



# Planning an Event



Blayney Shire Council is committed to working with organisations and community groups to deliver safe, accessible, well-managed and well-promoted events.

If you are conducting a Public Event you must complete an Event Management Application in accordance with the Blayney Shire Event Planning Guide. Event Management Applications must be prepared and submitted at least 4 months in advance of an event.

- [Blayney Shire Council Event Application Form](#)
- [Blayney Shire Event Planning Guide](#)

All Event Applications must be accompanied by the following documentation:

- [Copy of Notice of Intention to hold a Public Assembly lodgement with the NSW Police;](#)
- Certificate of Currency Public Liability Insurance with a minimum coverage of \$20 million;
- [Event Risk Assessment](#); and
- Site Plan

Depending on the scale of the event, Event Applications may also require the following additional applications or approvals:

- Traffic Control Plan

