

Camden Event Planning Guide

February 2019



CAMDEN EVENT PLANNING GUIDE

ACKNOWLEDGING CAMDENS TRADITIONAL CUSTODIANS

Camden Council respectfully acknowledges the traditional custodians of the land.

For the Dharawal people, Camden has always been an important meeting place for events of social, educational, sporting and cultural significance.

Today we are proud to say that Camden is a significant gathering place for all Aboriginal and Torres Strait Islander peoples.

CAMDEN ACKNOWLEDGEMENT

At Camden events and functions, the following statement is read to acknowledge Camden's traditional land owners, often also accompanied by a traditional 'Welcome to Country' ceremony. We invite you also to read this statement at your event:

"I would like to acknowledge the Dharawal people the traditional custodians of this land and pay my respects to their elders both past and present."

For further information on Camden's indigenous community contact Council's Community Development branch on 4654 7777.



CONTENTS

Council's Commitment	4		
Camden Council's Marketing and Sponsorship Opportunities	4		
In-Kind Sponsorship	4		
1 Introduction	5		
1.1 Camden Council's Events Team	5		
2 Planning Your Event – A Step by Step Guide	6		
2.1 Do I need an event permit?	6		
2.2 What locations are available to book?	7		
2.3 When to apply for an event permit	7		
2.4 No approval required	8		
2.5 Event application assessment process	8		
2.6 Approvals for weddings, filming, photography and personal training	8		
Weddings	8		
Filming and photography	8		
Personal training	9		
2.7 Event application process	9		
How to apply for an event permit	9		
Compulsory event application requirements	9		
2.8 Your event permit	10		
2.9 Fees and charges	10		
Re-instatement costs	10		
2.10 Other permits, approvals and fees	11		
Camden Council approval type and timeframes –	11		
Permits from other organisations outside of Council	11		
3 Preparing Your Event Plan	12		
3.1 Event details overview	12		
3.2 Event running sheet	12		
3.3 Contact list	12		
3.4 Public liability insurance	12		
3.5 Community notification	13		
Road closure newspaper advertising	13		
3.6 Selling as part of your event	13		
3.7 Signage	14		
3.8 Site plan	14		
Site meeting	14		
3.9 Event operations centre	14		
3.10 Camden Council's parks and gardens	15		
Access and egress for emergency services	16		
Vehicles in parks, reserves and sports grounds	16		
3.11 Accessible events	16		
3.12 Infrastructure and facilities	16		
4 Public Safety	17		
4.1 Toilet facilities	17		
4.2 Drinking water facilities and access	17		
4.3 Power and lighting	18		
4.4 Access and structures	18		
Temporary structures and siting approval	18		
Building access, maintenance and issues	18		
Inflatable structures	18		
4.5 Pedestrian and crowd management plan	19		
Pedestrian management	19		
Crowd management	19		
4.6 Traffic management	20		
Definitions	20		
Traffic control plan	20		
Traffic management plan	20		
Traffic and public transport management	21		
4.7 Vehicles, parking and access permits	22		
Reserved parking	22		
Vehicles	22		
4.8 Emergency and risk management	23		
First aid	23		
Evacuation plan	23		
Weather contingency planning	23		
Total fire ban	24		
Safety and security	24		
Security and terrorism	24		
Working with local Police	24		
5 Permits and Other Considerations	25		
5.1 Sustainable events	25		
Sustainability of parks and gardens	25		
Waste minimisation	25		
5.2 Animals at events	26		
5.3 Handbills	26		
5.4 Fundraising	26		
5.5 Alcohol and liquor licensing	27		
Alcohol plan	27		
5.6 Development consent	28		
5.7 Noise management	28		
5.8 Music at events	29		
6 Waste Management	30		
6.1 Event waste management plan	30		
6.2 Waste management and disposal	31		
7 Food Safety	32		
7.1 Safety standards – sale of food	32		
7.2 Temporary food application forms	33		
8 Glossary	34		
9 Useful Documents	38		
Event management plan template	39		
Event running sheet template	40		
Event Site Plan example	41		
Risk Management Plan template	42		
Community Notification Letter template	44		
Development application form	45		
Temporary food application form	49		
Event waste management plan template	51		
Contacts	53		

COUNCIL'S COMMITMENT

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 encourage 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'S MARKETING AND SPONSORSHIP OPPORTUNITIES

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 benefit 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.

These include:

- The Community Sponsorship Program www.camden.nsw.gov.au/community/grants/community-sponsorship-program/
- What's On in Camden website www.camden.nsw.gov.au/whatson
- What's On in Macarthur www.macarthur.com.au
- Macarthur Facebook page www.facebook.com/macarthur

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.

Sponsorship is available to community organisations or are organising a fundraiser or event that aims to benefit the Camden community. Expressions are open twice a year through the Community Sponsorship Program. Details can be found on Council's website: www.camden.nsw.gov.au/community/grants/community-sponsorship-program/

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

1. Introduction

1.1 Camden Council's Events team

2. Planning your event

3. Preparing your event plan

4. Public safety

5. Permits and other considerations

6 Waste management

7 Food safety

8 Glossary

9 Useful documents

1.1 CAMDEN COUNCIL'S EVENTS TEAM

Council's Events team is responsible for ensuring the interests of Council are being met by event organisers. This involves managing the relationships that exist between Council, event organisers, stakeholders, public authorities and any third parties.

The Events team facilitate approvals for a range of events and activities within the local government area and can suggest ways to deliver a safe and successful event that maintains access for everyone, as well as provide advice on operations.

The list below outlines the various events and activities that the Events team issues permits for:

- Public events
- Private events
- Car Shows
- Fundraisers/Charity Events
- School Fetes and fundraising events
- Promotions
- Sporting gala days, carnivals or tournaments

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

There are different requirements and online application forms for each of the activities, which are detailed in section 2.6 about activity permits.

There are also a range of other approvals that Camden Council requires that do not fall under the responsibility of the Events team. For more information on these other types of permits please refer to section 2.9 about other permits, approvals and fees.

The Events team
Ph: 4654 7777
E: events@camden.nsw.gov.au



2. PLANNING YOUR EVENT - A STEP BY STEP GUIDE

1. Introduction
2. Planning your event
2.1 Why you need an event permit
2.2 What locations are available to book
2.3 When to apply for an event permit
2.4 No approval required
2.5 Event application assessment process
2.6 Approvals for weddings, filming, photography and personal training
2.7 Event application process
2.8 Your event permit
2.9 Fees and charges
2.10 Other permits, approvals and fees
3. Preparing you event plan
4. Public safety
5. Permits and other Considerations
6 Waste management
7 Food safety
8 Glossary
9 Useful documents

To stage 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 the Events team. 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. This is to protect public safety in Camden’s public spaces and assists in the sustainable management of our parks and gardens.

This guide deals primarily with the requirements involved in the application and approval of low impact events and large scale events.

For more information on how to apply for the activities listed in section 1.1, please refer to section 2.7 on the event application process, which goes into further detail.

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 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 event 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 to submit as part of your application.

Camden Event Application Form:

bit.ly/camdenCouncilEventApplication. The event permit ensures your activity is conducted in accordance with the Camden 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.



2. PLANNING YOUR EVENT - A STEP BY STEP GUIDE

1. Introduction
2. Planning your event
2.1 Why you need an event permit
2.2 What locations are available to book
2.3 When to apply for an event permit
2.4 No approval required
2.5 Event application assessment process
2.6 Approvals for weddings, filming, photography and personal training
2.7 Event application process
2.8 Your event permit
2.9 Fees and charges
2.10 Other permits, approvals and fees
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6 Waste management
7 Food safety
8 Glossary
9 Useful documents

2.2 WHAT LOCATIONS ARE AVAILABLE TO BOOK?

In the Camden LGA there are a number of bookable and non-bookable parks, gardens, sportsgrounds, facilities and reserves including but not limited to;

- Belgenny Reserve, Camden South
- Bicentennial Equestrian Park, Camden
- Birriwa Reserve Clubroom, Mount Annan
- Birriwa Reserve Community Hall, Mount Annan
- Camden Civic Centre, Camden
- Camden Town Farm, Camden
- Catherine Field Community Hall, Catherine Field
- Currans Hill Community Hall, Currans Hill
- Curry Reserve, Elderslie
- Cut Hill Reserve, Cobbitty
- Elizabeth Reserve, Narellan Vale
- Fairfax Reserve, Harrington Park
- Harrington Park Community Centre, Harrington Park
- Jack Brabham Reserve, Oran Park
- Jack Nash Reserve, Currans Hill
- Liquidamber Reserve, Narellan Vale
- Macarthur Park, Camden
- Narellan Child, Family and Community Centre, Narellan
- Narellan Library Meeting Rooms, Narellan

- Nott Oval, Narellan Vale
- Onslow Oval, Camden
- Pat Kontista Reserve, Leppington

Availability varies depending on the type of event or activity and the sustainability considerations of each location. There are also a variety of other locations in Camden that may be suitable for events. If you wish to discuss a location not listed above select other in the application form and type the location you wish to use. Check Camden Council’s boundaries to ensure that your desired location falls within our local government area www.camden.nsw.gov.au/council/about-us

For more information contact the Events team on phone 4654 7777 or email events@camden.nsw.gov.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 www.camden.nsw.gov.au/payments-and-forms/forms-a-z/

2.3 WHEN TO APPLY FOR AN EVENT PERMIT

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

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

Application Submission Timeframes	
Small event	4 weeks
Medium event	1 – 3 months
Large events	3-6 months

2. PLANNING YOUR EVENT - A STEP BY STEP GUIDE

1. Introduction

2. Planning Your Event

- 2.1 Why you need an event permit
- 2.2 What locations are available to book
- 2.3 When to apply for an event permit
- 2.4 No approval required
- 2.5 Event application assessment process
- 2.6 Approvals for weddings, filming, photography and personal training
- 2.7 Event application process
- 2.8 Your event permit
- 2.9 Fees and charges
- 2.10 Other permits, approvals and fees

3. Preparing your event plan

4. Public safety

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

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. While you may find that your event does not require event approval, you may still decide to apply for one.

