

EVENT PLANNING GUIDE

ACKNOWLEDGING CAMDEN'S TRADITIONAL CUSTODIANS

Council acknowledges that the Camden LGA is situated on the sacred Traditional Lands and Waterways of the Dharawal peoples. We also recognise surrounding Dharug and Gundungurra people that may have connections to these lands. We pay our respects to Elders from the past, present, and emerging, and to all Aboriginal and Torres Strait Islander peoples on these



For more information contact Camden Council
on 13 22 63 or visit www.camden.nsw.gov.au

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MARKETING & SPONSORSHIP OPPORTUNITIES

Camden Council's vision is to create a thriving Local Government Area (LGA) that is recognised for the opportunities it offers to the local community and to visitors.

It has the responsibility for marketing and supporting arts, recreation, cultural heritage, events, festivals, and sporting activities for the greater benefit of the community.

The variety of events and festivals in Camden encourages visitation while celebrating the community's diversity, talents, and increasing cultural understanding. Events and festivals help bring energy and vibrancy to the streets and public spaces, while making an important contribution to Camden's economy.

Camden Council recognises that events play an important role in the LGA's wellbeing and cultural diversity by helping to activate precincts, raise the city's profile, increase visitation, assist in building relationships, deliver economic benefits and enliven the city.

To help build Camden's reputation as an event hub and to stage a variety of events each year, Camden Council has various programs and options available to event organisers, from marketing and social media assistance, display opportunities, through to sponsorship and grant programs.

What's On in Camden

Sponsorship is available to community organisations who are organising a fundraiser or event that aims to benefit the Camden community.

bit.ly/whats-on-in-camden

www.visitcamden.com.au

The Community Sponsorship Program

Expressions of Interest are open twice a year through the Community Sponsorship Program.

bit.ly/comm-sponsorship

If you are applying for in-kind sponsorship in the form of waived site hire fees through one of the available grant or sponsorship programs, we recommend you contact Council's Events team who will assist with fees applicable so that you can appropriately apply for in-kind support.



1. INTRODUCTION

Camden Council is responsible for ensuring the events held on Council-owned land are managed correctly, have the necessary approvals and are safe for the community.

Events and activities are classified as either small, medium, large, or sporting events.

The approvals and documentation required will depend on the activities being undertaken and the complexity of your event.

More information on this is outlined in section 2.6.

The Events team can issue permits for various events such as:



Disclaimer: Camden Council's Event Planning Guide is a guide only.

Camden Council does not warrant that the guide is accurate or correct and notes that the guide is subject to change.

Further, it is incumbent on an event organiser to ensure that all laws are complied with including obtaining any necessary approvals, licenses or permits from Council and other relevant authorities.

Council accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the guide.

2. PLANNING YOUR EVENT: A STEP BY STEP GUIDE

This guide has been designed to assist you in developing your event plan while informing you of your responsibilities and other statutory approvals that may be required.

To hold an event or activity in a public space managed by Camden Council, you must have an approved event site plan and receive an event permit from Council.

This is to protect public safety in Camden's public spaces and assist in the sustainable management of Council facilities.

2.1 Do I need an event permit?

An event permit will be required if any of the following conditions apply to your planned event:

- The event will be held on public/ Council owned land;
- There will be temporary infrastructure installed;
- There will be 50 attendees or more;
- The event will be catered by external source;
- The event will require vehicle access to drop off equipment;
- The venue requires a booking or reservation; or
- The event will have food and drink stalls.

All event organisers are encouraged to review the online event application form and obtain any necessary documentation that may be required prior to submitting your application.

View the event application form here at:

bit.ly/event-permit

The event permit ensures your activity is conducted in accordance with Council's policies and other government authorities' laws and regulations. It also ensures that any disruption to stakeholders is minimal, and parties that may be impacted are notified.

When submitting your application you will be required to pay the relevant application fee: bit.ly/event-fees

2.2 What locations are available to book?

There are a number of bookable and non-bookable parks, gardens, sports grounds, facilities and reserves that may be suitable for holding events.

Availability varies depending on the type of event or activity and the considerations of each location.

View Council's facilities and venues here:

www.camden.bookable.net.au

The event application form is only to be used for booking spaces for the purpose of holding an event. Other casual or regular hire purposes must complete the relevant hire form on Council's website:

bit.ly/cam-event-application



2.3 When to apply for an event permit

Depending on the size and requirements of your event, Council needs sufficient notice to process your application.

Application submission timeframes

Small Event > 4 weeks
Medium Event > 1-3 months
Large Event > 3-6 months

Camden Council reserves the right to decline an application if submitted with insufficient notice.

2.4 No approval required

Where your event falls outside of requiring an event permit, you may still be required to provide information. If you are unsure if the event will require approval, contact the Events team for advice. When your event does not require event approval, there may still be other approvals required based on the activities being undertaken.

2.5 Application assessment process

If you require a permit to stage your event, your application will be assessed against set criteria and categorised by the Events team.

Your application requirements will depend on the specific site, size, and scale of your event. The Events team can help you determine the size and requirements for your event.

Considerations:

- Expected attendance;
- Event duration;
- Infrastructure required;
- Requested location;
- Impact of event on the Camden community and stakeholders; and
- Impact on public roads or parking requirements.

2.6 Approvals for weddings, filming and photography

Bookings are required for wedding ceremonies at Camden Council facilities when the wedding;

- Has more than 50 people;
- Has less than 50 people, but infrastructure and/or vehicle access is required; or
- Has less than 50 people, but you would like to book a preferred location.

Weddings do not require an event permit but will need to be booked by contacting Camden Council on 13 22 63 or email Customer.Service@camden.nsw.gov.au

Filming in Camden Council's public spaces and facilities may require filming approval. Film makers are required to apply for approval on Council's website:

bit.ly/filming-application

Still photography is not considered filming and does not require approval by

2.7 Event application process

How to apply for an event permit

To apply for an Event Permit in Camden, you must submit an online application:

bit.ly/event-permit

Event organisers need to read the terms and conditions before applying to ensure that they understand the requirements.

The Events team will be your main point of contact; however, you may be contacted by other teams if additional information is required.

The time it takes to process and approve your event will depend on the complexity and your ability to submit the required documentation.

The Events team will work closely with you throughout the planning process to ensure that the process is as smooth as possible.



Compulsory event application requirements

When submitting an event application, it is essential that you provide the following information:

- Event details/description;
- Running sheet (including bump-in/ bump-out);
- Contact details;
- Public Liability Insurance of \$20 million or more;
- Community notification letter;
- Site plan;
- Infrastructure and facilities list; including temporary structures (marquees, stages, etc.) rides and existing and proposed toilet facilities;
- List of vendors if you are selling as part of your event;
- Traffic management plan and traffic guidance scheme (when applicable);
- Safety checklist;
- Risk assessment;
- Waste management plan; and
- Provisions for accessibility including parking and toilet facilities.

Please note that there may be additional requirements depending on the size and type of event you are holding.

2.8 Your event permit

The event organiser is responsible for developing an event plan and submitting a draft at the beginning of the application process. The size, scope, and complexity of an event will determine what elements to include in the event plan. This section outlines the compulsory requirements, as well as other areas you may need to address. Depending on the event, you may be required to provide additional information at the request of the Events team.

Once you have provided all relevant information and documentation, the application will be processed and if approved, you will receive an event permit via email. The email will confirm the terms and conditions of your approval.

The event permit is final confirmation that all steps required have been completed in preparation for your event. Once you have received your permit, you will need to always have a copy of the approval on site with you and available for presentation upon request.

2.9 Fees and charges

A range of fees and charges apply to activities and events conducted in the Camden local government area.

Applicants should review the applicable fees prior to submitting an application to avoid delays in processing:

bit.ly/event-fees

Once your application has been reviewed, a final list of fees and charges will be provided.

Damage to Council property

If damage occurs as a result of an event, the event organisation and/or event organiser is responsible for all costs associated with assessing, repairing or otherwise addressing that damage to Council property.

This includes damage caused directly or indirectly by the event, including by event staff, volunteers, contractors, suppliers, attendees, and third parties.

Council may recover reasonable costs incurred in making the site safe, undertaking necessary repairs, and restoring the property to a condition comparable to its pre-event state.

