



Part C – Specific Land Use Controls

# Chapter C6: Events Management

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## 1 INTRODUCTION

1. This chapter of the DCP outlines Council's requirements for the carrying out of an event.
2. This chapter of the DCP should be read in conjunction with the provisions of Wollongong Local Environmental Plan 2009 or West Dapto Local Environmental Plan 2009.
3. This chapter may apply to the use of existing indoor or outdoor recreational facilities where the approved use of the premises is not primarily for public entertainment purposes. A common example of an event requiring consent is an outdoor rock concert at a park or sporting field.
4. The lodgement of a Development Application, a Section 68 Activity Application or an approval under the Crown Lands Act 1989 is not required for typical events which regularly held at approved sporting venues or entertainment venues.

## 2 APPROVAL PROCESS

### 2.1 Lodgement of a Development Application

1. Under the LEP, a Development Application may be required to be lodged with the consent authority (ie Council) for certain events, even if that event is a one-off event. Accordingly, it is recommended that proponents liaise with Council's Customer Service Centre at an early part in the event planning stage, in order to determine what planning policies may apply to a specific proposed event.
2. It is recommended that applicants lodge any Development Application no less than **four (4) months** prior to the event. This will allow sufficient time for Council staff to undertake appropriate public notification of the application to surrounding property owners and to assess the application, taking into account any issues raised in any public submission(s), prior to the final decision being made as to whether the application will be conditionally approved or not.

Note: Failure to submit your application within the necessary timeframe may result in the application not being determined prior to the proposed event date, in which case the event will need to be postponed or cancelled.

3. Applicants promoting or advertising the event before receiving formal Development Consent from Council, do so at their own risk.
4. The size or nature of the event may also be modified by any formal development consent issued by Council, where Council is of the opinion that the size or nature of event may otherwise pose an unacceptable impact upon surrounding properties in the locality.
5. In certain cases, the formal Development Consent notice may impose a condition of consent requiring an additional approval to be obtained (eg Temporary licencing approval under the Crown Lands Act 1989 or a road closure permit under the Roads Act 1993).

### 2.2 Lodgement of a Section 68 Activity Application

1. The lodgement of an Activity Application pursuant to Section 68 of the Local Government Act 1993 is required for events involving any of the following:
  - (a) The installation and operation of any mechanical amusement device (eg mechanical amusement rides such as dodgem cars, ferris wheels, roller coasters etc).

- (b) The construction of a temporary enclosure for the purpose of entertainment (eg temporary animal enclosure) on “community land”.
  - (c) The use of any loudspeaker or other sound amplifying device on “community land”.
  - (d) Any theatrical, musical or other form of entertainment for the public on “community land”.
  - (e) Any public address or holding of a religious service or public meeting upon “community land”.
  - (f) The playing of a musical instrument or signing upon “community land” for a fee or reward.
  - (g) Use of a standing vehicle or any article for the purposes of selling a good in a public place.
2. Applicants should lodge any Section 68 Application no less than two (2) months prior to the event. This will allow sufficient time for Council staff to undertake a thorough assessment of the event proposal, prior to the final decision being made as to whether the application will be conditionally approved or not. Failure to submit your application within the necessary timeframe may result in the application not being determined prior to the proposed event date, in which case the event will need to be postponed or cancelled.

Lodgement of all required information in the first instance will also assist in the determination of the application by Council. The failure to submit appropriate documentation as required by Council may lead to delays in the determination of the application or the refusal of the application.

- 3. Applicants promoting or advertising the event before receiving a written consent from Council, do so at their own risk.
- 4. In certain cases, the Section 68 approval notice may require an additional approval to be obtained (eg Section 138 permit under the Roads Act 1993).

### 2.3 Lodgement of a Temporary Licence Application – Crown Lands Act 1989

- 1. Certain events proposed on foreshore coastal lands or public reserves (eg beaches, Flagstaff Hill, Stuart Park) may also require a licence to be obtained under the Crown Lands Act 1989. Prospective applicants should contact Council’s Property & Leisure Division to verify as to whether such approval is necessary.

