




# Guide to Events on the Northern Beaches

July 2024



northern  
beaches  
council





We acknowledge the Traditional Custodians of the Northern Beaches and their Country. By these words we show our respect to all Aboriginal people. We acknowledge Elders past, present and emerging and the spirits and ancestors of the Clans that lived in this area.

### 3 Northern Beaches Council's vision for events

“Events on the Northern Beaches will celebrate our unique vibe by connecting our people, places, businesses and culture. Our events will be dynamic, creative, innovative and inclusive; reflecting our personality and promoting the Northern Beaches as an extraordinary place to live, invest and play.”

The Northern Beaches Events Strategy 2018 - 2023 ensures Council will continue to meet the needs of our community now, and in the years to come through exploring and maximising opportunities and defining a clear pathway to identifying, attracting and supporting events.

The Strategy aspires to ensure events sustain and promote the Northern Beaches as an iconic and extraordinary place.

You can access the [Events Strategy 2018 - 2023](#) on Council's website.

#### Acknowledgement

'Acknowledgement of Country' shows respect for Aboriginal heritage and culture and is dedicated to the traditional custodians of the land or sea where an event takes place. At Northern Beaches Council organised events and functions, the following statement is read to acknowledge the traditional land owners, we encourage you to read this statement at your event:

“I wish to acknowledge the Traditional Custodians of these lands on which we gather and show my respect to the Elders past and present and other Aboriginal people here today.”

#### Event Grants

The Northern Beaches Council has an Event Grants and Sponsorship Program. The Program looks for unique partnerships where Council seeks to support the delivery of new and innovative events as well as ensuring that existing events continue to expand and prosper on the Northern Beaches.

The Event Grants and Sponsorship Program aims to build the skills and resources of the community to deliver a diverse calendar of local events that promote community participation, and celebrate the social and cultural richness in our villages and town centres. The program aims to promote enhanced economic, social, environmental and/or cultural benefits to the Northern Beaches community. This support is through cash and/or in-kind support.

You can find information on current [Event Grants programs](#) on Council's website.



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## Introduction

The Northern Beaches - a great place to stage your event!

Events bring people together. They help to connect a community, define a sense of place and enhance civil pride. They can also have a positive impact on the local economy and volunteerism.

This Events Guide has been designed to inform event organisers how Northern Beaches Council can assist you to plan a safe and successful event. It also includes information about the types of permits and approvals that may be required when staging your event at a Council venue or one of the many open spaces.

The Northern Beaches Council has hundreds of potential event venues.

They include parks and reserves, sports grounds, beaches, rock pools, community centres, aquatic centres and several creative spaces in various locations around the area, on the coast and in key village centres.

Not all events will have the same requirements as outlined in this guide. If your event has elements that are not identified in this guide, please contact us. We're happy to advise and help guide you so that your event meets all requirements and is run safely and successfully.







# Planning your event in the Northern Beaches

### Events in parks and open spaces

The Northern Beaches Council manages many beautiful venues where outdoor events can be held.

Any formal events held on land owned/controlled by Northern Beaches Council require an event permit, in some cases Development Consent may also be required. Event permits issued by Council are in line with relevant sections of s68 Local Government Act and are guided by relevant plans of management and Council policies.

It should also be noted that in Council's assessment of event applications, Council takes into consideration the impact on neighbouring residents.

You can find a [list of locations](#) available to book on Council's website.

Event organisers need to apply for event approval.

### Applying for a small outdoor event

You may need to apply for a small event if your event involves over 60 people and is considered a lower risk activity. This may include weddings, christenings, birthday parties or social gatherings.

You can access the relevant application forms on Council's website:

- [Beaches and Rockpool Application Form](#)
- [Small Event Booking Application Form](#)
- [Sporting Events Booking Application Form](#)
- [Wedding and Commitment Ceremony Application Form](#)

If you would like to host a 'Meet Your Neighbour' party visit our [webpage](#) for further information.

### Application process steps

The booking outdoor spaces [webpage](#) provides an overview of the booking process.

1. Event application submitted online. Check with Council if a Development Application (DA) is required as additional planning time will need to be factored in
2. Event application assessed and required timeframes for approval confirmed by Council's Open Space Booking team
3. Submission and review of event planning documentation
4. Payment of any fees and charges
5. Event permit approval

Depending on its purpose and scale, events are considered 'major' or 'small' and are subject to various approvals.

For more complex event enquiries where multiple application forms are required to be submitted, event organisers may have access to a concierge service to support their process. Check our booking outdoor spaces [webpage](#) for further information.

### Applying for a major event

You need to apply for a major event if your event involves but is not limited to:

- more than 500 people
- is a fair, fete, circus, concert, biathlon/ triathlon, fun run/walkathon, Surf Life Saving related event, surfing competition or involves markets.

You can access the [Major Event Application Form](#) on Council's website or use the online [booking portal](#).

Submit the major event booking form to Council's Open Space Bookings team at least 12 weeks prior to the proposed date of your event.

This will provide sufficient time to have your event assessed and receive approvals from Council and any other relevant authorities to stage the event.

Within 10 working days of submitting your event application, a member of the Open Space Bookings team will be in contact to discuss your proposal.

You may need to plan for other aspects of your event too. Find out more by contacting the Open Space Bookings team on (02) 8495 5009 or [openspacebookings@northernbeaches.nsw.gov.au](mailto:openspacebookings@northernbeaches.nsw.gov.au).

Events that require a Development Application (DA) will need additional planning time. To determine if you need a DA for your event, please contact [das@northernbeaches.nsw.gov.au](mailto:das@northernbeaches.nsw.gov.au).

### What consents are required?

Community events generally do not require development consent, subject to certain parameters relating to any required temporary structures.

Although development consent may not be required, approval under the Local Government Act will always be required for an event on public land, even for temporary structures.

These events are defined as a function or event open to the public or a section of the public, such as a ceremony, cultural celebration, exhibition, fete, fair, gathering, market or sporting event.