2.5 EVENT 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 needs of the site and the size and scale of your particular event. The Events team can help you determine the size and requirements for your event.

2.6 APPROVALS FOR WEDDINGS, FILMING, PHOTOGRAPHY AND PERSONAL TRAINING

Weddings

Bookings are required for wedding ceremonies in Camden Council's parks and gardens under the following circumstances:

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

Contact Council's Customer Service team to discuss booking areas for weddings on phone 4654 7777 or email customerrequests@camden.nsw.gov.au.

Two of the key benefits are that you will be able to book your preferred location and that the Events team will be able to advise if there are any conflicting events or bookings already scheduled.

The assessment process will take into account some of the following considerations:

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

Filming and photography

If you wish to film within any of Camden Council's public open spaces you may require filming approval. Film makers are required to apply for filming approval on Council's website www.camden.nsw.gov.au/whats-on/visit-camden/filming-application-form/.

Please note: Still photography is not considered filming and does not require approval by Council.

Personal training

Personal trainers wishing to use Camden's parks are not required to book the space, however it is recommended that you discuss your request with Council prior to running any sessions to ensure the training does not conflict with any bookings already at the location.

2. PLANNING YOUR EVENT - A STEP BY STEP GUIDE

1. Introduction

2. Planning Your Event

- 2.1 Why you need an event permit
- 2.2 What locations are available to book
- 2.3 When to apply for an event permit
- 2.4 No approval required
- 2.5 Event application assessment process
- 2.6 Approvals for weddings, filming, photography and personal training
- 2.7 Event application process
- 2.8 Your event permit
- 2.9 Fees and charges
- 2.10 Other permits, approvals and fees

3. Preparing your event plan

4. Public safety

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

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. All applications are to be made via Camden Council's website. Make sure you read the terms and conditions thoroughly before applying and note that the activities outlined in section 2.6 (wedding, filming, and personal training) fall outside of the event application process.

Once your application has been lodged, you will receive an automated response and your application will be sent to the Events team. You will have one point of contact at Council throughout the duration of your application process, however you may be required to meet with relevant staff if your event requires more extensive approvals including:

- Land Owners Consent
- Development consent
- Food Safety
- Traffic Management

The time it takes to process and approve your event will depend on the complexity and your ability to submit plans that meet the event approval criteria. A complex large event may take several months to assess and approve, whereas a small event may only take a couple of weeks.

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

Compulsory event application requirements

When lodging an event application for a large event, it is essential you provide the following information as part of the event plan. For more information on each item below and how to put your event plan together, refer to section 3 on preparing your event plan.

- Event details/description
- Running sheet (including bump-in/ bump-out and event timings)
- Contact details
- Public Liability Insurance
- Community notification letter
- Site plan
- Infrastructure and facilities list
- List of vendors if you are selling as part of your event
- Traffic management plan and traffic control plan (when applicable)
- Safety Checklist
- Waste management plan.

Please note that there may be additional requirements depending on the size and type of the event you are holding. The Events team will outline these requirements for you.

2. PLANNING YOUR EVENT

1. Introduction

2. Planning Your Event

- 2.1 Why you need an event permit
- 2.2 What locations are available to book
- 2.3 When to apply for an event permit
- 2.4 No approval required
- 2.5 Event application assessment process
- 2.6 Approvals for weddings, filming, photography and personal training
- 2.7 Event application process
- 2.8 Your event permit
- 2.9 Fees and charges
- 2.10 Other permits, approvals and fees

3. Preparing your event plan

4. Public safety

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

The event organiser is responsible for compiling 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. Please note that this is not an exhaustive list and you may be required to provide additional information at the request of the Events team.

2.8 YOUR EVENT PERMIT

Once you have met all relevant assessment criteria and the Events team has deemed your application successful, you will receive an event permit. The email will confirm the terms and conditions of your event. These terms and conditions will have been discussed with you during the application process.

2.9 FEES AND CHARGES

A range of fees and charges apply to activities and events conducted in Camden local government area. Find out more on the Fees and Charges page of Council's website www.camden.nsw.gov.au/payments-and-forms/fees-and-charges/

Re-instatement costs

Where damage has occurred as a result of the event or activity, the event organisation and/or event organiser is responsible for the cost of reinstatement to Council property. This also includes damage incurred by third parties, suppliers and any contracted services.

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 have a copy of the approval on site with you at all times and available for presentation upon request.

- Event organisers are encouraged to:
- Budget for possible reinstatement costs and take measures to eliminate the chance of damage to the facility.
 - Include an irrigation plan for events conducted in parks. This will assist in reducing the overall impact on the space.
 - Ensure that you have a suitable waste management plan to ensure that any waste generated by the event is cleaned up and removed from the site.

2. PLANNING YOUR EVENT

1. Introduction

2. Planning Your Event

- 2.1 Why you need an event permit
- 2.2 What locations are available to book
- 2.3 When to apply for an event permit
- 2.4 No approval required
- 2.5 Event application assessment process
- 2.6 Approvals for weddings, filming, photography and personal training
- 2.7 Event application process
- 2.8 Your event permit
- 2.9 Fees and charges
- 2.10 Other permits, approvals and fees

3. Preparing your event plan

4. Public safety

5. Permits and other Considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

2.10 OTHER PERMITS, APPROVALS AND FEES

If your event requires additional approvals from other departments within Camden Council (see list), your event permit will not be valid until all other approvals have been received by the Events team.

Please note that any fees and charges will need to be paid in full prior to the event for your permit to be valid. Council also reserves the right to reject any request for refund if the event is cancelled less than 48 hours prior.

Other approvals that may be required
Special Event Development Application 3 months
Traffic Management Approval 3 months
Land Owners Consent (required for DA) 10 business days
Temporary Food Stall Approval 5 - 15 business days

An event plan checklist is available to assist in determining which elements are relevant to your event. Completing the event plan is your responsibility however the Events team will assist as necessary.

Permits from other organisations outside of Camden Council

- Camden Police Schedule 1 Form
2 weeks
- Liquor license required for events where alcohol is to be served.
2-3 months prior to your event.
- SafeWorkNSW for inspection and approvals of fireworks and inflatables.
- Rural Fire Service NSW Total Fire Bans
- NSW Roads and Maritime Services
www.rms.nsw.gov.au



3. PREPARING YOUR EVENT PLAN

1. Introduction

2. Planning your event

3. Preparing your event plan

3.1 Event details overview

3.2 Event running sheet

3.3 Contact list

3.4 Public liability insurance

3.5 Community notification

3.6 Selling as part of your event

3.7 Signage

3.8 Site plan

3.9 Event operations centre

3.10 Camden Council's parks and gardens

3.11 Accessible events

3.12 Infrastructure and facilities

4. Public safety

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

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 broader understanding of your event.

An Event Management Plan Template is provided in the appendix of this document. Feel free to use this template to develop your event management plan.

This document will help you and your staff ensure that any issues are dealt with promptly.

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.

3.3 CONTACT LIST

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

3.4 PUBLIC LIABILITY INSURANCE

Event organisers must have a public liability insurance policy 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, showing that the proposed event is fully covered to the amount of \$20 million.

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.

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

It is also essential to add in any emergency contact details, including but not limited to 000. This contact list can be included in your event running sheet.

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

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. PREPARING YOUR EVENT PLAN

1. Introduction

2. Planning your event

3. Preparing your event plan

3.1 Event details overview

3.2 Event running sheet

3.3 Contact list

3.4 Public liability insurance

3.5 Community notification

3.6 Selling as part of your event

3.7 Signage

3.8 Site plan

3.9 Event operations centre

3.10 Camden Council's parks and gardens

3.11 Accessible events

3.12 Infrastructure and facilities

4. Public safety

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

3.5 COMMUNITY NOTIFICATION

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

A formal letter must be sent to all stakeholders within the event precinct. The Events team can help you develop a list of who should be targeted 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 details:

- the name, date and location of your event (including bump-in and bump-out times);
- the purpose of the event;
- the expected number of participants
- activities being conducted as part of the event;
- any road closures or changes to traffic conditions;
- a 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;

3.6 SELLING AS PART OF YOUR EVENT

If your event includes any form of selling in public place, a vendor list will need to be completed, outlining vendor contact details, a description of items for sale and a detailed site plan.

- a contact number for further information or queries; and
- Camden Council Events team details as a 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 newspaper advertising

If your event involves major road closure/s or impacts the public transport network, you will be required to advertise the closure to the local community. The advertisement must include the name, date and location of the event, road closure locations, opening and closing times, impact on public transport routes such as buses or taxis and a contact number and website for further enquiries.

You must send a copy of the draft advertisement 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 advertising. The Events team will discuss this with you.

Forms of selling include but are not limited to goods, services, food, beverage, carnival rides and amusements, entry tickets and merchandise.