## 3 TRANSPORT MANAGEMENT PLAN & TEMPORARY ROAD CLOSURE REQUIREMENTS FOR MAJOR EVENTS

- 1. For certain major events, Council may require the preparation of a Transport Management Plan. The Transport Management Plan must be lodged with the required Development Application at least four (4) months prior to the first day of commencement of the event.

Note: If the Transport Management Plan upfront may jeopardise the determination of the Development Application, prior to the event date.

- 2. The joint NSW Premier’s Department, NSW Roads and Traffic Authority, NSW Police and Local Government Association of NSW and the Shires Association of NSW publication titled *“Guide to Traffic and Transport Management for Special Events August 2, 2006”* provides a comprehensive guide to the requirements of various agencies involved in traffic and transport management. This guide also provides assistance in the preparation of a Transport Management Plan. The “Guide

to Traffic and Transport Management for Special Events August 2, 2006” publication may be obtained from the following website: \

[www.rta.nsw.gov.au/trafficinformation/download/tmc\\_specialevents\\_dl1.html](http://www.rta.nsw.gov.au/trafficinformation/download/tmc_specialevents_dl1.html).

3. The majority of events are classified as either Class 1 or Class 2 events where the formal approval of the NSW Police Service, Council and / or the NSW Roads and Traffic Authority is required through consideration of a formal Transport Management Plan and any associated Traffic Control Plans.
4. The Transport Management Plan is the strategic document for the management of traffic and parking issues associated with an event and also should include proposed public transport initiatives to be provided for the specific event. The Traffic Control Plans are a subset of the Transport Management Plan and are required to provide the exact details of the proposed traffic control devices to be implemented for the event such as directional signage and temporary barriers, in order to direct and separate vehicular traffic from pedestrians / participants in an event or along the route of the event.
5. Any transport management plan and traffic control plan should be prepared by a suitably qualified and experienced traffic engineer who can certify that the proposal complies with the requirements of Australian Standard AS 1742.3 and the NSW Roads and Traffic Authority’s *“Guide to Traffic Control at Worksites”* Manual. A Traffic Control Plan is mandatory for Class 1 and Class 2 events and may be required for some Class 3 events.
6. The organiser of a major event is therefore recommended to undertake the following steps in order to ensure that the traffic and transport impact of the event is minimised:
  - (a) Liaison with the NSW Roads and Traffic Authority, Council, NSW Police Service as soon as practicable to determine what class of event the proposal relates to and the necessary documentation to be provided with the Development Application;
  - (b) Liaison with other emergency service agencies including the NSW Fire Brigades and NSW Ambulance Service and / or St Johns Ambulance Service;
  - (c) Preparation of a Transport Management Plan in consultation with Council and / or NSW Roads and Traffic Authority for consideration by the Local Advisory Traffic Committee;
  - (d) Any proposed road closures are to be incorporated into the Traffic Control Plan for determination by the Local Advisory Traffic Committee;
  - (e) Pre-event advertising to be conducted in the local newspapers, radio and / or local television networks outlining proposed traffic management measures such as parking restrictions, proposed road closures or one-way access arrangements on public roads, proposed entry / exit arrangements for participants into / from the site etc;
  - (f) Liaison with Railcorp and private bus companies servicing the Illawarra Region for the provision of suitable rail and bus services to cater for the event;
  - (g) Directional signage to be provided at appropriate locations and key intersections for participants and spectators. The directional signage shall be included in the Traffic Control Plan and appropriate site plan.
7. In most cases, Council will require the event organiser to advise surrounding property owners / occupants by way of written notification at least 7 days prior to the event of the impending traffic management plans for the event, especially road closure or one-way traffic arrangements, where relevant.

8. If the event requires a temporary road closure, the submission of the Transport Management Plan and relevant Traffic Control Plan(s) will be required with the Development Application. The proposed road closure will be referred to Council's Local Advisory Traffic Committee for consideration and also referred to the NSW Police Service and /or the NSW Roads and Traffic Authority for appropriate comment. A minimum **3 month** period is required for matters to be considered by the Local Advisory Traffic Committee.
9. Council may also require the proponent to provide written notification to the following relevant emergency service agencies, public transport providers and surrounding property owners / residents at least 14 days in advance of the pending temporary road closure:
  - (a) Local Area Command of the NSW Police Service;
  - (b) NSW Roads and Traffic Authority;
  - (c) NSW Ambulance Service;
  - (d) NSW Fire Brigades;
  - (e) NSW State Rail Authority / Railcorp;
  - (f) Local bus companies;
  - (g) Taxi companies; and
  - (h) Local property owners and residents in the vicinity of the proposed road closure.

