

D.8: TEMPORARY EVENTS

8.1 INTRODUCTION

Major events referred to in this section are typically one-off temporary entertainment events attracting a large number of people (e.g. concerts and music festivals). These events are characterised by increased vehicle and pedestrian traffic, increased parking demand and noise levels. Catering for a large number of people requires provision of adequate toilets, recycling and waste management, security, food facilities and much more. Additional facilities are often required to complement existing facilities.

Organising a major event is a complex task and it is strongly recommended that the services of a professional event organiser be employed. The NSW Festivals and Events Association (phone / fax: 9269-0337) email: nswfea@ozemail.com.au, may be able to assist with referrals or other information.

This Chapter does not require the lodgement of development applications for regular use of approved entertainment venues. In most instances the policy will apply to the use of existing indoor or outdoor facilities where the approved use of the premises is not primarily for public entertainment purposes. A common example of an event requiring development consent is an outdoor music concert at a vineyard.

8.1.1 Application

This Chapter applies to all land to which this DCP applies.

8.1.2 Purpose

To provide guidelines for the appropriate planning assessment, location and management of temporary events.

8.1.3 Aims and objectives

Aim:

- to provide guidelines and information on the major requirements in order for the events to be professionally run in suitable locations which are safe for participants and spectators and do not unduly impact on the neighbouring properties or environment.

Objectives:

- to provide applicants with adequate information to submit a detailed submission with a development application;
- to provide guidelines to provide best practice for the appropriate location and management of events;
- to maximise public health and safety; and
- to ensure that an unacceptable impact does not occur to the community or to the local environment.

8.2 WHAT APPROVALS ARE REQUIRED

Temporary events are a form of 'development' and as such require a development application to be submitted in accordance with the *Environmental Planning & Assessment Act, 1979*, and Cessnock Local Environmental Plan (CLEP), Clause 2.6B – Temporary use of land.

The focus of this Chapter is on major temporary events (ie. where the number of participants and spectators is or is expected to exceed 500 people). In most instances this Chapter will apply to the use of existing indoor / outdoor facilities and land where the existing approved use of the premises is not primarily or ancillary to the proposed temporary event use. A common example of an event requiring Temporary Development Consent is a music concert at a vineyard.

Minor events, where the number of participants and spectators is less than 500 people, generally do not require development consent.

Minor events held on Environmentally Sensitive Land is categorised as exempt development under the Cessnock Local Environmental Plan (CLEP).

Whilst minor events do not require development consent, under certain situations other forms of approval from Council may still be required. For example, if a temporary road closure or activity on a public road is proposed or if an event on Council land is proposed (wedding, fun day, etc). Flow Charts A & B outline the approval process for minor events with or without a temporary road closure.

Events that do not require development consent shall still conform to all relevant Council or legislative requirements (eg. the sale of food must comply with the Food Act and Food Safety Standards).

Division 5, Subdivision 5: Amusement devices of the *Local Government (General) Regulation, 2005* details devices that have standards to be met, which may be applicable to a proposed temporary event. Approval for temporary road closures is also legislated under Section 116 of the *Roads Act, 1993*.

The relevant forms can be obtained from Council. Consent from the landowner shall be obtained and Schedule 1, shows an example of a Site Plan.

8.3 MATTERS TO CONSIDER IN PREPARING AN APPLICATION

8.3.1 Preparation Time

It is important to plan for a temporary event well in advance so that there is sufficient time for the application to be adequately processed.

An application should be lodged with Council at least three (3) months before the event is due. Council requires this time period as the application is required to be publicly notified and (for more major events) advertised (as per *Part B: General Information, Chapter 2: Public Notification and Advertising*) and any submissions considered. Some applications may need full Council approval and would be submitted to a fortnightly meeting. Other permits are also often required, such as the R.T.A., Police, and WorkCover Authority.

The application should have as much information as possible about the event. A well detailed initial application will assist in a timely assessment.

8.3.2 Consultation with Key Stakeholders

It is essential that events are developed and reviewed in consultation with identified key stakeholders.

Stakeholders need to be identified for the event well in advance in order to allow sufficient time for organisations to provide advice and process applications.

Stakeholders include: Council; Police; Roads and Traffic Authority; and Emergency Services. Other groups which could be considered stakeholders include: security personnel; bus companies; taxi; and hire car companies, and, advanced notice of upcoming events will allow for adequate staffing. Other key people who may be affected by the event, either positively or negatively (e.g. adjoining property owners and occupiers) will appreciate contact with event organisers during the initial planning stages of the event.

It is recommended for inaugural major temporary events that the Event Co-Ordinator or applicant consult with Council's Development Assessment Panel (DAP) prior to the submission of a formal application. An Information Brochure and Consultation Form can be obtained from Council offices or downloaded from Council's website at www.cessnock.nsw.gov.au – go to 'Council Services', then to 'Forms and Guides', then to 'Development Application Forms', then to 'Pre DA Consultation Service Application'.

Depending on the scale and complexity of the proposed Temporary Event, Council may as a condition of consent, request a follow-up debriefing session at the conclusion of a Major Temporary Event.

8.3.3 Selection of a Venue

The selection and design of the venue will have a significant impact on all components of event planning and on the overall safety and success of the event. In the selection of a venue the following should be considered:

- services and facilities available on site;
- movement of people within the site;
- crowd control;
- access to and egress from the site for participants and spectators;
- access to site for emergency services vehicles;
- hazards in and around the area;
- potential impact on the environment (eg. noise);
- traffic flows / parking;
- availability of public transport;
- wet weather impact;
- provision for disabled people;
- agreement by key stakeholders on selection of site / venue.

8.3.4 Police Service Approvals

The role of the NSW Police Service is to protect life and property. The Event Co-Ordinator should contact the Local Police Commander as early as possible in the planning process of a major event. The provision of Police resources is subject to charges where 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.

