



# 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. Requirements for events can vary based on the location, size and nature of the event. We advise anyone planning an event within Blayney Shire [contact Council](#) as early as possible to provide tailored advice about your event and what is required for it to go ahead.

Following the Pre Event Enquiry, it is likely an Event Application Form will need to be completed:

- [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