## 4 EVENTS HELD ON COUNCIL LAND

1. Events held on Council land may attract a fee for the use of the land and must comply with any Plan of Management pertaining to the land. Any such fee will be as per Council's adopted Management Plan – Fees and Charges for that financial year.
2. The formal booking of any public reserve is required upfront to ensure the event may be held. This may be arranged through contacting Council's Customer Service Centre. However, the initial booking of the public reserve does not automatically guarantee that formal approval will be granted for the event. Therefore, Council's initial correspondence will advise that the booking is tentative, pending the final determination of any formal application.

## 5 OTHER RELEVANT LEGISLATION

### 5.1 Occupational Health & Safety Act 2000

1. The Occupational Health & Safety (OH & S) Act 2000 places an onus on the event organiser to secure the health, safety and welfare of people at events regardless of the size of the event. The event organiser may be responsible for ensuring the health, safety and welfare of staff (even if the event organiser does not directly employ such staff) as well as volunteers, contestants and visitors to an event. The route or location for the event may also be considered as a place of work.
2. The event organiser has also a duty of care to protect patrons / attendees of an event from any hazard risks from a public liability perspective.
3. The event organiser is **not** the event management firm employed by the event organiser to manage the event on their behalf.

## 5.2 Protection of the Environment Operations Act 1997

1. Under the Protection of the Environment Operations Act 1997 (POEO Act), it is an offence to permit offensive noise to be emitted from premises or made in a public place. Therefore, any outdoor concert or public address system used at an event must not cause any offensive noise to be emitted from the site.
2. The POEO Act also regulates air pollution emissions including odours, smoke and invisible gases. In this respect, an operator of plant and equipment used at an event must also ensure that such plant and equipment is maintained in a good working order, otherwise the operator may be causing an air pollution offence under the POEO Act.
3. Under the POEO Act, it is also an offence to release 20 or more balloons at or about the same time if such balloons are inflated with a gas that causes them to rise in the air.

## 6 EVENT MANAGEMENT

1. The management of an event is a complex task and it is strongly recommended that proponents proposing to hold an event should employ the services of a professional event management organiser.
2. The following publications are also recommended to be considered in the upfront organising of an event:
  - NSW Premier's Department publication titled "Event Starter Guide – A Resource for Organising Events in New South Wales", which may be obtained via the following website: [www.events.nsw.gov.au](http://www.events.nsw.gov.au);
  - NSW Department of Local Government's publication titled "Major and Special Events Planning – A Guide for Promoters and Councils", which may be obtained via the following website: [www.dlg.nsw.gov.au/Files/Information/97-65.pdf](http://www.dlg.nsw.gov.au/Files/Information/97-65.pdf); and
  - NSW Premiers Department, NSW Roads and Traffic Authority, NSW Police Service, Local Government and Shires Association's publication titled "Guide to Traffic and Transport Management for Special Events", which may be obtained via the following website: [www.rta.gov.au/trafficinformation/download/tmc\\_specialevents\\_dl1.html](http://www.rta.gov.au/trafficinformation/download/tmc_specialevents_dl1.html).

## 7 CAR PARKING

1. Where possible, the applicant must provide on-site parking to reduce demand in nearby residential streets. Off-site parking areas should not be in locations which result in large numbers of people walking through residential areas.
2. Promotional and advertising material must advise of the location of public car parks and nearby available parking.
3. Advertising material must also encourage the use of public transport where services are available.

4. The applicant may be required to provide Traffic Marshalls to ensure safe and efficient parking of vehicles.
5. The provision of temporary car parking areas may be required for major events. The proposed access arrangements to / from temporary car parking areas will be subject to appropriate approval by Council's Local Advisory Traffic Committee.
6. For major events, a shuttle bus service should be also provided. The shuttle bus service should be run between railway stations and public car parking areas to the site. Additionally, local bus companies should be consulted regarding normal and / or special bus services and routes to encourage public transport to / from major events, wherever practicable.

