

Campbelltown City Council Outdoor Event Application Guideline

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Related Documentation

All the below forms, checklists and information sheets are available on Council's Website: www.campbelltown.nsw.gov.au on the "Want to hold an Outdoor Event" page.

- (a) Application Form to Hold an Outdoor Event
- (b) Outdoor Event Approval Checklist
- (c) Requirements for the Operation of a Temporary Food Stall
- (d) Application to Conduct a Temporary Food Stall

1. Introduction

Community festivals and events are a vital part of the community. The purpose of this guideline is to outline the outdoor event approval process and the information required to accompany an application.

Event organisers wishing to conduct a major event within the City of Campbelltown on Council owned/managed land must submit an application under Section 68 of the *Local Government Act 1993* where such an event is not otherwise authorised under a Development Consent.

Event organisers seeking an approval under Section 68 of the *Local Government Act 1993* must submit an application on the prescribed form together with a separate written proposal, management plans and site plan outlining event details. An event application fee(s) may also apply (see Council's Fees and Charges for details).

Council is supportive of the conduct of outdoor events as they contribute significantly to the City's sense of place and community. Council has developed an event approval process to ensure events are well organised, can be conducted in a safe, responsible manner and are an enjoyable and positive experience for the community.

Applicants are encouraged to read through this guide before completing an outdoor event application.

Disclaimer: The information provided in this guide is for guidance only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the applicant to ensure all relevant approvals and information are obtained in relation to any event.

2. Application Procedure

Step 1:

Complete and sign the outdoor event application form.

An application fee in accordance with Council's Fees and Charges will need to be paid at the time of submitting your outdoor event application. Additional fees and forms may be applicable if your event has food stalls that will require inspection by Council.

Step 2:

Complete the Event Approval checklist to ensure that all aspects and considerations have been attended to prior to submitting the application to Council.

This will assist to ensure all relevant documentation including insurance policy information, management plans (e.g. risk, traffic, waste), registration certificates (e.g. amusement devices), site plan(s), etc is submitted with the application.

Step 3:

Submit the application and all associated documentation to Council's Customer Service Centre and await outcome of application assessment.

Your application should be submitted at least 8 weeks prior to your event. Sometimes up to 12 weeks notice will need to be given, where traffic management plans require the prior approval of Councils Traffic Committee or the NSW Roads and Traffic Authority. Your application will need to be registered and referred to different sections within Council to assess various event related information (for example risk management, insurance, traffic, waste management, etc).

Failure to submit your application within the necessary time limits may result in having to postpone or cancel your event.

Step 4:

Respond promptly to any further requests for information to avoid lengthy delay in processing your application.

As a result of initial assessment of an application sometimes additional information is required to clarify or consider various aspects of an event application.

Step 5:

Obtain an Outdoor Event/Approval prior to the conduct of your event.

An event approval outlining conditions relating to the conduct of your event will be issued to you once your event has been approved.

If you fail to obtain the relevant approval(s) you will need to postpone or cancel your event. It is an offence under the *Local Government Act 1993* and/or *Environmental Planning and Assessment Act 1979* not to obtain the approval or consent of Council and in the event of an insurance claim your insurance cover may be declared null and void.

Step 6:

Comply with any conditions of approval prior to and during the conduct of your event.

Council does reserve the right to revoke any approval issued in respect of an outdoor event should it be reasonably satisfied that the conditions of approval or any directions made by a suitably authorised officer of Council will not be observed.

Note: Applications and approvals for an outdoor event are not transferable. Therefore the organiser is not permitted to transfer Council approval for an event to an alternative organiser, venue, date or time without the prior approval of Council.

3. Application Refusal

Council or a delegated officer may refuse to issue an approval for an outdoor event if:

- The completed application and associated documentation is not received within the required time limits;
- Relevant emergency services or agencies raise an objection to the conduct of any particular event;
- Another event is approved at the same venue on the same day;
- The nominated venue is not considered suitable for the conduct of the event;
- Council is not satisfied that all the required planning processes or considerations have been adequately addressed or completed; or
- Council having considered the application believes the event poses an unreasonable or unacceptable risk to public safety or health.

4. Outdoor Event Application Considerations & Requirements

Documentation

Coordinating an event is a complex task often requiring the participation of many stakeholders. Given the complexity of event organisation, it is vital that you maintain good records of the planning, implementation and evaluation process. Suggested documents to be kept include:

- Decision making processes – minutes of meetings, confirmation emails, meeting notes
- Permits/approvals – any licences, approvals, consents, etc. you receive to conduct your event
- Any plans/formal documentation such as:
 - Transport management plan
 - Emergency response plan
 - Event site plan
 - Risk management plan
 - Waste management plan
 - Communication plan
 - Event running sheets
 - Production schedules
 - Building/owner consent from landowner

- Consultation register – details of who you have consulted about the event, how you communicated with them and notes about outcomes
- Contracts – any agreements made with suppliers, authorities, performers, staff, volunteers etc should be kept for future reference.
- Volunteer register – for insurance purposes.