3. PREPARING YOUR EVENT PLAN

1. Introduction

2. Planning your event

3. Preparing your event plan

- 3.1 Event details overview
- 3.2 Event running sheet
- 3.3 Contact list
- 3.4 Public liability insurance
- 3.5 Community notification
- 3.6 Selling as part of your event
- 3.7 Signage
- 3.8 Site plan
- 3.9 Event operations centre
- 3.10 Camden Council's parks and gardens
- 3.11 Accessible events
- 3.12 Infrastructure and facilities

4. Public safety

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

3.7 SIGNAGE

The event organiser must provide a detailed signage proposal that outlines all the proposed directional, amenity, emergency evacuation and assembly points, vehicle access for entry and exit on and off site, pedestrian access, accessibility options, event/program schedule, event branding signage and when relevant compulsory "No Smoking" signage as per [Smoke-free Environment Act](#), banning smoking in outdoor eating areas.

3.8 SITE PLAN

You must provide Camden Council and public authorities with your site plan during pre-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 the event itself, equipment, activities, permanent and temporary infrastructure, crowd control infrastructure, generators, amenities, parking, pedestrian and vehicle access routes, water, seating, emergency access/egress, licensed areas, food outlets and merchandise stalls.

3.9 EVENT OPERATIONS CENTRE

Regardless of the size of your event, it is likely that you will need to have set aside 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 detailed on your site map.

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

- a representative of the event organisation must be present in the EOC and must be able to contact the event organiser at all times

Please include details such as quantity, size, positioning and installation method. Signage includes variable message signs (VMS boards), banners, bunting, corflutes, maps and flags. Also include sponsorship/corporate logos attached/printed on marquees, temporary site sheds/buildings, inflatable signage or fencing. Please note that VMS signs are only to be used on public land and for the purpose of traffic management and/or parking.

Correct site selection is a critical success factor for an event. The site you select should match your expectations of size, location and available facilities. Crowd and infrastructure capacities vary depending on the chosen site with only some being easily accessible. The submitted site plan should consider turf protection measures and other nearby venues/events that may have an impact on your event.

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

- the representative must be authorised and prepared to act on behalf of the event organiser in all matters
- those present must be able to immediately address any problems arising during the event
- the event organiser must be responsible for the logging of incidents throughout the event.

3. PREPARING YOUR EVENT PLAN

1. Introduction

2. Planning your event

3. Preparing your event plan

- 3.1 Event details overview
- 3.2 Event running sheet
- 3.3 Contact list
- 3.4 Public liability insurance
- 3.5 Community notification
- 3.6 Selling as part of your event
- 3.7 Signage
- 3.8 Site plan
- 3.9 Event operations centre
- 3.10 Camden Council's parks and gardens
- 3.11 Accessible events
- 3.12 Infrastructure and facilities

4. Public safety

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

3.10 COUNCIL'S PARKS AND GARDENS

Camden Council manages a number of the parks and gardens located in the LGA. These public spaces are environmentally sensitive and as such need to be protected where possible.

Events may be permitted in a number of locations, in accordance with Camden Council guidelines. Protocols applicable are as follows:

- where permission is given, structures are to be placed not less than four and a half metres from any tree or shrub or near a tree canopy, or within two and a half metres of garden beds
- structures, where permitted, must be weighted and not pegged; 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. Under no circumstances should items such as rope, string, signage or balloons be tied, stapled or attached to any tree limbs or park infrastructure
- vehicles are not permitted to enter Camden Council parks and gardens without prior written approval
- parks, gardens and Council infrastructure must remain accessible to the public
- damage to trees, shrubs, lawns, flower beds or park infrastructure arising from the event or activity remains the responsibility of the applicant and reinstatement and repair costs will be sought from the permit holder and/or event owner. The permit holder and/or event owner remains responsible for any damage incurred by third parties, suppliers, event patrons and any contracted service providers

- access to the event site must be maintained at all times for:
 1. emergency service vehicles
 2. owners or tenants of nearby or adjoining properties requiring access
 3. pedestrians; a minimum footpath width area of two and a half metres
 4. event areas cannot be roped or cordoned off unless it is to meet safety or liquor licence requirements.
- depending on the specific site chosen and the prevailing weather conditions, Council may require that protective boards or flooring (such as Profloor) are laid to protect the lawns. The protective boards or flooring may be lifted to aerate the surface if the event runs over multiple days
- the location of all structures is to be considered in relation to protecting all the lawn surfaces. Where possible, structures should be located on hard spaces to limit the impact on the lawns
- most park 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. For example, this may mean the inclusion of a dedicated emergency lane within a road closure. You will be required to work with The Events team and the Camden Local Traffic Committee to ensure a quick and effective response in the event of an emergency. Emergency and risk management planning is covered in section 3.18.

3. PREPARING YOUR EVENT PLAN

1. Introduction

2. Planning your event

3. Preparing your event plan

- 3.1 Event details overview
- 3.2 Event running sheet
- 3.3 Contact list
- 3.4 Public liability insurance
- 3.5 Community notification
- 3.6 Selling as part of your event
- 3.7 Signage
- 3.8 Site plan
- 3.9 Event operations centre

3.10 Camden Council's parks and gardens

3.11 Accessible events

3.12 Infrastructure and facilities

4. Public safety

5. Permits and other considerations

6 Waste management

7 Food safety

8 Glossary

9 Useful documents

Vehicles in parks, reserves and sports grounds

Only authorised Council or emergency service vehicles are permitted in Council managed parks and gardens. Limited access is available for vehicles engaged in the bump-in and bump-out and operation of an event.

Authorisations will be detailed in your approval. Conditions include:

- vehicles must be road registered and the driver must hold the appropriate license issued within NSW.
- all on site vehicles must be approved by the Events team
- anytime the marshal has to leave the entry, the bollard will be put back in position, e.g. at the conclusion of the bump-in

3.11 ACCESSIBLE EVENTS

Council is committed to ensuring our local government area's public spaces are welcoming and inclusive for people of all abilities and needs.

3.12 INFRASTRUCTURE AND FACILITIES

All infrastructure and facilities to be brought onsite for your event, including marquees, banners, barricades, site sheds, amusement rides, toilets, water facilities and stalls must be listed on your infrastructure and facilities list as

- vehicles are only allowed to enter when a marshal (wearing high visibility clothing) an escort them
- all vehicles must have hazard lights are on and must travel at walking pace
- all vehicles must remain on pathways unless protective flooring has been laid to protect the surface
- all vehicles that remain on site are required to have drip trays placed underneath their engines
- members of the public will have right of way at all times
- the event organiser is responsible for any costs incurred from damage caused by event staff or contractors.

Event organisers must consider accessibility as part of their planning and put measures in place so that the event site is accessible to everyone.

well as marked on your site plan. Careful placement of infrastructure needs to be considered to avoid creating crowd issues or damage to the site and Council assets. Please make sure that you include the dimensions and weight loadings where applicable.

4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

4.1 Toilet facilities

4.2 Drinking water facilities and access

- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan
- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6 Waste management

7 Food safety

8 Glossary

9 Useful documents

4.1 TOILET FACILITIES

Your site plan must show the location and number of public toilets and disabled 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.

Accessible facilities must be available. Toilet facilities must be well lit for security and 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 food services areas, and be suitable for wet weather conditions.

Toilet facilities – no alcohol provided

Use the following guides to determine the number of toilets required at your event.(JUST A GUIDE)

Patrons	Less than 500			Over 1,000			Over 2,000			Over 3,000			Over 5,000		
Gender	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals
Women	6	2	0	9	9	0	12	6	0	18	10	0	30	17	0
Men	1	2	2	2	4	4	4	6	6	6	10	15	8	17	25

Toilet facilities – alcohol provided

Patrons	Less than 500			Over 1,000			Over 2,000			Over 3,000			Over 5,000		
Gender	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals	WCs	Hand basins	Urinals
Women	13	2	0	16	4	0	18	7	0	22	14	0	40	20	0
Men	3	2	8	5	4	10	9	7	15	10	14	20	12	20	30

4.2 DRINKING WATER FACILITIES AND ACCESS

Events must cater for the health and comfort of patrons. Under the Building Code of Australia, event organisers must provide one drinking fountain or drinking tap for every 150 patrons or part thereof. Drinking water should be made freely available. The location of drinking water facilities must be clearly indicated via directional signage.

Please note water access may be required to service portable toilets or provide water for consumption at an event. Access to water supply will vary depending on the irrigation system within each park/ garden location.

Camden Council is committed to promoting and implementing sustainability and waste reduction practices at events in Camden. In support of the State 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 to counter weight structures, the water must be taken off site and discarded.

4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

- 4.1 Toilet facilities
- 4.2 Drinking water facilities and access
- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan
- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6 Waste management

7 Food safety

8 Glossary

9 Useful documents

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 amperage and voltage), details of certified electricians or generator companies engaged for the event, a contingency plan in the event of a power blackout and details of how lighting will be provided to guarantee the safe access and egress into the event precinct.

4.4 ACCESS & STRUCTURES

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

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, water, first aid and disabled access facilities.

Documents required for approval need to be detailed to the extent of providing sufficient proof that the proposed event will comply with the Building Code of Australia.

Temporary structures and siting approval

A prescribed temporary structure is either one or a combination of the following structures used as an assembly building/ place of public entertainment:

- a stage or platform exceeding 150 square metres;
- a tent, marquee or booth with a floor area greater than 100 square metres

In some locations, it is possible to use Council mains 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 fees apply and the event organiser is responsible for ensuring that any independent operators comply with the appropriate health and safety regulations.

- a seating stand that accommodates more than 20 persons;
- a prefabricated building with a floor area exceeding 100 square metres; and/or some marquees, scaffolding may also require siting approval.

Event organisers are required to provide a full list of all structures that will be used and have them indicated on site plan.

Building Access, maintenance and issues

If you have an issue during bump in, bump out or the event times you can contact Council’s maintenance team on 4654 7777.