The Event Co-Ordinator will need to make contact with the Local Area Traffic Supervisor. The Event Co-Ordinator will also need to apply to conduct the event (public assembly) under the *Summary Offences Act, 1988* by completing a 'Notice of Intention to Hold a Public Assembly'.

It is recommended that the Event Co-Ordinator contact Police at the Police Station closest to the proposed venue site as early as possible in the planning process to discuss details of the event. The Event Co-Ordinator should also provide the local police station with a copy of the Council approval and conditions for the event.

Early discussions with the Police about the proposed event can help identify and minimise potential problems.

8.3.5 Roads and Traffic Authority

The Roads and Traffic Authority (RTA) approval is necessary where an event is held on a State Road, in an area that affects state roads or on a road that provides access to a state road.

For major events requiring RTA approval a Traffic Management Plan would need to be prepared by the Event Co-Ordinator in conjunction with the RTA or Council's Transportation and Roads Safety Section. The RTA have a Traffic Management Plan Template which is in the document 'Traffic Management for Special Events' available on the web site www.rta.nsw.gov.au.

Note: There is no formal RTA involvement with events conducted on a local road. However, Council's Traffic Committee requires completion of a Traffic Management Plan for their consideration prior to final approval by Council determination.

8.3.6 Workcover Authority

Event Co-Ordinator's should give consideration to any undue risk to event participants, employees, volunteers, traffic marshals and spectators may experience during the course of an event. Consideration should be given to:-

- traffic control systems that ensure the health and safety of persons;
- appropriate safety equipment and clothing such as reflective jackets;
- adequate refreshment / toilet facilities;
- protection from excessive exposure to sunlight, heat, dust and noise;
- fireworks see 8.6.11 for additional detail; and
- 'Event Name' registration necessary to protect 'your' ownership of 'your' event.

For further information contact the WorkCover Information Centre Ph: 131-050 or contact WorkCover's web site at www.workcover.nsw.gov.au.

8.4 PLANNING FOR THE EVENT

8.4.1 Event Promotion

Event promotion can set the expected tone of the event. A clear and well sequenced promotion and media strategy can significantly influence the expectations of participants and spectators.

Pre-event messages should clarify the focus of the event, any restrictions on the provision of alcohol, availability of food, entertainment and transport.

Note: Applicants and Event Co-Ordinators promoting or advertising the event before receiving a written consent from Council or other authorities, do so at their own risk.

8.4.2 Event Ticketing

The ticketing process is particularly important as it enables an accurate method to predict attendance numbers and therefore a more managed approach to crowd control and provision of facilities.

Tickets are also an important means to disseminate quality information to participants. A separate brochure could also be distributed with the tickets.

Brochure information could include: maps; restrictions on alcohol consumption (ie. no BYO); transport arrangements; food provisions; gate opening and closing times; and personal health and safety warnings (e.g. drinking water, sunscreen and hats).

8.5 DETERMINATION OF APPLICATION

8.5.1 Issues raised during public participation process

Should neighbours or residents raise any substantial concerns in regard to the event during the public participation process, Council's Officers will notify the Event Co-Ordinator or applicant to discuss and determine a resolution to issues raised.