All applications must include sufficient details of the following (if applicable):

- Event organiser contact details, including mobile phone number of event coordinator on the day of the event.
- Event details - event name, date, location, operating times, (including bump in and out times) event description/purpose.
- Site plan/event layout (location of each activity, seating, stage, amusement devices, generators, temporary structures, tents/marques, toilets, command centre, lost children, associated stalls, access pathways, first aid, parking provisions, lighting, hazardous facilities).
- Anticipated attendance.
- Parking space requirements/provisions.
- Security/first aid/facilities for lost children.
- Traffic Management Plan/road closure details.
- Catering/Beverage requirements (including food stall and liquor license details).
- Event signage and promotion details.
- Utility/Service Provision (power/water, etc).
- Public Liability and Worker's Compensation Insurance Cover/Policy details for Organiser and third party contractors.
- Structures to be erected (stages, tents, marquees, banners, signage, etc).
- Amusement devices (description, registration details, copies of Work Cover Authority Certificates, insurance cover, etc).
- Risk Management Plan/Activity Risk Assessments (for event, activities, fireworks display).
- Waste Management Plan.
- Amenity provision (toilet facilities, hand wash facilities, cleaning and maintenance arrangements).
- Sponsor details/requirements.
- Entertainment Activities (Stage performances, use of amplified sound, event displays, fireworks, etc).
- Details of any fireworks display (location, duration and description of display, pyrotechnician license and contact details, Public Liability insurance details).

Administration Fee

Each event application must include payment of an application assessment fee (refer to Council's Fees and Charges for details) upon submission of an application to Campbelltown City Council.

Venue Hire / Booking Fees

Applicants should check availability of venues including sports grounds prior to submitting the event application. Fees for hire of sports grounds and venue locations are outlined in Council's fees and charges for each venue. Confirmation of booking will not occur until an event is approved and all fees paid.

For further information regarding community halls and passive parks please contact Customer Service on (02) 4645 4000.

For further information regarding sports grounds please contact Healthy Lifestyles on (02) 4645 4000.

Food Stalls/Inspection Fees

Food stalls will be required to comply with Council's "Requirements for the Operation of One Day Food Stalls".

Council may require an inspection fee of \$111.00 per food stall to be paid a minimum of 10 days prior to the conduct of the event and a food stall application to be completed for each stall, if staff are required to conduct inspections on the day of the event to ensure compliance with Council's requirements for One Day Food Stalls.

Council reserves the right to prohibit the operation of any food stall or operator should Council become aware that a stall or operator is unable to comply with Council's One Day food stall requirements.

Timing of Application Submission

An event proposal and application shall be submitted to Council for consideration at least 8 weeks prior to the proposed event date to allow sufficient time for Council to assess the application and for any other additional approvals/permits or information to be obtained. If an event requires approval of a traffic management plan or road closure at least 12 weeks prior notice may be required to allow sufficient time for approval by Council's Traffic Committee or the Roads and Traffic Authority.

Failure to submit an application within the above timeframes may prevent Council from having sufficient time to assess your application, requiring you to postpone or cancel your event.

Insurance Cover

A minimum cover of \$20m is required for the event organiser and any third party contractor engaged to provide equipment, services or supplies for the event. The Policy is to be current and extend to cover the specific event/location.

Evidence of Worker's Compensation Insurance cover (or personal Accident/Insurance cover as applicable) is required to be submitted for the event organiser and third party contractors.

It should be noted that Council will not be responsible for any equipment used or provided by the event organiser, or for any injury to event personnel. The event organiser is responsible for ensuring all parties involved or associated with the event have suitable insurance cover.

Risk Assessment/Identification

Suitable documentation will need to be developed and reviewed by Council prior to the issue of event approval. A risk identification document for the event and associated activities needs to be submitted to Council a minimum 28 days prior to the event to allow suitable time for review. A risk identification document is required to provide for a safe event, comply with insurance requirements, prevent personal injury/property damage claims and protect the liability of organisers and associated parties. (refer to example at Attachment A).

Noise Management

Appropriate measures must be taken to avoid "**offensive noise**" to adjoining or nearby residents, particularly from patrons or the use of amplified music or public address system.

