

TEMORA SHIRE COUNCIL



TEMORA

The Friendly Shire

THE MAJOR EVENT MANAGEMENT APPLICATION

ACTIVE

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: The Major Event Management Application
CODE NUMBER: C17
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REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
March 2016	New Policy	17 March 2016	GCL

PLANNED REVIEW

Planned Review Date	Revision Description	Review by
December 2017	Review application process	Community and Cultural Services Officer
October 2021	Review process	Community Services Officer

Event Application Forms

What event application forms do I need to fill out?

1. Does the event require the full or partial closure of a road/lane/cycleway or any change of traffic conditions?
Yes/No
2. Will the event require additional waste management or amenities (toilets etc)?
Yes/No
3. Does the event require structures in (stage/scaffold/marquees etc) to be erected?
Yes/No
4. Will the event have amusement devices or fireworks?
Yes/No

If you answered YES to any of the above you need to complete the Major Event Application Form (at least 8 weeks prior to the event)

If NO to all of the above please complete the Small Event Application Form (page 17)

**Also attached are – Temporary Road Closures Form (12 weeks prior to event)
(page 21)**

- Noise Management for Outdoor Events Form (page 26)

Events staged at a location owned and/or managed by Temora Shire Council.

Temora has extensive parks, air fields/runways, waterways, and sporting reserves that can be utilised for a wide range of events and activities. However, to manage these resources on behalf of the wider community, those responsible for planning and delivering the event (Event Manager), must apply to Council for permission to use the public space or venue.

In most cases detailed information will be required to support your Event Application.

This is needed to ensure:

- The venue is reserved for your event
- The venue is appropriate for your event
- The event will be delivered in a safe manner for all those in attendance
- The event will not damage or impact council owned or managed property or the environment

Skills and expertise of event organisers

It is the responsibility of the event organiser to ensure they hold the necessary skills and expertise to manage an event, and these skills are accordance with the scale of the event planned. A well thought out and completed application with good supporting documentation would form part of demonstrating such skills.

What do I need to do to obtain permission to hold an event?

The first step in obtaining permission to hold an event is to submit a completed "Major Events Application Form" together with a fee as per Council schedule of Fees & Charges. Once completed the application serves as a comprehensive Event Management Plan and provides Council with all the relevant information relating to the proposed event. The application must be accompanied by the relevant approvals, licences, traffic management plans, site maps etc.

Council will provide a written response to your application, this may be a refusal or an approval with conditions attached. A bond may be required for the hosting of some events; relevant Council staff are available by appointment to discuss applications prior to submission.

Applications to stage an event in the Temora Shire Council local government area must be received by Council a full **eight (8) weeks** prior the proposed event. This includes all relevant insurances, Traffic Management Plans, Risk Assessments, Certificates of Currency and Amusement Ride WorkCover Documents etc. relevant to the event.

Licences and approvals for subcontractors, pyro-technicians, food vendors etc. must be forwarded to Council a full **four (4) weeks** prior to the event being staged.

Any road closure or traffic alteration will require an additional (Road Closure Application) to be lodged **twelve (12) weeks** before the event and fees and charges will be applicable to all road closures. Events that involve temporary full or partial road closure

may require longer notification to Council as road closures are assessed by the Traffic Committee that meet once a month. Fees and charges will be incurred by the event organiser for any change to traffic operation.

If the proposed event is longer than three (3) consecutive days it may require public notification.

Before filling out this application please ensure you have read through and understand your responsibilities as the event organiser. Please ensure all parties involved in your event are aware of and understand their responsibilities pertaining to their participation in your event. The above conditions form part of the application.

1. HIRING APPLICANT

(Event Organiser/Organisation is known as the hiring applicant)

Contact Person:

Mr/Mrs/Ms/Miss: _____

Organisation:

Position:

Address:

Telephone No.-

_____ Mobile: _____

Email Address:

Signature _____

Date: _____

a) If a Business please provide ABN:

b) Are you a non-profit organisation?

Yes/No

i. Are you a charity?

Yes/No

If yes please provide charity no. _____

Are you raising funds for a charity?