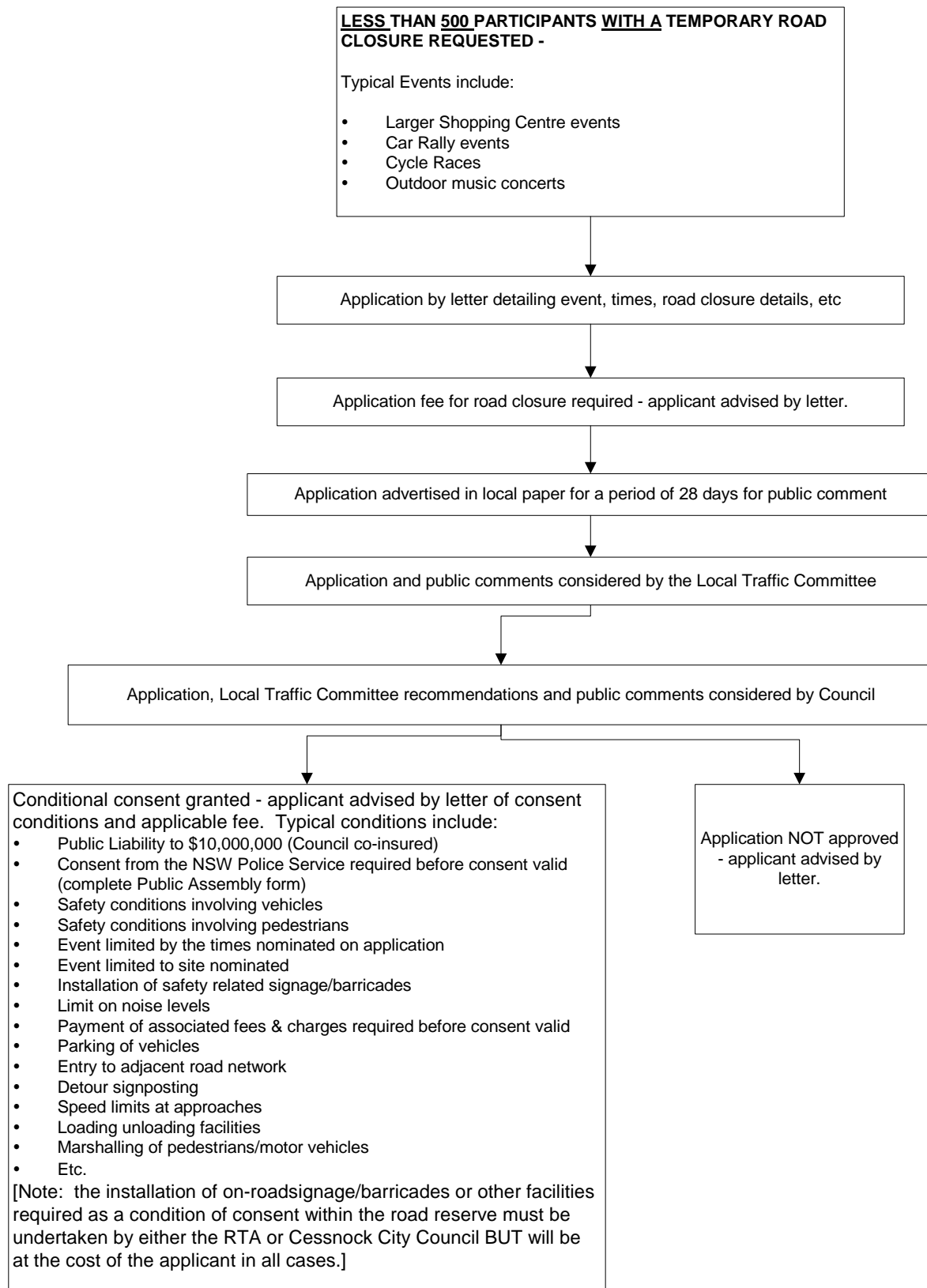
8.5.2 Conditions of Approval

Generally an approval granted for a particular event is subject to a number of conditions. Council is likely to impose conditions relating to parking, traffic, waste disposal, security, food facilities and toilet facilities. The conditions will vary depending on the nature of the event.

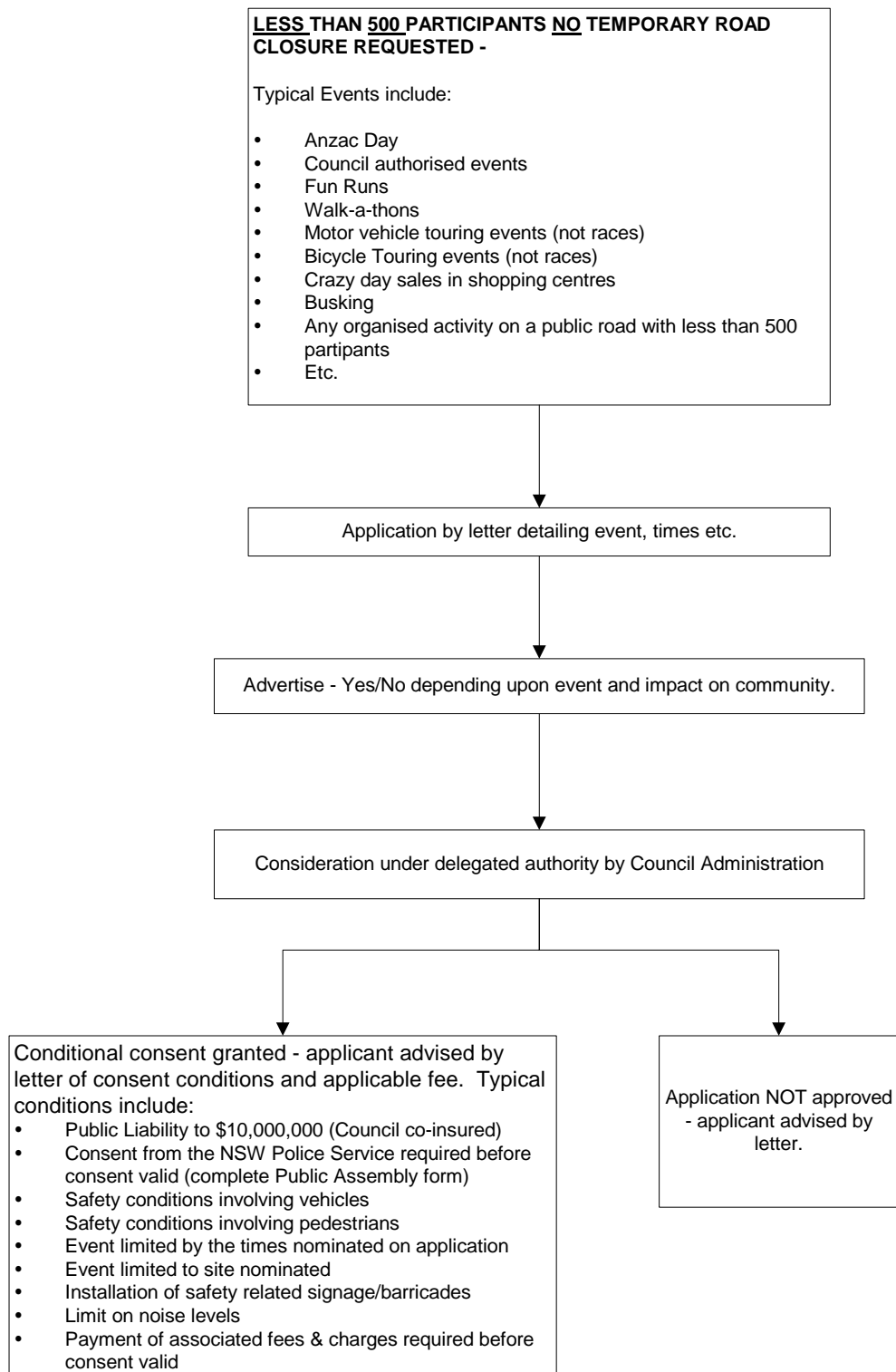
8.5.3 Duration of Approval

A Temporary Event application will seek permission to conduct a particular event upon particular dates. The duration of any such approval will be restricted to those dates. A temporary event consent relates specifically to one year. However, with written justification the applicant can request an extended consent for consideration.

