

## Event Management Guideline

### BEFORE COMPLETING THE EVENT MANAGEMENT APPLICATION

The Event Management Application should be completed for organised events that are proposed to be held on public open space in Blayney shire. Please attach additional sheets if your response cannot fit in the space provided. In some cases you may need to also submit a plan showing the proposed location and layout of the event venue. If some of the sections included in this form do not apply to your proposed event simply note "Not applicable".

Please return the completed form to: PO Box 62, Blayney or email to [council@blayney.nsw.gov.au](mailto:council@blayney.nsw.gov.au)

Should you require assistance in completing the form please contact Council on (02) 6368 2104.

### EVENT APPLICATION TIMEFRAMES

Blayney Shire Council is committed to working with organisations and community groups to deliver safe and enjoyable events. Below is some information to assist in the application process.

Please submit the event application to Blayney Shire Council at least **3 months prior to your event, or 4 or more months for class 1 event.**

Please note all events is required to fill in the 'Notice of Intention to hold a Public Assembly' for NSW Police. **See Appendix A**

If your event is to involve any of the following aspects, please adhere to the associated timeframes:

Application/approval type	Minimum timeframe before event
Approval to Install and Operate Amusement Device (i.e: Section 68 approval)	5 working days
Temporary Food Permit	10 working days
Filming Proposal	10 working days
Alcohol/Liquor Licence	30 working days
Development Application	6 weeks
Temporary Suspension of an Existing Alcohol Free Zone	12 weeks
Road Closure/Traffic Management Plan	16 weeks
Class 1 Event	Minimum 4 months, preferred 5-6 months
Class 2 Event	Minimum 3 months
Class 3 Event	Minimum 6 weeks
Class 1 Vehicle Race	Minimum 6 months (time for Police approval)
Class 2 Vehicle Race	Minimum 3 months (time for Police approval)

## USEFUL CONTACTS

Organisation	Phone number	Website
Blayney Shire Council	(02) 6368 2104	<a href="http://www.blayney.nsw.gov.au">www.blayney.nsw.gov.au</a>
NSW Police - Blayney	(02) 6368 9599	<a href="http://www.police.nsw.gov.au/">http://www.police.nsw.gov.au/</a>
NSW Ambulance	(02) 6841 2670	<a href="http://www.ambulance.nsw.gov.au">http://www.ambulance.nsw.gov.au</a>
Roads and Maritime Services	13 22 13	<a href="http://www.rms.nsw.gov.au">http://www.rms.nsw.gov.au</a>
NSW Food Authority	1300 552 406	<a href="http://www.foodauthority.nsw.gov.au">http://www.foodauthority.nsw.gov.au</a>
Department of Industry - Independent Liquor & Gaming Authority	1300 024 720	<a href="http://www.liquorandgaming.nsw.gov.au">http://www.liquorandgaming.nsw.gov.au</a>

# Event Management Application Form

## 1. DESCRIPTION OF EVENT

Event Name:

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Location/Venue *(subject to availability and approval)*:

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*Please note some venues may be subject to fees as stated in Blayney Shire Council's current Fees and Charges.*

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Event Date/s:

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Event Time/s:

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Setup/Bump in date and time:

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Cleanup/ Bump out date and time:

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Describe the main purpose of your event:

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Is the event likely to be an annual/recurring event?

YES  NO

Will your event be open to the public?

YES  NO

Expected attendance: No of participants:

No. of spectators:

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Will you charge an entry fee for this event?

