



TEMORA
The Friendly Shire

Event Application Supporting Document

This document should be consulted when completing the event application form.

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

Temora has extensive parks, airfields/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 in 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 event application form together with a fee as per Council's 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 to the proposed event. This includes all relevant insurances,



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traffic management plans, risk assessments, certificates of currency and amusement ride work cover 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 temporary 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 your application, please ensure you have read through this document 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.

Section 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 number and expiry date and attach a certificate of currency to the application.

Section 4. Event requirements

4. a) Temporary Road Closure

If you require full or partial temporary road closure or changes to traffic conditions, please complete a Temporary Road Closure Application. All road closures require **twelve (12) weeks'** minimum notification. Event organisers are required to complete a [Notice to Hold a Public Assembly form](#) and send it to the Highway Patrol (Paul Kemp: kemp1pau@police.nsw.gov.au), the local Police (Inspector Andrew Ryabovitch: ryab1and@police.nsw.gov.au) and Transport for NSW (Greg Minehan: greg.j.minehan@transport.nsw.gov.au) Notice to Hold a Public Assembly form can be found at: <https://roads-waterways.transport.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf>



4. c) Waste Management and Cleaning

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.

4. d) Structures such as scaffolding, view stands, tents, marquees, and stalls

All structures must be shown on the site map which you will attach to your application.

- Applicants must comply with conditions as detailed at Scaffolding Work Safe Australia.

4. e) Amusement Device

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.

- All amusement device operators must supply Council with a copy of their insurance
- All amusement devices must be shown on the site plan to be attached to your application
- Applicants must comply with conditions as detailed at www.workcover.nsw.gov.au

Fireworks

Applicants must:

- Provide Council with a copy of the completed NSW Government Work Cover Fireworks Display Checklist available from www.workcover.nsw.gov.au
- Advise the local fire service of the event
- Comply with explosives and fireworks licences – see www.workcover.nsw.gov.au

4. f) Access by machinery/vehicles on surfaces other than roadways

If access to the proposed event site is required, describe the nature/size of vehicles, number of vehicle movements and the purpose of access. Please indicate the vehicle access corridor and vehicle locations on your site map.

****Please note that vehicles over 3 tonne are not permitted on Council's parks or reserves****

4. g) Sale of Food

If food will be for sale at the event, applicants must comply with conditions as detailed at: www.food-standards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/



4. h) Alcohol

- 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 Licencing 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 or attached to the application.

For further information regarding licensing law details, please contact the Wagga Wagga Police Licensing Sargent on (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 62 signs (alcohol free zones) 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).

4. i) Public Address System/Performances

The general environmental duty in section 25 of the Environmental 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 harm.

The Environment Protection (Noise) Policy 0072 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 on 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 premises 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/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 10pm and 7am on the following day.

Action required:

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 planned event
 - 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



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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 give 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 Environmental Protection Authority (EPA) 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 details 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.



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4. j) Power/Flood Lights

If power is required for your event you will need to ensure it is available by contacting Council prior to the event application.

4. k) Amenities

- Where the number of people attending the event exceeds 250, a minimum of six (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 your attached site plan.

Checklist

Before you complete the event application form, ensure you have the following documents ready for upload or submission to Council's office:

- Insurance policy
- Waste management strategy (where applicable)
- List of amusement rides (where applicable)
- Liquor licence (where applicable)
- Noise management plan (where applicable)
- Site map