## 8 LIGHTING

1. Location and direction of existing and any additional lighting to be used must be shown on the required site plan. Hours of use and intensity of lighting may also be required.
2. Lighting must be directed away from nearby dwellings and should not be located in a position likely to cause a traffic hazard on adjoining roads.
3. At all times lighting must be adequate to enable the safe movement of people through the premises.

## 9 TOILET FACILITIES

1. Adequate toilet facilities must be provided for the duration of the event. Toilet facilities for people with disabilities must also be provided.
2. Details of existing and additional toilet facilities are to be submitted with the Development Application.
3. The minimum number of toilet facilities to be provided at an event shall be in accordance with the following Table 1.

**Table 1: Minimum Number of Toilet Facilities to be provided for Events**

Toilet Facilities	Wheelchair Accessible Facilities	Unisex	Females		Males		
			WC	Hand Basins	WC	Urinals	Hand Basins
Patron Number	WC	Hand Basin	WC	Hand Basins	WC	Urinals	Hand Basins
<500	2	1	10	2	2	8	2
500 - 1000	4	2	15	4	5	10	3
1000 - 2000	6	3	20	8	7	15	5
2000 - 3000	8	4	25	10	9	20	7
3000 - 5000	10	5	30	14	12	25	10

4. The proponent should consider whether additional toilet facilities are required to satisfactorily cater for the anticipated number of participants / attendees.
5. The proponent should also give appropriate consideration as to the placement and location of the toilet facilities in order to enable easy access for all patrons, depending upon the nature and scale of the event.
6. Council may permit a concession to the number of male and female toilet facilities where the duration of the event is less than 2 hours and / or the event does not provide alcoholic beverages. Any variation request to the provision of toilet facilities must be supported by appropriate documentary evidence with the Development Application outlining the justification for this variation request.

## **10 SECURITY / CROWD MANAGEMENT**

1. Qualified security personnel must be employed for the duration of the event. Duties to include monitoring entry and exit points, general surveillance to ensure safety and good behaviour of crowd, assist in co-ordination of emergency procedures, and ensure quiet and efficient movement of people from the site at the conclusion of the event.
2. The type of event and the capacity of the venue should determine the number of staff required to undertake security and crowd management functions. It is recommended that research of other similar past events should be undertaken to ascertain the necessary level of security and marshalling / crowd control personnel.
3. A security management plan should also be developed with the main security provider in order to clarify the roles and responsibilities of security staff and other staff in attendance at the event.
4. The attitude of the security staff is also important to a successful running of an event. In this respect, security staff should be friendly and professional in their crowd management role, to help maintain a positive atmosphere with patrons whilst ensuring appropriate crowd control.
5. Other responsibilities for security staff may include cash protection for the event organiser and the various stall holders as well as protection of event equipment and / or the confiscation of any prohibited items.
6. The event organiser and the lead security provider must adequately brief all of the security staff as to each of their respective individual roles throughout the course of the event.
7. The security staff shall remain in attendance until all patrons have left the event.

## **11 PUBLIC LIABILITY INSURANCE**

1. In the event that formal development consent is granted for the event by Council, a condition of consent will be imposed requiring the provision of suitable public liability insurance coverage for the event.
2. The minimum public liability insurance cover required for an event will be \$10,000,000. However, large scale events or those held on Council property may require greater insurance cover.
3. If the event is held on Council owned land, the applicant's insurance policy must include a provision indemnifying Council.

4. A copy of the public liability insurance policy (certificate of currency) is to be provided to Council at least 14 days in advance of the date of commencement of the event. A receipt for payment of an insurance premium will not be accepted.

**Note:** The event will not be permitted to commence on any Council property without the public liability insurance policy (certificate of currency) being in place, prior to the event.

