

Coolamon Shire Council Event Application Kit

Kit 1 Large Event Application



Contact Us

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Holding an Event on Council Owned or Managed Land

Coolamon Shire offers a range of fantastic parks, open spaces and community halls that are available for you to use and enjoy. We actively encourage local and community events to be held on land owned and managed by Council.

This Kit

The purpose of this application kit is to assist event organisers through the various stages, forms and documentation required by Coolamon Shire Council.

Event organisers are encouraged to read through this information before completing the event application. We also encourage event organisers to contact the events team prior to submitting an event application.

The Application Process

1. **Read this information pack** and make sure you understand everything you need to provide. If things are missing when you submit your application, delays could result in your approvals.
2. **Consult:** We strongly advise that you speak with Council staff before starting your application. Council staff will be able to talk you through the required documentation and provide some additional information and helpful hints.
3. **Prepare your documentation:** This kit outlines what you need to complete when preparing an event application. Make sure you provide as much information as possible when completing the required forms.
4. **Lodgement:** The easiest way to complete your application form is to email the completed documentation through. Alternatively you can post or hand deliver.

The ensure Council has adequate time to review your application and/or request further information, the below timing is requested:

- Private and Small Event Application Kits – 2 months before event
- Large Event Application Kits – 4 months before event

Processing your Application

Your application will be assessed and processed once received. Communication will be provided back to event organisers once this process is complete.

Council has a responsibility to ensure that events in streets, parks, garden and halls are properly organised and safely managed. An early application will give Council more time to assist and will give event organisers more time to plan a successful event.

Things to think about when preparing your application

- Event Location
- Dates
- Event Numbers, Lost Children, Crowd Control
- Insurance
- Power
- Sound
- Lighting
- Stage, Marquee or Tent Requirements
- Toilets Facilities
- Food, Alcohol and Water
- Waste Management
- Road Closures
- Parking / Public Transport
- Accessibility
- Security
- Noise
- First Aid
- Signage
- Weather Conditions

Event Application Form

If you are holding an event in the Coolamon Shire please complete an 'Event Application Form'. The application form provides Council with your event details for review and assessment. A number of documents are required to be attached to your application, these include:

- ➔ Event Site Plan
- ➔ Program (outline of activities)
- ➔ Risk Assessment Plan
- ➔ Certificate of Currency Public Liability
- ➔ Notice of Intention to Hold a Public Assembly
- ➔ If applicable - Road Closure Requirements - 'Special Event Transport Management Plan Template' form & Traffic Management Plan

Further information is detailed below on the above forms and documents.

Events may require a one-off Development Application. If your event requires additional Development Consent, a staff member will contact you to advise if this is required.

Event Site Plan and Program

Event organisers are required to provide Council with an event site plan, this is a plan/diagram of the site that details a number of items.

The site plan needs to include the following, if they apply to your event:

- Stage arrangements – layout and location
- Lighting
- Sound, speaker and musician set up
- Location of marquees, tents and stalls
- Location of toilets
- First aid station(s)
- Security information
- Parking arrangements
- Location of attractions and/or amusements
- Positioning of temporary boundaries or fencing (entry/exit points, ticket box)

Your program should list or outline activities planned for the event.

Risk Assessment and Management

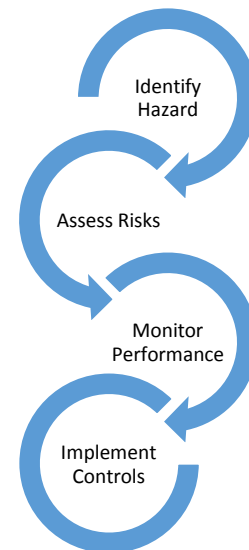
Event safety is very important and a risk assessment is required for all events as part of the application process.

The reasons for providing a risk assessment are:

- Duty of Care to provide a safe place for event staff, volunteers, participants and attendees
- Protecting the event owner and partners
- Protecting the reputation of the event
- Complying with insurance requirements

Some examples of hazards include, holes in the ground, electrical leads, overcrowding, uneven surfaces, alcohol affected behaviour and water hazards. These hazards can be rectified with simple solutions. By identifying potential risks early, you can develop measures that reduce the chance of an accident or emergency.

Basic Process of Risk Management



Certificate of Currency Public Liability

It is mandatory that the event has comprehensive public liability insurance. Managing a public event includes ensuring the safety of event organisers, staff, volunteers and the public.

