

FEDERATION COUNCIL'S EVENTS AND FESTIVAL GUIDELINES

Food, Alcohol, Entertainment, Fireworks and Amusement Rides

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1. Music

A licence is required to use live music and / or recorded music at events if that music is protected by copyright.

The person who authorises the playing or performance of music is responsible for obtaining the appropriate licences from

[One Music Australia](#)

[PPCA](#)

Events using music in schools, universities, churches and theatre may need to get a licence from

[APRA AMCOS](#)

There are many local performers that are available to play at events and festivals in Federation Council and surround regions. It is encouraged by Council and the community to see if any local artists are available for your events.

2. Food

Businesses that sell food at temporary events such as fairs, festival, markets and shows are considered retail food businesses as they sell food to the public, and need to meet a range of requirements. Specific requirements can be found at [NSW Food Authority – Markets and Temporary Events](#)

Mobile food vendors who sell food at temporary events should visit the [mobile food vendors section for](#) further information.

If you are serving food at your event, you may be required to notify the NSW Food Authority. For more information go to [NSW Food Authority](#).

Food suppliers to your event must comply with the Food Standards Code. For more information go to [Food Standards Australia](#).

It is the responsibility of the Event Organiser to ensure that all necessary food permits are obtained. Event organisers should also request copies of current insurance policies from all food providers.

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.

3. Water

It is vital that you make drinking water available to attendees, participants, staff, volunteers, contractors, performers, etc. at your event particularly if:

- you are expecting large crowds
- the weather is likely to be hot
- participants are required to walk a long distance e.g. in a parade
- there is the chance participants will overheat, e.g. if there is a mosh pit, or limited space

It is a legal requirement that you have free drinking water readily available when selling alcohol.

4. Alcohol

If you plan to have alcohol at your event, you must obtain a liquor license. You will be able to determine the type of liquor license you require by going to the [Liquor and Gaming NSW website](#).

Before you apply for your liquor licence you will need to discuss with Council as you may need to get a copy of development consent or approval.

If your event is on Council owned or managed land then you must also obtain approval from Council.

You will be required to provide evidence that those serving alcohol have Completed NSW Responsible Service of Alcohol qualification. Council also reserves the right to request that security personnel be provided at the event.

You need to allow a suitable amount of time to arrange the appropriate licensing and Council approval. This process can take time, so make sure you address this issue in the early stages of planning your event.

Be aware that some areas throughout the Council are glass free zones / alcohol free zones. Council can advise you where these zones are.

Some things that may be worthwhile considering if you plan to serve alcohol include:

- Provision of free drinking water
- Ensuring that food is provided at the event
- Employing security personnel
- Displaying responsible service of alcohol signs
- Stipulation of clear signage showing where alcohol can and can't be served
- The provision of safe transport to and from the event
- Measures to ensure neighbours are not disturbed by the event.

This list is by no means comprehensive, but it gives you an idea of some of the issues involved in serving alcohol at your event. Please contact Council, the police or the Liquor and Gaming NSW if you have any other concerns regarding your obligations.

5. No Balloons Release Policy

To minimise environmental impacts and unnecessary waste to landfill council prohibits the release of balloons at all events on public land or at those events conducted by the Federation Council.

It is illegal to release 20 or more gas-inflated balloons at or about the same time Protection of the Environment Operations Act 1997- Amendment (Balloons) Act 2000).

On-the-spot fines may apply. For further information call the Environment Line on 131 555.

Here are some alternatives to releasing balloons that has less impact on the environment:

- Light a candle as a sign of remembrance or celebration
- Organise a kite-flying afternoon. Better yet, create your own kites using recycled materials.
- Blow bubbles! Do not forget to dispose of the plastic receptacles responsibly.
- Invite up and coming local artists to perform at your event.
- Plant native trees as a symbol of new beginnings and a gift to the environment.
- Hold your event in a garden. Lush greenery and flowers in bloom are all the ornaments you need.

6. Fireworks / Pyrotechnics

If you plan to have fireworks at your event, you must notify local Council at least seven days before the event.

You should engage a professional Pyro technician who has a permit from Safe Work NSW. Additionally, the Pyro technician must hold an Explosives Licence, a Security Clearance from Work Cover and provide copies of their insurance and risk assessment.

If you plan to have fireworks for your event, the pyrotechnic is required to advise the following organisations:

- [Safework NSW](#) at least seven days prior to the display
- The local area commander of police (and/or local police) at least two working days before the display
- The NSW Fire and Rescue (and/or Rural Fire Service, where applicable) at least two working days before the display.

You may also need to notify the following agencies at least two working days before the display:

- [NSW Police](#)
- [NSW Water Police](#)
- [Transport for NSW -Roads and Maritime Services \(RMS\)](#)
- [Civil Aviation Safety Authority \(CASA\)](#) and [Airservices Australia](#)

You are also required to seek written approval from the land or property owner and any neighbours affected by the fireworks display.

Fireworks are a high-risk activity to have at your event. It is important that you manage this activity carefully and engage a Pyro Technician who is professional and can provide you with all the necessary documentation you request. If they are unable to provide you things such as risk assessments and licenses then you should not be hiring them.

A total fire ban sets legal restrictions to prevent activities that may start a fire. In the event of a total fire ban, restrictions may apply to the discharging of fireworks and open fires. You will need to apply for an exemption from NSW Fire and Rescue (and/or Rural Fire Service).

For further information about fireworks and permits, visit the [Safe Work NSW](#) website.

7. Amusement Devices

If you plan to have amusement devices at your event, you need to complete and submit an 'Application Form to Operate an Amusement Device' to Council. This application will provide information about the operator, the device and its registration details, and insurance details. Amusement device forms are downloadable on Council's Website.

This process is required due to the high level of risk involved in operating amusement devices. Council may request to see copies of the logbook, detailing each time the device used.

Additionally, Council will also need to sight:

- A copy of the owner/operators public liability insurance.
- A copy of the operators risk assessment.
- Evidence of workers compensation insurance and/or volunteers insurance (if required).
- Written confirmation, that the device was installed in accordance with industry standards and by experienced persons.
- A copy of the disclaimer provided to all users of the device (may be on the back of the ticket).

Council will need to undertake an inspection of the site prior to the event to ensure that it is suitable for the device.

Appendix

Amusement Device Application Form

Application Form to Operate an Amusement Device

Location Details

Location(s) for Operation of Amusement Device: _____

Proposed Period of Operation: To: _____

Operator Details

Name of Operator: _____

Address of Operator: _____

Signature of Operator: _____

Name all operators trained to operate the amusement device:

1. _____

2. _____

3. _____

Registration Details

Attach a copy of the registration certificate to this application.

Registration Number: _____ Expiry Date: _____

Name of Registered Owner: _____

Address of Registered Owner: _____

Amusement Device Details

Type of Amusement Device: _____

Manufacturer or Sole Importer of Amusement Device: _____

Date Amusement Device first registered under Construction Safety Regulations 1950:

Amusement Device Insurance Details

Liability Insurers Name(s): _____

Name of Insured: _____

Business or Profession of Insured detailed on Policy: _____

Period of Insurance: _____

Indemnity Limit (Note: Minimum \$10,000,000) _____

*Attach a copy of the Liability Insurance Cover or Certificate of Currency to this Application***Applicants Site Plan**

Comments:



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CREATING OPPORTUNITY CELEBRATING COMMUNITY