5. Examples of other insurance coverage that **may** also be necessary for an event include:
  - (a) Public liability insurance of any sub-contractor.
  - (b) Volunteer's insurance.
  - (c) Worker's compensation.
  - (d) Professional indemnity insurance.
6. Each organiser of an event is recommended to seek their own legal advice as to what insurance coverage is necessary for their event.
7. The main organiser of the event should also guarantee that any other organisations participating in an event have suitable insurance coverage in place.

## 12 INCIDENT REPORTING

1. A systematic method reporting incidents that have occurred at an event is required. This should include a written incident reporting manual whereby staff are required to provide written details on the exact nature of the incident and what procedures were implemented to deal with the incident.

## 13 EMERGENCY RESPONSE PLAN

1. A written Emergency Response Plan is to be provided for all events.
2. The Emergency Response Plan for the specific event is to be provided to all key stakeholders including all staff and / or volunteers of the event, NSW Police Service, NSW Fire Brigades, NSW Ambulance Service, Council and the NSW WorkCover Authority. Security and other staff must be familiar with all emergency procedures contained in the Emergency Response Plan.
3. For major events, the Emergency Response Plan is required to be prepared in accordance with the requirements of the Local Area Command of the NSW Police Service, NSW Fire Brigades, NSW Ambulance Service, NSW WorkCover Authority and Council.
4. The contents of the Emergency Response Plan will vary depending upon the scale and nature of the proposed event but should include the following requirements:
  - (a) Contact details (Telephone Number, Mobile Phone Number and Postal Address) of both the event organiser and the on-site organiser responsible for decision-making.
  - (b) The chain of command identifying which staff are responsible for various components of the event.
  - (c) Location of the main emergency response area.
  - (d) Proposed means of access for all emergency vehicles including fire brigade truck access to the event.

- (e) Proposed evacuation procedures.
  - (f) Proposed security management and procedures plan.
  - (g) Proposed emergency procedures shall include consideration of people with disabilities who may have special needs in case of an emergency.
  - (h) Proposed crowd management procedures.
5. In particular, permanent access for emergency vehicles to and from the premises must be provided.
6. Emergency services, including Police, Fire, Ambulance and Bush Fire Services, shall be advised of the event no less than 24 hours prior to the event.

## 14 FIREWORKS / PYROTECHNICS DISPLAYS

1. Fireworks or pyrotechnic displays can only be held if a Fireworks (Single Use) Licence has been issued by NSW WorkCover Authority or the operator of the fireworks display holds an appropriate Pyrotechnicians Licence from the NSW WorkCover Authority.
2. An authorised display by a licenced Pyrotechnician may only be held where a “legitimate reason” is demonstrated such as:
- (a) Organised public displays such as a community event which is open to the public (whether or not for a fee) and is run by Council, community or private organisation. Types of community events include shows, fetes, carnivals and other cultural, religious or sporting events.
  - (b) Theatrical displays such as film and television special effects, indoor or outdoor theatrical events such as concerts and performing arts special effects.
  - (c) Technical fireworks used for industrial or agricultural purposes.
3. Fireworks cannot be used for private functions. If a person is intending to use fireworks illegally they should be aware that they will be held personally responsible for any injuries or damages caused by the fireworks since public liability insurance does not cover illegal fireworks displays. Additionally, the court may impose significant penalties and / or jail for persons using fireworks without a permit.
4. The event organiser is required to advise the following organisations:
- (a) NSW WorkCover Authority.
  - (b) Local Area Command of the NSW Police Service.
  - (c) Local NSW Fire Brigades.
  - (d) Council’s Corporate Governance Section of the Technology & Administration Division (where the subject site is a Council owned or controlled parcel of land).
  - (e) NSW Ambulance Service.
  - (f) Any other relevant agencies such as the NSW Roads & Traffic Authority, RailCorp, Ministry for Transport etc.

5. For further information regarding the licensing of firework displays, contact should be made directly with the Hazardous Activities Hotline on 02 4321 5499 or the WorkCover Assistance Service on 13 10 50. Additionally, the following WorkCover Authority website [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) may be viewed for the licensing requirements for firework displays. Once in the WorkCover Authority website, click on FAQs and type fireworks into the search engine.
6. Any fireworks display upon land owned or controlled by Council will require separate approval of Council, prior to the event.