Inflatable structures

If you are planning on having inflatable structures at your event, 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.

Water inflatables and waster 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.

4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

- 4.1 Toilet facilities
- 4.2 Drinking water facilities and access
- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan
- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6 Waste management

7 Food safety

8 Glossary

9 Useful documents

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 100 or more people. Even an event with a small attendance can become crowded – it depends on the capacity of the venue or area where the event is held, in relation to the number of people expected.

An event may only become crowded in particular 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 10 square feet 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 employ a professional consultant to manage crowd security and traffic control issues, and on how to develop a crowd management plan. You should consider developing a crowd management plan to cover:

- 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 at 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;
- use of 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;
- 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 egress when noise and behavioural disturbances are likely to impact on neighbours. For example:
 - staggering the finishing times of acts/performances, and the 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
 - ensuring that public transport and taxi services are available at the time of event closure.
- 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.

4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

- 4.1 Toilet facilities
- 4.2 Drinking water facilities and access
- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan

- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

4.6 TRAFFIC MANAGEMENT

If an event which has any of the following impacts on public roads it will require a Traffic Management Plan and a Traffic Control Plan to be approved by Camden's Local Traffic Committee;

- 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; or
- Event held within a school speed zone area.

DEFINITIONS

Traffic Control Plan

A Traffic Control Plan (TCP) is a diagram that illustrates the arrangement of signage and devices used to manage traffic at your event. The plan will detail the location and spacing of all signage and devices, pavement markings, any containment fencing and barriers, arrow boards and/or variable message signage, and roadwork speed zones.

Traffic Management Plan

A Traffic Management Plan (TMP) is a document detailing the event to be undertaken and the impacts the event will have on the traffic and parking. It also details how these impacts are to be addressed so they minimise inconvenience and help ensure road users and event goers remain as safe as possible.

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 operators including Busabout and Picton Buses
- 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
 - passenger notification

It is the responsibility of the event organiser to make sure relevant public authorities are notified of the event. Key stakeholders with regards to traffic and public transport management can be found below. The Events team will advise you of any other authorities that will need to be notified.

4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

- 4.1 Toilet facilities
- 4.2 Drinking water facilities and access
- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan

- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

Traffic and public transport management

Traffic and public transport management planning includes determining how to ensure that all traffic, inclusive of public transport, is accounted for and impacts covered through your event traffic management plans.

Key stakeholders with regards to traffic management planning include:

- Busabout
- Picton Buses
- NSW Roads and Maritime Services (RMS)
- Camden Police
- Camden Council
- Camden Wollondilly Cabs

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.

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 Australian Standards AS 1742.3 (2009).
- If your event impacts on any of RMS state roads (which include freeways and arterial roads such as Narellan Road or Camden Valley Way, approval will be required from NSW Roads and Maritime Services (RMS) www.rms.nsw.gov.au
- 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.



4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

- 4.1 Toilet facilities
- 4.2 Drinking water facilities and access
- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan
- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

4.7 VEHICLES, PARKING AND ACCESS PERMITS

If your event requires vehicle access or reserved parking, arrangements can be made with Council's Traffic team; however, you should make sure that you communicate with The Events team so they are aware of your request for parking and access permits within the context of your event plan.

Reserved parking

As part of your event plan you may be required to reserve or block public parking spaces. This will need to be approved by Council's Traffic team and submitted as part of your event application. If equipment is required by Council to block the parking spaces this will be included in the event fees.

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 are not permitted, or not permitted during certain times.

Please refer to the list below for possible vehicle requirements.

- Vehicle access will need to be granted in writing by Council
- Bollards or gates may also have to be opened to enable you to gain 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 on State roads, which includes being parked on a footpath as part of an event, without a letter of exemption from NSW Roads and Maritime Services (RMS). To obtain an exemption from this road rule please contact RMS www.rms.nsw.gov.au.



4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

- 4.1 Toilet facilities
- 4.2 Drinking water facilities and access
- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan
- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

4.8 EMERGENCY & 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.

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 Brigade, Camden SES and Rural Fire Service.

The following is a list of things you should take into consideration as part of your emergency and risk management plan.

First aid

You must develop a first aid plan outlining how you will manage an incident if one was to occur. This may include the involvement of Ambulance and/or St John Ambulance and/or other pre-hospital care providers (if you request their attendance). It is essential that you provide parking for emergency service vehicles and include this in your site plan.

More information on your first aid obligations under the Workplace Health and Safety Act can be found on www.safework.nsw.gov.au

First aid officers and/or medics 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 that provides such services to determine the minimum level of first aid you will require at your event.

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 any evacuation need and who will be the person that is charged with this responsibility (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 at outdoor sites means that the event and/or activities associated with the event will be subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur. 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 website in the lead up to their event. There are no refunds or credits for event sites not used due to unfavourable weather conditions www.bom.gov.au.

4. PUBLIC SAFETY

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

- 4.1 Toilet facilities
- 4.2 Drinking water facilities and access
- 4.3 Power and lighting
- 4.4 Access and structures
- 4.5 Pedestrian and crowd management plan
- 4.6 Traffic management
- 4.7 Vehicles, parking and access permits
- 4.8 Emergency and risk management

5. Permits and other considerations

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

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. Visit NSW Rural Fire Service www.rfs.nsw.gov.au/fire-information/fdr-and-tobans or call 1800 NSW RFS (1800 679 737) to check if restrictions apply to your event.

Safety and security

Safety is of paramount importance to Camden Council. The nature of your event and anticipated crowd numbers will determine the type of security you require. It is important to design a security plan with the 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.

Security and terrorism

All event organisers who plan events involving large numbers of the general 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

The event organiser must be readily contactable throughout the event planning, staging and evaluation process.

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: www.legislation.nsw.gov.au/#/view/act/2011/10/part14/div2

Emergency Management: www.emergency.nsw.gov.au

Fire Safety Guidelines: www.fire.nsw.gov.au/page.php?id=9166

Gas Cylinders and Safety Regulations: www.fire.nsw.gov.au/page.php?id=716

Fireworks and Pyrotechnics: www.safework.nsw.gov.au/fireworks-display

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

Ambulance NSW: www.ambulance.nsw.gov.au

Camden Ambulance: Ph: 4655 1481

NSW Police: www.police.nsw.gov.au

Camden Police: Ph: 4632 4499 www.police.nsw.gov.au/about_us/regions_commands_districts/south_west_metro_region/camden/camden_police_station

Narellan Fire and Rescue: Ph: 4647 7266 www.fire.nsw.gov.au/page.php?id=9210&station=218

5. PERMITS & OTHER CONSIDERATIONS

1. Introduction

2. Planning your event

3. Preparing your event plan

4. Public safety

5. Permits and other considerations

5.1 Sustainable events

- 5.2 Animals at events
- 5.3 Handbills
- 5.4 Fundraising
- 5.5 Alcohol and liquor licensing
- 5.6 Development consent
- 5.7 Noise management
- 5.8 Music at events

6. Waste management

7. Food safety

8. Glossary

9. Useful documents

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
- management of venue surfaces.

Promotional giveaways and sustainability

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

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

Sustainability of parks and gardens

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

To minimise the damage an event may cause to the park, 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 a park or garden if those areas have become damaged and exhausted. You will be advised if this affects your booking.

Waste Minimalisation

The focus of waste minimisation is just that, to minimise waste produced by an event. Minimising/preventing waste can be achieved quite easily by implementing a few simple steps such as 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:

- Any publicity material used to promote events is to be produced using recycled material.
- Electronic forms of marketing should be used wherever possible.
- Council encourage the use of reusable, recyclable or compostable utensils. The use of single use plastics should be minimal. Polystyrene products are prohibited.
- Council encourage 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 Councils discretion).
- 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.
- Smoking is prohibited at all events in the Camden LGA.

5. PERMITS & OTHER CONSIDERATIONS

- 1. Introduction
- 2. Planning your event
- 3. Preparing your event plan
- 4. Public safety
- 5. Permits and other considerations

- 5.1 Sustainable events
- 5.2 Animals at events
- 5.3 Handbills
- 5.4 Fundraising
- 5.5 Alcohol and liquor licensing
- 5.6 Development consent
- 5.7 Noise management
- 5.8 Music at events

- 6. Waste management
- 7. Food safety
- 8. Glossary
- 9. Useful documents

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: www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare and RSPCA NSW: www.rspcansw.org.au

5.3 HANDBILLS

A handbill is a small printed advertisement or other notice distributed by hand. Limited handbill distribution may be permitted as part of your event depending on your event location.

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

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.

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

It is the policy of Camden Council that the use of exotic animals in circuses is not permitted. Exotic animals refers to any non-domesticated animals, such as elephants, large cats or non-human primates (monkeys).

Under no circumstances can handbills be distributed in parks.

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

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: www.fairtrading.nsw.gov.au/charitable-fundraising.

5. PERMITS & OTHER CONSIDERATIONS

- 1. Introduction
- 2. Planning your event
- 3. Preparing your event plan
- 4. Public safety
- 5. Permits and other considerations

- 5.1 Sustainable events
- 5.2 Animals at events
- 5.3 Handbills
- 5.4 Fundraising
- 5.5 Alcohol and liquor licensing
- 5.6 Development consent
- 5.7 Noise management
- 5.8 Music at events

- 6. Waste management
- 7. Food safety
- 8. Glossary
- 9. Useful documents

5.5 ALCOHOL AND LIQUOR LICENSING

Under local laws, Camden Council prohibits the consumption of alcohol within public places.

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.

An example would be where a liquor licence has been obtained and event plans submitted have met Camden Council's approval.

