to the community. We do not charge an application fee to consider public event, however, fees may apply for different aspects of an approved event.

Some of the common fees that apply are:

- a) **Public Event Permit fee** - The fee for public events is set according to the location, complexity, duration, impact and community benefit of the event. Additional fees to cover loss of revenue from parking or other facilities may also be negotiated.

Council reserves the right to vary or waive these fees depending on the details of a particular event. The below fees are as per Council's adopted fees schedule.

Simple, neighbourhood park	No fee
Detailed, neighbourhood park	\$220
Complex, neighbourhood park	\$550
Simple, premium park	No fee
Detailed, premium park	\$550
Complex, premium park	\$5,500+

Note: Premium Parks are identified as St Leonards Park, and Bradfield Park, Mary Booth Reserve, Captain Waterhouse Reserve and Blues Point Reserve. Council will consider waiving fees for public events organised by government agencies community based, not-for-profit organisations, charities and events that have significant benefit for the local community. Evidence of not-for-profit or charitable status must be produced on request.

- b) **Temporary Road Closures** - fees vary depending on type and scale of road closure. [Click here](#) or details.
- c) **Bonds** –As a guideline, the following bond amounts will apply

Simple events	none
Detailed events	\$1,000
Complex events	\$2,000+

Council reserves the right to vary the bond amount depending on the complexity and duration of the event. Any variation to the bond amount will be assessed against factors including but not limited to the scale of the event, past performance and likely risks.

- d) **Bins** - \$60.00 per bin.
- e) **Other agencies** - may charge for permits or services required (refer Section 3.2).

2.5. Approval

Once Council has determined that the event may proceed and received all necessary applications, documentation and fees paid, Council will forward a Public Event Permit approval letter or an event agreement which will specify terms and conditions for the public event.

3. PUBLIC EVENT APPLICATION

3.1. Public Event Permit Application

The Public Event Permit Application includes a checklist of all the information required in the application. Events will not be assessed unless all the relevant information is provided. Council staff may request additional information to make the assessment.

Where documentation needs to be updated, for example where public liability insurance is due to expire after the application is lodged but before the event, updated documentation must be forwarded no later than one (1) week prior to the event.

For detailed and complex events, where event organisers require in principle support before permits can be sought from other agencies, a detailed concept plan must be provided in the first instance.

The concept plan should address the issues in the Public Event Permit Application checklist. For example, the concept plan might show how the event organiser is expecting traffic to be managed, but not have a detailed traffic management plan.

3.2. Who gives Approvals

Council gives approval for:

- the public event; and
- temporary road closures.

You may also require the following additional permits and services to be provided as part of a Public Event Permit Application. Applications for the following services should be made direct to the relevant agency. It is the responsibility of the event organiser to arrange these. Fees and charges may apply.

Service	Authority
Liquor Licence	Office of Liquor, Gaming and Racing
User Pays Police Notice to Hold a Public Assembly	NSW Police
Road Occupancy Licence, Special Event Clearways and Aquatic Licence	Roads and Maritime Services
Transport arrangements	Transport Management Centre, Sydney Trains, Sydney Ferries, Taxi Council
Pyrotechnics	WorkCover
Music	Australasian Performing Rights Association and Phonographic Performance Company of Australia
Drones	Civil Aviation Safety Authority

While permits are not required, it may also be appropriate to advise the NSW Fire Brigade and NSW Ambulance Service.

4. CHECKLIST OF PUBLIC EVENT PERMIT APPLICATION

The following matters are required to be addressed and documentation provided where relevant, in support of your Public Event Permit Application. Section 5 of these Guidelines provides the standard conditions that will be applied to approvals. Special conditions may also apply.

4.1. Event organiser's details

Provide the following:

- Company/Charity/Organisation Name
- Name of two (2) representatives
- Contact details including street address, postal address, mobile phone and 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)

4.2. Event outline

- Detail the 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.

4.3. 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 within immediate vicinity of the event venue.

The community should be advised at least five (5) 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

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

4.4. 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 the duration of event, including times required for bump in and bump out.

4.5. 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, trestle tables, road closures, temporary fencing 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.

4.6. 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), the amount of waste likely to be generated by the event, and a waste minimisation strategy outlining how waste will be reduced, reused and recycled.
- Provide a completed Bin Hire/Bin Bond Form.
- Provide details of how you will communicate your waste management plans to caterers, vendors and participants.

4.7. 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.

4.8. 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.

4.9. 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.

4.10. 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 you will manage the additional vehicular traffic that your event will attract to the area, including details of planned road closures, and decommissioning of parking meters etc.
- Attach a Traffic Management Plan and Traffic Control Plan (see Section 4.25 below for more details) where needed.

4.11. 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 how sound will be monitored throughout the event.
- Provide details of the location's relationship to nearby properties, the duration, nature and extent of the amplified sound.