Yes/No

ii. Will the event be seeking Council in-kind sponsorship?

Yes/No

If yes, you must do so in writing prior to lodging the application

c) Are you a section 355 committee of Council?
Yes/ No

2. CONTACT NUMBER DURING EVENT HOURS

N.B. this number will be provided to Council Staff and external agencies e.g. NSW Police and RMS.

3. INSURANCE

The applicant must arrange to obtain Public Liability Insurance cover for the proposed specific activity/event on community land or other council managed land or, arrange to extend their current policy to cover the activity. The minimum required amount of Public Liability Insurance in 2015 is to be \$20,000,000. Please provide the name of the Insurance Company, Policy No. and expiry date and attach a certificate of currency to the application.

Name of person/organisation insured :

Company:

Policy Number:

Expiry Date:

4. LOCATION, DATE AND TIMES

The location/s of the proposed activity/event should be clearly described in No 6 and details indicated on site plan on page 14.

Location address:

First day at the venue (set-up date):

Dates the event proper takes place:

Last day onsite (vacate date):

Start and finish times of the event:

If there are multiple events by the same organisation please attach a sheet detailing the proposed dates.

This only applies if all other details remain the same.

5. DESCRIPTION OF ACTIVITY

Provide clear details of the proposed activity/event (please attach additional information to fully explain major complex events, such as public events more than 500 people.

- a. Event operating hours: _____
- b. Estimate daily attendance of participants: _____
- c. Estimate daily attendance of spectators: _____

6. ACCESS BY MACHINERY/VEHICLES ON SURFACES OTHER THAN ROADWAYS. N/A

If access to the proposed event site is required, describe the nature/size/number of vehicles, number of vehicle movements and the purpose of access: _____

- Please indicate the vehicle access corridor and vehicle locations on **attached site plan (page 14)**.
- Please note that vehicles over 3 tonne are not permitted on Council's parks or reserves.

7. TENTS/MARQUEES/STALLS N/A

If you propose to erect tents, marquees or stalls please provide dimension of marquees/tents/stalls:

- a. Please indicate location of marquees/tents/stalls on **attached site plan page 14.**
- b. Because of the potential damage of undergrounds services by using pegs, conditions will apply depending on site location.

8. TEMPORARY ROAD CLOSURE N/A

- a. If you required full or partial temporary road closure or changes to traffic conditions please complete Road Closure application.
- b. Any road closure requires **twelve (12) weeks** minimum notification.

9. SALE OF FOOD AT THE EVENT N/A

If you propose to serve food or drink please provide details

If yes applicants must comply with conditions as detailed at:

<http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/>

10. ALCOHOL N/A

- If it is proposed to sell alcohol, an “On-licence (functions), liquor licence, or other appropriate liquor licence” must be obtained from the NSW Office of Liquor, Gaming and Racing www.olgr.nsw.gov.au/liquor_licensees_new.asp and submitted to the Licensing Police at least 14 days prior to the date of the function. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event. For further information regarding Licensing law details please contact the **Wagga Wagga Police Licensing Sargent (02) 6921 0544**
- **Secondary supply:** If **you** or one of your attendees gives alcohol to a person under 18 years **you** will be fined \$550 on the spot.-Liquor Act 1982- Section 114(4)
- Council has Section 632 signs (alcohol free zone) in certain areas such as Paleface Park, prohibiting consumption of alcohol. Any exception to this rule will require approval to be granted by Council and must be made in writing prior to the event application (charges will apply to cover these signs for the duration of the event).

11. PUBLIC ADDRESS SYSTEM/PERFORMANCES N/A

If amplified sound is proposed to be used please provide the following details:

Times proposed to be used- Start: _____
Finish: _____

- Applicants must comply with conditions as detailed at <http://www.epa.nsw.gov.au/noise/nglg.htm>
- [Applicants must comply with Temora Shire Council Noise Management for outdoor Events – Application Form \(page 26\)](#)

12. POWER/FLOODLIGHTS N/A

If you require the use of power, please circle the power required for your event.