YES  NO

*Any event held on Council land or premises must be conducted in accordance with Section 68 of the Local Government Act 1993.*

## 2. APPLICANT DETAILS

*\* Denotes mandatory field*

Name\*:

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Organisation\*:

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Address\*:

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Suburb:

Postcode:

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Phone\*:

Mobile\*:

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Email\*:

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Website:

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Facebook:

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Members of organising group:

Name\*:

Position:

Mobile:

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Name\*:

Position:

Mobile:

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Name\*:

Position:

Mobile:

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Name\*:

Position:

Mobile:

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Name\*:

Position:

Mobile:

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*In providing the names and positions of the organising group, you should identify the person in charge and responsibilities of the other team members. This information enables Council's staff and police to be in ready contact at all times.*

If the management of the event is to be conducted by contractors or professional event organisers, please provide details names and contact details for each:

Name\*:

Company:

Mobile:

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Name\*:

Company:

Mobile:

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Name\*:

Company:

Mobile:

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Name\*:

Company:

Mobile:

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Name\*:

Company:

Mobile:

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*Contractors may include film crews, fireworks providers, amusement ride operators, bus companies etc.*

# Council Services Checklist

## 3 . FOOD AND ALCOHOL

Will there be food and/or drinks sold at your event?  YES  NO

*If yes, all Food Vendors must have approval from Blayney Shire Council. All Food Vendors must be issued with a Temporary Food Permit and comply with all relevant food and health regulations.*

If answered yes above, have you attached the Temporary Food Stall Application form?  YES  NO

Will you be operating a BBQ/s at your event?  YES  NO

Will alcohol be served and/or for sale?  YES  NO

*If yes, you are required to provide the appropriate Liquor Licence to Council and ensure those serving alcohol have current RSA accreditation. You must ensure there is free drinking water available.*

Is your event to be held in a designated Alcohol Free Zone?  YES  NO

*If yes, you must also make an application to Council at least 3 months prior to your event. You will be required to pay the advertising fees associated with the publication of the suspension of the Alcohol Free Zone via the local newspaper.*

Will your event require security personnel?  YES  NO

## 4. WASTE AND AMENITIES

Will your event require waste management?  YES  NO

Will you require a quote from Council for the provision of waste services?  YES  NO

Name: \_\_\_\_\_

Number of bins required: \_\_\_\_\_

Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_

Delivery/Pick Up Location: \_\_\_\_\_

*Council's litter bins are not to be used for waste generated from the event without Council approval to do so. The provision of waste services through Council will come at a cost which will be provided upon request in a quote for private works.*

Guidelines for the number of bins required are listed below:

Bins per 100 attendees	
<b>General Waste</b>	1 x 240L, if <b>no</b> food/drinks are served/sold
<b>General Waste</b>	2 x 240L, if food or drinks are served/sold
<b>Recycling</b>	Dependent on event, may be appropriate

Will you need to organise the use of the venue's public toilets at your event?

YES  NO

Will you require additional toilets and amenities, including disability access?

YES  NO

Will you require Council to provide cleaning services during your event?

YES  NO

If yes, Council cleaning services will come at a cost which will be provided upon request in a quote for private works.

Please provide details of number of toilets and disabled toilets proposed at your event? \_\_\_\_\_

**Guidelines for the number of toilets required where alcohol is not available are listed below:**

Patrons	Males		Females		
	WC	Urinals	Hand basins	WC	Hand basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

**Guidelines for the number of toilets required where alcohol is available are listed below:**

Patrons	Males		Females		
	WC	Urinals	Hand basins	WC	Hand basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

## 5. ELECTRICITY AND LIGHTING

Will your event require access to power supply

YES  NO

*(subject to availability)? (If yes, please provide requirements below)*

**15 amp** | Number required: \_\_\_\_\_

**20 amp** | Number required: \_\_\_\_\_

**32 amp** | Number required: \_\_\_\_\_

Will your event require the use of existing Council lighting?

YES  NO

Will you need to organise additional lighting?

YES  NO

Are you proposing to utilise generators?