The parameters are outlined in the [NSW State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008 \(Part 2 Division 3 - Temporary Uses\)](#), and within the relevant Environmental Plans for [Manly](#), [Warringah](#) and [Pittwater](#) (Schedule 2 Exempt Development, Use of Outdoor areas of community land for commercial purposes) .

#### Schedule 2

If you require any further information about this policy, please contact Council's Development Advisory Services team, [das@northernbeaches.nsw.gov.au](mailto:das@northernbeaches.nsw.gov.au).



### Assessment and timeframes required for approval

Council assesses that all appropriate standards are being met for the event's logistics, organisation, safety and accountability.

Important issues to be addressed before an event can proceed include traffic and public transport disruptions, residential amenity, noise, parking and crowd safety.

The representative will assess the event based on the following criteria:

- the event activity
- the suitability of the event location
- compliance with relevant legislation, planning regulations, Local Environmental Plans, s68 Local Government Act, Development Control Plans, Plans of Management and Policies.
- the relevant permits and timelines required to obtain approval, including but not limited to:
  - land owner's consent
  - temporary food vending permits
  - temporary structures and amusement devices approvals
  - temporary event liquor licences
  - road closure approvals
  - user pays police and emergency services



Provided below is an indication of time frames for the event application process. A member of the Open Space Bookings team will guide you, reviewing your event permit application details.

Item	Time Frame	Relevant Links
Event Application	<p>Major Event Application submitted a minimum 12 weeks pre event</p> <p>Please note events that require a DA will need additional time.</p> <p>Small Event Application submitted a minimum 2 weeks pre event</p>	<p><a href="#">Booking outdoor spaces</a></p> <p><a href="#">Major Event Booking Application Form</a></p> <p><a href="#">Beaches and Rockpool Application Form</a></p> <p><a href="#">Small Event Booking Application Form</a></p> <p><a href="#">Sporting Events Booking Application Form</a></p> <p><a href="#">Wedding and Commitment Ceremony Application Form</a></p>
Traffic/Road Closure Application	Minimum 8 weeks pre event	<a href="#">Application form</a>
Food requirements	<p>Food Event Registration Form submitted 2 weeks pre event</p> <ul style="list-style-type: none"> <li>• Temporary Food Stall Application - completed by food stall vendors at least 28 days pre event</li> <li>• Mobile Food Business Operation Application - completed by mobile premises vendor at least 10 days pre event</li> </ul>	<p><a href="#">Food Event Registration Form</a></p> <p><a href="#">Temporary Food Stall Application</a></p> <p><a href="#">Mobile Food Business Application</a></p>
Waste Management Plan	Submitted a minimum 2 weeks pre event	<a href="#">Event Waste Management Guidelines</a>
Payment of fees and charges	As per invoice requirements	
Event Permit approval	Upon completion of the above	



### Filming and photography at outdoor events

If you plan on including any filming and/or photography activities as part of an outdoor event please discuss this with the Open Space Bookings team. The team will advise if any additional applications/approvals are required and the relevant process.

### Planning your event at a Council

#### Community Centre

Community centres are a great, affordable option when planning an event. Across the Northern Beaches, there are 41 Council Community Centres that can be booked for suitable events.

There's a wide variety of [centres and venues](#) to choose from, suitable for functions, children's parties, meetings or exercise classes. Ensure that you [compare venues](#) to check capacities and layout of the different venues to find the best fit for your purposes. Some community centres are also suitable for hosting weddings such as Oxford Falls Peace Park.

Community centre hire fees are significantly below commercial costs to promote and encourage community events. If you are hiring a community centre, view the [hiring fees for individual venues](#) on Council's website. Please ensure you are familiar with the community centre terms and conditions before booking your preferred venue.

You can contact a Community Centre Officer on (02) 8495 5012 or email [CommunityCentres@northernbeaches.nsw.gov.au](mailto:CommunityCentres@northernbeaches.nsw.gov.au) for more information when planning your event.

### Fees and charges

Every year, Northern Beaches Council updates its annual Operational Plan (budget), as well as the schedule of [fees and charges](#) associated with Council operations. The fees enable Council to maintain and care for the many venues, parks and reserves available for community events.

A range of fees and charges apply to approved events and activations staged at Council venues, these can include but are not limited to:

- venue hire fees
- power usage
- security bond
- beach safety (Council lifeguard and jet ski hire)
- sportsfield lighting
- waste management (bins)
- cleansing (additional cleaning and stocking of toilets)
- temporary road closures and traffic control
- temporary food stall inspections (invoiced by Council's Environmental Health department)
- development applications (invoiced by Council's DA Assessment Team)

The event permit holder/event organisers are responsible for the cost of reinstatement and/or repair to Council property if damage has occurred due to the event or activity taking place.

There are circumstances where Council may waive fees under the [Event Grants and Sponsorship](#) application and approval process.

### **Waste management planning**

Council is committed to sustainability, waste avoidance and resource recovery. To enable these practices in relation to outdoor events, Council developed [Event Waste Management Guidelines](#) for event organisers and participants, available on Council's website to download.

You will need to develop and implement a waste management plan if your event:

- is at an outdoor venue (e.g. a park, reserve or sports grounds)
- involves more than 100 people
- involves fewer than 100 people, but includes food and/or drinks or giveaways

The Waste Management Guidelines include several mandatory requirements to avoid waste at all events and provides a template for your Event Waste Management Plan. Event organisers need to familiarise themselves with these requirements.

For most events, additional rubbish and recycling bins will likely be required.

It is important to consider the type and location of litter bins and encourage the use of recycling options where appropriate.

It is not permitted to use plastic and polystyrene products and packaging, including drinking cups, food containers, drinking straws and stirrers, cutlery or plates at events held at Council venues.

Balloons are not permitted to be used, given away or released at events. Balloons become litter that degrades the environment and can be deadly to marine and wildlife.