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: www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types and obtain the appropriate liquor licence prior to submitting your event application to Council.

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.

Alcohol plan
Regardless of whether you are selling or just serving alcohol, you are required to write an alcohol plan.

Major concerns with providing alcohol at events are;

- 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 plan should detail:
- the type of alcohol that will be available
 - the 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
 - the number and location of security personnel who will manage the area (this may also be included in your security plan)
 - the location of toilets and the ratio of toilets per attendees
 - the number of bar staff and their training levels
 - the proposed trading hours of the alcohol serving areas.

Please note that approval of a liquor licence is not approval for your event, nor does an event permit guarantee you will receive a liquor license.

5. PERMITS & OTHER CONSIDERATIONS

- 1. Introduction
- 2. Planning your event
- 3. Preparing your event plan
- 4. Public safety

5. Permits and other considerations

- 5.1 Sustainable events
- 5.2 Animals at events
- 5.3 Handbills
- 5.4 Fundraising
- 5.5 Alcohol and liquor licensing
- 5.6 Development consent
- 5.7 Noise management
- 5.8 Music at events

- 6. Waste management
- 7. Food safety
- 8. Glossary
- 9. Useful documents

5.6 DEVELOPMENT CONSENT

Certain events may require development consent from Council due to the nature of activities being conducted as part of the event.

This might include the temporary use of a building for a performance or exhibition space, a bar, installation of temporary structures, road closures or for placing a banner sign on a building.

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

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 the NSW Department of Health: www.health.nsw.gov.au/environment/factsheets/Pages/Noise-from-public-events.aspx which regulates all noise affecting public places, either by its nature or volume. Any noise emanating from an activity must not exceed 72dba at the nearest point of possible complaint (residences or businesses), unless written approval has been obtained for an alternative sound level.

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

In most cases, a pre-DA meeting is recommended and can be arranged through the Events team. This meeting will help you determine the requirements for your application and provide you with the opportunity for the Planning team to provide you with accurate information.

It is important to note that 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 Land Owners Consent) so it is important to contact Council as soon as you intend to hold the event to get accurate information on your requirements.

Residents may lodge a complaint that an event is adversely impacting on the amenity of the area and Council is obliged to investigate and take action where necessary.

Event organisers need to be considerate of the amenity of the surrounding area. Noise from vehicles, event activities, music and patrons can cause disturbance. 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.

Council's Compliance Officers regularly monitor events and activities, such as spruiking and busking, to ensure compliance with local laws and penalties apply from non-compliance.

5. PERMITS & OTHER CONSIDERATIONS

- 1. Introduction
- 2. Planning your event
- 3. Preparing your event plan
- 4. Public safety

5. Permits and other considerations

- 5.1 Sustainable events
- 5.2 Animals at events
- 5.3 Handbills
- 5.4 Fundraising
- 5.5 Alcohol and liquor licensing
- 5.6 Development consent
- 5.7 Noise management
- 5.8 Music at events

- 6. Waste management
- 7. Food safety
- 8. Glossary
- 9. Useful documents

5.8 MUSIC AT EVENTS

It's illegal to play protected sound recordings for commercial purposes without a 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.

If you are playing music at your event, whether live or recorded, it is highly likely that you will need an APRA AMCOS and possibly a PPCA license. For more information, visit APRA AMCOS www.apraamcos.com.au and PPCA www.pcca.com.au or call 8659 1100.

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.



6. WASTE MANAGEMENT

1. Introduction
2. Planning your event
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6. Waste management
6.1 Event waste management plan
6.2 Waste management and disposal
7. Food safety
8. Glossary
9. Useful documents

Waste management for any event should be considered early in the planning phase. Planning for waste at an event should not only consider how waste will be disposed of after the event but also how waste will be generated and managed during all stages of the event, including set up and pack up.

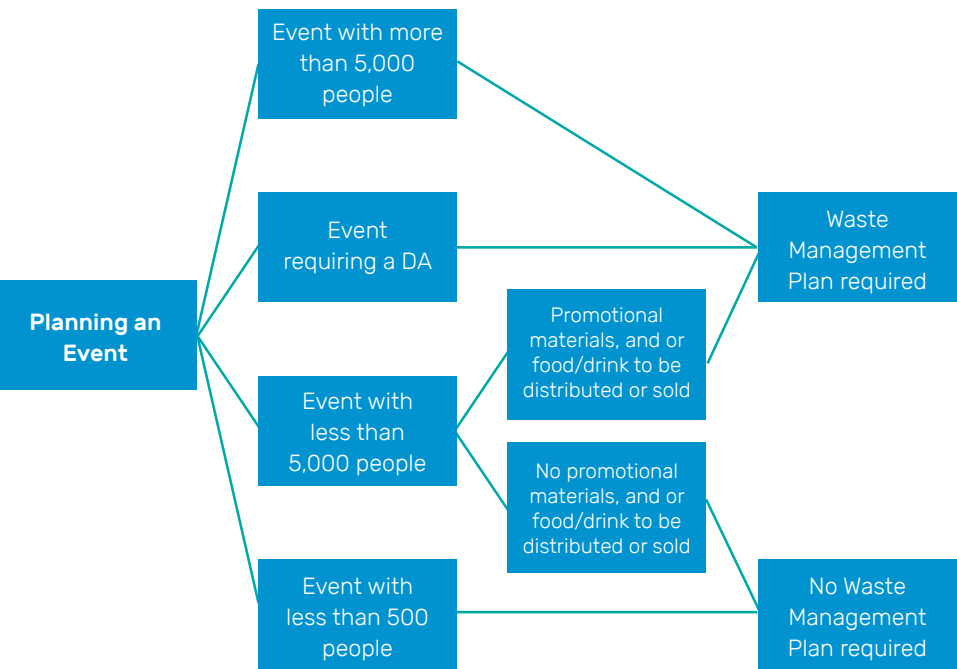
6.1 EVENT WASTE MANAGEMENT PLAN

A Waste Management Plan (WMP) is to be completed and submitted to Council for all events which have a projected attendance of over 5000 or are likely to produce substantial waste.

The WMP is to be submitted to Council for approval at the same time as the Event Application submission in order to determine waste management requirements and allow for amendments to the plan if required.

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

6. WASTE MANAGEMENT

1. Introduction
2. Planning your event
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6. Waste management
6.1 Event waste management plan
6.2 Waste management and disposal
7. Food safety
8. Glossary
9. Useful documents

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 of, 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 will not be 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.

Bins should be ordered as below, if no recycling bins are requested double the general waste bins are required.

The following waste education measures are to be implemented:

- General waste and recycling bins to be placed side by side (if possible).
- Bin stations are to have educational signage.
- Where possible, volunteers should be placed at bins to assist patrons with choosing the right bin.
- Recycling bins to be checked for contamination, if contaminated recycling bins are to be separated and collected as general waste.

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 4654 7777
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 4654 7777
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	

* 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 alternative waste collection measures.

7. FOOD SAFETY

1. Introduction
2. Planning your event
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6 Waste management
7 Food safety
7.1 Safety Standards – sale of food
7.2 Temporary food application form
8 Glossary
9 Useful documents

A key responsibility of Council’s Compliance branch is to monitor and inspect businesses to ensure compliance with the Food Act 1984 and the Public Health and Wellbeing Act 2008.

Event organisers who have food vendors at their event 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 – SALE OF FOOD

Under the Australia New Zealand Food Safety Standards the sale of food 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

7. FOOD SAFETY

1. Introduction
2. Planning your event
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6 Waste management
7 Food safety
7.1 Safety Standards – sale of food
7.2 Temporary food application form
8 Glossary
9 Useful documents

7.2 TEMPORARY FOOD APPLICATION FORM

The event organiser must provide the Events team with a full list of food and drink vendors and their Temporary Food Application Forms which can be downloaded from Council’s website: www.camden.nsw.gov.au/environment/health/food-safety/ prior to the event.

The role and responsibilities of an event organiser include:

- notifying Council at least three months before the event (or before contact with potential food vendors). This will ensure you have the most current information regarding Council requirements for registration and operating at an event;
- distributing the correct (and current) application information to food businesses operating at the event and ensuring they submit relevant applications to Camden Council at least 21 days before the event;

- confirming all food businesses operating at the event by providing a list of food business proprietors and a site map of the event at least 14 days before the event;
- ensuring all food businesses are aware of the requirements to register and operate a food premises at an event;
- providing or organising facilities for communal wash up, access to power, water and sewerage disposal if required; and;
- terminating an agreement with a food business or removing a food business from an event if food safety standards or requirements are not met.

Processing Times	
0 – 10 vendors	5 business days
11 – 30 vendors	10 business days
31+ vendors	15 business days



8. GLOSSARY

1. Introduction
2. Planning your event
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6. Waste management
7. Food safety
8. Glossary
9. Useful documents

For the purpose of this guide the following definitions apply.

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: <ul style="list-style-type: none">• over 1,000 people;• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• have more than 100 people, but less than 1,000 people;• have less than 100 people, but has catering and/or infrastructure and/or vehicle access required; or• 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: <ul style="list-style-type: none">• A one off celebration that is not part of the weekly sporting activity such as<ul style="list-style-type: none">- regional, state or national carnival or tournament- presentation- gala day- 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; or• 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. For more information call 4654 7777.
----------	--

8. GLOSSARY

1. Introduction
2. Planning your event
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6. Waste management
7. Food safety
8. Glossary
9. Useful documents

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 contract is issued by an insurer, outlining the insurance policy details, dates of policy and the interested parties.
Council	Council means the Camden Council.
Event	An event in this guide refers to a small, medium, large or sporting activity or gathering that occurs in a certain place, 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	An event organiser is 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.