MINOR EVENTS WITH A TEMPORARY ROAD CLOSURE FLOW CHART (A)



MINOR EVENTS AND NO ROAD CLOSURE FLOW CHART (B)



8.6 PERFORMANCE STANDARDS

Council's booklet on Temporary Events includes the relevant Development Application form and a comprehensive list of submission requirements website (www.cessnock.nsw.gov.au) provides an application form and guide with regard to temporary events. Go to > 'Online', then to 'Application Forms', then to 'Building and Development Forms', then to 'Temporary Event Application Form'. Note, use of the Development Application Guides portal will allow access to the 'Temporary Event Guidelines' general guide.

In addition, the following matters shall be considered and addressed.

8.6.1 Hours of operation

As a general rule, minor and major events shall not commence prior to 8.00am or continue after 11.00pm. Variation to these hours may be permitted in special circumstances (eg. New Year's Eve).

8.6.2 Noise

Performance Objective

Ensure the enjoyment of neighbouring properties is not unduly affected by noise associated with the event.

Noise from amplified music, motors, refrigeration equipment, generators and participants can significantly reduce the enjoyment of local residents and businesses.

The noise level (L10)* from the entertainment (measured for a period of not less than 30 minutes) shall not exceed the normal background noise level (L90)** for the area, by more than 5dB(A)*** when measured at the nearest residential boundary.

Sound amplification equipment used during the event shall be installed and maintained to minimise the noise impact on any residential premises or businesses.

The applicant shall ensure that in the case of a music concert the stage and main speakers face away from any residences and all main speakers are directed downwards, if there are any potentially affected properties / residences nearby.

Should the event venue be what Council deems to be near a 'noise sensitive' area, the applicant may be required to engage an accredited acoustic consultant to measure the area during the event.

If during the event the emission of noise is considered offensive, the Police or Council Officers may issue a Noise Abatement Direction.

* L10 The noise level which is exceeded for 10 per cent of the time.

** L90 The level exceeded for 90% of the time, often referred to as the "background" noise level.

*** dB(A) Noise level measurement units are decibels (dB). The 'A' weighting scale is used to describe human response to noise.

8.6.3 Traffic Management

Performance Objective

Ensure the safe movement of people and vehicles.

Traffic Management Plan (TMP)

A Traffic Management Plan (TMP) shall be prepared for all major events. The TMP can be as simple or as complex as the event requires. The TMP provides detailed description of the various traffic management elements needed to make the event a success.

The Roads and Traffic Authority (RTA) have a Traffic Management Plan Template which is contained in the document 'Traffic Management for Special Events' which is available electronically on www.rta.nsw.gov.au. Not all of the components listed below are mandatory but are issues to consider in preparing a TMP.

- | | | | |
|-----|-------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Proposed route | - | easy safe access to site.
no traffic delay for payment into event.
access to other facilities may be blocked.
additional road signage. |
| (b) | Traffic Control Plan | - | this plan details how the route is to be protected with signs barriers cones etc., shall conform to the RTA Traffic Control at Worksites Manual. Demonstrate areas where temporary bunting or bollards are to be installed (i.e. along roadside, in the road reserve etc.,) to prevent parking and stopping (subject to approval). |
| (c) | Contingency Plan | - | for wet weather?
greater than anticipated attendance?
accident? |
| (d) | Advertise Traffic Changes | - | For a minimum period of seven (7) days prior to the event. |
| (e) | Volunteers, Traffic Marshalls | - | detail location of traffic marshalls and traffic controllers (eg. at temporary pedestrian road crossing location).
Note: – traffic controllers directing traffic or managing traffic on a public road shall be suitably qualified (eg. RTA Accredited Traffic Controllers Certificate). |
| (f) | Transport | - | promoting public transport or group private transport (eg. coach or vehicle sharing.). |
| (g) | Access for local residents and for Emergency Vehicles & local residents | - | must be maintained at all times. |
| (h) | Parking | - | easy, safe access, set out in accordance with AS1742.11. |

- (i) Heavy vehicle alternate route - for arrival and departure of coaches and equipment trucks.
- (j) Special Conditions.
- (k) Pedestrian access and safety.
- (l) Loading zones.

If a temporary road closure or activity on the street is proposed then a letter requesting the road closure and or street activity shall be submitted to Council and relevant fees paid in accordance with Council's 'Fees and Charges Plan', in addition to the Temporary Event Development Application. The letter shall be submitted to Council at least three (3) months prior to the event to allow sufficient time for assessment and referral (where necessary) to Council's Traffic Transport & Road Safety Manager, the Local Traffic Committee, the Council and public advertisement.

Assessment, referral and determination of the application will depend on the timing and nature of the activity and the road closure details. Events that include a temporary road closure shall under the *Roads Act 1993* be approved by Council. This would require Council staff submitting a report to the Council fortnightly meeting for consideration.

8.6.4 Parking

Performance Objective

Provide adequate and safe parking.

Where possible, the temporary event shall have on-site parking provided to reduce demand in nearby streets and roads. Off-site parking areas where necessary shall be suitably located ensuring the safety of participants and spectators on arrival and departure from the site. On-street / roadside parking is generally not acceptable in the Vineyard district. However, each application and site will be individually assessed on adequacy and safety merits.

Traffic Marshalls in safety apparel are required in the parking areas and at the entrance and exit locations to ensure safe and efficient parking and movement of vehicles and safety of participants.

An area is to be identified for bus parking and set down for bus passengers, which is away from the traffic stream, is safe and minimises queuing.

As a minimum, the carparking areas are to be set out with star picket posts with caps and durable tape. The parking areas generally laid out in accordance with AS2890.1-2004 *Parking Facilities Part 1: Off-street car parking*. Durable and adequate signage shall be in positions to assist participants and spectators to park, enter and exit in an orderly manner.