## **15 AMUSEMENT DEVICES & TEMPORARY STRUCTURES (INCLUDING STAGES)**

1. If the event includes the provision of amusement devices, the following information must be in place, prior to the use of each amusement device:
  - (a) Current NSW WorkCover Authority registration in place for the amusement device.
  - (b) Public liability insurance cover in place for each amusement (Minimum \$10 million public liability insurance).
  - (c) The installation of the amusement device in accordance with the procedures and specifications contained in any written technical manual / instructions.
2. Appropriate public safety precautions being put in place to minimise any potential public safety issue during the operation of amusement rides or devices.
3. Applicants are also advised to check the requirements of the NSW WorkCover Authority for any temporary structures, including stages.

## **16 FOOD STALLS /MOBILE FOOD VANS**

1. Under the Food Act 2003, all food handling businesses including food stall holders at temporary, periodic and / or one-off events in NSW are required to notify the NSW Food Authority of their business details. However, food handling businesses which are directly licensed by the NSW Food Authority are exempt from the notification process.
2. The NSW Food Act 2003 may be viewed at the following website:  
[www.austlii.edu.au/au/legi/nsw/consol\\_act/fa200357/](http://www.austlii.edu.au/au/legi/nsw/consol_act/fa200357/)
3. Temporary food outlets must also comply with Council's -
  - (a) Food Premises Code.
  - (b) Temporary Food Premises Code.
  - (c) Food Vending Vehicles Code, as applicable.
4. Copies of Council's Food Codes are available from Council's Regulation & Enforcement Division (Health and Ranger Services Section).
5. All outlets shall be established and available for inspection by Council's Regulation & Enforcement Division, 24 hours prior to the event. The inspection of all food handling business

outlets by Council staff will be subject to an appropriate inspection charge, in accordance with Council's adopted Fees and Charges.

## **17 ACCESSIBILITY TO THE EVENT BY PEOPLE WITH A DISABILITY**

1. All events should be designed to ensure accessibility to the event by people with a disability. Accordingly, the provision of special parking areas for disabled people and the provision of special viewing areas and accessible facilities such as toilets and food and drink counters is required.
2. The provision of hearing loops or Auslan (sign language) interpreters for people with a disability impairment may be appropriate for larger community events or public events. The provision of information in large print and / or Braille for people with a visual impairment is also recommended for community or public events.

## **18 COPYRIGHT ISSUES – LIVE OR PRE-RECORDED MUSIC**

1. Music is generally protected by copyright. Accordingly, if an event proposes to use live music or pre-recorded music, then appropriate licensing may be required to be obtained.
2. If your event proposes to have live music a licence will be required from the Australian Performing Rights Association (APRA). Recorded music (either a recording or music video) is generally protected by two types of copyright so if any recorded music is proposed at your event, appropriate licensing will need to be obtained from both APRA and the Phonographic Performance Company of Australia (PPCA).

Further information concerning event licensing requirements may be obtained from Australian Performing Rights Association (APRA) via telephone number (02) 9935 7900 or via the website at: [www.apra.com.au](http://www.apra.com.au).

The Phonographic Performance Company of Australia (PPCA) may also be contacted via telephone number (02) 8569 1111 or via the website at: [www.pcca.com.au/licensing.htm](http://www.pcca.com.au/licensing.htm) for licensing requirements for recorded music.

## **19 FUNDRAISING EVENTS**

1. The approval of the NSW Department of Arts, Sport and Recreation (Office of Liquor, Gaming and Racing) may be required for fundraising at your event.

Further information concerning licensing requirements for fundraising events may be obtained from the NSW Department of Arts, Sport and Recreation (Office of Liquor, Gaming and Racing) via telephone number (02) 9995 0300 or via the website at: [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

## **20 ALCOHOL FREE ZONES**

1. The suspension or variation of designated Alcohol Free Zones requires a specific resolution of Council.

## **21 TRADING LICENCE**

1. Sale of food or merchandise at the event requires the purchase of a trading licence from Council.

2. Details, including location, number and type of market stalls, are to be provided with the Development Application. Markets must be ancillary to the proposed event.