Please note that your certificate of currency must note that Council is an interested party.

Council's public liability insurance cannot be extended to cover external groups or businesses, therefore your organisation will need to produce a Public Liability Certificate of Currency. The event will not be permitted to commence without this in place and provided to Council.

If other organisations are participating in the event, it is important to ensure they also have appropriate public liability and copies are provided to Council (For example, if your event has food and market stalls attending you will be required to obtain insurance documentation).

If your organisation or community group does not have public liability and you are unable to obtain, you might want to consider collaborating with another community group that has insurance.

Notice of Intention to Hold a Public Assembly

Holding a public event requires informing the Commissioner of Police. This requirement falls under the *Summary Offences Act 1988*, Section 23. This form is provided to Council and on forwarded to Commissioner of Police.

Road Closure Requirements

If your event has the potential to impact traffic (vehicle or pedestrian) you are required to submit traffic management documentation.

A Traffic Management Plan outlines any proposed changes or impact on existing traffic conditions.

The closure or part closure of any of the Shire's roads will require the submission of a 'Special Event Transport Management Plan Template' form for sign-off by Council and the local Police.

The submission of a Traffic Management Plan will be required for all events that effect traffic.

Traffic Management Plans must be prepared by persons with current accreditation and will require review and acceptance by Council before a road closure and the Event Application can be considered.

Event organisers are required to complete and provide:

- Road Closure Form - 'Special Event Transport Management Plan Template' form
- Traffic Management Plan

Development Application Requirements

A Development Application (DA) is a formal request for permission to carry out proposed development, including the use of premises.

Holding an event may require the lodgement of a development application to Council. Some events are exempt from development which is determined under the *State Environmental Planning Policy 2008 (Exempt and Complying)*.

If your event requires additional Development Consent, a staff member will contact you to advice if this is required. If you would like to discuss the DA process, please contact Council's Planning and Development Team.

Information regarding the State Environmental Planning Policy can be found here - http://www5.austlii.edu.au/au/legis/nsw/consol_r eg/seppacdc2008721/

Other Information

Noise

Noise at events can be higher than normal. Factors contributing to noise levels can include music, large crowds, vehicles and generators. Remember to factor in the likelihood of high noise levels and manage them to minimise the effect on neighbouring residents. Noise pollution is a source of many complaints to authorities in communities.

Security

Event security may be required. The circumstances under which you may need security include ticketed entry, alcohol service, valuable goods, equipment or vehicles on site.

Food Stalls

To ensure the operation of food stalls are carried out according to adequate Health and Safety requirements, Council's Safe Food Handling Policy should be referenced.

Inspection of food stalls may be required by Council. Please contact Council's Planning and Environmental Services section to discuss further.

Event organisers and food stalls are to be made aware of Council's Safe food handling policy. It is the responsibility of event organisers to pass this information onto stall holders.

Alcohol

If you are intending to serve or supply alcohol at your event, visit the below websites for information regarding issues that may affect the service of alcohol and approval requirements.

- www.olgr.nsw.gov.au/liquor_license_apps.asp
- www.onegov.nsw.gov.au/new/categories/liquor-gaming

Promoting your Event

There are a number of methods and channels to market and promote your event. Your research into your markets should help you decide how best to reach attendees. These can include media releases, partnerships, mailing lists, website, social media, word of mouth, TV, radio and print advertising.

Parking

Parking needs to be carefully managed. Take into account the number of cars your event may attract, the lighting in the parking area if the event is after dark, clear marked signage and traffic controllers.

Accessibility

Assess your venue for accessibility. Event attendees with disabilities need to be able to enter the venue and use all amenities.

Event Evaluation

It's important to evaluate your event, reviewing your event will enable future improvements and growth. Ways to evaluate your event can include a survey, meetings with major partners and word of mouth.

Required Documentation - Checklist

- Event Application Form
- Event Site Plan
- Program (outline of activities)
- Risk Assessment
- Certificate of Currency Public Liability
- Notice of Intention to Hold a Public Assembly

Road Closure:

- Special Event Transport Management Plan Template' form
- Traffic Management Plan

Fees and Charges

There is no fee to lodge your event application. Your event may incur a fee if you are required to complete any of the below:

- Development Application Consent
- Road Closures
- Use of Council Staff or Equipment
- Hire of particular buildings

Event organisers will be notified of any fees and charges after you lodge your event application.