An area of parking in the closest proximity to the venue should be set aside for disabled parking and appropriately reserved by temporary signage.

8.6.5 Emergency Procedures

Performance Objective

Make reasonable provisions to cater for emergency situations.

Consideration shall be given to what procedures would need to be implemented in the case of an emergency at an event. Emergency concerns of the event shall be examined in terms of 'what could happen?' and 'what if ?' in the context that different events have different requirements.

In particular, permanent access for emergency vehicles to and from the premises shall be provided.

Emergency Services including local Police, Fire, Ambulance and Bushfire Services shall be advised of the event no less than 24 hours prior to the event. The Event Coordinator should also ensure that appropriate staff have the local emergency service providers phone numbers handy in case of an emergency.

Emergency procedures shall include consideration of people with disabilities who may have special needs and the actions of potentially intoxicated people.

All staff, in particular security staff shall be familiar with emergency procedures.

8.6.6 Disabled Access

Performance Objective

Make reasonable provision for access and circulation by people with disabilities.

An increasing proportion of our population is facing problems due to disabilities. Australian population surveys have shown that around 13% of people have disabilities with some 9% having a handicap of some kind.

The Commonwealth *Disability Discrimination Act, 1992* makes it an offence to discriminate against persons with disabilities in relation to access to or use of premises.

The Temporary Event development application shall demonstrate consideration of the needs of people with disabilities attending the event. The following issues are to be addressed:-

- appropriate and easily accessible parking areas;
- easily identified and accessible seating and / or viewing areas;
- reasonable unobstructed paths of travel; and
- disabled toilet facilities.

Documented provisions detailing disabled access and facilities requirements are provided in the Australian Standards AS1428 *Design for Access and Mobility*. The Commonwealth Human Rights and Equal Opportunity Commission has detailed guidelines on compliance with the *Disability Discrimination Act, 1992*. (see *Part C: .General Guidelines, Chapter 6: Access & Mobility*, for any additional information).

8.6.7 Lighting

Performance Objective

Ensure that an adequate level of lighting is provided to enable the safe movement of people in, around and out of the site.

Lighting can be used to control crowd movement. As many concerts are performed with only stage lighting, access to facilities (ie. toilets, food and drink outlets etc.) need to be adequately lit to enable safe access.

Location and direction of existing and additional lighting shall be considered with consideration of minimising impact on the:

- nearby residents and businesses; and.
- adjoining roads causing a traffic hazard.

Use of the site plan will assist in determining dark and isolated areas which could raise possible safety concerns for participants and spectators.

The participants and spectators safety shall be considered when determining locations for power extension leads.

Indoor entertainment venues shall also provide a safe and comfortable environment, (see Australian Standard AS1680 for additional detail). All rooms that may be occupied by the public, corridors, internal stairways and other circulation spaces and paths of exit shall be properly lit. It should also be noted that Council has an 'Outdoor Lighting Code' which may be relevant for some outside major events.

8.6.8 Toilet Facilities

Performance Objective

To provide adequate, clean facilities for the duration of the event.

Details of existing and additional toilet facilities are to be provided with the development application. The number of toilets required is determined by the maximum number of people likely to be attending the event and the type of event.

In non-sewered locations, measures need to be taken to avoid excessive hydraulic loads being placed on the existing effluent disposal system. For example, access to the existing toilet facilities should be restricted to staff and disabled persons use only and signposted accordingly.

At an event where alcohol is permissible the number of toilets to people ratio is 1:75. All other events a ratio of 1:150 is permissible.

As the nature and type of events vary considerably (ie. some events may attract more male patrons than female and vice versa) the Event Co-Ordinator will determine the male v's female toilet numbers. Concessions are also made for the provision of urinals.

The following issues are to be considered when installing and managing temporary toilet facilities:

- (a) supplied and serviced (if required) by a hiring contractor;
- (b) removed immediately after the event;
- (c) provided with adequate lighting and suitably signposted;
- (d) secured to avoid tipping;
- (e) hand washing facilities with soap and paper towels to be provided in or immediately near the toilets;
- (f) events longer than four (4) hours duration, toilets to be periodically cleaned and resupplied with toilet paper;
- (g) disabled toilet facilities to be provided in a suitably accessible location; and
- (h) highly visible directional signposting located in appropriate locations (ie. at the entrance, near food / drink outlets).

8.6.9 Alcohol

Performance Objective

Ensure the legal service and consumption of alcohol whilst minimising any harm connected with the consumption of alcohol.

If it is proposed to serve alcohol at an event then the licence requirements pertaining to the venue or event shall be complied with.

For further information and detail about on-licence (function) licence, or about hoteliers supplying liquor away from their licensed premises, contact the Licensing Court of NSW – Court Registry (02) 9995-0894. Other information in regard to Liquor Licenses and Registered Clubs can be obtained from the NSW Office of Liquor, Gaming and Racing (02) 9995-0300.

The following issues shall be considered when providing alcohol at an event:

- Glass washing / disposal v's disposable receptacle;
- To prevent dehydration and over consumption of alcohol, make available tap water or alternatively sell bottled water;
- Ensure staff serving alcohol have attended the 'Responsible Service of Alcohol' training program;
- No service of alcohol to under age patrons;
- Ensure the venue does not incorporate any declared 'Alcohol Free Zones'. To suspend or vary a designated 'Alcohol Free Zone' requires a specific resolution of Council.

8.6.10 First Aid

Performance Objective

To ensure the health and safety of the event participants.

The provision of First Aid personnel is applicable to major events. An adequately stocked Australian Standard Complying First Aid Kit would be appropriate for a minor event.

When large numbers of people get together, qualified first aid personnel shall be provided. Personnel supplied by St. John Ambulance Australia or other agencies such as Red Cross should be available. The number of first aiders and first aid posts will vary with the type of event. The numbers below have been suggested by St. John Ambulance Australia as a guide.