Offensive noise means noise:

- (a) that, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:
 - (i) is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted; or
 - (ii) interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted; or
- (b) that is of a level, nature, character or quality prescribed by the regulations or that is made at a time, or in other circumstances, prescribed by the regulations.

Suitable documentation outlining measures to be implemented to control noise will need to be developed and reviewed by Council prior to the issue of event approval.

Waste Management Plan

Suitable documentation will need to be developed and reviewed by Council prior to event approval outlining the management, collection and disposal of waste generated by the event.

First Aid

Details of provisions for First Aid Treatment need to be provided to ensure suitable response in the event of an incident/injury. Details of trained first aid personnel in attendance and facilities to administer first aid on site need to be provided.

Emergency Management Plan

Suitable documentation demonstrating adequate arrangements to facilitate emergency access/response/evacuation will need to be developed and reviewed by Council prior to the issue of event approval. The Plan shall identify alternative evacuation points, assign designated personnel to deal with an emergency, identify equipment location (eg fire extinguishers) and include a line of command contact list with phone numbers.

Traffic Management

Suitable documentation (i.e. Traffic Management Plan) will need to be developed and reviewed by Council and any necessary approvals (ie Road occupancy/closure) obtained prior to the issue of an event approval if such traffic control arrangements are required. An application for a road closure or occupancy will be required to be submitted to Council a minimum of 12 weeks before the event.

Amenities

Details of proposed amenities, including existing on site and additional amenities to be provided, to cater for anticipated attendance are to be provided. Details of toilets, urinals and hand basins for each sex and disabled facilities shall be provided, together with details of arrangements for servicing and cleaning of amenities.

The following is a guide to be used when assessing the number of toilet facilities required for an event that is for one day or more (events with no food or drink and for only one or two hours may require less facilities).

Patrons:	Males			Females	
	WC	Urinals	Hand Basin	WC	Hand Basin
<500	1	2	2	6	3
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	13	17

The Building Code of Australia also recommends:

- At least one unisex toilet for patrons with a disability at each group of toilet facilities

Amusement Devices

Documentation verifying current registration of all amusement devices and suitable public liability insurance cover and Worker's Compensation insurance cover (or Personnel Accident Insurance, as applicable) for the amusement device contractor is required to be submitted to Council for review prior to the issue of an event approval.

Council reserves the right to require independent Engineers certification upon installation of any amusement device should ground/installation or event conditions deem it appropriate to do so.

Security/Crowd Management

Details of event security and measures for crowd management (including security contractor details, staff numbers and contact details) are to be provided prior to issue of an event approval.

Work Health and Safety

The requirements of the Work Health and Safety Act, 2011 and regulations are to be fully observed in respect of the conduct of event activities to the satisfaction of WorkCover Authority requirements.

Power

Details of power supply arrangements will need to be provided i.e. use of generators or private agreement with integral Energy to install a temporary power supply to the event. Use of Council power supply is not permitted. All electrical wiring is to be installed in accordance with relevant Australian Standards. Suitable measures will need to be outlined that prevent public access to wiring and connections.

Consumption /Sale of Liquor

Council reserves the right to prohibit the consumption or sale of alcohol in respect of any event.

If the sale of alcohol is permitted, suitable documentation verifying appropriate liquor licensing arrangements are in place shall be submitted to Council and Licensing Police before event approval is issued. For reasons of public safety, alcohol is not to be sold or supplied in glass containers.

Fireworks Displays

Details of proposed displays (including display types, location, duration and pyrotechnician details) and suitable risk assessment documentation shall be submitted to Council for review prior to an event approval being issued. All fireworks displays are to be conducted by a suitably licensed Pyrotechnician in accordance with WorkCover Authority and Council requirements. Evidence of WorkCover notification for the display and notification to relevant authorities (including Police, Fire Brigade, State Rail Authority (as applicable) is to be provided.

Structures, Marquees, Stages/Viewing Stands

Suitable documentation demonstrating that staging, viewing stands, Marquees and other structure are suitable for their intended use shall be submitted to Council. Stages and viewing stands indicating nominated load limits shall be submitted to Council prior to event approval being issued. Details of load limits shall be displayed on the stage/viewing stands and limits observed at all times. If the event organiser is hiring this equipment it is recommended that structural certification be obtained from the supplier prior to the equipment being booked.

Signage

Roadside signage is not permitted on state highways or Council roads without written approval. The use of banners to promote community events is permitted with the written approval of Council at certain locations within Campbelltown, subject to banners being displayed in accordance with Council requirements.