Event organisers should:

- Take all reasonable steps to prevent damage to facilities, infrastructure and surrounding areas, and allow for potential damage-related costs in their event budget;
- Implement appropriate ground and site protection measures (including irrigation and turf protection for park-based events) to minimise impact on the site; and
- Ensure suitable waste management arrangements are in place so that all waste generated by the event is properly contained, removed, and the site is left clean and free of debris.

An event plan checklist is available to assist in determining the requirements relevant to your event. Completion of the event plan is the responsibility of the Event Organiser: bit.ly/event-plan-checklist

2.10 Other permits, approvals and fees

If your event requires additional approvals from other departments within Council, your Event Permit will not be issued until all other approvals have been received by the Events team. Other approvals that may be required include:

Applications/Approvals	Timeframe
Development Application	3 months
Traffic Management Approval	3 months
Land Owners Consent (Required for DA)	10 business days
Temporary Food Stall Approval	21 business days
Section 68 Application (Install or Operate Amusement Devices)	10 business days

Permits from other organisations outside of Camden Council:

Stakeholder	More Information	Timeframe
Camden Police	bit.ly/nsw-police-form1	2 weeks prior to event
Liquor Licence (for events where alcohol is to be served)	bit.ly/liquor-license	2-3 months prior to event
SafeWorkNSW (for the use of fireworks and amusement devices)	bit.ly/fireworks-licence bit.ly/amusement-devices	1 week prior to event 2 weeks prior to event
Rural Fire Service	bit.ly/fire-information	24 hours prior to event
Service NSW	www.service.nsw.gov.au	3 months prior to event



3. PREPARING YOUR EVENT PLAN

3.1 Event details overview

The event details overview section of your event plan should provide a high-level summary to give the Events team a broad understanding of your event.

An event management plan template is provided in the appendix of this document. This document will help ensure that all aspects of the event are managed safely and correctly.

Information in this part of your plan should include:

- Event name;
- Event locations;
- Description of your event;
- Nature of attendance (public or private event);
- Event times and dates (including bump-in and bump-out);
- Overview of entertainment and activities;
- Target audience; and
- Estimated attendance.

3.2 Event running sheet

A running sheet sets the timing and sequence of your event so that you, the Events team and other key stakeholders know what is happening and when.

A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations, and program details.

3.3 Contact list

A contact list is necessary and should outline all key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders and other authorities (if applicable).

It is also essential to add any emergency contact details. This contact list can be included in your event running sheet.

3.4 Public liability insurance

Event organisers must have a public liability insurance policy in their name that covers the activities being undertaken to the amount of \$20 million underwritten by an insurance broker/company authorised to conduct insurance business in Australia.

A Certificate of Currency must be provided to Council's Events team with your application.

Event organisers are encouraged to obtain copies of current certificates of currency from sub-contractors providing event services (e.g. performers, marquee hire, stages of fireworks and amusement devices).

All food and drink vendors will also be required to provide a copy of their certificate of currency and will not be accepted without current public liability insurance.

3.5 Community notification

To minimise any impact on surrounding stakeholders, communication is required and is vital to the success of your event.

A community notification letter must be sent to all stakeholders located in the surrounding areas of the event space. The Events team can help you develop a list of who should be notified directly and identify the areas and streets to be included in your distribution. It is the applicant's responsibility to make sure that adequate stakeholder notification is conducted.

Your letter must include the following:

- Name, date and location of your event (including bump-in and bump-out times);
- Purpose of the event;
- Expected number of attendees
- Activities being conducted as part of the event;
- Any road closures or changes in traffic conditions;
- Map of the event area, parking areas and any closure or detour points;
- What the likely disruptions to residents and businesses will be with respect to noise, transport and road closures and floodlighting use outside of the venue's operating hours;
- Contact number for further information or queries;
- Fireworks notification; and
- Camden Council Events team details as secondary contact.

Your letter must be drafted (keeping in mind that your event has not been approved by Camden Council) and submitted to the Events team for approval before distribution. A follow-up notification letter may also need to be sent one week prior to the event.

Road closure notification

If your event involves road closure/s or impacts the public transport network, you will be required to publicise the closure to the local community. This can be through social media and your event or organisation website.

The announcement must include;

- Event name, date and location;
- Road closure locations and closing and opening times;
- Impact on public transport routes such as buses or taxis; and
- Contact number and website for further enquiries.

You must send a copy of the notification to the Events team at least 14 days prior to the date of publication for approval.

Please note that minor road closures may still require publicising.

3.6 Selling as part of your event

If your event includes any form of selling in a public place, a list of stallholders will need to be provided that includes:

- Stallholders contact details,
- Description of items for sale; and
- Detailed site plan.

Forms of selling include but not limited to:

- Goods;
- Services;
- Food and beverage;
- Carnival rides and amusements; and
- Entry tickets and merchandise.

Food and beverage stallholders will also require a temporary food approval and a copy of this will need to be provided for each stallholder: bit.ly/temp-food-stall

For more information, please refer to:

bit.ly/food-information

bit.ly/food-trading-policy



3.7 Signage

The event organiser must provide a detailed signage proposal that includes;

- All proposed directionals;
- Amenity;
- Emergency evacuation and assembly points;
- Vehicle access for entry and exit on and off site;
- Pedestrian access;
- Accessibility;
- Event/program schedule;
- Event branding signage; and
- Compulsory “No Smoking” signage as per smoke-free Environment Act, banning smoking in outdoor areas.

Please note that variable messaging signs are only to be used on public land and for the purpose of traffic management and/or parking.



3.8 Site plan

Event organisers must provide Camden Council and other relevant public authorities with a site plan during event planning. In the initial stages of planning, a draft site plan is acceptable. Your site plan should be clear, drawn to scale, with the scale and a legend noted on the plan.

The site plan must identify the location of all aspects of the event including;

- Equipment;
- First aid;
- Accessibility access;
- Activities;
- Permanent and temporary infrastructure including generators, marquees, stages amusement devices, seating structures;
- Crowd control infrastructure;
- Amenities including accessible toilet facilities;
- Parking including accessible;
- Pedestrian and vehicle access;
- Water;
- Seating;
- Emergency access/egress;
- Event operations Centre;
- Licensed areas; and
- Stallholders.

Crowd and infrastructure capacities vary depending on the chosen site, with only some being easily accessible.

The submitted site plan should consider facility/ground protection measures and other nearby venues/events that may have an impact on your event.

A site meeting with Council staff may be requested to make sure that the site is suitable and meets your event's needs and requirements.

3.9 Event Operations Centre

Regardless of the size of your event, it is likely that you will need to set up an area where your staff and volunteers can meet for debriefs and/or meetings, as well as run the operations of your event. *This needs to be included on your site map.*

There are three requirements for the Event Operations Centre (EOC):

- A representative of the event organisation must be present and must be able to contact the event organiser at all times;
- The representative must be authorised and prepared to act on behalf of the event organiser in all matters; and
- The representative must be able to immediately address any problems arising during the event.



3.10 Council's event spaces

Camden Council manages public open spaces and facilities in the local government area. These public spaces are environmentally sensitive and as such need to be protected.

Events may be permitted in these facilities under the following terms;

- Structures are to be placed away from garden bed edges and tree bases;
 - Structures must be weighted and not pegged into the ground; in some locations it will be a requirement that the organiser identify underground infrastructure and services including water and electricity;
 - When using water-weighted structures, water weights must be pre-filled and cannot be emptied onto the grass;
 - Items such as rope, string, signage or balloons must not be tied, stapled or attached to any tree limbs or park infrastructure;
 - Vehicles are not permitted to enter the facilities without written approval;
 - The facility must remain accessible to the public, unless booked exclusively;
 - Damage to facility or landscaping arising from the event or activity remains the responsibility of the applicant and reinstatement and repair costs will be sought from the event organiser including any damage by third parties associated with the event;
- Access to the event site must be maintained at all times for:
 - Emergency service vehicles;
 - Owners or tenants of nearby or adjoining properties requiring access;
 - Pedestrians; a minimum footpath width area of 2.5m; and
 - Event areas cannot be roped or cordoned off unless it is to meet safety or liquor licence requirements.
 - Protective boards or flooring may be required in certain circumstances;
 - Structures should be placed in locations that consider protecting turf surfaces. Where possible, structures should be located on hard spaces to limit the impact on the turf;
 - Open space pathways are not designed for heavy vehicle use.
 - Lawn areas also become compacted and damaged because of ongoing use by vehicles. Event organisers should consider this in determining the site plan and request specific weight loadings for each site.