YES  NO

## 6. TEMPORARY STRUCTURES

Will you be installing or erecting a structure? (e.g. stage, marquee, tent, caravan etc.)  YES  NO

If yes, type of structure, quantity and dimensions in m<sup>2</sup>:

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*The use of any portable structure may require a Development Application if it does not constitute exempt development or have a previous approval. If approval is required, this may take approximately 6 weeks.*

## 7. ACCESS AND TEMPORARY ROAD CLOSURES

Will you require the entry of vehicles onto Council property?  YES  NO

If so: when, where & why? \_\_\_\_\_

*This has implications for public safety and possible damage to reserves.*

Will your event impact vehicle/pedestrian traffic? (This includes any activity on the road, road verge or footpath)  YES  NO

Do you intend to place barriers on the roadway or footpath? (any road closure must be carried out by an authorised traffic controller)  YES  NO

If yes, would you like to apply to use Council's barriers?  YES  NO

*Charges apply as outlined in Council's fees and charges, barriers must be collected from, and returned to Council's depot*

Are you requesting any road/footpath closures or road/footpath occupation? (this includes any activity on the roadway, road verge or footpath)  YES  NO

*If yes, you will be required to obtain approval from Council, Police and in some cases the Roads and Maritime Services (RMS), complete a Traffic Control Plan (TCP) & a Traffic Management Plan (TMP) and submit to the Blayney Shire Council Local Traffic Committee for consideration. Refer to 'Event Management Timeframes' on Event Management Guidelines document.*

## 8. NOISE

Will your event involve large crowds, the use of PA system/s, or amplified music?  YES  NO

If yes, what steps will you take to minimise intrusion into local homes?

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## 9. SIGNAGE AND PROMOTION

Please note signs are not to be fixed to trees or street furniture without written Council approval.

Will there be signage erected promoting your event at the venue?

YES  NO

Will there be signage erected promoting your event at other locations in the Blayney Shire?

YES  NO

If yes, please provide details:

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Will your event involve the distribution of pamphlets and/or other marketing/promotional material?

YES  NO

What steps will you take to ensure that local residents and businesses are given advance warning of major events?

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If your event would like to utilise Councils managed banner pole sites located around the shire (providing that your organisation/entity meets the definitions outlined in the Community Banner Poles Usage conditions) you will need to fill out the Application form – Community Banners.

YES  NO

If you would like to utilise Council's communication channels such as Facebook, Website. Please fill out the What's On events listing on Council's website.



## 10. RISK MANAGEMENT

It is an important component of event planning that risk management be used to identify potential risks and hazards that may impact on an event or its participants. The use of a framework for risk management can assist event organisers to this end. Blayney Shire Council encourages your organisation to develop risk management strategies to help identify and mitigate risks and to have on hand for the benefit of your insurers and the governing authorities if required.

*Guidelines for the number of First Aid personnel required is listed below. Each event must be attended by at least one suitably qualified First Aid Officer. The Ambulance Service of NSW should be advised of major events.*

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2

Who is the person nominated to engage emergency services or authorise an evacuation?

Name: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

What is your Emergency Evacuation Plan?

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**For any event, your strategies for emergency/risk management must comply with Australian Standards AS/NZS ISO 3100/2018. The location of the Emergency Muster Point and details of the nominated person who can authorise an evacuation must be communicated to all those involved with the event.**

What is your contingency plan for bad weather?

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Public events require a wet weather contingency plan, even if it only details the method of liaison with Council staff to determine the condition of reserves after rain, the placement of signs at the venue, phone calls to radio stations etc.

Will amusement devices (e.g. jumping castle/s, mechanical ride/s) or other entertainment (performers or attractions) be in operation at your event?

YES  NO

Type and number of devices:

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Apart from a 'small' jumping castle, all amusement device owners must hold a Section 68 Approval issued by Blayney Shire Council. Applications must be received at least five working days before the event, please contact Council for this application form.

## 11. OTHER INFORMATION

Will there be animal involvement at your event?

YES  NO

If yes, you must comply with all provisions of the Exhibited Animals Protection Act, 1986.

Will your event involve the movement of any aircraft or drones?

YES  NO

Will there be goods (other than food) for sale at your event?

YES  NO

Will there be fireworks at your event?

YES  NO

Will you be fundraising as part of your event?

YES  NO

Will the event involve any professional filming or photography?