Lighting

If the event is to be held at night or in a dark venue, ensure there is enough light to see exits in case of an evacuation. The hire of portable lighting may be required.

Existing site flood lighting may be used for an additional fee. Arrangements are to be made with Council's Healthy Lifestyles Section.

Council requires all additional electrical installations to be certified by a licensed electrical contractor.

Electrical, gas cylinders and other hazardous materials

If there are hazardous materials at the event such as electricity, gas, chemicals, fireworks, etc seek expert advise about safe storage and use.

Clearly identify these items in your risk management plan and communicate the management procedures to all staff/ volunteers/contractors, etc who may come into contact with them. Other issues include:

- Use of reputable suppliers
- Ensuring items such as gas cylinders and generators have been tested and are in good working order
- Ensuring gas cylinder tags are clearly displayed
- Safe placement of items such as generators, cylinders, etc
- Ensuring you have clearly identified the placement of any hazardous materials on the site map
- Back up plans in case of equipment failure (e.g. generators)
- Plan showing location of fire extinguishers, if applicable.

Council requires that all installations be certified by a licensed expert in handling electricity, gas, etc. It is advisable to have the expert present at the event in case of equipment failure in an emergency situation.

Event Approval

Any proposed event, subject to approval under Section 68 Local Government Act does not have Council approval (irrespective of the submission of an application) until such time as a written approval in the standard form has been issued.

Event organisers need to be aware that certain conditions and requirements will apply as a result of the issue of an approval to conduct the event. Council reserves the right to revoke any permit or approval issued should the conditions of approval or any direction issued by a suitably authorised officer of Council not be observed.

Further Information

For further information relating to the Event Approval Guideline please contact Council's Compliance Services Section on 4645 4604.

Attachments:

- (A) Risk Identification and Risk Control Worksheet

Attachment A - Risk Identification and Risk Control Worksheet

Risk Identification and Risk Control Worksheet

Event Name:
 Location:
 Event Date:
 Event Times:
 Description of Event:

Date of Assessment:
 Undertaken by: (name)
 Signature:
 Title/authority:

The risk ratings are to be agreed to in consultation with Council staff, before this risk assessment is deemed complete.

Identified Hazards	Identified Risks	Risk Rating			Risk Control Measures	Risk Rating		
List all known hazards. The items listed below are common hazards. Please ensure you have considered all possible risks and add any additional risks at the end of this document. Cross off any risks that are not applicable to your event.	List all identified risks A number of possible risks are listed against each hazard below. This is not a comprehensive list; it is simply to provide examples of what risks may exist.	How Severe?	How Likely?	Risk	List ways in which identified risk will be controlled. A number of possible risk control measures are listed against each hazard below. This is not a comprehensive list; it is to provide examples of ways risks can be controlled. If you list a control measure, you must ensure that it is actioned, otherwise this risk assessment will be void.	How Severe?	How Likely?	Risk

Medical Services	<ul style="list-style-type: none"> Injury from passive and/or active activities 	S	L	2	<ul style="list-style-type: none"> Notify local hospital Arrange St John Ambulance to attend event 	M	L	3
Food Stalls	<ul style="list-style-type: none"> Safety issues with food, including food poisoning from incorrect storage and food handling Burns from hot plates 				<ul style="list-style-type: none"> All contractors to hold public liability insurance of at least \$10 million. Event organiser to obtain copies. All food stall holders to comply with Council's One day Stall Food Handling Guidelines. Food handling advice for stall holders can be obtained at the NSW Food Authority website, www.foodnotify.nsw.gov.au 			

Stallholder Infrastructure	<ul style="list-style-type: none"> • Safety issues relating to tables, marquees and display items not erected correctly 				<ul style="list-style-type: none"> • All stallholders hold at least \$10 million public liability insurance • Event organiser to patrol stalls for hazards during set up and throughout the day • All stallholders required to secure/weigh down marquees and install structures as per manufacturer's instruction. 			
Static Displays e.g. vehicle displays	<ul style="list-style-type: none"> • Hazards relating to vehicles or other items on display 				<ul style="list-style-type: none"> • Suppliers of displays to hold public liability insurance of at least \$10 million public liability insurance • Display located on flat, even surface with ample access in and around them. 			