Templates and Documents

A number of templates and documents are attached within this kit. If you have any questions or require additional information please contact the events team. Individual documents are listed on www.visitcoolamonshire.com.au.

Contact Us

Events Team

Tourism and Business Development Officer
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Community Development Officer
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jinch@coolamon.nsw.gov.au

Coolamon Shire Council

02 6930 1800
council@coolamon.nsw.gov.au

Event Application Form

Any event on Council owned or managed land must complete this form. Coolamon Shire Council is committed to working with organisations and community groups to hold successful events.

Applicant Details

Name			
Organisation or Community Group			
Address			
Phone		Mobile	
Email			
Website			
Facebook		Instagram	

Event Details

Event Name			
Location / Venue			
Date (s)			
Start Time		Finish Time	
Set-up Time		Pack-up Time	
Expected attendance numbers			
Wet weather plan			
Describe your event			
Is the event being held on Council owned or managed land? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will there be a fee or charge to attend the event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the event likely to be an ongoing event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will your event be open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you require the use of Council services or equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate these below: (Example: Bins, lighting, traffic controllers, equipment) Please not fees may apply.			

Insurance

It is mandatory for all event organisers to complete and submit insurance documentation. Copies of the Certificate of Currency for the organisation or community groups insurance covering the event dates are required. Your certificate of currency must note Council as an interested party and should be at a minimum of \$20 million.

Does your event have public liability insurance? Yes No

Insurances must be provided from every person/persons who will be providing a service at your event. (eg: market stalls, food vendors, performers).

Risk Assessment

It is mandatory for all event organisers to complete and submit and risk assessment. Event safety is very important and a risk assessment is required for all events as part of the application process.

Attached Risk Assessment Yes No

Event Specifics

Please indicate if any of the following are relevant to your event:

- 1 Fireworks
- 2 Amusements (eg: Jumping castles, petting zoo)
- 3 Consumption of alcohol
- 4 Food and drinks
- 5 Temporary structures
- 6 Market stalls
- 7 Bands, musicians or performers
- 8 Traffic disruption or road closures
- 9 Banners

Please note that third parties involved must have public liability.

1 Fireworks

Fireworks require approval from Service NSW as a single event approval. Please visit <https://www.service.nsw.gov.au/transaction/apply-fireworks-single-use-licence>

Name of pyrotechnic company	
-----------------------------	--

Location of fireworks	
-----------------------	--

Attach copies of	<input type="checkbox"/> Insurance <input type="checkbox"/> Risk Assessment from company
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Has approval been obtained from Service NSW for use of Fireworks? Yes No
(Please provide a copy of this approval).

If unable to attach to this application, indicate when they will be available:

2 Amusements

List amusements	
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Copies of public liability and insurance documents are to be provided before the event date.

Please note approval under Section 68 of the Local Government Act 1993 is required for certain devices. Please contact Council to discuss further and gain approval.

3 Alcohol

Which option applies to your event? BYO Sold Supplied

What type of liquor licence have you applied for?

Has an application been lodged? Yes No

Detail how you will enforce responsible service of alcohol

4 Food and Drinks (non-alcoholic)

Please provide details on the type of food and drinks being provided

List food and drink providers

All stall holders have provided a copy of their certificate of currency? Yes No

Copies of public liability and insurance documents are to be provided before the event date.

Council's Safe Food Handling Policy is to be provided to food and drink stall holders. This is the responsibility of event organisers.

5 Temporary Structures

Please provide details of all temporary structures that will be used at your event. (eg: Maruquees, tents, stages)

6 Market Stalls

Please provide details on the type of markets being provided

List market stalls

Copies of public liability and insurance documents are to be provided before the event date.