Access and egress for emergency services

Public safety is the key priority of any event, and it is vital that your site plan accounts for access and egress by emergency services.

You will be required to work with the Events team and the Camden Local Traffic Forum to ensure a quick and effective response in the event of an emergency. Emergency and traffic management planning are covered later in this section.

Vehicles in parks, reserves and sportsgrounds

Only authorised Council or emergency service vehicles are permitted in Council managed open spaces.

Limited access may be approved for vehicles engaged in the bump-in and bump-out and operation of an event but will be required to meet the following conditions:

- Vehicles must be road registered and the driver must hold the appropriate licence issued within NSW;
- All on site vehicles must be approved by the Events team;
- If bollards or barriers are removed to allow access, they must be reinstated at the conclusion of the event;
- Vehicles entering must be escorted by an event organiser or approved traffic controller and they must be wearing high vis;
- Vehicles must have hazard lights on and travel at walking pace;
- Vehicles must remain on pathways unless protective flooring has been laid to protect the surface;
- Members of the public will always have right of way; and
- The event organiser is responsible for any costs incurred from damage caused by vehicles during the event bump in, operation and bump out.

3.11 Accessible events

Council is committed to ensuring that events in public spaces are welcoming and inclusive for people of all abilities and needs.

When planning an event, it is a legal requirement to consider the access needs of people with a disability.

To assist in creating an event that is accessible to all members of the community, please refer to the NSW Government Toolkit for Accessible and Inclusive Events:

bit.ly/accessibility-inclusivity-toolkit



4. PUBLIC SAFETY

4.1 Toilet facilities

Your site plan must show the location and number of public toilets, including accessible toilet facilities being provided for your event.

The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women require more facilities than men), whether there is service of alcohol and the event duration.

Health NSW provide a guide to how many toilets are recommended for different event types and sizes:

bit.ly/toilet-information

Camden Council is committed to promoting and implementing sustainability and waste reduction practices at events in Camden.

In support of the NSW Government's restrictions and Council's wider commitment to achieving long-term sustainable practices, event organisers are not permitted to access water points within Camden Council's parks and gardens for counter weighing structures.

It is recommended that concrete weights are used to secure infrastructure. If event organisers bring in their own water weights, the water must be taken off site and discarded.

Toilet facilities must be well lit for safety reasons, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly.

Toilets must also be located away from food storage and services areas and be suitable for wet weather conditions.

4.2 Drinking water facilities and access

It is vital that you make drinking water available at your event including staff, volunteers, contractors, vendors and attendees especially if;

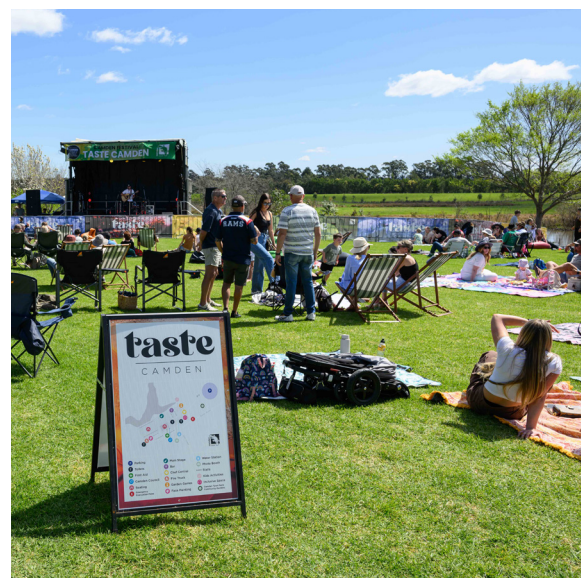
- You are expecting large crowds;
- The weather is likely to be hot;
- Participants are required to walk long distances; or
- There is the chance that participants will overheat, such as in a dance floor or if space is limited.

It is a legal requirement that you have free drinking water readily available when selling alcohol.

The location of drinking water facilities must be clearly indicated via directional signage.

If you're considering first aid, water, food and toilets for events, visit:

bit.ly/community-health-information



4.3 Power and lighting

Requirements for power and lighting must be clearly outlined in the event plan.

The plan must include;

- Locations and source of power;
- Specifications of power used (such as amps and voltage);
- Details of certified electricians or generator companies engaged;
- Contingency plan in the event of a power outage; and
- Details of how lighting will be provided to guarantee the safe access and egress into the event precinct.

In some locations, it is possible to use onsite power (fees apply).

If you require the use of power and it is available at your event location, you will need to indicate this in your application. You can then source your own licensed electrician to manage power requirements during your event.

Please note that fees apply, and the event organiser is responsible for ensuring that any independent operators comply with the appropriate safety regulations.

4.4 Access and structures

Camden Council requires that minimum levels of safety, health and amenity are achieved and maintained at any event held on Council owned facilities.

These requirements include structural safety, accessibility for all, safety in case of fire or crowd disturbance, and access for emergency personnel. Health and amenity requirements predominantly look at toilet facilities including accessible toilet facilities, water and first aid.

Temporary structures and approvals

Temporary structures can include tents, marquees, booths, stalls, seating stands, and stages and must be clearly shown on the site plan.

These temporary structures will need to meet NSW Government Legislation standards, State Environmental Planning Policy (Exempt and Complying Development Codes) 2008:

bit.ly/temp-structures



Calculating floor area

When referring to State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 and calculating the total floor area of tents, marquees and booths, use the width x depth x quantity as shown in the example below:

Should these structures not meet the below requirements and standards, development consent (refer to section 5.6 Development Consent of this guide) and other relevant approvals may be required.



Example of how to calculate floor area

Purpose	Structure Type	Size (Metres) Width x Depth	Quantity	Floor Area (m ²)
Food stalls	Marquee	3 x 3	10	90
Activities	Marquee	6 x 3	6	108
Event support (first aid, change room, control room)	Marquee	4 x 4	3	48
Merchandise Stalls	Fete Stalls	2.4 x 2.4	6	34.5
Total Floor Area:				280.5

Amusement devices

If your event has amusement devices (rides) including inflatable structures such as jumping castles, you will be required to provide company details as well as public liability insurance certificate of currency with your event application.

The Event organiser is responsible for ensuring the location of amusement devices is safe for operation including a firm ground/surface (i.e. not irregular/sloping etc.). The ride must be erected in a way that meets all conditions in the current certificate of registration issued by SafeWork NSW for the device under the Work Health and Safety Regulation 2025.

Safe Work Australia includes information on how to manage the risks associated with amusement devices:

bit.ly/amusement-devices

If the amusement devices are required to be registered by SafeWork NSW under the Work Health and Safety Regulation 2025 and are not exempt under Camden Council's Local Approvals Policy, an Application under Section 68 of the Local Government Act 1993 is to be made to Install or Operate Amusement Devices:

bit.ly/local-approvals-policy

bit.ly/amusement-application

Please refer to Council's Local Approvals Policy to determine whether Section 68 approval is required:

bit.ly/local-approvals-policy

Water inflatables and water-based activities must be connected to a sewer point for proper drainage and removal of water. This will need to be discussed with the Events team at the time of application:

bit.ly/inflatable-notification

Fireworks

It is illegal to operate fireworks in NSW without a licence from SafeWork NSW.

To have fireworks your pyrotechnician must apply for and be granted a Single Use Event licence from SafeWork NSW before Council will approve your event. It is a condition of each fireworks (single use) licence that the applicant notifies NSW Police, NSW Fire Brigade or NSW Rural Fire Service whichever is appropriate, Council and any other relevant agencies by the time specified, of an intention to use any fireworks.

If you are planning to use fireworks you are also required to provide Council, the following information as a minimum:

- Name of operator;
- Copy of operator's driver's licence;
- Copy of the licence from SafeWork NSW specific to the fireworks for the event; and
- Send a copy of a completed SafeWork NSW Fireworks Display Checklist to Council: bit.ly/fireworks-checklist

These activities are also required to be detailed in your Risk Assessment, including the method to secure an exclusion zone.