PATRONS	FIRST AIDERS	FIRST AID POSTS
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2

* Preferably provided with water and power, and easily identified by public.

Note: Regardless of first aid provisions on-site, the Ambulance Service of NSW shall be advised of major events.

8.6.11 Fireworks

Performance Objective

To ensure the safe use and limit public nuisance of fireworks.

In order to use fireworks for a display or other purposes, a permit from WorkCover Authority shall be obtained.

- (a) **One Day Display Fireworks Permit:** This permit covers one particular display on a given date. A separate application (see 'Application for One Day Display Fireworks Permit') is required for each display date. Information required by WorkCover includes: the reason for the display; neighbours written agreement; property owner's written permission; and a statement that safety separation distances are met. See Council's Booklet.
- (b) **General Permit to Use Display Fireworks:** May be issued to persons who put on displays on a regular / professional basis and is valid for one year or more. An applicant is required to lodge an 'Application for General Permit to Use Display Fireworks' and shall comply with certain conditions before being considered for such a permit.

Event Coordinators if intending to have a fireworks display, rather than obtain a permit, Event Coordinators themselves could engage a 'General Permit Holder' to organise the fireworks or a pyrotechnician could also undertake this role. The 'general permit holder' is authorised to purchase and set off fireworks and can make all the arrangements needed with WorkCover N.S.W Authority.

For all enquiries regarding Fireworks Displays and Permits, enquiries contact the WorkCover Authority NSW Fireworks Hotline on Ph: (02) 4321-5000.

8.6.12 Food

Performance Objective

That the venues for temporary events and the manner in which they are conducted, should be acceptable in terms of public health, safety and amenity.

Council adopted 15 March 2006 the Hunter & Central Coast Food Surveillance Group, *Temporary Event Guidelines*. The Guidelines detail the minimum requirements necessary for temporary food premises.

Council anticipates that those guidelines will be beneficial in providing information about legislative responsibilities and food handling requirements to those who wish to operate a food stall at a temporary event.

There are a number of legislative requirements and policies that govern the safe storage, handling and sale of food. They include: the *Food Act 2003*; the *Food Regulation 2004*; the Australian Standard 4674-2004 Design, Construction and Fit-out of Food Premises and the Hunter & Central Coast Food Surveillance Group, *Temporary Event Guidelines* and the Australia & New Zealand Food Standards Code.

The Event Coordinator shall ensure that the proprietor(s) of any food business associated with the event, fully complies with the relevant sections of the above listed food safety requirements.

The specific nature of a temporary event will vary considerably. The food available at any event is likely to be:

- (a) BYO - attendees provide their own food;
- (b) food prepared and packed off-site (eg. hamper);
- (c) food prepared on-site;
- (d) a combination of any (a), (b) or (c). See Council's Booklet for appropriate forms.

Food Stall Approval

Where food is to be served from a temporary food stall, the stall operator is to obtain a separate approval to operate as a temporary food business available from Council's Environmental Health Team. An application form is available from the Cessnock Council website, www.cessnock.nsw.gov.au.

Food Transport Vehicles

- (1) Vehicles used for the transport of food shall be designed and constructed to protect food if there is a likelihood of food being contaminated during transport.
- (2) Parts of vehicles used to transport food shall be designed and constructed so that they are able to be easily cleaned.

Food Handling Practices

It is recommended that those involved in the food and beverage preparation and handling, have the appropriate skills and training to do so in a safe manner.

Public health history reflects the importance for all practices not to be compromised by factors such as:

- the incorrect storage of both dry and perishable food, and beverages at other than recommended temperatures;
- preparation and / or consumption with unclean utensils or equipment;
- unhygienic handling without regular hand washing by all staff; and
- contamination of glasses or utensils by carriers such as: cockroaches; mice; dust; flies; dirt; etc.

Food Preparation On-Site

Where food is stored, prepared and served on-site at the event a 'Notification Form' shall be completed and submitted with the Temporary Event Development Application. Information required on the 'Notification Form' includes:

- name, phone number and address of food business / stall holder;
- description of food stall / van; and
- description of types of food to be sold or sample menu.

Any specific enquiries or additional information concerning Food Management for a Temporary Event should be directed to Council's Environmental Health Officers in the City Planning Department.

8.6.13 Waste Management

Performance Objective

To ensure that waste generated by a Temporary Event is minimised, adequately managed and reused where practical.

Research shows that 87% of event participants support the introduction of recycling and waste reduction programs at public events. 95% of event goers believe that event caterers shall be at the very least, encouraged to use environmentally friendly packaging.

A Waste Management Plan (WMP) shall be submitted to Council with the Temporary Event Development Application for all major Temporary Events. The Waste Management Plan shall meet the minimum standards for events waste management.

It is the responsibility of the Event Coordinator to select equipment which assists the public in separating their waste into recyclable groups and reducing contamination. The bin system shall divide materials into the following categories:-

- (i) bottles (plastic and glass), cans;
- (ii) cardboard and paper products and/or organic materials which can be composted; and
- (iii) rubbish (materials which can not be recycled, eg. plastic bags, polystyrene).

Bins shall be provided in the following areas:

- (i) at food and drink stalls;
- (ii) near toilets;
- (iii) in designated eating areas / drinking areas; and
- (iv) public entrances and exits.

Additional information and graphics are available from www.resourceenvironment.nsw.gov.au or by contacting NSW Department of Environment, Climate Change and Water (DECC&W).

8.6.14 Amusement Devices

Performance Objective

To ensure the safe operation and use of amusement devices.

If a temporary event involves the use of amusement devices, then an additional application 'Application to Install or Operate Amusement Devices' shall be submitted to Council in conjunction with the Temporary Event Development application. Division 5, Subdivision 5 of the *Local Government (General) Regulation 2005*, Section 71-75 details compliance conditions, insurance provisions and circumstances for exemption from approval of amusement devices.