Single phase 10 amp 15 amp 3-phase 4 pin 5pin

- Will a generator or other power source be used?
Yes/No
- Do you require access to Councils power supply
Yes/No
- Do you require Council’s fixed lighting where available? (fees may apply)
Yes/No
- Please indicate times required for lighting: from: _____
to: _____
- If power is required for your event you will need to ensure it is available by contacting Council prior to the event application.

13. WASTE MANAGEMENT AND CLEANING

a. Please state what arrangements have been made to minimise waste, e.g. recycling stations and provision of additional garbage bins for the event (Council bins can be hired with a bond fee per bin a minimum of **two (2) weeks’** notice is required).

- Do you require additional garbage bins?
Yes/No
- Do you require additional garbage collections?
Yes/No
- Please outline the cleaning management strategy in place to ensure the event site is clear of waste following the event(if the site is not left clean after the event a cleaning charge will billed to the event organiser at commercial cleaning rates)

Applicants must comply with conditions NSW EPA Waste legislation,
www.epa.nsw.gov.au/wasteregulation/legislation.htm

14. AMENITIES

a. Please provide details regarding the number of additional toilets facilities intended to be placed on-site and the name of the provider of the service.

- Where the number of people attending the event exceeds 250, a minimum of 6 toilets must be provided. Thereafter one additional toilet for every additional 250 people must be provided.
- Where Council amenities on site are insufficient, additional toilets must be provided as per the ratio stated above.
- Please indicate the location of portable toilets on **attached site plan page 14**.

15. WATER

N/A

If you require access to Council’s water supply (where available), please indicate the extent and purpose of such a supply: *(A fee may be charged after the event for usage.)*

16. SPORTING OVALS AND FACILITIES

- The cost of any damages caused to surfaces/facilities as a result of use during inclement weather or inappropriate use will be borne by the event hirer.
- Applicants must comply with conditions as detailed @ <http://www.temora.nsw.gov.au/f.ashx/documents/Policiesandcodes/G21-Sporting-Fields-Yearly-Right-Of-Use.pdf>

a) **Lake Centenary**

- If your event requires the use of or restricted access to Lake Centenary, your organisation will need to obtain written permission from the Lake Centenary Management Committee by contacting the president and written permission must be obtained and attached prior to lodging your application.
- Applicants must comply with conditions as detailed in Lake Centenary Management Committee “Condition of Use”.
- If restricted access is required suitable notice will be required to inform residents.
- An aquatic event licence may be required if so a copy of your licence is to be provided to Council prior to the event. To find out if you require an aquatic event licences go to www.rms.nsw.gov.au/maritime/using-waterways/aquatic-events/licences.html#Whatisanaquaticlicence

17. AMUSEMENT DEVICE

N/A

An “amusement device” means anything mobile fixed or made available to members of the public on which, or any part of which, or by means of which, they may ascend or

descend, or be carried, transported, raised lowered or supported for the purpose of amusement, games, recreation, sightseeing or entertainment.

Please complete the following for any amusement devices that may be used during the event.

Amusement/type of ride	Supplier	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- All amusement device operators must supply Council with a copy of their insurance.
- All amusement devices must be shown on **attached site plan page 14**.
- Applicants must comply with conditions as detailed at <http://www.workcover.nsw.gov.au/health-and-safety/safety-topics-a-z/amusement-devices>

18. SCAFFOLDING, VIEW STANDS AND STAGES N/A

If you intend to erect any scaffolding, view stands or stages, please provide details of size and type of structure to be erected.

All structures must be shown on **attached site plan (page 14)**.

Applicants must comply with conditions as detailed at Scaffolding Work Safe Australia [www.safeworkaustralia.gov.au/sites/...laws/.../Scaffolding Work.docx](http://www.safeworkaustralia.gov.au/sites/...laws/.../Scaffolding_Work.docx)

19. FIREWORKS N/A

If you proposed to have a fireworks display, please provide the details of the person obtaining the permit to detonate the fireworks.