All market stalls have provided a copy of their certificate of currency? Yes No

7 Bands, musicians or performers

Please provide details on the type of markets being provided

List bands, musicians or performers

All bands, musicians and performers have provided a copy of their certificate of currency? Yes No

Copies of public liability and insurance documents are to be provided before the event date.	
8 Traffic disruption / Road closures	
Does your event disrupt or impact traffic? Either traffic or pedestrian. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your event require a road closure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to the above, Submission of a 'Special Event Transport Management Plan Template' form and a Traffic Control Plan (TCP) will be required.	
Traffic Control Plan	
Do you require Council to develop Traffic Control Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you provide your own Traffic Control Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No (Traffic Plans must be prepared by person with current accreditation).	
Traffic Control	
Do you require Council to provide traffic control as per the Traffic Control Plan and accept the responsibility of associated costs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you arrange qualified personnel other than Council to provide Traffic Control? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note. If Council is required to develop and complete your Traffic Control Plan, a fee will be charged (as per Council's fees and charges). Please complete 'Request for Plant Hire / Carry Out Private Contract Work' Form if required.	
9 Banners	
Are you seeking permission to erect banners on Council poles and/or property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe banner and proposed location	

Required Documentation

Kit 1 - Large Event Application	Kit 2 - Small Event Application	Kit 3 - Private Event Application
<input type="checkbox"/> Event Application Form (this form) <input type="checkbox"/> Event Site Plan <input type="checkbox"/> Program <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Certificate of Currency Public Liability <input type="checkbox"/> Notice of Intention to Hold a Public Assembly Road Closure: (If applicable) <input type="checkbox"/> Special Event Transport Management Plan Template <input type="checkbox"/> Traffic Management Plan	<input type="checkbox"/> Event Application Form (this form) <input type="checkbox"/> Event Site Plan <input type="checkbox"/> Program <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Certificate of Currency Public Liability	<input type="checkbox"/> Event Application Form (this form) <input type="checkbox"/> Risk Assessment

Signature

Event Organiser			
Name (Print)		Date	
Signed			

Contact Us

Tourism and Business Development Officer Laura Higgins 02 6930 1831 lhiggins@coolamon.nsw.gov.au hello@visitcoolamonshire.com.au	Community Development Officer Jessica Inch 02 6930 1840 jinch@coolamon.nsw.gov.au	Coolamon Shire Council 02 6930 1800 council@coolamon.nsw.gov.au
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Event Risk Assessment

It is mandatory for all event organisers to complete and submit and risk assessment with event applications. If inspection reveals that use of the facility will not be safe, do not proceed until action is taken that assures the risk has been eliminated.

Event Name		Event Location	
Assessment completed by		Event Coordinator	
Signature		Reviewed by	
		Review date	

Please refer to the next page for details regarding Likelihood, Consequence and Rating.

Event Activity <i>Activity or task involved in event</i>	Hazards/Issues <i>What could go wrong</i>	Controls to be implemented	Person allocated responsibility	Likelihood	Consequence	Rating

Likelihood

Likelihood	Category	Description
Almost Certain	A	The hazard/issue is expected to occur in most circumstances
Likely	B	The hazard/issue will probably occur in most circumstances
Possible	C	The hazard/issue should occur at some time
Unlikely	D	The hazard/issue could occur at some time
Rare	E	The hazard/issue may occur only in exceptional circumstances

Consequence

Consequence	Category	Example detail Description
Catastrophic	5	<ul style="list-style-type: none"> Irreversible damage Catastrophic financial loss Single Death/ multiple long term or critical injuries National and International Concern / exposure
Major	4	<ul style="list-style-type: none"> Harm requiring restorative work Major financial loss Single minor disablement/ multiple temporary disablement State wide Concern / exposure
Moderate	3	<ul style="list-style-type: none"> Temporary, recoverable service failure Residual pollution requiring cleanup work High financial loss Injury / medical treatment required Local community concern
Minor	2	<ul style="list-style-type: none"> Brief service interruption Remote, temporary pollution Medium financial loss Minor First Aid Customer complaint
Insignificant	1	<ul style="list-style-type: none"> Low financial loss Basic First Aid Resolved in day-to-day management

Rating

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	Medium	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	Medium

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

.....persons which will assemble
Number

at
Place

at approximateam/pm
Time

and disperse at approximatelyam/pm
Time

or

(b) a public assembly, being a procession of approximately
Number

persons which will assemble at
Place

at approximatelyam/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

Special Event Resources**Special Event Transport Management Plan Template**

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

1 EVENT DETAILS**1.1 Event Summary**

Event Name

Event Location

Event Date Event Start Time Event Finish Time

Event Setup Start Time Event Packdown Finish Time

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

1.2 Contact Names

Event Organiser (*)

Phone Fax Mobile

Email

Event Management Company (if applicable)

Phone Fax Mobile

Email

Police

Phone Fax Mobile

Email

Council

Phone Fax Mobile

Email

Roads & Traffic Authority (if class 1)