At the conclusion of the event, event organisers must remove all structures, signage, excess rubbish and other event-related equipment from the area, leaving it in a clean and tidy condition.

If Council determines there is the need for additional cleaning of the site because of the event, costs will be charged to the event organiser.

You can contact Council's Waste Education team for practical advice on event sustainability on 1300 434 434 or [WasteEducation@northernbeaches.nsw.gov.au](mailto:WasteEducation@northernbeaches.nsw.gov.au)





# Preparing your event plan



The guide highlights several key items to consider when organising an event. It is a guide only and does not cover every single scenario the event organiser might encounter. Your event plan may include but will not be limited to the following:

### **Event Brief**

- Event name
- Event location/s
- Event times and dates (including bump-in and bump-out)
- Description of your event
- Event objectives
- Nature of attendance (public or private event)
- Target audience/demographic
- Estimated attendance

### **Event Run Sheet**

An Event Run Sheet details timings and sequence of your event and is an important document to share with all relevant stakeholders.

It will include all timings for producing the event including bump-in/bump-out, event timings, locations, programming and key contact details.

An example template for an Event Run Sheet can be found in Appendices.

### **Public Liability Insurance and licenses**

You will need to have relevant insurances in place to cover your event. Northern Beaches Council requires that you certify you have a minimum of: \$20 million in Public Liability Insurance to stage a public event.

Additionally, other insurances for consideration may cover event cancellation, staff and volunteers, equipment and facilities. Event organisers are required to obtain copies of current Certificates of Currency from sub-contractors providing event services (e.g. performers, infrastructure and/or fireworks).

Special event licencing may also be required including aquatic events, triathlons, walkathons, fun runs, events with animals and animal rides, fireworks, circus or carnival and/or amusement rides and attractions.

### **Accessible and inclusive events**

Event organisers must consider access and inclusion as an important part of their planning to ensure the event is accessible and inclusive to the community. All arrangements made should take into consideration:

- physical, sensory and cognitive access and inclusion
- accessible venues and spaces
- opportunities for inclusive participation and experiences
- accessible materials and information
- staff awareness and attitudes

Council have developed a [Disability Inclusion Action Plan](#) and a Multicultural Inclusion Plan to continue to improve the accessibility and inclusiveness of its facilities, services, and events.



You can also access Council's [Accessible Event Guidelines](#) to support you in delivering your event and a [Tool Kit for Accessible and Inclusive Events](#) by The Department of Premier and Cabinet (DPC).

### Resident Notification Plan

For venues that have surrounding residents and/or businesses, remember to plan for effective and friendly communication with them prior to the event.

Flyers or letterbox drops providing simple information about the event, timings, security arrangements, possible noise, and traffic/parking arrangements go a long way towards ensuring that locals support your event. Consider inviting them along.

An example of a notice to residents and/or local business owners can be found in Appendices.

Council's Open Space Bookings team will advise you on the area surrounding the event that needs to be covered as part of the event approval process.

Council have several banner spaces across the Northern Beaches that are available to book to advertise your event. You can access the [Banner Booking Application Form](#) on Council's website.

You can also check whether your event may be eligible to be listed on Council's online [Event Calendar](#).

### Site Plan

The Site Plan should be clear, drawn to scale and with a legend noted on the plan. The plan must show the location of all aspects of the event, such as:

- pedestrian and vehicle access routes
- emergency access routes
- crowd control barriers/fencing

- car parking
- information desk/centre
- food and stallholder locations
- toilets
- water stations
- stage
- temporary and permanent structures
- amusement rides and attractions
- waste bins
- approved liquor consumption areas
- security and/or police locations
- first aid location/s
- emergency evacuation location/s
- shade and shelter if applicable
- storage areas
- parking

Please note, this is not an exhaustive list. Your Site Plan should be relevant to your event.

It's important to ensure that there is easy access for an ambulance or other emergency vehicles to your event and sufficient vehicle clearance between any structures such as stalls and stages.

As part of your application for a major event permit you must provide Council with a proposed Site Plan.

Events held at community centres do not require a Site Plan to be submitted as part of the approval process.

### **Infrastructure and facilities**

Placement of infrastructure and facilities brought onsite for your event, including marquees, staging, amusement rides, stalls, fencing, barricades, toilets and water facilities need careful consideration to avoid crowd issues or damage to the site or Council assets.

For infrastructure on parks or reserves:

- any changes to the site plan submitted as part of the event application requires permission from Council.
- stages over 1000mm in height and any scaffolding must be erected by appropriately licensed operators and be certified as structurally stable by a practicing structural engineer. Evidence of the certificate is to be forwarded to the Open Space Bookings team prior to the event.
- depending on the structures, additional compliance and engineer certificates may be required.
- ensure that no undue inconvenience or risk is caused to other users of the reserve, including the general public.

Entry and exit points inside marquees must be clearly identified in case of an emergency. All electrical leads and appliances must be tested and tagged in accordance with Australian standards (as a minimum).

All leads must be protected from earth leakage by the installation of Residual Current Devices (RCD) and must be laid in accordance with Australian standards. You must have a qualified electrician check the site and confirm you have complied with all relevant Australian standards (as a minimum).

The use of any onsite power requires Council approval and you may be required to contract a Council approved electrician to manage connections.

Please note that when planning for installation of structures like marquees or jumping castles, in most instances, they will not be permitted to be pegged into the ground but must be weighted.

Council must grant permission to allow any pegging to be used.

### **Toilet facilities**

The number of toilets you will need to provide at your event will depend on the following:

- anticipated crowd numbers
- event duration
- crowd demographic
- if alcohol will be available
- accessibility
- provisions for parents.



Toilet facilities should be well sign-posted, provided with soap and hand drying equipment and must be cleaned, re-stocked regularly and have adequate lighting for security and safety. Accessible toilets must be provided.