## **22 WASTE MANAGEMENT / RECYCLING**

1. Adequate garbage and recycling facilities must be provided to cater for the anticipated number of people. Details are to be provided for approval at Development Application stage.
2. Council is able to assist in the provision of small bins, to be returned on the first working day after the event. Provision of larger bins and the removal of litter and garbage is the responsibility of the applicant.
3. Council encourages the use of recyclable food and drink containers and the proper recycling of all waste.

## **23 MINIMUM INFORMATION TO BE SUBMITTED WITH THE DEVELOPMENT APPLICATION**

### **23.1 Development Application Form**

1. The Development Application form must be signed by the registered property owner(s) of the subject site. If the site involves more than one (1) parcel of land, then the written consent from all registered property owners is required.
2. If Council is the owner of the parcel of land, the written consent of Council's Manager Property & Leisure is required, prior to the lodgement of the Development Application. However, Council's consent to the lodgement of the Development Application does not guarantee the favourable determination of the application since the Property Division is at 'arms length' from the statutory planning assessment process undertaken by Council's City Planning Division. Therefore, the application is required to be assessed in accordance with the "matters for consideration" as listed under Section 79C of the Environmental Planning and Assessment Act 1979, including the proposal's compliance with this policy in the DCP.

### **23.2 Site Plan**

1. The Development Application should be accompanied by a Site Plan at a 1:200 or 1:500 scale, depending upon the size of the subject site to which the event will take place on.
2. The Site Plan should include a range of matters associated with the event including (but not necessarily limited to) the following:
  - (a) Proposed entertainment stage layout and location.
  - (b) Proposed seating arrangement (eg whether within an indoor facility, large tent or outdoors).
  - (c) Proposed lighting arrangement and lighting location.
  - (d) Proposed electricity supplies and location of electricity cables.
  - (e) Proposed location back-up generators.
  - (f) Proposed location of any marquee or tent.

- (g) Proposed location and number of toilets.
- (h) Proposed location of fire fighting equipment.
- (i) Proposed location of security, parking / traffic and other attendants associated with the event.
- (j) Proposed location of first aid and other emergency service areas for the event.
- (k) Proposed emergency access arrangements within the site and through the local road system.
- (l) Proposed vehicular and pedestrian access arrangements to / from the site, including proposed vehicular access arrangements to / from car parking areas associated with the event.
- (m) Proposed routes through and around the event.
- (n) Proposed food and drink stalls and other vendor stalls.
- (o) Approved liquor sales and consumption areas (ie subject to separate liquor licensing approval).
- (p) Proposed directional signage for both vehicular and pedestrian access throughout the site.

### 23.3 Statement of Environmental Effects

1. The submission of a Statement of Environmental Effects (ie prepared by a suitably qualified and experienced town planner) will be required for the majority of Development Applications lodged for proposed special events.
2. The Statement of Environmental Effects (SEE) will be required to address the proposal's compliance with relevant environmental planning instruments, including Wollongong Local Environmental Plan 2009, any relevant State Environmental Planning Policy or State Code and any requirements of Wollongong DCP 2009.
3. The Statement of Environmental Effects shall also provide a detailed outline of the nature and scale of the proposed event as well as a range of other issues associated with the management of the event, including but not necessarily limited to the following:
  - (a) The full details of the type and scale of the proposed event (ie community event, public event or private event);
  - (b) The anticipated number of people / participants attending the event including a breakdown of anticipated participant numbers for each day and / or night of the event;
  - (c) The proposed hours of operation of the proposed event including hours of operation proposed for the setting up and dismantling of any temporary marquees, stages, amusement rides or devices and / or food vending stalls etc;
  - (d) Details of the proposed number and type of stalls associated with the event;
  - (e) Details of any proposed fireworks or pyrotechnic displays at the event;

- (f) Proposed waste and recycling measures to be implemented throughout the course of the event;
- (g) Proposed car parking and access arrangements and any temporary road closure or road changes necessary for the event (including any necessary Transport Management Plan and associated Traffic Control Plans for Class 1 or Class 2 events);
- (h) Details of any proposed outdoor concert or other entertainment acts as part of the event program, which may necessitate the preparation of a noise impact assessment report; and
- (i) Details of the proposed number and roles and responsibilities of security staff and other marshalling / crowd control personnel at the proposed event.