4.12. 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.

4.13. 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. The form is available at <http://www.police.nsw.gov.au>. Council must receive evidence of approval from NSW Police.

4.14. 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 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*.

4.15. 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'.

4.16. Evidence of Workers Compensation Insurance

Provide Certification of Currency of Workers Compensation Insurance.

4.17. Sub-contractors - amusements, rides, animals, entertainment, bands etc.

- Provide details of sub-contractors and the service to be provided to your event. The event organiser must obtain a copy of the sub-contractors Certificate of Currency of Public Liability Insurance (\$AU 20 million) and Certificate of Currency of Workers Compensation Insurance and have them available on request.
- 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.

4.18. Music - APRA and PCCA approvals

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

4.19. Signage plan

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

4.20. Promotional plan

Outline how you plan to promote your event, 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.

4.21. First aid

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

4.22. 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.

4.23. 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.

4.24. Aquatic licence

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

4.25. 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

4.26. Activity Debrief Meeting and Report

Provide a brief report and/or meet with Council staff to give 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.

4.27. 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. 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.

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

5. TERMS AND CONDITIONS FOR USE OF PUBLIC LAND

5.1 Event Activity - Standard Approval Conditions for Public Events

Note: that the conditions listed below are the Council's standard conditions. Additional conditions may be applied to specific events where appropriate.

5.1. Indemnity and Insurance

- a) The event organiser occupies and uses the event area at the event organiser's own risk.
- b) The event organiser shall indemnify Council against any claims for injury to persons or damage to property arising out of such approval. Such indemnity shall be expressed in the form of a public liability insurance policy in the minimum amount of \$20,000,000 for any individual claim which may be made. The event organiser must provide a Public Liability Certificate of Currency to the Council noting the interests of North Sydney Council.
- c) Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with your event installed on Council owned/controlled land. All infrastructure and equipment that is on site is at your own risk.

5.2. Responsibilities of event organiser

- a) The letter granting approval to the event or a copy of the signed Event Agreement must be kept on the location at all times and made available for inspection upon request.
- b) The event organiser is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
- c) It is the responsibility of the event organiser to comply with all laws, including local laws and all other legal requirements relevant to the operation of the event and to ensure that all employees, agents and other persons associated with the event also comply.
- d) The event organiser agrees to accede to all reasonable directions or requests given by any Authorised Officer of North Sydney Council or members of the NSW Police Service.
- e) The event organiser shall provide to Council a phone number of primary and secondary persons who may be contacted on the day of the event.
- f) The event organiser's strategies for emergency and risk management must comply with Australian Standards AS/NZS4360.
- g) Where security services are engaged, all security personnel must be appropriately licensed in accordance with current NSW legislative and regulatory requirements.
- h) The event organiser is responsible for ensuring that all plans for the event that have been submitted to (and approved by) Council are adhered to.
- i) The event organiser is responsible for ensuring the event complies with all relevant state and federal legislation.

5.3. Asset Protection

- a) The event organiser must take measures to protect the site from damage.

- b) Grass in high traffic areas must be protected by the use of portable flooring or a similar product.
- c) Sensitive garden beds and plantings must be protected by barricades to prevent public access.
- d) Significant trees must be protected with fencing and appropriate placement of infrastructure.
- e) The event organiser must ensure that there is no pruning or removal of trees and plants or parts there of (unless agreed to and undertaken by Council).

5.4. Access/Vehicles

- a) Access to the event site must be maintained for emergency vehicles and/or owners/tenants of properties requiring access. A minimum of 2.5 metres must be maintained for pedestrian access at all times.
- b) Council must be notified in writing of any vehicles requiring access to a park.
- c) Authorised vehicles should use hard surfaces where available. Council officers will determine the entry and route of vehicles through the park. Turf protection measures may be required.
- d) Vehicle access to parks will not be permitted during or after wet weather. The event organiser must liaise with Council regarding grounds closed by wet weather.
- e) Authorised vehicles must be escorted through the venue and not exceed walking pace.
- f) Illegally parked vehicles may be fined.

5.5. Waste

- a) The event organiser must ensure that event area and the surrounding area is maintained in a clean and tidy condition throughout the event, including the bump-in and bump-out phases.

5.6. Road Closure

- a) Where road closures apply, the details of the approved Transport Management Plan and/or Traffic Management Plan must be adhered to.

5.7. Noise

- a) No public address system or electronically operated equipment shall be used without approved by Council.
- b) Noise whether it is amplified or unamplified must be conducted within EPA Guidelines.
- c) If, during the event, substantiated complaints or breaches of noise conditions occur, the event organiser must immediately reduce the noise to a reasonable level.

5.8. Animals

- a) Event organisers must provide details of an activity involving animals and provide relevant operating licences and compliance documentation as well as comply with relevant legislation.