Name: _____

Address: _____

TelephoneNo: _____

Proposed time of display: Start: _____

Finish: _____

Please tick the appropriate box on the type of permit held:

“Local display permit (1) day” “Professional- General Permit”

Please provide permit no. _____

- Applicants must provide Council with a copy of the completed NSW Government Work Cover Fireworks Display Check List; http://www.workcover.nsw.gov.au/data/assets/pdf_file/0014/14243/fireworks_display_checklist_5629.pdf

- a. Have you advised your local fire service of the event?
Yes/No
- b. Will a local Rural Fire Service Officer be present?
Yes/No
- c. Have neighbouring residents received notification of proposed fireworks?
Yes/No
- d. **Applicants must comply with Explosives and fireworks licences – Work Cover** www.workcover.nsw.gov.au/licences.../explosives-and-fireworks-licence

20. SECURITY

- a. Have you advised your local police service of the event?
Yes/No

If no, it is responsibility of the applicant to notify all relevant authorities of the event

- b. If duration of the event is for more than a day and/or over 300 people are proposed to be in attendance, please provide details of security for crowd control, equipment, safety, displays, structures and overnight security needs:

The organiser must take suitable precautions to ensure the safety and orderly behaviour of the spectators and appropriate crowd control.

21. ADVERTISING SIGNS/BANNERS N/A

- a. If outdoor advertising is planned, please provide details of signs/ banners.

- b. Please provide details of the proposed location of signs

22. CURRENT INSURANCE COVER

- a. A Public Liability Insurance cover for a minimum of \$20,000,000 is to be supplied by all applicants:

- b. All third party operators such as amusement rides and food vendors must also provide a copy of their insurance cover including currency certificate.

- c. Have you attached a copy of your Public Liability Insurance?
Yes/ No

Assessed by Councils Risk Assessment Manager

Signed: _____

Date: _____



23. TERMS AND CONDITIONS

Definitions

1. Council: means Temora Shire Council
2. Any committee of Council: means Temora Shire Council
3. Hiring applicant means: the person or organisation applying for permission to host an event on Temora Shire Council land or property.
4. **Once the applicant receives written permission from Temora Shire Council the hiring applicant will become the hirer and thereafter referred to as the hirer.**

The Hirers Responsibilities and Liabilities

1. The cost to restore any damages to Council ground or facilities as a result of event activities including use during inclement weather or inappropriate use will borne by the Hirer.
2. The decision to use grounds/facilities and to ascertain the surface/facilities are of suitable quality for proposed event is the responsibility of the Hirer.
3. A site plan is included in the application, the application will not be considered without a detailed site plan attached.
4. The Hirer must use the Facilities only for the Approved Purpose and at the Approved Times.
5. The Hirer must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. The Council may remedy a breach of this clause, the cost of which shall be a debt due from the Hirer to the Council.
6. The Hirer must not use the facilities at any times that the Council, in its absolute discretion, determines that the facilities are unfit for not use or occupation.
7. The Hirer must include a detailed site plan in the application, the application will not be considered without a detailed site plan attached.
8. Where in this agreement there is a debt due to the Council from the Hirer, the Council may, in its absolute discretion, call upon the bond to satisfy the debt. In any such event, the Hirer must, as soon as practicable, replenish the bond.
9. In accordance with section 5N of the Civil Liability Act 2002 (NSW), the Hirer uses the facilities at their own risk.
10. The Hirer shall have in affect throughout the term of this agreement a policy of public liability insurance in a sum of \$20,000,000. The policy must note the interest of Temora Shire Council and must be on terms acceptable to the Council. The Hirer must provide evidence of the currency of the requisite insurance policy upon request by Council.
11. The Hirer must not do anything that will void or otherwise negatively affect the insurance policy.

- 12. The Hirer must promptly advise Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
- 13. The Hirer indemnifies the Council against any claim, demand, action, suit, or proceeding that may be made or brought against the Council arising from the Hirer's use of the facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
- 14. The Hirer must comply with all applicable laws and Australian Standards rules at all times when using the facilities.
- 15. Council has the unlimited discretion to stop any or all events deemed inappropriate or dangerous.
- 16. This agreement shall come into effect upon the applicant receiving a written approval from Council the approval may come with additional conditions attached.
- 17. Once the Hiring applicant receives written approval from Temora Shire Council, the Hirer must pay the bond noted on the approval within fourteen (14) days.
- 18. Should the Hirer cancel this agreement, the Hirer will be responsible for any expenses incurred by council for land, road, and signage or facility preparation.