An Amusement Device as defined in the Local Government Act 1993, as follows:

amusement device means an amusement device that are plant affecting public safety within the meaning of section 135 of the [Occupational Health and Safety Act 2000](#), and includes any other device that is declared by the regulations to be an amusement device for the purposes of this Act.

- 135 *Plant affecting public safety—extension of Act*
- (1) *In this section:*
 - plant affecting public safety means any plant (including but not limited to plant of the following kinds) that is prescribed by the regulations as plant affecting public safety, whether or not the plant is at a place of work or for use at work:*
 - (a) *boilers and pressure vessels,*
 - (b) *escalators, lifts and moving walks,*
 - (c) *scaffolding.*
 - (2) *The following provisions of this Act extend to plant affecting public safety even though the plant is not at a place of work or is not for use at work:*
 - (a) *Division 4 of Part 2 (Ancillary provisions),*
 - (b) *Part 3 (Regulations) and Part 4 (Industry codes of practice),*
 - (c) *Divisions 1, 2 and 4 of Part 5 (Investigations) and Part 6 (Investigation, improvement and prohibition notices).*
 - (3) *For the purposes of the application of those provisions:*
 - (a) *a reference to work includes a reference to operating any plant affecting public safety, and*
 - (b) *a reference to a place of work includes a reference to any plant affecting public safety and the premises at or in which the plant is situated or used, and*
 - (c) *a reference to occupational health and safety includes a reference to public health and safety.*
 - (4) *This section does not affect the application of this Act to plant affecting public safety apart from the operation of this section.*

8.6.15 Temporary Structures (ie. stage & marquees)

Performance Objective

The structure, design and erection to be capable of sustaining an acceptable level of safety and serviceability.

The *Local Government (General) Regulation 2005*, requires that particular matters be taken into consideration for the installation of temporary structures and the use of a building or temporary structure as a 'Place of Public Entertainment' (see Council's Booklet).

Installation of Temporary Structures

Details of proposed use, location, physical dimensions, construction materials of all temporary structures proposed for an event (ie. marquees, tents, stage, tier seating) are to be provided with the Temporary Event Development Application.

Any constructed stage with a floor area in excess of 50m² will require Engineer Design Certification to be submitted with the Development Application.

Under *SEPP: Temporary Structures and Places of Public Entertainment*, there are exemptions to the need for a development application.

Use of a Building or Temporary Structure as a Place of Public Entertainment

Should a building or temporary structure be proposed to be used at an event as a 'Place of Public Entertainment', then Council will require (if not exempt) the applicant to demonstrate the following in regard to the building:

- (a) will the building be structurally sound and capable of withstanding the loadings likely to arise from the use,; and
- (b) will the building contain reasonable provision for the safety of persons proposed to be accommodated in the building, in the event of fire, particularly in relation to egress; and
- (c) will the building contain reasonable provision for the prevention or suppression of fire and the prevention of the spread of fire.

8.6.16 Temporary Event Signs

Performance Objective

To ensure suitable signs are located in safe and appropriate locations.

(see *CLEP, Schedule B: Exempt Development* and *Part D: Specific Development, Chapter 5: Outdoor Signage*).

8.6.17 Insurance

Performance Objective

To ensure adequate public liability insurance coverage for the staging of the event.

The applicant shall hold public liability insurance for the event to a minimum sum of \$10,000,000. Large scale events or what is deemed to be higher risk events due to the nature of the proposed activities may require greater cover (ie. \$20,000,000). It is the applicant's responsibility to ensure that a current policy is in place prior to the commencement of the event.

Note: *If the event is to be held on Council owned land, the applicant's insurance policy shall include a provision indemnifying Council. Evidence of the current insurance policy shall be submitted with a letter requesting permission to use Council land. (see 'Events Held on Council Land').*

8.7 EVENTS HELD ON COUNCIL LAND

Events held on Council land (eg. sports events, weddings, fun days etc.,) are often minor events and generally do not require development consent, but require Council's written permission in the form of a letter.

Such events may attract a fee for the use of the land and shall comply with any usage conditions and 'Plan of Management' pertaining to the land.

To obtain permission for the usage of Council land, a letter outlining the specific location of the event, the proposed date and times, the applicant, insurance details and a full summary of proposed activities are to be submitted four months prior to the event.

For information on using Council land for an event or function contact Council on Ph: (02) 4993- 4100.

8.8 OTHER APPROVALS / LEGISLATION / POLICIES WHICH MAY RELATE TO HOLDING A TEMPORARY EVENT

8.8.1 Outdoor Dining on Footpaths

(See *Part D: Specific Development, Chapter 9: Outdoor Dining*).

8.8.2 Mass Release of Balloons

The *Protection of the Environment Operations Amendment (Balloons) Act, 2000* contains provisions that it is an offence to release 20 or more balloons. Council is concerned that balloons if the balloons are inflated with a gas that causes them to rise in the open air, can be harmful to both fauna and flora.

8.8.3 Street Stalls and Door Knock Appeals

A Council policy exists which details consent requirements for door-knock appeals and also details conditions for the conduct of street stalls and games of chance. Copies of the policy are available from Council's General Manager's Secretary on Ph: (02) 4993-4208.

8.8.4 Filming

Filming is listed as an 'exempt development' within Cessnock Local Environmental Plan, Schedule 2: Exempt development.

For proposals not meeting the 'exempt development' criteria, the Local Government Filming Protocol will be utilised by Council when processing an application to undertake filming in the Cessnock Local Government Area. Copies of the Protocol are available from Council's Customer Service Counter, Ph: (02) 4993-4100.