There is no uniform Australian standard for the number of toilets required at an event however, as a guide, the Australian Disaster Resilience Handbook - [Crowded Places Checklists](#) suggests the following:

**Toilet facilities:** No alcohol provided at event

	Patrons < 500	Patrons < 1000	Patrons < 2000	Patrons < 3000	Patrons < 5000
<b>Female</b>					
WC	6	9	12	18	30
Hand basin	2	4	6	10	17
<b>Male</b>					
WC	1	2	4	6	8
Urinal	2	4	8	15	25
Hand basin	2	4	6	10	17

**Toilet facilities:** Alcohol provided at event

	Patrons < 500	Patrons < 1000	Patrons < 2000	Patrons < 3000	Patrons < 5000
<b>Female</b>					
WC	13	16	18	22	40
Hand basin	2	4	7	14	20
<b>Male</b>					
WC	3	5	9	10	12
Urinal	8	10	15	20	30
Hand basin	2	4	7	14	20

You can search for permanent toilets at your outdoor event site using the [National Public Toilet Map](#), which can also be filtered to show accessible toilets.

### Drinking water

It is crucial that drinking water is available to everyone attending your event, including participants, staff, volunteers, contractors and performers.

Drinking water should be made freely available and the location of drinking water facilities should be clearly indicated via directional signage.

In line with Northern Beaches Council's [Event Waste Management Guidelines](#), plastic water bottles are not to be sold or given away during an event held at any Council venue. Seek alternate water sources.

There are simple, waste-free alternatives to providing bottled water at functions and events, with public drinking water stations available at most popular event sites. Many events pre-advertise a "leave no trace" policy to event attendees, advising them to bring their own drink bottle for refilling.

Council's [Swap This for That](#) and [Water Fountains](#) programs are raising awareness of the availability of public drinking water and the benefits of carrying your own bottle.

Council owns several portable water fountains that may be booked for use at community events at no cost to event organisers. To enquire, contact Council's Waste Education Team on 1300 434 434 or email

[WasteEducation@northernbeaches.nsw.gov.au](mailto:WasteEducation@northernbeaches.nsw.gov.au).





## Event risks and management

### *Risk assessment*

Event risk assessment and management is the careful assessment of all event activities to identify any potential hazards - therefore allowing control measures to be introduced to reduce risks.

Onsite safety at all events is vitally important and participants need to have an expectation of being able to enjoy events in a safe and secure environment.

It is the responsibility of the event organiser to identify and address any potential hazards.

For outdoor events, if your event is considered high risk you are required to develop a Risk Assessment and Management Plan and submit to the Council at least one week prior to your event.

A high risk event includes those events involving large numbers of people, alcohol, aquatic based activities, strenuous or risky activities, fireworks, amusement games and devices, animals and/or road crossings. Council may request a risk assessment for other types of events upon assessment of your application.

You can access further information on event risks and resources including a risk assessment template on the [SafeWork NSW](#) website.

If your event is large or complex, a number of emergency services may need to be present. You may also need to develop an Emergency Response Plan in consultation with NSW Police, Ambulance and Fire Brigade.

Your event may also require a Health Safety Plan to be completed. Visit [NSW Health](#) website to ensure you are up to date with current guidelines and requirements for Events.

### *First aid*

Regardless of the size of an event, it's necessary to provide a level of first aid. Whether you require a first aid station staffed by person/s with a qualified certificate and medical facilities will be determined by the type of event, the number of patrons expected to attend and any perceived risks.

It is advisable to consider the following:

- the location of the first aid station
- access to running water
- qualified people to staff the station
- the range and storage of first aid supplies that are required

Approach a recognised body that provides such services to determine the level of first aid you will require at your event.

### *Evacuation Plan*

This plan is a map of the event area, with a clear indication of all evacuation points, emergency services' location and access points. The plan should also detail how event attendees will be notified of any evacuation need and the name of wardens who are responsible for communicating safety messaging.

### *Weather and contingency*

The impact of weather on your event will depend on the activities involved. Consider having arrangements and contingency plans in place to deal with a range of possible weather conditions including but not limited to severe winds, floods, large swells and extensive rainfall.

In the case of extreme weather you may be required to cancel or postpone your event to ensure the safety and security of the participants. Access to Council open spaces may also be prohibited during extreme weather.

Potential weather impacts should be scoped and included in your risk assessment.

Before the event you should establish:

- conditions for cancellation/postponement and include these in your information to potential attendees
- who is responsible for deciding to cancel/postpone
- at what time do you need to decide about cancelling/postponing your event (you may have a cut-off time with suppliers to avoid cancellation costs)
- how will you advise all stakeholders if you have to cancel/postpone the event?
- plan if the event is still to go ahead in an alternate location

This information should be included in your pre-event briefings to staff, volunteers, suppliers and stakeholders.

### *Total fire ban*

A total fire ban sets legal restrictions to prevent activities that may start a fire. In the event of a total fire ban, restrictions may apply to the discharging of fireworks, use of gas and/or solid fuel barbecues and open fires. Council may also close high-risk venues, such as Manly Dam, during Total Fire Bans to ensure public safety.

Keep up to date by checking the [Rural Fire Service](#) website.

### *Safety and security*

The nature of your event and expected attendance numbers will determine the type of security you require.

When engaging a security provider, it is important to develop a security plan with specific roles and responsibilities related to event security. Some of the main responsibilities of security staff are likely to include crowd management, asset protection, managing lost children and in some instances enforcing Responsible Service of Alcohol (RSA) controls.

There may be specific requirements in relation to event security as part of event permit approvals. A representative from the Open Space Bookings team will discuss this with you as part of the approval process.



## **Pedestrian and crowd management**

### *Pedestrian Management Plan*

From the early stages of planning, event organisers must consider strategies for managing pedestrian access and egress at the event site, and considering non-attendee pedestrians who may be affected by the event set-up.