Your site plan should also clearly show the locations of these activities and the space required for the exclusion zone.

Council will assess the information provided and advise of any objections or conditions relating to your fireworks display.

4.5 Pedestrian and crowd management plan

Pedestrian Management

When planning an event that will be held in a public space, event organisers must consider maintaining access for members of the general public. The Events team can help you determine the numbers and types of infrastructure required to manage pedestrian movement.

Crowd Management

It is vital to consider crowd management for any event of more than 100 people. Even an event with a small attendance can become crowded depending on the capacity of the venue or area where the event is held.

An event may become crowded in certain areas, or at certain times. For example, crowds can gather in front of a stage, or if a VIP arrives in an area that can only hold a small number of people.

As a guide, the formula for estimating crowd capacity is to allow two square metres per person. You should seek advice from the Events team regarding the capacity of the facility you wish to use for your event.



If you are closing public roads for your event, you will be required to engage a professional consultant to manage event security and traffic management, and to develop a crowd management plan. You should consider developing a crowd management plan that covers;

- Entrances and exits at venues – clearly marked, adequately lit, and large enough to allow an evacuation if required, or a mass exit at the end of your event;
- Stage and barricade design – consider whether you need to engage professionals/experts with a proven track record of safety for your type of event;
- Management of crowds around focal points such as stage or performance areas;
- Provision of sufficient facilities to ensure the health and safety of a crowd, including accessible facilities and water provision;
- Sale of alcohol and BYO alcohol;
- Security guards who are licensed for crowd control;
- Communication with event participants;
- Potential risks such as overheating, crush, fire, and how these will be minimised and managed; and
- Whether you should ticket your event to control crowd numbers, especially if attendance is free.

There are numerous strategies that can help manage the flow of crowds, especially during event entry and exit when noise and behavioural disturbances are likely to impact nearby properties.

These include;

- Staggering finishing times of acts/ performances, and closing times of bars and other facilities;
- Programming entertainment in a way that minimises intersection of crowds flowing around the event site;
- Locating exit points with sufficient space between them to avoid crowd crush when patrons are leaving; and
- Ensuring that public transport and taxi services are available at the time of event conclusion.

Remember the “straight line rule” – people will always walk the quickest route to get where they want, and they are likely to resist measures (such as barriers and signage) that attempt to direct them elsewhere.

For more information visit:

bit.ly/crowd-management



4.6 Traffic management

If an event which has any of the following impacts on public roads it may require a Traffic Management Plan and a Traffic Guidance Scheme to be approved by Camden's Local Transport Forum;

- Closure of a travel lane;
- Changes to any regulatory signs such as No Stopping, No Parking, No Left/Right turn, bus stop etc;
- Changes to on-street parking restrictions;
- Event that may impact the State road network;
- Event held within a school zone; or
- Full road closure.

Definitions

Traffic Guidance Scheme

In an event where the road environment is temporarily changed and the road user may be impacted, a Traffic Guidance Scheme (TGS) must be prepared and implemented by qualified person/s.

A TGS is a detailed layout of temporary signs and devices that communicate the temporary traffic management arrangement to guide traffic.

The plan will detail the precise location of signs, barriers, cones, speed zones, and traffic controllers. and devices, pavement markings, containment fencing and barriers, arrow boards and/or variable message signage, and roadwork speed zones.

Traffic Management Plan

A Traffic Management Plan (TMP) is the primary document detailing how traffic, parking and pedestrians will be managed to ensure safety and minimise disruptions.

A TMP must be developed and implemented for sites where activities interfere with, disrupt, or alter the normal flow of vehicle or pedestrian traffic, or where there is a risk of interaction between vehicles, mobile plant and people, including workers, contractors, volunteers, or members of the public.

Your traffic management plan must include:

- Locations of diversion and closure signs, road closures, barricades, traffic controllers, marshals and police;
- Positioning of variable message signs (VMS);
- Time and date for installation and dismantle of infrastructure;
- Timing of road closures and re-openings;
- Implementation and management of closures and openings;
- Affected public transport operator;
- Affected public transport routes (such as Camden Town Centre);
- Details of the impact (where relevant), such as:
 - Service diversions (where to, how long for);
 - Changes to bus stops;
 - Lists of extra services required (and additional staff required);
 - Times for 'block and hold' if relevant; and
 - Passenger notification.

It is the responsibility of the event organiser to make sure relevant public authorities are notified of the event. The Events team can advise you of any authorities that will need to be notified.

Points to note regarding traffic and public transport management include:

- If your event impacts on any road, whether through a full road closure or a 'block and hold' arrangement, you will need to engage the services of a qualified traffic management company to produce a traffic management plan and submit this to The Events team.
- This plan will outline your objectives and strategies for managing proposed road closures and/or block and holds in accordance with the current Australian Standards AS 1742.3 and TfNSW's Traffic control at work sites Technical Manual.
- If your event impacts on any of state roads (which include freeways and arterial roads such as Narellan Road or Camden Valley Way, approval will be required from Transport for NSW (TfNSW).
- If your event uses Council's local roads only and does not impact public transport or declared roads, the Events team will assess if other authorities will need to be notified.
- If your event is a race, Camden Police notification is required, and you may also need to work with other affected Council's to coordinate.

As much as possible, it is advisable that you try to avoid your event impacting freeways, arterial roads or public transport to reduce the impact on the transportation network.

4.7 Vehicles, parking and access permits

If your event requires vehicle access or reserved parking this should be included in your Event Application to ensure that any necessary approvals are provided as part of your Event Permit.

Vehicles

A vehicle list must be provided with your event plan. Only essential vehicles are allowed to remain on site and at some sites vehicles may not be permitted, or not permitted during certain times.

Considerations may include;

- Vehicle access will need to be granted in writing by Council;
- Bollards or gates may have to be opened to enable access to a site;
- Certain sites are subject to weight loading restrictions which may impact whether your vehicle is able to enter the site;
- Rules and restrictions apply to all vehicles on site;
- Vehicles are not permitted to remain on a footpath, which includes being parked on a footpath as part of an event.



4.8 Emergency and risk management

Any event, regardless of size, will have risks associated with it. It is important that the event organiser has considered potential risks and has implemented measures to mitigate the risk.

Council requires all event organisers to undertake a risk assessment to make sure that you manage and control the risks posed by your event. The plan must include identification and measurement of the risks, together with the proposed management and control strategies of those risks.

A template can be found in the appendix of this guide but event organisers are solely responsible for ensuring that the risk assessment identifies all relevant risks and control measures.

If your event is large or complex, a number of emergency services may need to be present. You may also need to develop an emergency response plan in consultation with the Camden Police, Ambulance, NSW Fire and Rescue, Camden SES and Rural Fire Service (RFS).

The following is a list of things that should be considered as part of your emergency and risk management plan.

First Aid

You must engage qualified First Aid Officers to manage an incident if one was to occur. This may include the involvement of NSW Ambulance, St John Ambulance or other pre-hospital care providers.

It is essential that you provide parking for emergency service vehicles and include this in your site plan.

First Aid Officers need to be suitably equipped to do their job and have access to a facility in which they can work. Consider patient confidentiality and dignity. The best advice is to approach a recognised organisation to determine the minimum level of first aid you will require at your event.

More information on your first aid obligations under the Workplace Health and Safety Act can be found at:

www.safework.nsw.gov.au

Evacuation plan

Part of your emergency management plan should include an evacuation plan. This plan is a map of the event area, clearly indicating all evacuation points, meeting points and emergency services locations.

It should also highlight how the crowd will be informed of an evacuation and who will be the person that is responsible (nominated wardens and safety officers with the appropriate skill sets). This evacuation plan should be prepared in conjunction with your crowd and pedestrian management plans.

Weather contingency planning

Holding events outdoors means that the event and/or activities associated with the event will be subject to weather conditions.

It is important to consider the impact of weather on your event and account for the various conditions that may occur.

Please Note: It is important to monitor weather prior to and whilst an inflatable amusement device is in use; such as a jumping castle.

Planning for a public street parade will differ from a private corporate function within a park; however, all events should consider contingency plans for weather and make sure this is part of their risk management planning.

Event organisers are advised to monitor long range forecasts on the Bureau of Meteorology (BOM) website in the lead up to their event: www.bom.gov.au

There are no refunds or credits for event sites not used due to unfavourable weather conditions.