Phone Fax Mobile

Email

** Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out*

1.3 Brief Description of the Event (one paragraph)

2 RISK MANAGEMENT - TRAFFIC

C L A S S 1	C L A S S 2	C L A S S 3	2.1 Occupational Health & Safety - Traffic Control
			<input type="checkbox"/> Risk Assessment Plan (or plans) attached
			2.2 Public Liability Insurance
			<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached
			2.3 Police
			<input type="checkbox"/> Police written approval obtained
			2.4 Fire Brigades and Ambulance
			<input type="checkbox"/> Fire Brigades Notified
			<input type="checkbox"/> Ambulances Notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

C L A S S 1	C L A S S 2	C L A S S 3	3.1 The Route or Location
			<input type="checkbox"/> Map Attached
			3.2 Parking
			<input type="checkbox"/> Parking organised - details attached
			<input type="checkbox"/> Parking organised - details attached
			3.3 Construction, Traffic Calming and Traffic Generating Developments
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices, or traffic generating developments attached
			<input type="checkbox"/> There are no construction activities, traffic calming devices, or traffic generating developments at the location/route or on the detour routes
			3.4 Trusts, Authorities and Government Enterprises
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			3.5 Impact on/of Public Transport
		<input type="checkbox"/> Public Transport Plans created - details attached	
		<input type="checkbox"/> Public Transport not impacted or will not impact event	
		3.6 Reopening Road after Moving Events	
		<input type="checkbox"/> This is a moving event - details attached	
		<input type="checkbox"/> This is a non moving event	
		3.7 Traffic Management Requirements Unique to this Event	
		<input type="checkbox"/> Description of unique traffic management requirements attached	
		<input type="checkbox"/> There are no unique requirements for this event	
		3.8 Contingency Plans	
		<input type="checkbox"/> Contingency Plans attached	

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3.9 Heavy Vehicle Impacts

- Impacts heavy vehicles - RMS to Manage
- Does not impact heavy vehicles

3.10 Special Event Clearways

- Special event clearways required - RMS to Manage
- Special Event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

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4.1 Access for local residents, businesses, hospitals and emergency vehicles

- Plans to minimise impact on non-event community attached
- This event does not impact the non event community either on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3 Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- This event does not required special event warning signs

4.4 Permanent Variable Message Signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), or Local Government

i declare that the details in this application are true and complete. I understand that:

- * The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document
- * I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993
- * Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding
- * The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information"
- * The "personal information" held by the police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event
- * The person to whom the "personal information" relates has a right to access or correct in accordance with the provisions of the relevant privacy legislation

6 APPROVAL

TMP Approved by: _____ Event Organiser Date _____

7 AUTHORISATION TO * REGULATE TRAFFIC

Councils traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP

Regulation of traffic authorised by _____ Council Date _____

The RMS's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP

Regulation of traffic authorised by _____ RMS Date _____

* *"Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person*

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertisement Transport Management Arrangements	Liability Insurance	Special Event Heavy Vehicle Delays	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<p>A Class 1 event:</p> <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the events traffic aspects to a wide audience. 	<p>A Class 1 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. 	<p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for organising and/or attending the event and not for the benefit of the public at large.</p>	<p>Charges apply where:</p> <p>It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.</p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Marginal costs apply where services above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rental: refer to RTA.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>	
2	<p>A Class 2 event:</p> <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the events traffic aspects to the local community. 	<p>A Class 2 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route of a highway a motor rally on local country roads. 	<p>Minimum 3 months for vehicle TAGSS.</p>	<p>Charges apply where:</p> <p>It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rental: refer to Council</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>			
3	<p>A Class 3 event:</p> <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. 	<p>A Class 3 event, depending on Local Council policy, may:</p> <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, involve the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. 	<p>Minimum 6 weeks</p>	<p>Charges apply where:</p> <p>It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rental: refer to Council</p>	<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.</p>	<p>Required. Refer to TMP.</p>	<p>Recommended</p>				
4	<p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event. does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	<p>A Class 4 event may:</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LAOCs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. 	<p>Minimum 1 month</p>	<p>Charges apply where:</p> <p>It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rental: refer to Council</p>	<p>Required if User Pays policy in force. Police named on policy. Certificate of currency required.</p>	<p>Recommended</p>								