A pedestrian management plan should include:

- location of barricades
- locations of diversion and closure signage
- time and date for installation of infrastructure
- locations of marshals
- timing of footway closures and openings
- public transport pick up and set down areas
- access for people with disabilities

### *Crowd Management Plan*

As part of planning a safe event, it is important to develop a Crowd Management Plan which outlines your crowd control strategy. The plan should consider such things as:

- the type of event e.g. sporting event, music/concert, fundraising activity
- the site capacity
- expected size, demographic and nature of the crowd who will be attending
- suitable access and egress points into and out of the venue
- emergency vehicle access
- what crowd control measures you will be using e.g. barricades, signage
- vehicle and pedestrian shared or separated spaces
- specific roles and responsibilities of event operations team and the chain of command



### Traffic Management Plan

Working with Council, you will need to assess what impact/s your event will have on local roads and traffic management. Depending on the nature of the event, you may require specific permissions and permits through the NSW Police and/or Transport for NSW, and it's Traffic Management Centre (TMC). For example, any event impacting on a State or Regional road or a traffic signal controlled intersection requires a Road Occupancy Licence (ROL) to be obtained from [Transport NSW](#).

Where temporary road closures are needed, event organisers will need to develop a Traffic Management Plan (TMP), prepared by a suitably qualified and experienced traffic consultant or appropriately certified traffic controller. The plan will be assessed by Council, Police and Transport for NSW, depending on the extent and likely impacts of the closure/s.

What goes in the Traffic Management Plan?

- Event details
- Contact details of event organiser
- Contact details of traffic management company
- Traffic management schedule including road closure and re-opening times
- Traffic diversion/redirection - including details of road closures and detours
- Access - site map with access points for authorised vehicles
- Loading/unloading zones and parking areas
- Location of signs, barricades, traffic controllers, marshals and police where applicable



- Date and time for installation and dismantle of infrastructure within road closure
- Resident Notification - advertising road closures and special event clearways, resident/business letterbox drop
- Locations of any proposed electronic Variable Message Signboards (VMS), when they will be installed and for how long they will be in place
- Changes to public transportation (e.g. buses, taxis and ride share/food delivery operators) including details of any additional public transport that will be provided to and from the event
- Removal of on-street parking for re-directed buses during the event to facilitate safe two-way movement of buses traveling in the street and when turning to side streets
- Affected public transport routes and details of impact (e.g. service diversions, changes to bus stops, passenger notification)
- Details of any provisions made to cater for emergency services vehicles, heavy vehicles, cyclists and pedestrians
- Any other measures to ameliorate the impact of diverted traffic

A Traffic Control Plan is required when traffic will be managed by traffic controllers. The plan includes detail of each road closure point, use of accredited traffic controllers, user pays police, vehicle mitigation barriers/measures and special event towing management.

To implement a traffic control plan/ traffic management plan a Council permit is required, an application form is available on Council's [website](#).

For events involving a significant level of traffic impact e.g. for a major event such as a Fun Run or Music Festival, referral of the traffic management plan to the Northern Beaches Council Traffic Committee for approval may be required. Event organisers should endeavour to provide the traffic management plan to Council at least 8 weeks in advance of the event to ensure adequate time for consideration and approval.

Event organisers should also think about creating a travel plan for consideration of walking, cycling, parking, bus and other modes of transport to events.

Council's Transport Team can be contacted on 1300 434 434 or [traffic@northernbeaches.nsw.gov.au](mailto:traffic@northernbeaches.nsw.gov.au) if you need further guidance on the types of permits that may be required for your event.

## Food

Mobile and temporary food vendors operating in the Northern Beaches need to comply with all aspects of the Food Act 2003 and the Food Standards Code.

All mobile food vans and temporary food stalls are required to be registered with Council and have their approval to operate displayed on the premises during trade.

All persons undertaking or supervising food handling operations must have the skills and knowledge needed to handle food safely.

[Requirements and guidelines](#) for temporary food premises operating at events can be found on Council's website.

Applications for registration of temporary food premises should be completed and submitted at least 4 weeks prior to the event commencing. Please note that registration fees are applicable and urgency fees apply for late applications. [Temporary food stall applications](#) are listed on Council's website.

Applications for registration of a mobile food premises must also be completed and submitted at least 4 weeks prior to the event commencing. Please note that the registration process includes an inspection of the premises. Registration fees are applicable and urgency fees apply for late applications. [Mobile food business applications](#) are listed on Council's website.

Council's Environmental Health Team can provide advice on food safety requirements and provide guidance on the types of permits that may be required for your event. Contact them on 1300 434 434 or [EnvHealthRM@northernbeaches.nsw.gov.au](mailto:EnvHealthRM@northernbeaches.nsw.gov.au)

## Service of Alcohol

Council encourages events that foster healthy lifestyles and are family-friendly. Consider whether it is appropriate to serve alcohol at your event.

A licence issued by Liquor & Gaming NSW is required for the sale/service of alcohol at an event (see link to [Liquor licence types](#) through Liquor & Gaming NSW). Liquor licence applications also require consent from the Liquor Licencing unit within [Northern Beaches Police Area Command \(PAC\)](#). A site meeting is often required with Council and Police to discuss the inclusion of alcohol at your event and determine the appropriate safety and security requirements. Evidence of liquor licence for the event must be supplied to Council and displayed at the event.

You will also be required to submit an Alcohol Management Plan to Council. You will need to explain how the proposed licensed area will be physically defined and how access will be controlled to prevent liquor being brought into or being taken away from the proposed licensed area. This will ensure responsible service practices are observed and prevent intoxication. Please note this is not a comprehensive list of issues that may affect the inclusion of alcohol at your event.

There are various [Alcohol Free Zones](#) and Alcohol Prohibited Areas in place across the Northern Beaches as listed on Council's website. Requests to temporarily suspend Alcohol Free Zones and Alcohol Prohibited Areas for an event requires Council and Police approval and would be assessed on a case by case basis.

It's also important to note for planning purposes that Council does not permit the use of glass on Council reserves.