8. GLOSSARY

1. Introduction	
2. Planning your event	
3. Preparing your event plan	
4. Public safety	
5. Permits and other considerations	
6. Waste management	
7. Food safety	
8. Glossary	
9. Useful documents	

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 activity	Any activity which aims to collect money for, or on behalf of, a 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: www.camden.nsw.gov.au/whats-on/visit-camden/filming-application-form/
Goods	Refers to 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 is entitled to have access to all common ground areas of the local government area. Public place also extends to the following: <ul style="list-style-type: none">• 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 activity	Any concept that promotes a product or service, but does not include selling the product, service or any associated merchandise. Giveaways of sample sized products or merchandise are acceptable.
Registered Charity Organisation	An organisation, or a third party organisation, that collects money or 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.

8. GLOSSARY

1. Introduction	
2. Planning your event	
3. Preparing your event plan	
4. Public safety	
5. Permits and other considerations	
6. Waste management	
7. Food safety	
8. Glossary	
9. Useful documents	

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.
Stakeholders	A person, resident, business or group with an interest in any happenings taking place near their residence or business.
Statutory permits	Statutory permits are those required by State legislation and can include an Occupancy Permit for Place of Public Entertainment (POPE), health permits for provision of food to the general public and street trading permits for sales of goods and services in a public place. Note: if permits are not obtained when required, some substantial fines could be issued.
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, is an invitation only activity and does not include the wedding receptions, parties or wedding photography.

9. USEFUL DOCUMENTS

1. Introduction
2. Planning your event
3. Preparing your event plan
4. Public safety
5. Permits and other considerations
6. Waste management
7. Food safety
8. Glossary
9. Useful documents

The following documents may be required or you may find useful in planning your event and seeking approvals from Camden Council;

TEMPLATES

- Event Management Plan
- Event Running Sheet
- Site Plan
- Risk Management Plan
- Community Notification Letter
- Waste Management Plan

FORMS

- Special Event Development Application Form
- Temporary Food Stall Application Form

Use the forms and examples provided to help you plan your event.

9. USEFUL DOCUMENTS

EVENT MANAGEMENT PLAN TEMPLATE

The template below is a great example of an event planning tool created by Eventbrite. Gantt charts help you to layout your event timeline, track your progress and ensure all tasks are completed on time. You can download the excel template on the website; www.eventbrite.com/blog/academy/event-gantt-chart-template/

1

2

3

4

5

6

7

8

9

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

EVENT MANAGEMENT PLAN TEMPLATE																																	
EVENT / ACTIVITY				[Event name]				COMPAN [Company's name]				WEBSITE																					
EVENT DATE				[Date of event/s]				VENUE [Copy additional sheets for multi-ci																									
EVENT MANAGER				[Event Manager or creator name]				DATE				43304																					
ACTIVITY	TASK TITLE	DUE DATE	STATUS	PRE-EVENT PLANNING												EVENT PLANNING																	
				WEEK 1					WEEK 2					WEEK 3					WEEK 4					WEEK 5					WEEK 6				
				M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F					
Planning	Create program	06/04/18	In Progress																														
Planning	Update event website and app	26/04/18	In Progress																														
Planning	Assign staff tasks and tools	19/03/18	Not Started																														
On-site Logistics																																	
Venue	Book venue																																
Logistics	Book entertainment																																
Logistics	Arrange security																																
Logistics	Arrange styling or decorations																																
Logistics	Equipment hire																																
Logistics	Arrange catering																																
Logistics	Plan site map																																
Logistics	Develop signage																																
Logistics	Arrange cleaning																																
Logistics	Hire event staff or recruit volunteers																																
Venue	Confirm bump-in/bump out																																
Logistics	Confirm details with vendors																																
Event Communications																																	
Press	Launch event website																																
Marketing	Develop event branding																																
Marketing	Develop social media strategy																																
Marketing	Order collateral (e.g. flyers, maps)																																
Communications	Develop proactive communication plan																																
Communications	Book photographer																																
Marketing	social media advertising																																
Communications	Post-event PR																																
Marketing	Post-event communications																																

9. USEFUL DOCUMENTS

EVENT RUNNING SHEET TEMPLATE

EVENT NAME

DATE:

TIME:

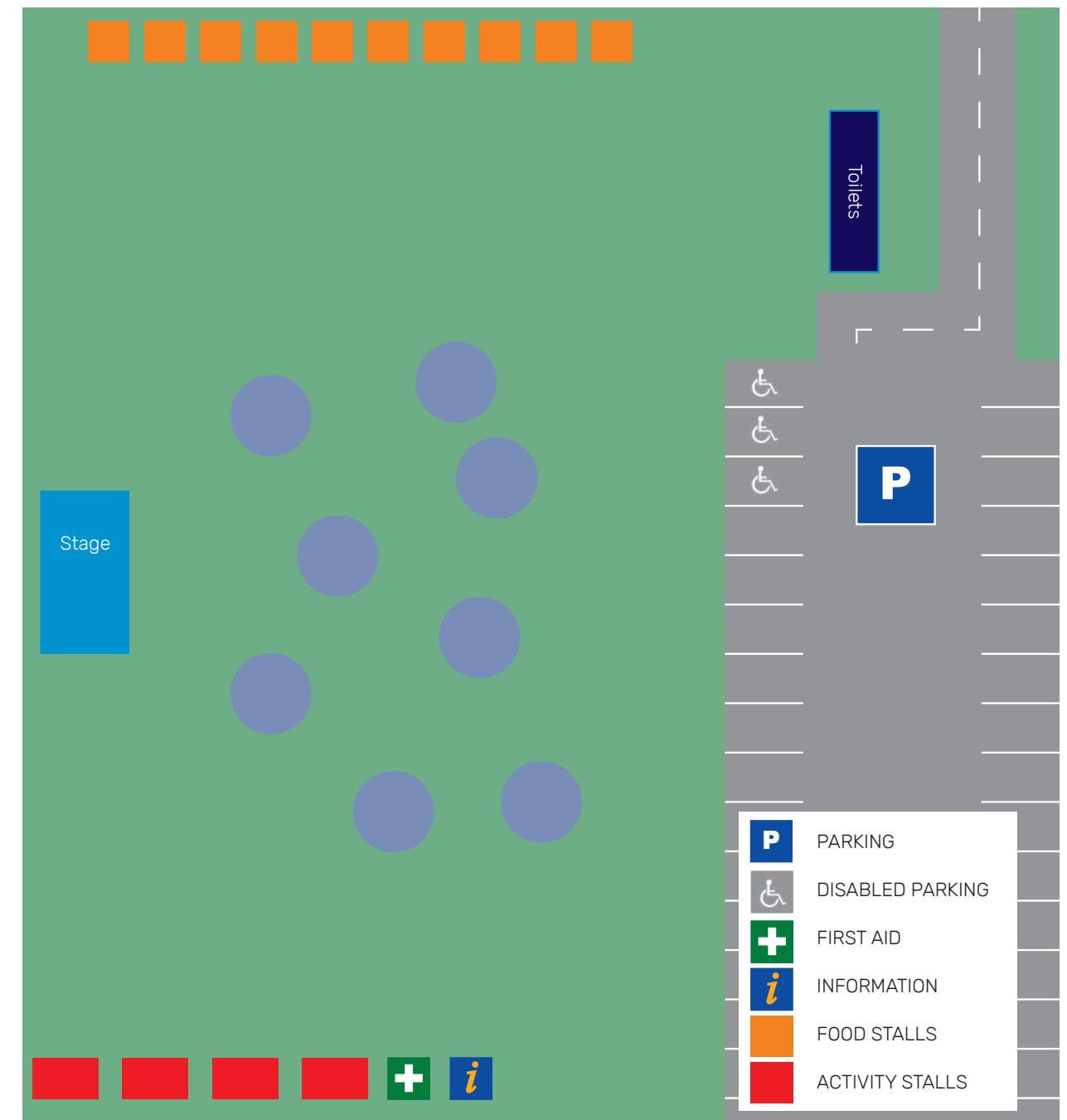
LOCATION:

[illegible]

9. USEFUL DOCUMENTS

EVENT SITE PLAN EXAMPLE

Below is an example of an event site plan. The amount of detail required will depend on the size of the event and the activities being run. Most importantly you should identify any key points of interest including but not limited to; parking including disabled spaces, toilets, first aid and information.



9. USEFUL DOCUMENTS

EVENT SAFETY RISK ASSESSMENT TEMPLATE

As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

Council requires that before an event is held on Council or public land, relevant permits and licenses are obtained and that a risk assessment and Event Management Plan is completed and forwarded to Council. Please note Council does not approve your risk assessments as it is part of your application process.

RISK ASSESSMENT – IT’S A MUST

The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

While most of us understand this, we can find it difficult to apply to a working event document, such as Risk Registers or Risk Control Plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step:

HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times

Hazard ‘groupings’ that can assist in the identification process include:

- human - type and size of crowd expected, level of crowd participation
- technological - mechanical, utilities such as gas and electricity
- natural - the physical location and site area conditions
- environmental - weather, Environment Protection Authority controlled, ground impact etc.