### 23.4 Estimated Number of People

1. An estimate of the number of people to attend the event must be provided with the Development Application.
2. If the event is likely to attract more than 10,000 people, the applicant is required to apply to the Environment Protection Authority for a Pollution Control Approval in addition to obtaining consent from Council.

### 23.5 Duration of the Event

1. The applicant is required to provide starting and finishing times for the event. Realistic estimates of any additional time required to set up and/or dismantle equipment before and after the event must also be provided. These estimates may be used in determining conditions of consent relating to permitted hours of operation associated with the setting up or dismantling of event equipment.
2. If the venue or required parking facilities are close to residential areas, it is recommended that amplified music or sound should cease by 9.30pm and the traffic and crowd dispersed by 10.30pm. Where noise affects nearby residents, open air entertainment will only be permitted on a Friday and Saturday night. Exceptions may be made for New Year's Eve and Australia Day.
3. Variations may be permitted in special circumstances where the applicant can demonstrate that the event will not cause any significant adverse amenity impact upon residential development in the locality.

### 23.6 Noise Issues

1. Noise is a common concern of residents living in the vicinity of venues used for major events. Excessive noise can significantly reduce residents' enjoyment of their home and neighbourhood.
2. The maximum average noise level (L10) from the entertainment (measured for a period of not less than 30 minutes) must not exceed the normal background noise level (L90) for the area by more than 5dB(A), when measured at the nearest residential boundary.
3. The applicant may be required to provide Council with a noise impact assessment report in support of a Development Application. Any noise impact assessment report must be undertaken by a practising sound engineer/noise consultant who is a member of the Australian Association of Accoustical Consultants (AAAC).

4. As low frequency noise is most disturbing, the operator of sound mixing equipment must be informed of the need to reduce levels of bass sounds.
5. Noise limits mentioned above and those imposed by conditions of consent relate to the total noise generated by the event. A public address system may be used providing the volume does not exceed the specified noise levels.

## **24 INTERNAL AND EXTERNAL REFERRAL OF THE DEVELOPMENT APPLICATION**

1. For events requiring the lodgement of a Development Application, Council will notify nearby property owners and occupiers likely to be affected by the proposal and place a notice in a local newspaper. A minimum two (2) week period will be available for affected persons to lodge a submission. In the case of large scale events, the two (2) week notification period may be extended.
2. The application will be referred to all relevant Council Divisions for appropriate review / consideration.
3. Depending upon the size and nature of the event, Council's Local Advisory Traffic Committee may also be consulted. If the proposed event requires the full or partial closure of a public road, the Local Advisory Traffic Committee's consent must be sought at least three (3) months prior to the event.
4. Police and other emergency services may also be invited to comment upon a proposal for an event,

## **25 CONDITIONS OF DEVELOPMENT CONSENT**

1. In approving an application for an event, Council is likely to impose conditions relating to:
  - (a) Hours of operation, including the setting up and dismantling of any stages or other facilities as part of the event;
  - (b) Noise limits and monitoring;
  - (c) Car parking and public transport ;
  - (d) Waste management and recycling collection and disposal requirements;
  - (e) Provision of toilet facilities;
  - (f) Provision of security / crowd management personnel;
  - (g) Restricted access arrangements to / from the event;
  - (h) Lighting;
  - (i) Food premises; and
  - (j) Fees/bonds for the use of any Council land for the event.
2. Other conditions may be imposed depending upon the nature of the event.

## **26 BONDS FOR EVENTS ON COUNCIL LAND & USE OF COUNCIL PROPERTY**

1. A bond (i.e. minimum value \$5,000.00 for smaller events) shall be lodged with Council upon approval of the Development Application and prior to the event. The bond may however be increased for major events.
1. Monies will be fully refunded after the event, except in the case of the following circumstances:
  - (a) Damage to Council-owned land or property;
  - (b) Failure to return Council property;
  - (c) Non-compliance with conditions of consent; and
  - (d) Failure to leave premises in a clean and tidy condition.