### Noise management

Event organisers need to be considerate of noise from vehicles, event activities, music and patrons that can cause disturbance for the surrounding area. Event plans should include measures to address potential noise issues such as crowd control, positioning of loudspeakers and timing of events to improve control of noise.

The event permit issued by Council states that the sound generated by the event shall be controlled and activity must not result in the transmission of 'offensive noise' as defined in the [Protection of the Environment Operations Act 1997](#).

Stages, speakers and noise generating equipment should face away from residential properties and businesses where possible. Generators, if required, must be silenced.

Please note outdoor events will not generally be approved by Council to operate before 8am or after 10pm.

If you are playing music at your event, whether live or recorded, you will most certainly need a copyright licence from OneMusic to use music. This may not be applicable where the original artist is performing their music at the event.

Council is licenced through [OneMusic](#) for the use of music at Council facilities by means of background music, music videos at Council facilities and events, and certain musical events held within the Local Government Area (LGA).

Music used at events within the LGA is covered under the licence, unless it is a:

- free event with expenditure on performers over \$50,000
- ticketed event with a ticket price greater than \$40
- ticketed event with a ticket price less than \$40 but expenditure on performers over \$4000

It is the event organiser's responsibility to contact [OneMusic](#) to ensure the appropriate licences are in place prior to staging your event.



## Ten quick tips for a successful event



Make sure that your event concept is achievable



Give yourself plenty of time to plan



Decide who is the target market/s for your event



Set a realistic draft budget



Ensure that you obtain all of the correct permits to hold your event



Appoint event organiser/committee as soon as possible to achieve your goals



Draft a marketing/advertising plan



Organise the infrastructure required



Set organisational guidelines for the day of the event



Have sufficient staff/volunteers to help on the event day.

## Event Planning Guide (New Event)

Task	Planning Lead/time	Complete
<b>12 Months +</b>		
Decide on event theme and the goal/s of the event. Why are you having the event? What is the purpose?	12 months	Yes / No
Consider the cost of hosting your event - do you have funds? If so, prepare a draft budget	12 months	Yes / No
Check event calendar to find out what other events are on at the same time	12 months	Yes / No
Meet with Council staff to discuss your event, availability of preferred location and if a Development Assessment (DA) is required	12 months	Yes / No
Complete Council's event application form for assessment by Council staff	12 months	Yes / No
Plan the event marketing and promotion including sponsorship packages	12 months	Yes / No
Form the event organising committee and allocate roles and responsibilities	12 months	Yes / No
Start conversations with other regulatory authorities for traffic closures/controls, liquor licences, food service notifications etc.	12 months	Yes / No
<b>6 to 12 Months</b>		
Prepare draft Site Plan including entry and exit points, emergency evacuation area/s, water taps, amenities etc.	6 to 12 months	Yes / No
Book hire equipment required - stages, toilets, stalls, marquees etc.	6 to 12 months	Yes / No
Book performers, entertainers, food and beverage providers, stallholders etc.	6 to 12 months	Yes / No
Consult with all event stakeholders - include neighbouring businesses and residents, emergency services, public transport providers, First Aid provider etc.	6 to 12 months	Yes / No

<b>Task</b>	<b>Planning Lead/time</b>	<b>Complete</b>
Consider the impact that your event may have on the environment and ways that you can reduce the impacts socially, environmentally and economically	6 to 12 months	Yes / No
Consider waste management guidelines, and products and substances not acceptable for use on Council premises, advise participants and stakeholders accordingly	6 to 12 months	Yes / No
Continually monitor expenditure and income against the event budget	6 to 12 months	Yes / No
If using music (recorded or live) during your event, apply to OneMusic Australia for a permit	6 to 12 months	Yes / No
<b>6 Months</b>		
Complete a risk assessment to identify any risks associated with your event	6 months	Yes / No
Send out any official invitations if applicable	6 months	Yes / No
<b>3 Months</b>		
Confirm essential services at the event if required, i.e, security guards, first aid staff	3 months	Yes / No
Develop waste management plan including the provision and location of bins, and the provision and cleaning of toilets	3 months	Yes / No
Confirm event day staff/volunteers and responsibilities on the day	3 months	Yes / No
Develop draft stakeholder information pack	3 months	Yes / No
Commence event promotion	3 months	Yes / No



<b>Task</b>	<b>Planning Lead/time</b>	<b>Complete</b>
<b>1 Month</b>		
Reconfirm all bookings and arrangements for the event day	1 month	Yes / No
Develop event run sheet including contact numbers of all personnel involved in the event	1 month	Yes / No
Make sure that you conduct a site inspection and identify any changes or risks	1 month	Yes / No
Develop contingency plan and incident report for the event	1 month	Yes / No
Ensure surrounding locality notification has been undertaken including the provision of a mobile number of the event organiser who can be contacted on the day of the event	1 month	Yes / No
Send out stakeholder information kits including bump in/bump out details at least one week prior to the event	1 month	Yes / No
Conduct induction and incident management to all staff and volunteers involved in the event	1 month	Yes / No
Contact neighbouring residents and/or businesses to make sure they know about the event, timings, traffic arrangements etc. Consider a friendly flyer that can be dropped into letterboxes	1 month	Yes / No
<b>Event day</b>		
Manage operations of event day		Yes / No
Record any incidents that occur		Yes / No
<b>Post event</b>		
Conduct event debrief with staff/committee after the event		Yes / No
Evaluation of the event		Yes / No
Collect and evaluate survey results, if applicable		Yes / No
Send thank you to stakeholders involved in the event		Yes / No



# Appendices

# Event Run Sheet - sample

**Name of Event**

**Event Run Sheet**

Time	Activity	Area	Responsible	Notes
------	----------	------	-------------	-------

Date

9.00am	Bin service scheduled to take place	Oval	Waste Services	
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Date

9.00am

Key activity e.g. doors open

Date

9.00am

Contact list



## Event Notification

(Insert today's date here)

Re: (Insert Event Name Here)

Keep the content short, sharp and to the point outlining key times and activities. If there are specific activities planned that could prove disruptive, such as excessive noise or fireworks, be specific about times and locations of these activities. Remember, these notifications are not just about compliance, but are a great tool to attract more local support for your event. Include key event highlights to entice them to come along. It's a good idea to highlight in bold some of the key details of the event as shown in the following:

**Event Dates:**        **(Insert Dates Here)**

**Event Times:**       **(Insert Times Here)**

**Event Location:**   **(Insert Location Here)**

**Road Closures:**   **(Insert Road Closures Here)**

Where you are sending this letter to Emergency Services including Police, Ambulance, Fire Brigade and/or the SES, it's a good idea to include a Site Plan of the event highlighting where Emergency Vehicle Access will be maintained, and also the Emergency Evacuation location/s.