- b) Animals must be contained within the approved area.
- c) The event area must be clean and tidy and free of any waste at the completion of any activities.

5.9. Food

- a) The event organiser must ensure that the preparation and sale of food complies with the provisions of the *Food Act 2003*, *Food (General) Regulations 2015*, Food Safety Standards 3.2.2, Council's *Requirements for the Operation of a Temporary Food Stall* and the NSW Food Authority *Guidelines for Food Businesses at Temporary Events*.
- b) No open flames are permitted unless approved by Council as part of the event.

5.10. Income/Fundraising/Sales

- a) The collection of monies and/or selling of goods is not allowed within the venue unless approved by Council as part of the event.

5.11. Promotional material

- a) Where Council is a sponsor of an event, the event organiser shall provide copies of all promotional materials prior to distribution.
- b) Promotional material, including give-aways, should be recyclable or reusable and not generate unnecessary waste.

5.12. Signage

Temporary signs advertising events including sponsorship of the event may be erected to Council's satisfaction and must comply with the following general requirements:

- a) must not be displayed earlier than 14 days before the event and must be removed within 2 days of the conclusion of the event,
- b) must not impede pedestrian and vehicular access or movement,
- c) must not obstruct the sight line of pedestrian or vehicular traffic,
- d) must be for a one-off or annual event,
- e) must not be illuminated
- f) if on the site of a heritage item or draft heritage item, must not be attached to a building;
- g) if advertising a commercial or retail event, must not be constructed or installed in a residential zone;
- h) sponsor names or logos must be less prominent than event details
- i) must be weighted or affixed to an approved place (no pegging permitted)

5.13. Alcohol

- a) Where alcohol is being sold, a copy of the Liquor License must be supplied to Council and displayed at the event.

5.14. Music

- a) The event organiser is responsible for obtaining the appropriate licences from the Australasian Performing Right Association (APRA) and the Phonographic Performance Company of Australia (PPCA) or any live or recorded copyrighted music.

5.15. Temporary Structures

- a) All infrastructure at the venue must be approved by Council.
- b) Any lighting, rigging, scaffolding or the like shall be constructed by a Work Cover licensed rigger.
- c) The temporary structures must meet relevant Australian Standards and be erected and secured in accordance with the manufacturers/structural specifications.
- d) The type of infrastructure will be assessed by Council to determine its appropriateness for local conditions. The event organiser must comply with any instruction issued by Council in relation to the installation, certification, use and de-installation of infrastructure.
- e) It is the responsibility of the event organiser to contact the “Dial Before You Dig” organisation, on telephone 1100, to ascertain the location of any underground services before infrastructure is installed.
- f) All structures must be weighted and not “pegged”.
- g) Entry/Exits must be arranged with ready egress from all parts of temporary structures.
- h) Alternative arrangements must be made for infrastructure on wet weather affected grounds.

5.16. Risk management

- a) All events must have a risk management plan that addresses areas such as crowd management, public health, the environment and emergency procedures. The event organiser is responsible for ensuring the risk management plan is adhered to.
- b) The event organiser must ensure risk is managed at all stages of the event from bump-in through to bump-out.
- c) Where specialised safety equipment is required, such as fire extinguishers, the equipment must be available at all times from bump-in through to bump-out.

5.17. Rectification

- a) The event area must be left in the same condition as it was in prior to the event. Any damage to the area or infrastructure and any remedial work or additional cleaning required will be charged to the event organiser.

5.18. Fees and Charges/Refunds/Cancellations

- a) The event organiser agrees to pay all fees and charges (including bonds) for the use of the venue.
- b) Once an application has been received and processed, cancellations are only accepted in writing.

- c) No refund will be issued for cancellations that are received less than seven (7) days prior to the event date.
- d) Cancellations received in writing seven (7) days or more prior to the event date may receive a full or partial refund depending on resourcing already expended on the event including assessment of the application and associated assistance rendered.
- e) Bonds will be refunded to the event organiser within 28 days after the scheduled date of the event subject to the park/open space being returned back to its original condition.

6. RELATED DOCUMENTATION

In addition to Council's *Public Events Policy*, these Guidelines should be read in conjunction with the following Council policies and documents:

- Any relevant Council Plan of Management made under the *Local Government Act 1993* and *Crown Lands Act 1989*
- Banner Hire Policy
- Community Engagement Policy
- Corporate Sponsorship Policy
- Fees and Charges Schedule (annual)
- Mobile Food Vending Vehicles and Temporary Food Stalls Policy
- North Sydney Local Environmental Plan (2013)
- North Sydney Development Control Plan (2013)
- Public Events Policy
- Sustainable Public Events Policy

Council's Third Party Events Officer is the key contact for Public Events

Phone: 9936 8100

Email: commsevents@northsydney.nsw.gov.au

Website: www.northsydney.nsw.gov.au/URL