Total Fire Ban

A total fire ban sets legal restrictions to prevent activities that may start a fire.

In the event of a total fire ban, restrictions may apply to the discharging of fireworks and open fires.

To check if restrictions apply to your event, call 1800 NSW RFS (1800 679 737 or visit: bit.ly/fire-information

Safety and security

The nature of your event and anticipated crowd numbers will determine the type of security you require.

It is important to develop a security management plan with a security provider to clarify roles and responsibilities related to event security.

The main responsibilities of security staff are likely to include crowd management, asset protection, managing lost children and handling confiscated items.

Depending on the size and scope of your event, event marshals may be used in place of security. Please discuss this with the Events team.

Counter-terrorism

All event organisers who plan events involving large numbers of the public or high profile attendees need to address security and counter-terrorism issues with the Events team, who will facilitate communication with Camden Police and relevant authorities.

Event organisers are encouraged to visit Australian National Security website to ensure they understand the requirements for events: www.nationalsecurity.gov.au

Working with local Police

Depending on the size and scope of your event, Camden Police may need to be involved throughout the planning process and throughout the duration of your event.

Police members may attend meetings with event organisers and Council's Traffic team and additional Police resources may be required during your event.

Other useful references

Work Health and Safety Act 2011
bit.ly/whs-act

SafeWork NSW
www.safework.nsw.gov.au

Fire Safety Guidelines
bit.ly/fire-safety-guidelines

Gas Cylinders and Safety Regulations
bit.ly/gas-cylinder-regs

Fireworks and Pyrotechnics
bit.ly/fireworks-licence

Liquor and Gaming NSW
www.liquorandgaming.nsw.gov.au

NSW Environment Protection Authority
www.epa.nsw.gov.au

NSW Fire Brigade
www.fire.nsw.gov.au

Ambulance NSW
www.ambulance.nsw.gov.au

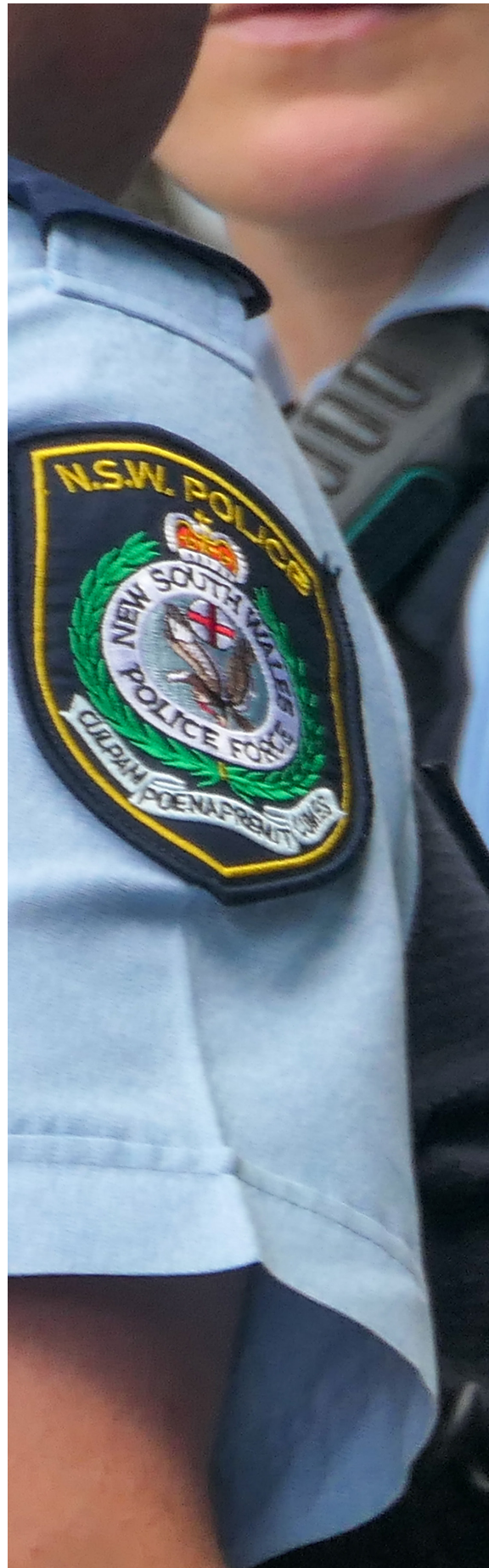
Camden Ambulance
 Phone: (02) 4655 1481

NSW Police
www.police.nsw.gov.au

Camden Police
 Phone: (02) 4632 4499
bit.ly/camden-police

Narellan Fire and Rescue
 Phone: (02) 4647 7266
bit.ly/narellan-fire-rescue

Camden Council
 Phone: 13 22 63
www.camden.nsw.gov.au



5. PERMITS & OTHER CONSIDERATIONS

5.1 Sustainable events

Sustainability principles for greener events

Camden Council has a responsibility to consider the impact events have on the environment. Council encourages event organisers to minimise their environmental impact by reducing the carbon and ecological footprint of their event.

The four main sustainability considerations for events are:

- Use of water;
- Management of waste;
- Managing greenhouse emissions and the use of energy; and
- Management of venue surfaces.

Promotional giveaways and sustainability

If you wish to distribute promotional giveaways at your event, consider the environmental impacts in detail and then discuss with the Events team.

Please note that it is not possible to distribute giveaways at all events or in all locations as giveaways can cause litter and waste problems.

Sustainability of open spaces

Guidelines have been developed to ensure that events held in specific open spaces are appropriate to those locations, and that the frequency and size of events do not exceed the carrying capacity of specific facilities.

To minimise the damage an event may cause to the facility, event organisers must provide adequate supervision at the site during bump-in and bump-out and use protective surfaces to reduce compaction and damage to the turf.

The event organiser remains responsible for any damage incurred by third parties, suppliers and any contracted services. Council reserves the right to reduce the number of events in certain areas of an open space if those areas have become damaged and exhausted. You will be advised if this affects your booking.

For further information regarding sustainable events please visit:

bit.ly/sustainable-event

Waste Minimisation

The focus of waste minimisation is to reduce the amount of waste produced by an event. Minimising/preventing waste can be achieved quite easily by reducing packaging or using reusable food or beverage containers. By minimising waste you can achieve environmental outcomes, reduce waste being sent to landfill and save money.

Where relevant, the following will apply to your event permit:

- Any publicity material used to promote events is to be produced using recycled material;
- Electronic forms of marketing should be used wherever possible;
- Council encourages the use of reusable, recyclable or compostable utensils. The use of single use

plastics should be minimal;

- Polystyrene products are prohibited;
- Council encourages minimum packaging and/or reusable packaging on food and drinks available at events;
- Recycling facilities are to be available at all events (modification of this point can be made at Council's discretion); and
- Water refill stations are to be available at all events, minimising the use of plastic bottles.

Council discourages the use of helium balloons at events in the Camden LGA.

5.2 Animals at events

The inclusion of animals at events is a common request, for example, animal farms, pony rides, native wildlife displays and horses.

There are various animal welfare acts, regulations and codes of practice that must be upheld, as detailed by the NSW Department of Primary Industries and RSPCA:

bit.ly/dpi-animal-welfare

www.rspcansw.org.au

To ensure that animal welfare is considered and managed appropriately at events, organisers are required to ensure that the animals involved in their events are chosen for their suitability and not subjected to injury, suffering, distress or excessive disturbance.

Animals in circuses

Under the Local Approvals Policy the use of exotic animals in circuses is not permitted on Council – owned land or facilities. Exotic animals refers to any non-domesticated animals, such as elephants, large cats or non-human primates (monkeys).

5.3 Handbills

A handbill is a small printed advertisement or other notice distributed by hand.

Handbill distribution is discouraged in Camden and event organisers should use digital platforms for promotion and distribution of information.

If you wish to distribute handbills at your event, include details in your event plan and discuss your options with the Events team.

A copy of the proposed handbill must be submitted along with your event plan.



5.4 Fundraising

Any person or organisation wishing to conduct a fundraising appeal or event is required to register the activity with Fair Trading NSW before they commence fundraising, unless they are exempt from registration.

Registration must be submitted with your Event Application.

