



Guidelines for Temporary Community Events

Criteria for Exempt Development Sub Clauses 17(a) and (b) of Schedule 3, Part 5 of SEPP (Major Projects) 2005

A temporary community event is Exempt Development under sub clauses 17(a) and (b) of Schedule 3, Part 5 of the *State Environmental Planning Policy (Major Projects) 2005*, if it is of minimal environmental impact and complies with the following criteria in these guidelines.

1. Consultation with Redfern-Waterloo Authority (RWA)

Event organisers must consult with the RWA at least 14 days prior to an event being held on private or public land. Event organisers must supply the following information to the RWA:

- § Completed Exempt Development form.
- § Site address.
- § Type of event, e.g. public gathering, concert, ceremony, celebration, sporting event, event for the community and outdoor exhibitions.
- § Any proposed structures (e.g. marquees, stages, stalls).
- § Dates of the event, including bump-in and bump-out periods.
- § Estimated patronage (both adults and children).

Where the event is for more than one day or is likely to attract a major crowd (more than 200 people), the event organiser must submit an **Event Management Plan** with the Exempt Development form and address the following issues:

- (a) Pedestrian management, crowd control and access plan.
- (b) Traffic and parking control.
- (c) Catering and public amenities plan.
- (d) Waste management and recycling arrangements.
- (e) Public address, sound systems and generators.
- (f) Security and emergency services.

Inquiries should be directed to a planning officer at the RWA on telephone number 9202 9100.

2. Landowners Consent

The event organiser must obtain landowners consent in writing for the event being held on the proposed public or private land for the specified date/period.

If the event is located on RWA land, the event organiser must obtain a licence/written agreement from the RWA.

The events organiser must indemnify the land owners against all claims that may arise as consequence of the event.

3. Hours of Event Operation

Events must be limited to the hours of 8 am to 10 pm Mondays to Sundays inclusive.

4. Event Set Up and Clean Up

Pre-event set up and post-event clean up can occur one day before and one day after the event respectively.

5. Event Structures

Event structures, such as marquees, kiosks, stalls, stages, food catering, vendors facilities and toilets, must:

- (a) not be erected so as to block public pedestrian access on any footpath or access way or access by emergency vehicles,
- (b) be stabilised against adverse weather conditions,
- (c) not be attached to any heritage building or structure,
- (d) not be attached to any tree, and be erected so as not to damage any tree, and
- (e) ensure the adequate protection of pedestrian circulation areas from power lines and other obstructions.

6. Emergency Access

The event must allow for emergency vehicle access and services to an event site at all times.

7. Public Address, Sound Systems and Generators

Amplification must be less than 70dB(A) with speakers orientated to minimise audibility to the area immediately surrounding the event.

8. Waste Management & Repairs

The event organiser must have in place arrangements for the cleaning of, repairs to, and return of the site to its original condition at the conclusion of the event.

9. Toilets

The event organiser must ensure that there is adequate access to public toilets which may include existing public toilets or temporary portaloos installed by the organiser/s.

Additional Notes

1. **Road Closure:** If public or private roads are to be temporarily closed or if the road is to be used for a march, rally or event, the event organiser must obtain a permit from the relevant road authority (City of Sydney Traffic Committee, RWA or RTA).

Proposals for road closures need to be submitted 6 weeks prior to the commencement of an event to the road authority. Inquiries regarding road closures, parades and marches should be directed to RWA and/or City of Sydney's, Street Events Coordinator (Traffic Operations) on phone number 9265 9648.

2. **Redfern-Waterloo Authority Notification:** The RWA may require the event organiser to meet special conditions to ensure that the event is managed and controlled to protect the safety and amenity of the public and surrounding neighbourhood.
3. **Police Notification:** The event organiser must submit a *Notice of Intention to Hold a Public Assembly/Procession* to the Police prior to the commencement of the event. Inquiries should be directed to the Redfern Police on phone number 8303 5199. A copy of the completed Notice form must be forwarded to the RWA prior to the commencement of the event.
4. **Temporary Structures:** If temporary structures are to be erected they must comply with any requirements of the City of Sydney council for temporary structure/s under section 68 of the *Local Government Act 1993*. Inquiries regarding temporary structures should be directed to a City of Sydney Building Approval officer on phone number 9265 9333.
5. **Temporary Food Stall:** A Permit must be obtained for temporary food stalls from the City of Sydney council's health section for food to be sold from catering stalls. Inquiries regarding temporary food stall permits should be directed to a City of Sydney Environmental Health Surveyor on phone number 9265 9333.
6. **Power:** Arrangements must be made with land owners, Energy Australia and/or any other electricity provider regarding the provision of electricity services to the event. Where electricity services are not available, the event organiser may need to arrange for generators to be brought to the event site.
7. **Insurance and Public Liability:** Event organisers must hold necessary insurance policies, prior to the event's commencement and keep them in force for the event period. This includes:
 - a. Public Liability Insurance.
 - b. Worker's Compensation Insurance for any employee of the applicant, in connection with the use of an outdoor event site.
 - c. Compliance with the laws governing Occupational Health & Safety for its employees.
8. **Security and Risk Management:** Event organisers must organise security management from suitably qualified and accredited organisations for all large public events. Security management shall include specific property, crowd management and general event presence.