Where there are proposed road closures, it's a good idea to include a Traffic Control Plan (TCP) which shows the measures that will be in place to minimise disruption to local residents, businesses and the non-event public.

### For more information, please contact:

**Event Contact:**   **(Insert Name Here)**

**Phone:**            **(Insert Phone Here)**

**Email:**             **(Insert Email Here)**

**Address:**          **(Insert Address Here)**

**Website:**          **(Insert Web Address)**

## Incident Report - sample

### Incident Notification Form

(Fill this in as soon as possible after the incident and any corrective action has taken place)

Date of Incident		Time of Incident (24 hour time)	
Date of Report		Time of Report (24 hour time)	
Person Completing Report			
Contact Number			
Event			
Site location where the incident occurred (please be specific, include address if possible)			

### Nature of Incident

What happened?	
----------------	--

### Cause of Incident

How did it happen?	
Activities being undertaken at the time	

### Incident Type Details

Incident Type (tick the appropriate box)			
<input type="radio"/> Near Miss	<input type="radio"/> Environment Incident or Complaint	<input type="radio"/> Personal Injury/Illness	<input type="radio"/> Property Damage
Incident Involves (select all applicable)			
<input type="radio"/> No Treatment	First Aid Injury	<input type="radio"/> Medical Treatment Injury - Doctors	<input type="radio"/> Medical Treatment Injury - Inpatient
Medical Treatment Injury - Outpatient	Lost Time Injury for staff member	<input type="radio"/> Vehicle Incident	<input type="radio"/> Police Involvement
<input type="radio"/> Other Emergency Services			

**Worker/ Person Details**

About The Involved Person (One form per involved person, tick the appropriate box)			
<input type="radio"/> Select here for NA	<input type="radio"/> Employee	<input type="radio"/> Contractor	<input type="radio"/> Other Worker
<input type="radio"/> Event Participant	<input type="radio"/> Member of the Public		
Name of Involved Person			
Contact number of Involved Person			

**Immediate Actions Taken**

--

**Witnesses**

Witness 1 (if applicable)		Contact Number	
Involvement	<input type="radio"/> Event staff member	<input type="radio"/> NA - Member of the Public	<input type="radio"/> Other
Witness 2 (if applicable)		Contact Number	
Involvement	<input type="radio"/> Event staff member	<input type="radio"/> NA - Member of the Public	<input type="radio"/> Other

**Complete for Injury, Illness and Consider Potential of Near Miss**

Nature of injury/illness (e.g. Cuts)			
Mechanism of injury/ illness (eg. Slip, trip or fall)			
Body Location (eg. Ankle)			
<input type="radio"/> Left Side	<input type="radio"/> Right Side	<input type="radio"/> Both	<input type="radio"/> Not Applicable
Could the person continue on at the event as a result of the injury? (tick the appropriate box)			
<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> Not Applicable	
Date		Time	



**Complete for Property Damage/Theft/Loss**

Type of equipment/ property (include ID number or registration)	
Description of damage (if applicable)	
Who owns the property?	

**Complete for Environmental Event or Complaint**

Substances involved			
Quantity			
Incident Subtype (tick the appropriate box)			
<input type="radio"/> Air Pollution	<input type="radio"/> Fauna & Flora	<input type="radio"/> Land Pollution	<input type="radio"/> Noise
<input type="radio"/> Breach of Permit, Consent, Legislation or Local Requirement	<input type="radio"/> Complaint	<input type="radio"/> Waste	<input type="radio"/> Water Pollution
<input type="radio"/> Environmental Protection Authority	<input type="radio"/> Fire and Rescue NSW (HAZMAT)	<input type="radio"/> National Parks and Wildlife Service	<input type="radio"/> Northern Beaches Council
<input type="radio"/> Other Agency (Please state)			

## Useful contacts

It takes the work of many organisations to facilitate great events for a community. Reach out to those listed for the relevant issues, advice and approvals.

### Northern Beaches Council

Open Space Bookings Team

Phone (02) 8495 5009 or email

[openspacebookings@northernbeaches.nsw.gov.au](mailto:openspacebookings@northernbeaches.nsw.gov.au)

Events Team

Phone 1300 434 434 or email

[events@northernbeaches.nsw.gov.au](mailto:events@northernbeaches.nsw.gov.au)

Environmental Health Team

Phone 1300 434 434 or email

[EnvHealthRM@northernbeaches.nsw.gov.au](mailto:EnvHealthRM@northernbeaches.nsw.gov.au)

Waste Education Team

Phone 1300 434 434 or email

[WasteEducation@northernbeaches.nsw.gov.au](mailto:WasteEducation@northernbeaches.nsw.gov.au)

Development Advisory Services

Phone 1300 434 434 or email

[das@northernbeaches.nsw.gov.au](mailto:das@northernbeaches.nsw.gov.au)

Transport Team

Phone 1300 434 434 or email

[traffic@northernbeaches.nsw.gov.au](mailto:traffic@northernbeaches.nsw.gov.au)