8.8.5 Sun Smart – Guidelines for Outdoor Events

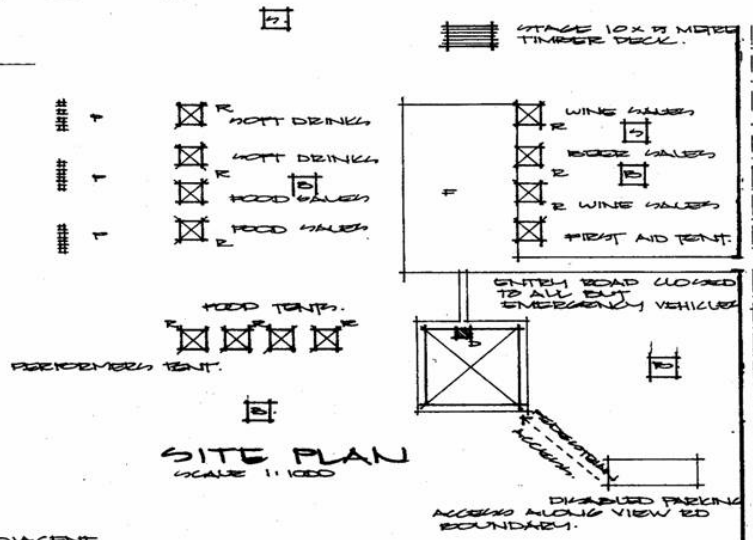
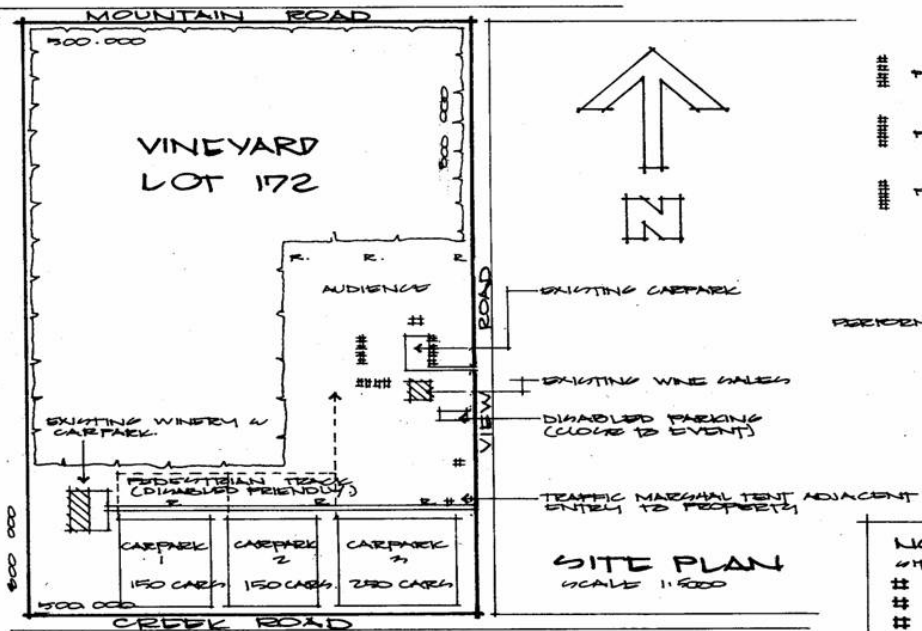
Organisations involved in conducting outdoor events have a responsibility to provide a safe environment for participants, event staff, volunteers and spectators. Not only to avoid injuries (including skin damage) but also to meet legal duties of care.

The Cancer Council has produced a 'Sunsmart Policy Guidelines for Outdoor Events' which offers simple methods of reducing ultraviolet radiation at outdoor events.

Copies of the 'Sunsmart Guidelines for Outdoor Events' can be contacted at obtained from the NSW Cancer Council, 22 Lambton Road, Broadmeadow, 2292 or contact them on Ph: (02) 4961-0988.

Schedule 1 – Example Site Plan

FREEMAN'S WINES FOOD & MUSIC FUN DAY
LOT 172 VIEW ROAD WINETOWN.



SITE PLAN
SCALE 1:1000

NOTE:
 SITE PLAN IS TO INCLUDE
 ## ALL ENTRIES & EXITS.
 ## CARPARKING AREAS.
 ## EMERGENCY ACCESS.
 ## MOTOR VEHICLE MOVEMENTS
 ## PEDESTRIAN PATHS
 ## LOCATION OF ALL FACILITIES (E.G. TOILETS, FOOD TENTS, STAGE, CASHIERS/RECYCLING BINS, FIRST AID TENT SITE).
 ## LOCATION OF SECURITY STAFF
 ## LOCATION OF DISABLED FACILITIES.

- KEY.**
- [Hatched Box] TEMPORARY FENCING TO PREVENT PARKING ON ROAD & ASSIST IN THE CONTROL OF MOTOR VEHICLES.
 - [Square with 'A'] RUBBISH & RECYCLING BINS (SIDE X SIDE)
 - [Square with 'B'] PORTABLE TOILETS WITH HANDWASHING FACILITIES (TOILET NUMBERS TO BE DETERMINED BY COUNCIL)
 - [Square with 'D'] DISABLED TOILET LOCATED WITHIN EXISTING FREEMAN'S FAMILY WINE SALES BUILDING
 - [Square with 'S'] SECURITY STAFF LOCATION
 - [Square with 'B'] BUNKER LOCATION
 - [Square with 'F'] WINE DANCING/ BUSH DANCING LOCATED IN EXISTING WINE SALES CARPARK AREA.

VIEW ROAD ACCESS ONTO WINERY INTERNAL ROAD. ALL PARKING & TRAFFIC MOVEMENTS UNDER THE SUPERVISION OF MARSHALS.

NOTE: THIS DRAWING WILL NOT SCALE DUE TO PAPER SIZE REDUCTION FROM A3 TO A4.