



Guidelines for Temporary Outdoor Community Events Criteria for Exempt Development

A Temporary Outdoor Community Event is exempt development if it is of minimal environmental impact and complies with the following criteria in these guidelines.

- 1. Consultation with Redfern Waterloo Authorities:** Event organisers must consult with the Redfern Waterloo Authority (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: -
 - Ø Site address
 - Ø Type of event e.g. public gatherings, concert, ceremonies, celebrations, sporting events or events for community and outdoor exhibitions.
 - Ø Any proposed structures (e.g. marquees, stages)
 - Ø Dates of the event including bump-in and bump-out periods
 - Ø Estimated patronage (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 to address issues including: -

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

Inquiries should be directed to the RWA Planning Manager on 02 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 event.
- 3. Hours of event operation:** Events must be limited to the hours of 8am to 10 pm Mondays to Sundays inclusive.

4. **Event set-up:** Pre-event setup and post-event cleanup can occur one day before and one day after the event respectively.
5. **Event Structures:** Event structures, such as marquees, kiosks, stalls and stages and food catering & vendors facilities, must:
 - (a) not be erected so as to block public pedestrian access on any public footpath 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;
 - (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 & 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:** 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 organisers.

Notes:

1. **Road Closure:** If public roads are to be temporarily closed or if the road is to be used for a march or rally, the event organiser must obtain a permit from the City of Sydney Traffic Committee. Proposals for road closures need to be submitted at least 6 weeks prior to the commencement of an event. Inquiries regarding road closures, parades and marches should be directed to Council's Claudia Calabro on 02 9265 9648

2. **Redfern Waterloo Authority Notification:** The Authority may require the applicant 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 that event. Inquiries can be directed to the Redfern Police Crime Manager on 02 8303 5199. The event organiser shall also supply a copy of the completed Notice form to the RWA prior to the commencement of the event on fax 02 9228 4711.

4. **Temporary Structures:** If temporary structures are to be erected they must comply with any requirements of the Council of the City of Sydney for temporary structure(s) under section 68 of the Local Government Act 1993. Inquiries regarding temporary structures, should be directed to a Council Building Approval Officer on 02 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 goods to be sold from the catering stalls. . Inquiries regarding temporary food stall permits should be directed to Council's Senior Environmental Health Surveyor on telephone 02 9265 9333.

6. **Power:** Arrangements must be made with land owners and/or Energy Australia 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, including:
 - 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 (OH&S) for its employees.

8. **Security & 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.