Name: _____

Date: _____

Position: _____

Signature _____

<u>Council Authorisation</u>		
Insurance:	Yes / No	Permit:
Approved / Denied		
Fee:	_____	
Permit Number:	_____	

SMALL EVENT APPLICATION

Event Details

Event Name:

Event Organiser:

Does your organisation have a current twenty million dollar (\$20, 000000) Public Liability Insurance Policy?

YES/NO

Please attach a copy of insurance policy and certificate of currency.

Contact Number: _____

Mobile: _____

Email address:

Contact Address:

Event Start Date: _____

End Date: _____

If the event recurs more than once this year please list the recurring dates below.

Recurring Event Dates:

Event Start Time: _____

Event End Time _____

Event Location:

Please indicate as much detail as possible about your event on site plan attached



Site Plan

Please advise if your event requires any other Council facilities such as electricity, water, waste disposal etc.

Terms and Conditions

- The cost to restore any damages to Council ground or facilities as a result of activities will be borne by the event organiser.
 - The decision to use grounds/facilities and to ascertain the surface/facilities are of suitable quality for proposed event is the responsibility of the event organiser/organisation.
 - Any damages caused to surfaces/facilities as a result of use during inclement weather or inappropriate use will borne by the event organiser/organisation.
 - A site plan is included in the application, the application will not be considered without a detailed site plan attached.
1. This agreement shall come into effect upon the event applicant receiving written approval from Council the approval may come with additional conditions attached.
 2. The event applicant (Hirer) must, pay an application fee on submission as detailed in Councils fees and charges schedule.
 3. The applicant (Hirer) must pay the bond (4) weeks prior to the event.
 4. Should applicant (Hirer) cancel this agreement, the applicant shall forfeit the application fee plus any expenses incurred on any event preparation.
 5. The event organiser (Hirer) must use the Facilities only for the Approved Purpose and at the Approved Times.
 6. The event organiser (Hirer) must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. The Council may remedy a breach of this clause, the cost of which shall be a debt due from the Hirer to the Council.
 7. The event organiser (Hire) must not use the Facilities at any times that the Council, in its absolute discretion, determines that the Facilities are unfit for not use or occupation.
 8. Where in this agreement there is a debt due to the Council from the Event organisation (Hirer), the Council may, in its absolute discretion, call upon the Bond to satisfy the debt. In any such event, the Event Organisation (Hirer) must, as soon as practicable, replenish the bond.
 9. In accordance with section 5N of the Civil Liability Act 2002 (NSW), the Event Organisation (Hirer) uses the Facilities at its own risk.
 10. The Event Organisation (Hirer) shall have in affect throughout the term of this agreement a policy of public liability insurance in a sum of \$20,000,000. The policy must note the interest of the Council and must be on terms acceptable to the Council. The Event Organisation (Hirer) must provide evidence of the currency of the requisite policy upon request by Council. Where The Event Organisation (Hirer) is in breach of any provision of this clause, the Council may affect its own public liability insurance policy to cover the Hirer's activities under this agreement, the cost of which shall be a debt due to the Council.
 11. The Event Organisation (Hirer) must not do anything that will void or otherwise negatively affect the insurance policy obtained under clause 9 and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.

- 12. The Event Organisation (Hirer) must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
- 13. The Event Organisation (Hirer) indemnifies the Council against any claim, demand, action, suit, or proceeding that may be made or brought against the Council arising from the Hirer's use of the Facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
- 14. The Event Organisation (Hirer) must comply with all applicable laws and Australian Standards at all times when using the Facilities
- 15. The Event Organisation (Hirer) must, as soon as practicable, make good any damage caused (whether by act or omission) of the Facilities. The Council may remedy any breach of this clause, the cost of which shall be a debt due to the Council from the Hirer.