Individuals wishing to fundraise on behalf of a charity must have written permission to fundraise from the nominated registered charity. There is no fee to register as a fundraiser.

Find out more from Fair Trading NSW:
bit.ly/charitable-fundraising

5.5 Alcohol and liquor licensing

Under local laws, Camden Council prohibits the consumption of alcohol in public places in designated Alcohol Free Zones and Alcohol Prohibited Areas.

There are some exceptions where, in accordance with a permit, alcohol consumption may be permitted within Camden's CBD at licensed premises including cafes, restaurants, bars and pubs.

A temporary Limited Liquor Licence or a Major Event Licence may be required when liquor is being supplied at an event and paid for (or is included in a ticket price).

You must contact Liquor and Gaming NSW and obtain the appropriate liquor licence prior to submitting your event application to Council: bit.ly/liquor-licence-info

Council will need to see evidence of your liquor licence. If you intend to serve but not sell alcohol, you may not require a liquor licence; however, it is always best to check with Liquor and Gaming NSW for the latest information.

Approval of a liquor licence is not approval for your event, nor does an Event Permit guarantee you will receive a liquor license.

Alcohol plan

If you are selling or serving alcohol, you are required to write an alcohol management plan.

Matters to be addressed in your alcohol management plan include;

- Preventing the sale or provision of liquor to minors;
- Preventing unduly intoxicated/disorderly persons; and
- Preventing access by minors to licensed areas.

Your licensed areas should be clearly marked on your site plan, as well as any dry areas, and food should always be made available to guests.



Your alcohol management plan should detail:

- Type of alcohol that will be available;
- Containers in which it will be served (plastic containers required in parks);
- Provisions for container collection during and after the event;
- Designated dry areas;
- Food vending/provision areas and types of food available;
- Number and location of security personnel who manage the area (this may also be included in your security plan);
- Location of toilets and the ratio of toilets per attendees;
- Number of bar staff and their training levels; and
- Proposed trading hours of the alcohol serving areas.

For further information visit:

bit.ly/liquor-plan



5.6 Development consent

Certain events may require development consent due to the nature and scale of the event, including temporary structures and the activities being conducted.

It is important to contact Council prior to submitting your event application to determine whether you will also be required to lodge a development application. If so, Council requires the application to be submitted at least three months prior to the event.

The application must be accompanied by the documents listed in Council's application information matrix on Council's website.

If Council is not provided with adequate time to assess and approve your development application you will not receive your Event Permit.

Other documentation may be required to submit your application (including Council's land owners consent) so it is important to contact Council as soon as you intend to hold the event to get accurate information.

5.7 Noise management

Managing noise levels is an important part of Camden Council's commitment to providing a liveable, supportive environment for all.

Events using public open spaces must comply with the guidelines set by Health NSW which regulates all noise affecting public places, either by its nature or volume: bit.ly/event-noise

Council may request a specific noise management plan for certain events which are considered to have potential to create offensive noise.

Noise from events is also subject to the nuisance provisions of the Public Health and Wellbeing Act 2008.

Noise from vehicles, event activities, music and patrons can cause disturbance and event plans should include strategies to address potential noise issues. Proactive measures such as crowd control, positioning of speakers and timing of events can improve control of noise.

5.8 Music at events

If you are playing live or recorded music at your event it is highly likely that you will require an APRA AMCOS and possibly a PPCA license.

The Australian Mechanical Copyright Owners Society (AMCOS), known as APRA AMCOS, protects the rights of their members' and their musical works.

The Phonographic Performance Company of Australia Limited (PPCA) represents the interests of record labels (licensors) and Australian recording artists. Both APRA AMCOS and PPCA are not for profit bodies and exist to protect the rights of their members.

Advice about the types of licenses available and the costs and requirements can be found online. Support the Australian music industry and find out more about how you can obtain your license.

For more information, visit APRA AMCOS and PPCA:

www.apraamcos.com.au

www.pcca.com.au



6. WASTE MANAGEMENT

Waste management for any event should be considered early in the planning phase. Event organisers need to consider how waste will be generated and managed during all stages of the event, including set up and pack up as well as how waste will be disposed of after the event.

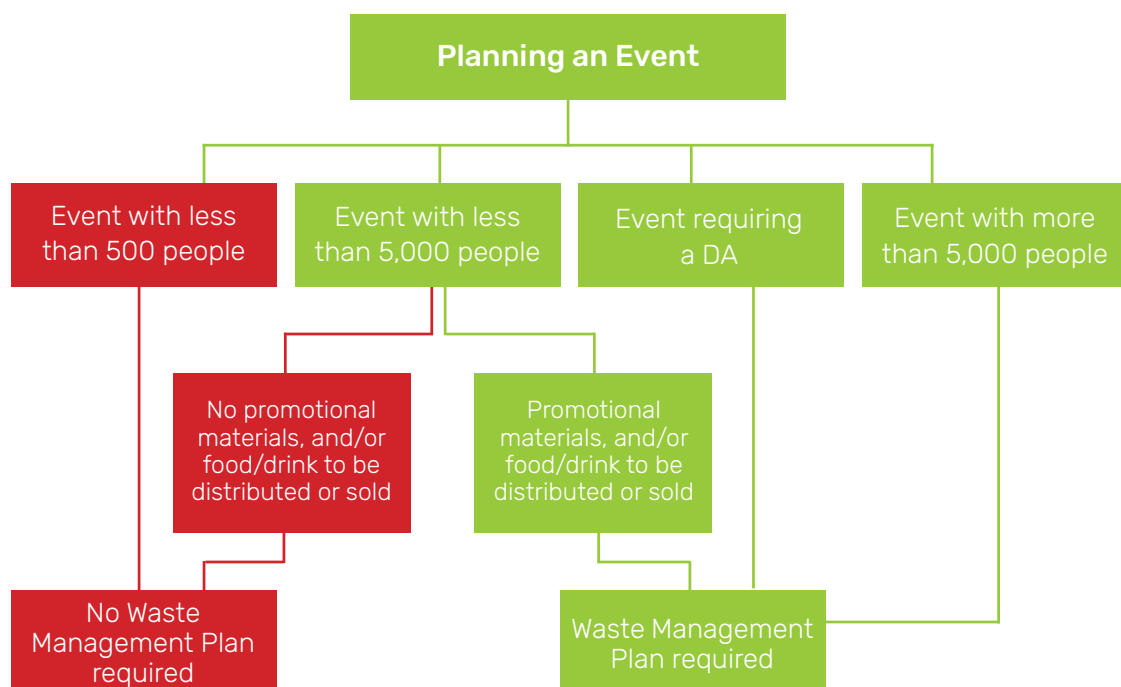
6.1 Waste management plan

A Waste Management Plan (WMP) is to be completed and submitted to Council for all events which have a projected attendance of more than 5,000 or are likely to produce substantial waste.

A WMP should include:

- Contact details;
- Bin requirements;
- Waste management both throughout and after the event;
- Waste minimisation measures;
- Site map including:
 - Bin station location/s;
 - Bin storage area/s (if any);
 - Bin transfer route (bin station to collection point); and
 - Bin delivery and collection point.

Events that occur more than twice a year need only submit one WMP per year.



For events which do not require an event application, bins must still be provided. See waste management and disposal for more information.

6.2 Waste management and disposal

It is the responsibility of the event organiser to ensure the effective management of all waste generated by the event. Managing waste effectively ensures that garbage and recycling are correctly disposed, contamination is limited and litter is controlled.

Many of Council's facilities have bins located within the area, however these bins are for use by regular patrons and not suitable for events.

An appropriate number of additional general waste and recycling bins should be provided for the amount and type of waste being produced: bit.ly/waste-at-events

Use the table below to determine how many general waste and recycling bins will be required.

This matrix is to be used as a guide - every event is different. You will be advised if your waste requirements are different from the numbers provided.

Council may require the provision of additional bins or alternate waste collection measures.

At the conclusion of the event all materials, excess waste and other equipment associated with the event are to be removed and the area left in a clean and tidy condition.

Fines may be issued to any organisation that does not remove all waste generated by the event or presents contaminated recycling bins.