Animals	<ul style="list-style-type: none"> • Health and safety issues relating to animals at the event • Animal welfare from large crowds and heat 				<ul style="list-style-type: none"> • All animals handled by professionally trained animal handlers • All animal suppliers covered by public liability insurance of at least \$10 million • Sufficient trained staff to control crowds 			
Trip Hazards	<ul style="list-style-type: none"> • Electrical leads, stage, marquee fixtures, sound equipment, stalls 				<ul style="list-style-type: none"> • Sound operated by contractor • Cables taped to stage and controlled by contractor • All contractors and stallholders to hold public liability insurance of at least \$10 million • Event organiser will inspect area after set up and prior to event start • Staff will monitor stalls during set up and throughout the day • Electrical leads to be tagged and all connections and cables to be restricted from public access. 			
Noise Pollution	<ul style="list-style-type: none"> • Noise pollution caused by bands, vehicles and/or performers 				<ul style="list-style-type: none"> • Sound system to comply with EPA guidelines • Event notification letters will be sent to local residents and commercial tenants prior to event 			

Wet Weather	<ul style="list-style-type: none"> • Injury caused by wet weather 				<ul style="list-style-type: none"> • Stage covered for performers • Power supply under cover • Patrons to provide own wet weather protection 			
Vehicle Access/Vehicle Movement	<ul style="list-style-type: none"> • Injury/death/damage of property due to moving vehicles • Illegal parking and congestion, as a result of lack of parking and signage for public arriving to event site 				<ul style="list-style-type: none"> • Strict arrival and departure times for stallholders. • Emergency access will be given to emergency service vehicles • Signage indicating parking areas • Sufficient on site parking for expected numbers 			
Crowd Control	<ul style="list-style-type: none"> • Insufficiently marked pedestrian traffic ways at venue • Confined event space 				<ul style="list-style-type: none"> • Large venue with natural pathways and a number of pedestrian entry/exit points • Adequate Security staff to monitor all levels of crowd control. • Police informed of event 			

Vandalism/Theft	<ul style="list-style-type: none"> From insufficiently secured objects, lack of security on duty 				<ul style="list-style-type: none"> Hired security on duty Staff and performers advised not to bring valuables Stallholders reminded to be conscious of security issues There will be a designated Information and lost and found tent 			
Fireworks	<ul style="list-style-type: none"> Noise pollution caused by exploding fireworks Injury to fireworks contractor and public 				<ul style="list-style-type: none"> All contractors to hold public liability insurance of at least \$10 million Subject to weather conditions Fireworks shot the required distance away from public area as agreed with by fireworks contractor Area around safe zone marked as closed to the public and monitored to ensure all public clear of site Local fire brigade and hospital informed of the fireworks display Residents in surrounding area received written notification of the fireworks 			

WHS Risk Calculator

RISK CALCULATOR	How Likely - Likelihood – How Likely is it to happen and how often?				Code	Risk Priority
How Severe - Consequences or Seriousness – How bad is it likely to be?	Certain to Occur Expected to occur in most circumstances (VL)	Likely Will probably occur in most circumstances (L)	Unlikely It might occur occasionally or it could happen (U)	Rare It may happen only in exceptional circumstances (VU)	1	Dangerous level of risk which is required to be controlled immediately. Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 7 working days.
					2	Unacceptable level of risk which must be controlled immediately. Control measures to involve designing out the source of the risk from the tasks/activity. Timeframe for development of action plan to implement controls is within 10 working days.
Extreme – Kill or cause permanent disability or ill health (K)	1	1	2	3	3	Risks are considered unacceptable. Low cost control measures to be undertaken to control these types of risks. If these controls already exist and are deemed to be effective, no further investment is necessary. Timeframe for development of action plan to implement controls is within 15 working days.
Major – Cause serious injury / illness or long term illness (S)	1	2	3	4	4	Risks are considered unacceptable. Low cost control measures should be undertaken to control these types of risks. If these controls already exist and are deemed to be effective, no further investment is necessary. Timeframe for development of action plan to implement controls is within 20 working days.
Moderate – Medical attention and several days off work (M)	2	3	4	5	5	Risks are considered acceptable. No further action required. If there are controls that can be initiated that are easy and inexpensive they can still be administered. Timeframe for development of action plan to implement controls is within 30 working days.
Minor – First Aid needed (F)	3	4	5	6	6	No further risk control necessary. If there are controls that can be initiated that are easy and inexpensive they can still be administered.

Amusement Devices/Carnival Rides	<ul style="list-style-type: none"> • Noise pollution caused by people screaming, music Injuries from rides • Electrical faults with machines • Unstable ride or device collapse /toppling over 				<ul style="list-style-type: none"> • All contractors to hold Public Liability of at least \$10 million. • Machines to be registered by WorkCover, and WorkCover permits to be sited prior to the event. • Rides to be located on a firm, stable and level surface and installed in accordance with manufacturers recommendations. • Police, fire brigade, ambulance notified of carnival activities 			