RISK ASSESSMENT

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

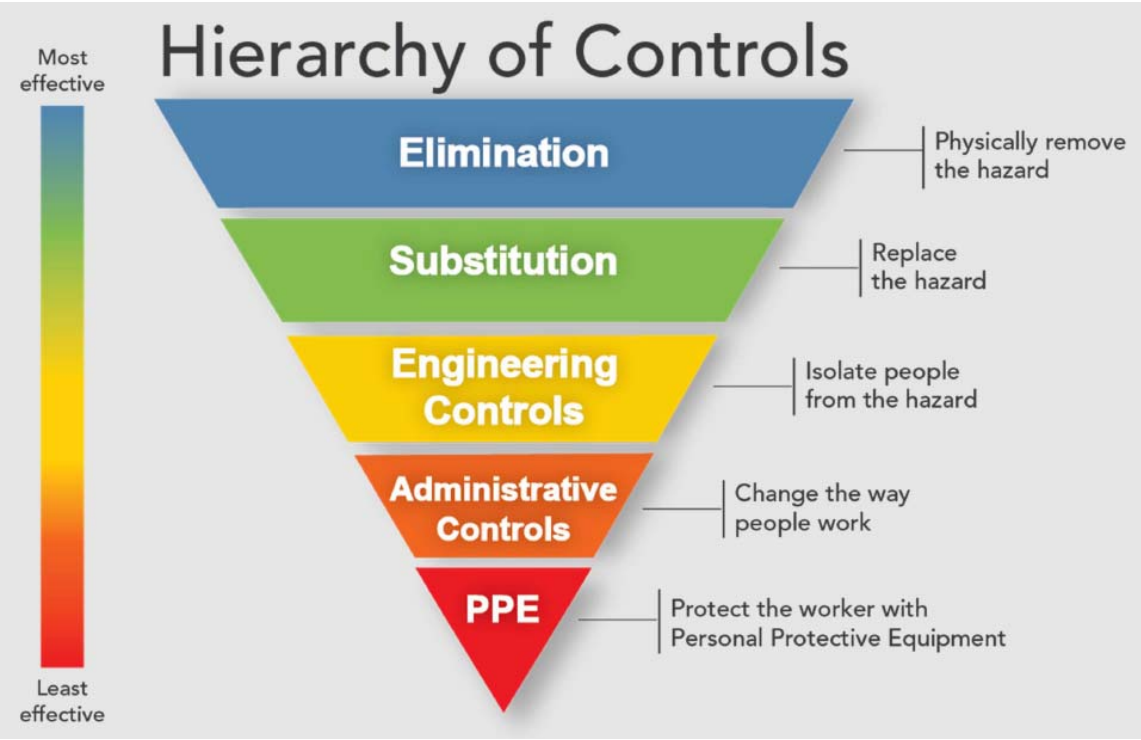
In order to determine a risk rating consider:

- the consequence - what will happen, the extent of harm; and
- the likelihood - chances or possibility of it occurring.

A risk assessment matrix modelled from examples given in AS/NZS ISO 31000 *Risk Management*. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

RISK CONTROL

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the ‘hierarchy of controls’, to see if you can eliminate or reduce the risk.



Often people pick the ‘easier’ option by going straight to administrative controls or PPE but there are often more effective ways to control the hazard. In many cases consultation and discussion with the people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself.

Most importantly, consult with those involved.

RISK ASSESSMENT TABLES

LIKELIHOOD

How likely is it to occur? (example of a risk table below)

Likelihood	Description	Quantification
1-Rare	The event may occur but only in exceptional circumstances. No past event history.	Once every 50 years or more. Less than 10% chance of occurring.
2-Unlikely	The event could occur in some circumstances. No past event history.	Once every 20 years. Between 10% and 30% chance of occurring.
3-Possible	The event may occur sometime. Some past warning signs or previous event history.	Once every 5 years. Between 30% and 70% chance of occurring.
4-Likely	The event will probably occur. Some recurring past event history	Once a year. Between 70% and 90% chance of occurring.
5-Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Several times a year. Greater than 90% chance of occurring.

CONSEQUENCE

What is likely to be the impact?

Consequence	Example Detail Description
Very Low	<ul style="list-style-type: none">No injuriesLow financial loss
Low	<ul style="list-style-type: none">First aid treatmentOn-site release of chemical immediately containedTemporary halt of eventMedium financial loss
Medium	<ul style="list-style-type: none">Medical treatment requiredOn-site release of chemical contained with outside assistanceTemporary halt of event requiring outside assistance (e.g. specialised maintenance, fire, Police)High financial loss
High	<ul style="list-style-type: none">Extensive injuriesLoss of production capabilityOff-site release of chemical with no detrimental effectsHalt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, SafeWork NSW)Major financial loss
Very High	<ul style="list-style-type: none">DeathToxic release off-site with detrimental effectHalt of production with investigation and potential prosecution (e.g. fire, police, ambulance, SafeWork NSW)Catastrophic financial loss

RISK ASSESSMENT MATRIX

RISK RATING

The risk matrix determines a ‘risk rating’, based on the likelihood and consequence of risk.

	Consequence				
Likelihood	1 Very Low	2 Low	3 Medium	4 High	5 Very High
5 Almost Certain	Moderate	Moderate	Significant	Extreme	Extreme
4 Likely	Minor	Moderate	Moderate	Extreme	Extreme
3 Possible	Minor	Minor	Moderate	Significant	Extreme
2 Unlikely	Minor	Minor	Moderate	Moderate	Significant
1 Rare	Minor	Minor	Minor	Moderate	Moderate

RATINGS

- E = Extreme risk: immediate action required
- H = High risk: senior management attention needed
- M = Moderate risk: responsibility must be specified
- L = Low risk: manage by routine procedures

Risk assessment tables enable event organisers to allocate risk ratings to all hazards, so they can prioritise and address them in a systematic way.

Event Safety Risk Control Plan Template

Name of Event:	Exact Location of Event:	
Date and time of event:	Expected number of attendees:	
"Event Manager/ organiser" name, address and telephone number:		Person completing Risk Assessment:

Task/ Issue/ Hazard	What could go wrong	Person affected/ Location	Risk Rating Before controls (refer to risk matrix)	Risk Control Measures (steps that are in place to manage the risk)	Risk Rating After controls (refer to risk matrix)	By who and when?	Notes
E.g. Crowds	Crushing	Any person at event		Design layout of event to reduce concentration of people in any one place		Event coordinator Mr J Doe 1/7/XX	Volunteers to also assist

Task/ Issue/ Hazard	What could go wrong	Person affected/ Location	Risk Rating Before controls (refer to risk matrix)	Risk Control Measures (steps that are in place to manage the risk)	Risk Rating After Controls (refer to risk matrix)	By who and when?	Notes
E.g. Crowds	Crushing	Any person at event		Design layout of event to reduce concentration of people in any one place		Event coordinator Mr J Doe 1/7/XX	Volunteers to also assist

9. USEFUL DOCUMENTS

COMMUNITY NOTIFICATION LETTER

Dear resident/business owner,

Re: {Event Name}, {Date}

{Your organisation/company name} will host the {event name} at {venue/locatino} on {date}.

This event is open to the public and is expected to have between 500 and 1000 in attendance. Join us for the celebrations including;

- Live entertainment
- kids rides and activities
- food stalls

Several road closures and detours will be in effect during this period at the follow-ing locations;

- {time} {closed streets}
- {time} {closed streets}
- {time} {closed streets}
- {time} {closed streets}

Please note: Due to special event clearway, vehicles will not be permitted to park on Argyle Street from 6am. Any vehicles parked within this area may be towed.

A flyer with information regarding the days activities and a map of affected roads is attached to this letter.

If you wish to discuss this event further please contact {event organisers name} on {phone}, or email {email address} or visit our website {website}

{Event organisation} has received an event permit from Camden Council and is approved to conduct the above mentioned activities. If you wish to discuss this matter with Council please contact the Events team on 4654 7777 or events@camden.nsw.gov.au

Yours sincerely,

Signed



Application Form

Part 1 - Office Use Only

Receipt Number	Receipt Date	Total Fee Paid	Application Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2 - Type of Application

- | | |
|--|---|
| <input type="checkbox"/> Development Application | <input type="checkbox"/> Construction Certificate - Engineering |
| <input type="checkbox"/> Modify Development Consent (Section 4.55) | <input type="checkbox"/> Compliance Certificate - Engineering |
| <input type="checkbox"/> Review Determination (Section 8.2) | <input type="checkbox"/> Subdivision Certificate |

Part 3 - Site Description

Street Number(s)	Street Name(s)	Suburb(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot Number(s)	Section Number(s) (if applicable)	Deposited/Strata Plan(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 4 - Development Description

Estimated Cost of Development
\$ <input type="text"/>

Part 5 - Australian Bureau of Statistics Schedule

(Describe the material of which the new work will be constructed)

Walls	Floor	Roof
<input type="text"/>	<input type="text"/>	<input type="text"/>
Frame	New Floor Area m ²	Number of Storeys
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 6 - Applicant Details

Title	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation / Company Name (if applicable)		
<input type="text"/>		
Address		
<input type="text"/>		
Phone Number	Email Address	
<input type="text"/>	<input type="text"/>	

Note. All contact regarding applications will be made through the applicant. If you wish to authorise another person/company to be the contact for your application a separate written statement must be provided clearly stating their name and contact details.

Part 7 - Owners Consent

Title	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation / Company Name (if applicable)		ABN / ACN
<input type="text"/>		<input type="text"/>
Address		
<input type="text"/>		
Contact Phone Number	Email Address	
<input type="text"/>	<input type="text"/>	
First Owner's / Authorised Delegate's Signature		Date
<input type="text"/>		<input type="text"/>
Second Owner's / Authorised Delegate's Signature		Date
<input type="text"/>		<input type="text"/>
Third Owner's / Authorised Delegate's Signature		Date
<input type="text"/>		<input type="text"/>

Note. If there is insufficient room above you can provide a signed letter from the respective owners consenting to the lodgement of the application.