Garbage	Attendees					
	0-500	1,000	2,000	3,000	4,000	5,000+
No food or drinks on site and no promotional materials distributed	5	5	10	15	20	Contact Council's Waste Team on 13 22 63
Food/drinks catering or stalls on site	10	10	20	30	40	
Promotional materials distributed	10	10	20	30	40	
Food/drink catering or stalls on site plus promotional materials distributed	15	15	30	45	70	

Recycling	Attendees					
	0-500	1,000	2,000	3,000	4,000	5,000+
No food or drinks on site and no promotional materials distributed	5	5	10	15	20	Contact Council's Waste Team on 13 22 63
Food/drinks catering or stalls on site	10	10	20	30	40	
Promotional materials distributed	10	10	20	30	40	
Food/drink catering or stalls on site plus promotional materials distributed	15	15	30	45	70	

7. FOOD SAFETY

Events that include food and beverage stalls are required to ensure that all vendors are registered with Camden Council. Vendors who have not registered will not be permitted to trade at the event.

These requirements relate to all food operations where any food or beverage, including sampling of these, is intended to be sold or given away as part of a charity, service organisation, fundraising, sporting, promotional or commercial event.

7.1 Safety standards and the sale of food

Under the Food Act 2003 the definition of sell includes:

- Barter, offer or attempt to sell;
- Receive for sale;
- Have in possession for sale;
- Display for sale;
- Cause or permit to be sold or offered for sale;
- Send, forward or deliver for sale;
- Provide under a contract of service;
- Offer as a prize or reward;
- Supply food as a meal or part of a meal to an employee, in accordance with a term of an award governing the employment of the employee or a term of the employee's contract of service, for consumption by the employee at the employee's place of work;
- Dispose of by way of raffle, lottery or other game of chance;
- Give away for the purpose of advertisement or in furtherance of trade or business;

- Supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment;
- Supply food (whether or not for consideration) in the course of providing services to patients or inmates in public institutions, where 'public institution' means 'public institution' as defined in the Act;
- Sell for the purpose of resale;
- Dispose of by any method for valuable consideration; or
- Dispose of to an agent for sale on consignment.

For more information on Food Safety and required information for those hosting events, please visit:

bit.ly/event-food-safety



7.2 Temporary food application

The event organiser must provide a full list of food and drink stallholders and their Temporary Food Application Forms or Temporary Food Approval:

bit.ly/food-application

The event organiser will not receive the Event Permit until all food and beverage vendors have approval.

The event organiser is required to;

- Distribute the correct (and current) application information to food businesses operating at the event and ensure they submit relevant applications to Council at least 21 business days before the event;
- Provide a list of food vendors and a site map of the event at least 14 days before the event;
- Ensure all food businesses are aware of the requirements to register and operate at an event;
- Provide or organise facilities for communal wash up, access to power, water and sewerage disposal if required; and
- Remove a food vendor from the event if food safety standards or requirements are not met.



8. GLOSSARY

Large event

Large events require an approval and are those events that fall outside of the small, medium or sporting event guidelines. A large event will generally have one or more of the following triggers:

- More than 1,000 attendees;
- A significant impact on stakeholders;
- Significant levels of infrastructure or vehicle access required;
- Road closures or changes to traffic conditions; or
- Impact on public transport.

Medium event

Medium events require a permit and are those events that fit within the following guidelines:

- Has more than 100 people but less than 1,000;
- Has less than 1,000, but has catering and/or infrastructure and/or vehicle access required;
- Significant impact on stakeholders; or
- Road closures or changes to traffic conditions.

Small event

Small events require a permit and are those events that generally have minimal impact on the surrounding stakeholders and general public and fit within the following guidelines:

- Have less than 100 people, but has catering and/or infrastructure and/or vehicle access required;
- Have less than 100 people, but would like to book a preferred location.

Sporting event

Sporting events may require a permit and are those events that generally have a greater impact than a regular booking or sporting activity. A sporting event that requires a permit would include:

- A one-off celebration that is not part of the weekly sporting activity such as:
 - Regional, state or national carnival or tournament;
 - Presentation;
 - Gala day; or
 - Fair, open day or unique celebration.
- A significant impact on stakeholders;
- Medium levels of infrastructure or vehicle access required;
- Require additional parking to cater for larger visitation;
- Require access for buses or coaches;
- Road closures or changes to traffic conditions;
- Impact on public transport.

Activity	An activity does not interrupt the day-to-day running of the area and will usually have minimal impact on public transport and public parking. Activities may include weddings, personal training, promotions, filming and photography. Other activities include casual sports, seasonal sports and conservatory functions. Casual and seasonal sports in Camden are managed by Councils Recreation team.
Bump-in	The process of setting up your event site prior to any activities starting. This may include setting up any infrastructure.
Bump-out	The process of packing up all elements after your event has finished.
Busker/Busking	An entertainer who is actively providing a performance in the public place in exchange for a donation. Busking is defined as sounding or playing a musical instrument, singing, giving a recitation or performing, conjuring, juggling, puppetry, miming, dancing, entertaining or doing any of these things concurrently. Busking also includes the activity of drawing any message, picture or representation on a pavement, paper, or canvas surface.
Certificate of Currency	Documentary evidence that an insurance policy has been issued by an insurer, outlining policy details, dates of policy and the interested parties.
Event	An event in this guide refers to a small, medium, large or sporting activity or gathering that occurs in a certain place or during a certain time, which has some level of impact on the immediate surroundings. Small events usually have minimal impact on the area and local stakeholders while medium and large events will usually require additional services such as road closures, permit approvals, barricading, health services and promotional assistance and often involve the public. Larger events may also require the assistance of public authorities including NSW Police, public transport providers, NSW Fire Brigade, Ambulance Services, Rural Fire Service and external suppliers, and other commercial suppliers.
Event organiser	Person responsible for the overall management of the event and will be the key contact for Council. The role and responsibilities of an event organiser include troubleshooting, logistical operations, delivery, and liaison. The event organiser must be contactable throughout the event planning, evaluation, and delivery process.



Event Permit	The document an event organiser is issued upon successful submission of all event plan elements required for their particular event. Your Event Permit will be emailed to you by the Events team once all criteria have been successfully met. Unless in accordance with a permit, a person must not conduct any special event on a road or in any public place without prior permission.
Event plan	The document (or combination of documents) an event organiser submits to Council detailing how they plan to run an event. Event plans may be short or long depending on the complexity of an event and will cover areas outlined in this guide. An event plan is not required for a wedding.
Events team	The team within Camden Council who manage all internal and external events held within the Camden Local Government area excluding filming, weddings and personal. The Events team is referred to throughout this document and will be your contact if you wish to organise an event in any of Council's public spaces.
Fundraising	Any activity which aims to collect money for, or on behalf of, an active registered charity organisation.
Filming	The recording of images, including but not limited to film, video, digital or electronically for the purposes of exhibition and/or broadcast (television, cinema, internet, etc.). This does not include still photography.
Filming approval	Approval for filming activities on public land is issued by Camden Council. Unless in accordance with an approval, a person must not conduct any filming that exceeds the low impact criteria (as listed on the filming applications web page). Filming is not considered an event and does not require an event application however will require a filming application to be completed online: bit.ly/filming-application
Goods	Any item(s) for sale and may include food.
Handbill	A leaflet, brochure, place card, notice, book, pamphlet, newspaper or other printed material.

Public place	An area that is used by the public as common ground. The public are entitled to have access to all common ground areas of the local government area. Public place also extends to the following: • Any place prescribed by Council as a public place, other than an interior part of a building which is not occupied by Camden Council or a public body unless that part has been prescribed by Council; • Any place to which the public have or are permitted to have access upon payment for admittance, but not including a shopping centre; • Any park, garden reserve or other place of public recreation or resort; • Any vacant land or vacant space adjoining any road; or • A Camden Council building.
Promotional	Any concept that promotes a product or service, but does not include activity selling the product, service or any associated merchandise. Giveaways of sample sized products or merchandise are acceptable.
Registered charity	An organisation, or a third-party organisation, that collects money or organisation pledges on behalf of a RCO, which is registered with the Fair-Trading NSW.
Risk	The probability and consequences of occurrence, for example injury or illness. Risk depends on such factors as the nature of the hazard, the degree of exposure, the potential consequences, and individual characteristics such as susceptibility to hazardous substances.
Risk assessment	Risk assessment depends on many factors including, but not limited to, the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard and for the purposes of this guide includes hazard identification and risk control initiative.
Site plan	A detailed snapshot of the location identifying all aspects of the event including; infrastructure, facilities, pedestrian and traffic management, amenities, etc. The site plan should also reference streets, laneways and other distinguishable landmarks.
Stakeholder	A person, resident, business or group with an interest in any happenings taking place near their residence or business.