I....., acknowledge the Event Application Form submitted is subject to the consideration and approval of authorised Officers of Temora Shire Council. I authorise the information contained in the Event Application Form and attached information to be circulated and reviewed by Council Officers and their advisers. I acknowledge that it is the responsibility of the Event Organiser to ensure the event meets all necessary by-laws, policies, standards form, and legislative requirements. I am aware the Event Application Form will be considered

Name: _____

Date: _____

Position: _____

Signature _____

<u>Council Authorisation</u>	
Insurance:	Yes / No
Permit:	Approved / Denied
Fee:	_____
Permit Number:	_____

TEMPORARY ROAD CLOSURES FORM

Please Note-all temporary road closure applications must be submitted to Council twelve (12) weeks prior to the event. Any applications received outside of the requisite notice will not be processed. Council will not consider any exceptions to the application time frame and no further correspondence will be entered into.

Please note fees and charges apply to all applications for Temporary Road Closure.

Non-refundable application fee: As per Council Fees & Charges

Refundable bond fee: As per Council Fees & Charges

I/we wish to apply for Council/RTA consent for a temporary road closure at the location/s listed below and understand that this consent shall only apply for the dates and times listed below.

Contact Person:

Mr/Mrs/Ms/Miss: _____

Organisation:

Position:

Address:

Phone (day time)

_____ Mobile: _____

Email Address:

Signature: _____

Date: _____

1. Are you a section 355 committee of Council?

Yes/ No

2. Is your event an official Council Event?

Yes/ No

3. Name of your event

4. Please give a brief description of your event

5. Has your event been held in Temora Shire previously?
Yes/ No

6. Have you previously applied to Council to obtain a temporary road closure
Council? Yes/ No

7. Have you had a meeting with the Temora Shire Council’s Risk Management
Officer, to ensure your road closure complies with Australian Standards 1742?
Yes/No

8. Does your event/organisation require Council assistance with required;

- Traffic control operators (fees applies)
Yes/No
- Road closure barriers (fees applies)
Yes/No
- Road closure and traffic control signage (fees applies)
Yes / No

I have met with Temora Shire Council Risk Management Officer and we discussed

You are required to have public liability insurance with a minimum coverage of \$20M and Council interest noted in policy

9. Does your event/organisation have the requisite insurance coverage with Temora Shire Council's interest noted on the policy? **(The minimum required amount of Public Liability Insurance in 2015 is to be \$20,000,000)**

Yes/ No

10. Please provide the name of the Insurance Company, Policy No. and expiry date and attach a certificate of currency to the application.

Name of person/organisation insured:

Insurance Company:

Policy Number:

Expiry Date:

Event/Organisation Manager

11. Mobile phone contact number during event hours;

Name _____

Mobile number _____ please note this number will be provided to Council Staff and external agencies e.g. NSW Police and RMS.

12. Contact details for third party operators:

Name: _____

Mobile number _____

Please note this number will be provided to Council Staff and external agencies e.g. NSW Police and RMS.

13. Location, date and times

Location address:

First day at the venue (set-up date):

Dates the event proper takes place:

Last day onsite (vacate date):

Start and finish times of the event:

14. Avoid any additional Fees

Your event/organisation must leave the roadway clean and tidy and with no impediment or a Council/RMS removal and cleaning charge will be billed the the person/organisation that applied for the Temporary Road Closure.

Application reviewed by: _____
Risk Management Officer

Signed: _____

Date: _____

Risk Management Officer
Temora Shire Council

Site Plan - please indicate road closure details below.



NOISE MANAGEMENT FOR OUTDOOR EVENTS FORM

Information for event organisers

This information is for managers of outdoor events to assist them in complying with the Environment Protection Act 1993, by minimising the impact of noise on surrounding areas and. In this context, outdoor events are events which use public address or audio systems for announcements, music or other noise.

Introduction

The general environmental duty in section 25 of the Environment Protection Act 1993 (EP Act) states that:

A person must not undertake an activity that pollutes, or might pollute, the environment unless the person takes all reasonable and practicable measures to prevent or minimise any resulting environmental harm¹.