### Ageing, Disability and Home Care

- Making your event accessible and inclusive
- Encouraging people of all abilities to participate in your event
- Planning an event for a senior audience

Phone: (02) 9377 6000

[www.facs.nsw.gov.au](http://www.facs.nsw.gov.au)

See also Disability Council NSW

### Ambulance Service of NSW

Contact to discuss:

- Emergency response plan (see also NSW Police Force, Fire and Rescue NSW/NSW Rural Fire Service below)
- Access for emergency vehicles
- Provision of care for sick and injured

Phone (02) 9320 7777

[www.ambulance.nsw.gov.au](http://www.ambulance.nsw.gov.au)

In an emergency, dial 000 and ask for an ambulance

### Bureau of Meteorology

- Weather forecasts for your event

Phone: (03) 9669 4000

[www.bom.gov.au](http://www.bom.gov.au)

### The Centre for Volunteering

- Recruiting and managing volunteers for your event
- Insurance for volunteers
- Volunteer and organisation rights and responsibilities  
(See also SafeWork NSW below)

Phone: (02) 9261 3600

[www.volunteering.com.au](http://www.volunteering.com.au)

Email: [info@volunteering.com.au](mailto:info@volunteering.com.au)

### Disability Council NSW

- Making your event accessible for people with disability

Phone: (02) 9716 2612

[dcj.nsw.gov.au](http://dcj.nsw.gov.au)

See also Ageing, Disability and Home Care.

### Environment Protection Authority (EPA)

- Noise regulations
- Litter and waste management

Phone: 131 555

[www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

See EPA website for information on [noise](#) or [waste](#) related issues

### **Fire and Rescue NSW or NSW Rural Fire Service (as applicable)**

- Use of fire or other hazardous materials such as barbeques, bonfires, gas bottles and candles (note this is not a comprehensive list of possible hazards. You should carefully consider what other hazards may be associated with your event)
- Use of fireworks (see also NSW Police and SafeWork NSW below)
- Fire regulations if your event will be held indoors
- Emergency response plan (see also Ambulance Service of NSW and NSW Police Force)

For metropolitan areas, identify your local brigade by contacting:

Phone: (02) 9265 2999

[www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

For regional areas, contact the Rural Fire Service:

Phone: 1800 679 737

[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

In an emergency, dial 000 and ask for the Fire Brigade.

### **Liquor & Gaming NSW**

- Fundraising activities at your event
- Competitions
- The sale or supply of alcohol (see also NSW Police Force). A liquor licence is required for all events held in NSW where liquor is to be sold

Phone: 1300 024 720

[www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au)

### **Metropolitan Local Aboriginal Land Council**

- Welcome to Country - where possible, this ceremony should be conducted by Elders, locally recognised Aboriginal community spokespersons or a locally recognised cultural service provider

Phone: (02) 8394 9666

[www.alc.org.au](http://www.alc.org.au)

### **National Parks and Wildlife Service**

- Use of venues and sites within NSW national parks and other reserves, such as nature reserves, regional parks, and state conservation areas administered by the National Parks and Wildlife Service

For example, [North Head](#), located at Manly, provides spectacular panorama of the harbour and Sydney skyline and has proved to be one Sydney's most popular outdoor venues to host a variety of events. [Arabanoo Reserve](#), located at Dobroyd Head, is another good option, offering impressive views over North and South Heads and the Pacific Ocean.

Phone: 1300 072 7757 (1300 PARKS)

[www.nationalparks.nsw.gov.au](http://www.nationalparks.nsw.gov.au)

### **NSW Food Authority**

- Preparation and service of food and beverages at your event

Phone: 1300 552 406

[www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

[Guideline for Food businesses at Temporary Events](#)



### **Northern Beaches Police Area Command (PAC)**

- Control of crowds
- Control of traffic  
(See also Roads & Maritime Services)
- Use of fireworks  
(See also NSW SafeWork NSW)
- Service of alcohol  
(See also Liquor & Gaming NSW.)
- Emergency response plan  
(See also Ambulance NSW, Fire and Rescue NSW/NSW Rural Fire Service)

Phone: (02) 9971 3399

Phone: 131 444

[www.police.nsw.gov.au](http://www.police.nsw.gov.au)

In an emergency, dial 000 and ask for Police.

### **NSW Taxi Council**

- Requesting taxis to take people to and from your event
- Arranging special event taxi ranks and obtaining advice on their set up
- Road closures

Phone: (02) 8339 4644

[www.nswtaxi.org.au](http://www.nswtaxi.org.au)

### **OneMusic Australia**

- Using music at your event, either live or pre-recorded, recording or music video (including from a film)

Phone: 1300 162 162

Email: [hello@onemusic.com.au](mailto:hello@onemusic.com.au)

[www.onemusic.com.au](http://www.onemusic.com.au)

### **Physical Disability Council of NSW (PDCN)**

Contact to discuss:

- Making your event accessible to people with disability (see also ageing, Disability and Home Care, and Disability Council of NSW)

Phone: 1800 688 831 or (02) 9552 1606

[www.pdcnsw.org.au](http://www.pdcnsw.org.au)

### **SafeWork NSW**

- Use of fireworks (see also Fire & Rescue NSW/NSW Rural Fire Service and NSW Police Force)
- Occupational health and safety issues related to staff, volunteers and contractors

Phone: 13 10 50

Email: [contact@safework.nsw.gov.au](mailto:contact@safework.nsw.gov.au)

[www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

### **Transport NSW**

- Any disruption to road users (see also NSW Police Force)
- Application for a Road Occupancy Licence to secure event space where road closures or road access to a venue is required
- How to transport large numbers of people by public transport to and from your event, should you be anticipating a large event, including by bus, train or ferries
- Any planned changes to traffic management, road closures or public transport that could affect your event
- Aquatic events held on all NSW waterways, including Sydney Harbour



northern  
beaches  
council

[northernbeaches.nsw.gov.au](http://northernbeaches.nsw.gov.au)