Selling

Bartering, offering or attempting to sell, receiving for sale, having in possession for sale, exposing for sale, forwarding or delivering for sale, or allowing to be selling or offering for sale, and selling for re-sale.

Spruiking

Addressing members of the public (whether directly or by the use of pre-recorded speech or messages) to encourage members of the public to enter a premises, purchase goods or both. Touting is defined as soliciting business to premises, whether by addressing members of the public directly or through the emission of music or other noise calculated to attract business.

Street activity

Any activity in the public place that involves an event, festival, and promotion, active selling, offering for sale, soliciting, street performance (busking), spruiking, collecting money for fundraising purposes and handing out promotional material and leaflets.

Wedding

A commitment ceremony, an invitation only activity and does not include the wedding receptions, parties or wedding photography.

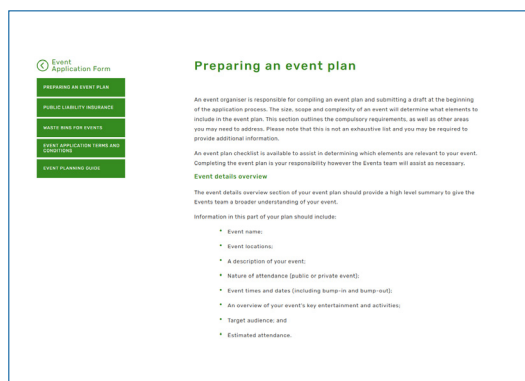


9. DOCUMENTS & TEMPLATES

You may be required to provide additional documentation as part of your event application, including but not limited to an Event Plan, Public Liability Insurance, Risk Management Plan, Special Event Development Application, Traffic Management, Food Safety, Waste Bin Request, Liquor License and Notice of Intention to Hold a Public Assembly.

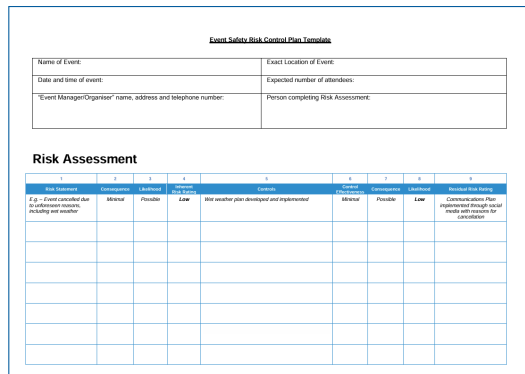
More information about this additional documentation and forms can be found at:

bit.ly/cam-event-application



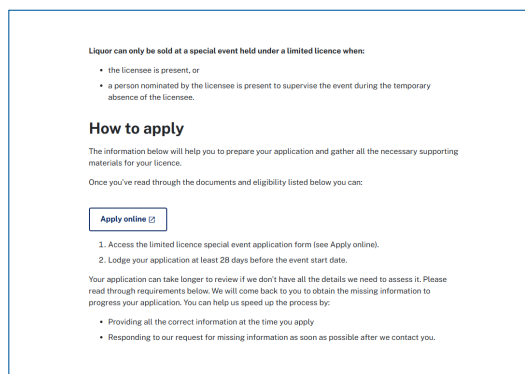
The image shows a document titled "Preparing an event plan". It includes a sidebar with links: "Event Application Form", "PREPARING AN EVENT PLAN", "PUBLIC LIABILITY INSURANCE", "WASTE BINS FOR EVENTS", "EVENT APPLICATION TERMS AND CONDITIONS", and "EVENT PLANNING GUIDE". The main content area is titled "Preparing an event plan" and contains text explaining the purpose of the plan and a checklist of information to include, such as event name, location, description, attendance, times, and target audience.

Preparing an Event Plan



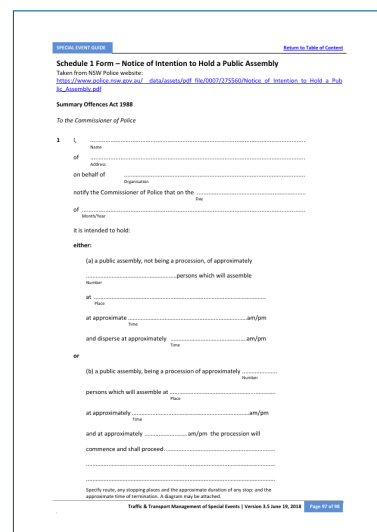
The image shows a "Risk Assessment" table. It has columns for "Risk", "Likelihood", "Severity", "Control", "Residual Risk", and "Action". The "Risk" column lists various scenarios like "Event cancelled due to unforeseen reasons", "Minor", "Possible", "Low", "Site weather plan-developer and implement", "Minor", "Possible", "Low", "Overcrowding due to high attendance", "Minor", "Possible", "Low". The "Likelihood" column has values "Minor", "Possible", "Low". The "Severity" column has values "Minor", "Possible", "Low". The "Control" column has values "Minor", "Possible", "Low". The "Residual Risk" column has values "Minor", "Possible", "Low". The "Action" column has values "Minor", "Possible", "Low".

Risk Management Plan Template



The image shows a "Liquor License" application form. It includes a section titled "Liquor can only be sold at a special event held under a limited licence when:" with bullet points: "the licensee is present, or", "a person nominated by the licensee is present to supervise the event during the temporary absence of the licensee." It also includes a "How to apply" section with instructions on how to apply online and offline, and a "Apply online" button.

Liquor License



The image shows a "Schedule 1 Form - Notice of Intention to Hold a Public Assembly". It includes a "Summary Officers Act 1988" section and a "Notice of Intention to Hold a Public Assembly" section. The form contains fields for "Name", "Address", "Date", "Time", "Location", "Nature of the assembly", "Expected number of attendees", "Person completing Risk Assessment", and "Event Manager/Organiser name, address and telephone number".

Schedule 1 Form: Notice of Intention to Hold a Public Assembly



The image shows a "Certificate Of Currency" for "Combined Liability - Sports". It includes a "Policy Number", "Insured", "Affiliated Club", "Period of Insurance", "Reinstatement Date", "Insured Party", "Policy", "UML", "Type of Sport", "Principal", "Limit of Liability", "Public Liability", "Professional Indemnity", "Total Limit", "Excess", "Signature", and "Date". It also includes a "FICTITIOUS DEED SAMPLE ONLY - NOT EVIDENCE OF INSURANCE" disclaimer.

Sample: Public Liability Insurance





10. CONTACTS

Organisation	Phone	Website
Camden Council: Event Application	13 22 63	bit.ly/cam-event-application
Camden Council: Food Safety	13 22 63	bit.ly/event-food-safety
Camden Council: Traffic Management	13 22 63	bit.ly/special-events-transport
Camden Council: Waste Management	13 22 63	bit.ly/waste-at-events
Department of Primary Industries	(02) 6391 3100	bit.ly/dpi-animal-welfare www.rspcansw.org.au
Service NSW	13 22 13	www.service.nsw.gov.au
NSW Police	(02) 4632 4499	bit.ly/nsw-police-form1
Ambulance	(02) 4655 1481	www.ambulance.nsw.gov.au
Fire + Rescue		bit.ly/fire-safety-guidelines
Rural Fire Service	1800 679 737	bit.ly/fire-information
Liquor and Gaming NSW	1300 024 720	bit.ly/liquor-license
APRA AMCOS	1300 852 388	www.apraamcos.com.au
Busabout Sydney	(02) 4631 4200	www.busabout.com.au
Picton Buslines	(02) 4677 1564	www.buslinesgroup.com.au/picton
Safework NSW		bit.ly/fireworks-licence bit.ly/amusement-devices
St John Ambulance	1300 360 455	www.stjohn.org.au
Fair Trading NSW	13 32 20	bit.ly/charitable-fundraising







Camden Council | 13 22 63
eventapplications@camden.nsw.gov.au