The Environment Protection (Noise) Policy 2007² or Noise Policy provides a legal framework for the assessment of a wide range of often complex noise issues. It came into effect on 31 March 2008.

The technical document, Guidelines for use of the Environment Protection (Noise) Policy 2007, was developed for use by acoustic engineers and government officers, and is intended to be read in conjunction with the Noise Policy.

How this applies to events

In order to demonstrate compliance with section 25 of the EP Act, event organisers and managers should consider the potential noise impacts of planned events and minimise those impacts where possible.

Suggested issues for consideration include, but are not limited to:

- **the hours of operation of the planned event**
- **the location of potentially noise-affected premises³ and predicted noise levels at those locations**
- **the planned location and orientation of stages, public address or audio systems**
- **reducing the level of noise throughout the duration of the event, particularly in the lower sound frequencies to prevent the sound penetrating houses if the planned event occurs at night.**

1. Environmental harm also includes nuisance, such as noise.
2. www.epa.sa.gov.au/environmental_info/noise/environment_protection_noise_policy
3. Noise Policy, cl 12: where noise is audible and the premises:
 - (a) are in a separate occupation from the noise source and is used for residential or business purposes; or
 - (b) constitute a quiet ambient environment set aside as a park or reserve or for public recreation or enjoyment.
4. Noise Policy, cl 5(2)(b): between 10 pm and 7 am on the following day.

Action required

A **noise management plan** for the event should be developed in conjunction with an acoustic engineer to identify potential impacts and measures to reduce those effects.

To assist in demonstrating that all reasonable and practicable measures have been taken to minimise environmental harm from occurring, the following actions should be included in a noise management plan:

1. A site plan including the location of the event, neighbouring land-use details, location and orientation of stages and public address or audio systems.
2. The distribution of a notification letter to surrounding potentially noise-affected premises used for residential or business purposes which includes:
 - a small version of the site plan
 - a description of the planned event
 - the time the event starts and finishes
 - the times for any sound testing to take place
 - a description of the proposed measures that will be implemented to minimise noise from the event
 - if your event has occurred previously, the changes you might have made to further minimise noise from the event
 - the name and phone number of a site contact person for any complaints lodged before, during and/or after the event.

This letter should be distributed to all potentially affected parties at least one week prior to the event. Please be aware that letter-box drops have the potential to not reach all intended recipients, partly due to delivery staff being unwilling to deliver this information to letterboxes marked with 'no junk mail' stickers. The preferred method for delivery is in an addressed envelope marked 'to the resident' or 'to the occupier'.

- 3 Undertake acoustic monitoring during the event to ensure that all reasonable and practicable measures are taken to minimise the overall sound level and low frequency noise at noise-affected premises.
- 4 Maintain a complaints register which should include:
 - contact details of all complainants
 - the time and date the complaint is received
 - a description of the complaint

- a description of the activities occurring which gave rise to the complaint
- any action taken as a result of the complaint.

EPA involvement

The EPA may attend an event to take noise measurements in the surrounding area. It may also require entry to the site at any time during the event in order to carry out noise monitoring, particularly if a number of complaints about actual or potential noise have been received. The EPA may also require a copy of the complaints register either during or following an event in order to assess the information gathered and any action taken as a result of a complaint.

EPA authorised officers may approach event organisers to take action to reduce noise levels should the EPA consider that noise levels at a noise-affected premises is unreasonable, and/or that all reasonable and practicable measures have not been taken to minimise the potential noise impact. The EP Act provides authorised officers with various regulatory tools to apply in such circumstances.

Further information and links

Contact [NSW Environment Protection Authority \(EPA\)](http://www.epa.nsw.gov.au/)
www.epa.nsw.gov.au/

Disclaimer

This publication is a guide only and does not necessarily provide adequate information in relation to every situation. This publication seeks to explain your possible obligations in a helpful and accessible way. In doing so, however, some detail may not be captured. It is important, therefore, that you seek information from the EPA itself regarding your possible obligations and, where appropriate, that you seek your own legal advice.