

Event Application & Approvals

Table of Contents

Event Application & Approvals	1
1. How Council Can Assist.....	2
2. Events Application Process and Approval	3
2.1. Events in Parks and Open Spaces	3
2.2. Special Event.....	4
3. Permits & approvals	4
4.2 Food	5
4.3 Exceeding noise	5
4.4 Fireworks	5
4.5 Busking.....	5
4.6 Raffles	6
4.7 Amusement Rides.....	6
4. Development Applications	6

1. How Council Can Assist

Federation Council is committed to ensuring the successful planning and implementation of events throughout the region. The social and economic benefit of events is something that Council recognises as being vital to the prosperity of the Council.

Whilst Council encourages community groups and organisations to take ownership of their events, we understand the challenges that sometimes exist when running events. Therefore, Council can help to ensure that your event runs smoothly and achieves a level of success that reflects your hard work and commitment. Council can assist in the following areas:

- General advice and assistance in planning your event.
- Guidance with Covid Safety planning
- Traffic management assistance for Federation Council and State roads (i.e. road closures).
- Booking of Council facilities.
- Waste management.
- Street sweeping.
- Food safety advice.
- Assistance with grant applications for event funding.

This assistance will be on a cost recovery basis. That is, Council will not apply a mark up to the cost of providing the service.

2. Events Application Process and Approval

Event Organisers wanting to conduct an event on land owned or managed by Federation Council (including parks and local roads) need to complete an event application form for approval by Council. See Appendix for an example Event Application Form.

[Events and Festival Application Form](#) is available from Federation Council's website for you to download and fill in.

This application will outline details of the event that Council feels is necessary to determine if it is a suitable, safe and viable event for the community. The Event Organiser must outline any requests it has of Council. It is important that both Council and the Event Organiser are aware of what is expected from each other from the beginning of this process. This will eliminate any confusion further down the track.

2.1. Events in Parks and Open Spaces

Applicants need to follow the following process below for approval:

1. Event application submitted.
2. Event application assessment and timeframes required for approval.
3. Submission and review of event planning documentation.
4. Advised outcome of application and conditions imposed.
5. Approval granted.

The approval process will depend on how complex your event is, the number of permits needed and agencies involved will decide how long this process takes. If you have supplied all relevant information this process generally takes about 4-6 weeks.

2.2. Special Event

Special events include parades, marches, and sporting events such as car rallies, large bike rides, fun-runs and marathons. Filming may also be considered a special event.

Please note that special events require multiple agency involvement and special traffic management arrangements.

If you are planning to stage an event on a street or road located in the Federation Council, you will be required to apply to Council for any temporary road closures. Council will then submit your application to the Local Traffic Management Committee for consideration.

Application must include:

- Special Event Transport Management Plan.
- Schedule 1 Form – Notice of Intention to Hold a Public Assembly
- Traffic Control Plan/s completed by a suitable qualified professional.
- A risk assessment on the event, showing the identified hazards and solutions to reduce or remove the risks.
- Letters to local residents and businesses directly affected by the changed traffic conditions.
- Notification to emergency services of proposed traffic changes or conditions.
- A current Certificate of Currency of Public Liability with a minimum indemnity of \$20 million dollars listing Transport for NSW, NSW Police and Federation Council as interested parties.
- Road Occupancy Licence - Non Developmental and Special Events - New South Wales. You will require this licence if you intend to conduct an activity on a New South Wales state road that may affect the operational flow of the road network and may require closure of traffic lanes, but will not involve modifications to road assets.

Events requiring road closures require submission to Council at least four months prior to your event.

3. Permits & approvals

Your event may involve certain activities that require a permit or approval from Council (for example, busking, raffles, the selling of goods, serving of alcohol and food, fireworks). If your event is on Council land these will be identified in your initial application made to Council.

You will also need to discuss with Council the need for a noise permit. Council may request that you write to neighbouring residents and notify them about the event.

For further information about what permits you require, please contact Council on (02) 6033 8999.

4.1 Liquor Licensing

Liquor Licensing (temporary or ongoing) is required at events where alcohol is served.

Before you submit your application for a liquor license please contact Council as you may require a DA or approval to proceed.

For more information go to the website Liquor and Gaming NSW -www.liquorandgaming.nsw.gov.au.

4.2 Food

Councils Environment, Facilities and Regulations Department are generally responsible for the approval of mobile food vans and the stalls retailing food, regulations and licensing.

It is recommended to contact Council prior to planning food at your event, to ensure there are no additional applications needed.

A good resource for Event Organisers and Food Vendors is the [Guidelines for Food Businesses at Temporary Events](#). This document details legal requirements for food businesses and provides guidance on food safety at temporary events.

4.3 Exceeding noise

Noise is any unwanted or harmful sound. Very loud events such as concerts, music festivals and vehicle races can cause symptoms in people depending on the proximity, volume, source, intensity, duration and time of day.

It is required to submit an application, seeking exemption or an extension on noise created at your event to Council. Without notice of additional or unwanted noise, Council may be able to issue Prevention Notices, Noise Control Notices and Compliance Cost Notices to event organisers that do not comply with noise standards.

It is recommended to contact Council if your event is going to create any additional or unprecedented noise. You can visit [SafeWork NSW](#) and [NSW EPA](#) for more information.

4.4 Fireworks

If you plan to have fireworks at your event, you must notify local Council at least seven days before the event. Similar to the exceeding noise inquiry, Council will assess your Firework application before granting firework approval.

It is suggested to contact Council as early as possible, if you planning to have fireworks at your event.

4.5 Busking

Busking requires submitting an application to Council and booking an approved busking space.

This comes at a very minimal monthly cost, however does ensure you have the ability to use the space you intend to perform at. Online applications can be made through council's website at

<https://www.federationcouncil.nsw.gov.au/Business-Investment/Doing-Business/Busking-Street-Trading>

4.6 Raffles

As there are different types of raffles and fundraising it is recommended to visit [NSW Fair Trading](#) website for all legislation and requirements that is relevant to your raffle event.

If you are hosting the raffle as part of a street stall it is recommended to contact Council as early as possible to ensure the space is bookable and there are no other applications needed to host your raffle

4.7 Amusement Rides

Council is required to approve the use of all amusement rides and devices prior to the event. Council will be made aware of this as part of your initial event application. Alternatively you can contact Council prior to the planning the inclusion of amusement devices at your event for any specific information.

Council is required to inspect the proposed site for the amusement device and will approve the application with conditions or object to the application within reason.

[Amusement device forms](#) are available to be downloaded on Council's website.

4. Development Applications

Some events may require a formal development application (e.g. due to the erection of temporary structures, nature of the event and size) before they can be organised. Event organisers should check with Council to see if a DA may be required.

Exempt and Complying Development

The State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (aka SEPP) is planning legislation which includes a number of Codes that allow for certain types of specified development to be undertaken without the need for Council approval as either Exempt Development or approved under a fast track approval system known as Complying Development, if the relevant development standards are met. The event organiser should check the SEPP to determine if any aspects of their event are exempt and thus do not require a formal DA approval. For example tents, marquees or booths for community events do not require a DA if they meet the conditions outlined in subdivision 7 of the SEPP