YES  NO

## 12. ACCESS AND EQUALITY COMPLIANCE

Is this site accessible for wheelchairs and for people with disabilities?  YES  NO

Does the promotional material for the event specify if the event is wheelchair accessible?  YES  NO

For large public events: will appropriate accessible toilets be provided?  YES  NO

Road/carpark closures: is adequate and suitable accessible parking incorporated on the site plan?  YES  NO

Tips for making your event more accessible refer to Council's website

<http://www.blayney.nsw.gov.au/community/access>

## 13. NOTES/ ADDITIONAL INFORMATION

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## REQUIRED DOCUMENTATION

In order for your request to be processed, please ensure you also provide the following documentation:

- ✍ **Certificate of Currency of Public Liability Insurance** to a minimum of \$20 million and noting Blayney Shire Council as an interested party.
- ✍ **Site Plan (if applicable)** depicting everything you plan to bring or utilise at the venue, such as: barricading/fencing, stalls and marquees, stages, toilets, rubbish/recycling bins, signs/banners, lights/lighting towers, PA/speakers, entry and exit points, parking, power, first aid and emergency muster points.
- ✍ **Traffic Management Plan including a Traffic Control Plan (if applicable)**
- ✍ **Risk Assessment** outlining all applicable risks and control measures.
- ✍ **Liquor Licence (if applicable)**

## INDEMNITY & DECLARATION

I, \_\_\_\_\_ hold Blayney Shire Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of council, its servants, agents or employees either solely or in contribution thereto.

I am authorised by the nominated organisation/club/school/association to make this application. I understand that my organisation/club/school/association are required to undertake a risk assessment safely inspection and audit of the Council property along with completing a risk assessment prior to each use. I understand that I must only use the Council property if it is safe to do so and must leave the council property in a clean and tidy condition, including all associated facilities. I understand that if Council is required to clean or conduct any repairs due to damage or neglect caused by the applicant, the applicant will be invoiced. I agree to ensure that if the Council property is used at night, the level of lighting is appropriate for the intended purpose and agree to turn off all lighting immediately after the event or use of Council property has ceased.

I understand that only approved line marking agents can be used on Council property and I must obtain Council approval for any signage erected. I agree not to sub-let any Council property or facility. I agree to ensure children using Council property are supervised by an adult and agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained.

I agree to comply with any requirement set by Council as part of the Conditions of Approval for the event and will comply with any direction of Council in relation to the Council property (e.g. closures due to wet weather and maintenance).

I am authorised to provide this release to Council on behalf of the nominated organisation/club/school/association from all claims made against Council by any person resulting from activities held on Council property.

**Signature**

**Name (BLOCK LETTERS)**

**Date**

**Appendix A - Completed form MUST be sent to NSW Police by either:**

Post: District Commander Chifley PD, 139 Rankin Street, Bathurst NSW 2795; or

Email: [chifleyrms@police.nsw.gov.au](mailto:chifleyrms@police.nsw.gov.au)

**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY**

**Summary Offences Act 1988**

*To the Commissioner of Police*

1. I, .....  
Name  
of .....  
Address  
on behalf of .....  
Organisation  
notify the Commissioner of Police that on the .....  
Day  
of .....  
Month/Year

it is intended to hold:

**either:**

(a) a public assembly, not being a procession, of approximately .....  
Number  
at .....  
Place  
at approximate .....am/pm  
Time  
and disperse at approximately .....am/pm  
Time

**Or**

(b) a public assembly, being a procession of approximately .....  
Number  
persons which will assemble at .....  
Place  
at approximately .....am/pm  
Time  
and at approximately .....am/pm the procession will  
commence and shall proceed.....

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2. The purpose of the proposed assembly is.....  
.....  
State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\* (i) There will be ..... (number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

.....

\* (ii) There will be ..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly

.....

\*(iv) Other special characteristics of the proposed assembly are as follows:

.....

4. I take responsibility for organising and conducting the proposed public assembly.

5. Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: .....

.....

.....Post Code.....

Telephone: .....

Signed: .....

Capacity/Title.....

Date .....

\* Delete as applicable

Completed form can be either be posted to: District Commander Chifley PD, 139 Rankin Street, Bathurst NSW 2795 or email to [chifleyrms@police.nsw.gov.au](mailto:chifleyrms@police.nsw.gov.au)