If the site is owned by multiple persons, organisations or companies, each must provide owner's consent.

If you are providing owner's consent on behalf of an organisation or company, in doing so you acknowledge that you are a delegate of that company and are authorised to provide owner's consent on behalf of the company.

If a site is strata titled and a development involves any common property on the site, owner's consent from the Strata Body Corporate must be provided in addition to the site owner's consent.

Please note that if you have only recently purchased the site, Council's records may still identify the previous site owner as the owner of the site. In this circumstance a letter from your conveyancer or solicitor stating that you are now the owner of the site must be provided.

Part 8 - Integrated Development

(Tick if applicable and separate approval is required)

- ☐ Permits for aquaculture, dredging or reclamation work, works to marine vegetation or obstruction of waterways
Fisheries NSW - Fisheries Management Act 1994.
- ☐ Approval for works to an item listed on the State Heritage Register
Office of Environment and Heritage - Heritage Act 1977.
- ☐ Grant of an Aboriginal heritage impact permit
Office of Environment and Heritage - National Parks and Wildlife Act 1974.
- ☐ Environment protection licences for scheduled development/activities and certain non-scheduled activities
Environment Protection Authority - Protection of the Environment Operations Act 1997
- ☐ Consent for works on State roads
Roads and Maritime Services - Roads Act 1993
- ☐ Authorisation for subdivision bush fire safety or special fire protection purposes
NSW Rural Fire Service - Rural Fires Act 1997
- ☐ Water use approval, water management work approval or activity approval
Department of Primary Industries Water - Water Management Act 2000

Part 9 - Conflict of Interest

Is the applicant or site owner:

- | | | |
|--|------------------------------|-----------------------------|
| (a) Camden Council? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) A Councillor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) A Council staff member principally involved in the exercise of Council's functions under the <i>Environmental Planning and Assessment Act 1979</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) A member of Parliament (New South Wales or Commonwealth)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) A relative (within the meaning of the <i>Local Government Act 1993</i>) of a person referred to in (b) to (d) above? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you have answered yes to any of (b) to (d) above, state their name(s):

Part 10 - Builder's Details

Title	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation / Company Name (if applicable)		Licence / Permit Number
<input type="text"/>		<input type="text"/>
Address		
<input type="text"/>		
Contact Number	Email Address	
<input type="text"/>	<input type="text"/>	

Note. Home Owner's Warranty Insurance is required for work where the contract value is over \$20,000. If owner building, an Owner Builder Permit is required for building work exceeding the value of \$10,000.

Part 11 - Applicant Declaration

Under Section 10.4 of the *Environmental Planning and Assessment Act 1979* any reportable political donation to a Councillor and/or any gift of a Councillor or Council employee within a two year period before the date of this application must be publicly disclosed. Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two years? If yes, complete a Political Donation and Gifts Disclosure Statement and lodge it with this application. If no, in signing this application you undertake to advise the Council in writing if you become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination. Failure to disclose relevant information is an offence under the *Environmental Planning and Assessment Act 1979*. It is an offence to make a false disclosure statement.

- I apply for approval to carry out the development described in this application. All information in the application is, to the best of my knowledge, true and correct.
- I understand if the information is incomplete, the application may be rejected or more information may be requested.
- I accept processing delays will arise if there are inadequacies with the application.
- I declare the electronic data provided is a true copy of all plans and documents submitted with this application.
- I understand Council may use the material provided for public exhibition purposes.
- I understand the material provided may be made available to the public for inspection at Council's offices and on Council's website.
- I am authorised by the copyright holder of all material submitted with this application to provide the material to Council. In doing so I understand, and the copyright holder acknowledges, that the material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.

Applicant Signature

Date

Part 12 - General Information

- Development consent is required for many types of building work, subdivision, signage, use of a premises and demolition.
- You may also apply to modify a development consent by using this application form.
- Complying development certificates are issued by Council or a private certifier. These replace development consents and for some types of development.
- Construction certificates are required to certify that the development complies with the Building Code of Australia and/or Council's Engineering Specifications. Construction certificates can be obtained from Council or a private certifier.
- The builder cannot be the applicant for a construction certificate unless they are also the owner of the site. The builder cannot appoint the Principal Certifying Authority.
- Subdivision certificates are required for the registration of the plan of subdivision under the *Conveyancing Act 1919*.
- Other approvals may also be required, e.g. approval to install/operate an on-site sewage management system under the *Local Government Act 1993* if your site is not connected to sewer.
- **All information required by the relevant information checklist(s) must be submitted or Council will not accept your application. The decision as to whether or not the information you have submitted is satisfactory rests with Council.**
- Information submitted with this application may be made accessible to Council staff or in response to requests made under the *Government Information (Public Access) Act 2009*.

70 Central Avenue, Oran Park NSW 2570 PO Box 183, Camden NSW 2570 Phone: (02) 4654 7777
E-mail: mail@camden.nsw.gov.au Website: www.camden.nsw.gov.au



THE COUNCIL OF CAMDEN

APPLICATION FOR APPROVAL TO CONDUCT
TEMPORARY FOOD STALL IN A PUBLIC PLACE
(pursuant to Section 68 (F7) of the Local Government Act 1993)



Type Of Approval Sought

- ☐ Small Stall Application (single food type) ☐ Sport Season Events Application (per location)
☐ Large Stall Application (range of foods)

I the undersigned hereby apply to carry out those activities described below in accordance with the above legislation.

Name of Applicant		Name & Date/s of Event/Venue	
Postal Address		Location of Stall/Vehicle	
Suburb	Post Code	Trading Name of Stall/Business	
Phone (business)	Phone (home)	Phone (mobile)	
Facsimile	Email		
Hours of Operation	List full range of foods to be offered		

Owner's consent

Where the area is within a road under the control of the NSW Roads & Traffic Authority the application will only be accepted if the NSW Roads & Traffic Authority gives its consent to the making of this application. However, where the area/road proposed to be used/occupied is within a road under Council's control, Council gives its consent to the making of this application as part of the Approval. Where approval for temporary event on a road has been obtained by the event organiser, a letter of consent from the organiser is sufficient.

Required details - please tick ☒ information enclosed

✓	Information Required with Application	Office Use Only
	Proposed Activity - Detailed submission describing the proposed activity and how the activity will be conducted, including compliance with Appendix 2 of Council's policy.	
	Dimensional plan/s drawn at appropriate scale showing the proposed location of the stall from which it is proposed to sell any article in a public place, including locations where stall is likely to occur	
	Certificate of currency from your insurer including a clause indemnifying Council in an amount of, not less than, \$20 million against any action that may arise from damage to property or injury to any person using the footpath or public road in the vicinity of the activity for which approval is sought	
	Waste management plan that includes details of the collection, storage and disposal of all waste.	
	Organisers consent – written confirmation from the organiser of the event/venue of your attendance	
	Construction/Type of Stall – Provide details of the stall type and construction that demonstrates compliance with Councils Policy	

Note: Applications which do not contain the above information will be refused.

Signature of Applicant/s

Date of Application

Please return completed form and attachments to Camden Council at 70 Central Avenue, Oran Park NSW 2570, - Email mail@camden.nsw.gov.au. Should you require any assistance or further information please contact Council's Development and Environment Branch Ph 02 4654 7777

Council Office Use Only (Attach to File: F002)

Application No.	SV
-----------------	----

Fees – Job No. 3750.1011.264

Application Fee	Criteria	Amount	Receipt No	Date
Temporary Food Stall	Non Refundable			

Customer Service Officer's Check List

- ☐ Submitted and Satisfactory ☐ Unsatisfactory ☐ N/A

EHO's Comments - General:

EHO's Recommendation:

- That the application be:
- ☐ Approved subject to conditions
☐ Refused (refer EHO Comments)
☐ S86 Further Information Required

Assessment Officer's Name: _____ Date: _____

Event Waste Management Plan Template

Event Waste Management Plan

An Event Waste Management Plan (EWMP) is to be completed and submitted to Council for all events which require a DA, have a projected attendance of over 5000 or are likely to produce waste (refer to event guideline for more detail).

Note: If space is insufficient in the table please provide attachments.

Applicant Details

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Company Name:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (m):	<input type="text"/>
Email:	<input type="text"/>		

Event Details

Name of event	<input type="text"/>
Event Date(s) and time	<input type="text"/>
Anticipated crowd size	<input type="text"/>
Event contact details	<input type="text"/>
Event description	<input type="text"/>

Waste Service Providers (attach agreements)

Contractor	Service
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Waste Management

How many bins are required?
(see event planning guide 2019)

General

Recycling

Other

Other

Other waste facilities required (oil or food waste)

Waste Management throughout event

	Steps (edit where relevant)	Responsible Party	Completed
Bins	<ul style="list-style-type: none"> Set up bin stations Monitor capacity of bins 		
Education	<ul style="list-style-type: none"> Apply signage Council bin caps used 		
Contamination Management*	<ul style="list-style-type: none"> Educate attendees (acceptable contents) Monitor contamination of bins 		
Litter management	<ul style="list-style-type: none"> Sufficient bins provided Litter collection throughout day 		
(Add options where relevant)			

*Only relevant for events where recycling bins are proposed.

Waste Management after event

	Steps (edit where relevant)	Responsible Party	Completed
Litter management	<ul style="list-style-type: none"> Litter collection. Litter disposal. 		
Contamination Management*	<ul style="list-style-type: none"> Contaminated bins separated and collected as general waste 		
Bins	<ul style="list-style-type: none"> Bins emptied Bins removed 		
(Add options where relevant)			

*Only relevant for events where recycling bins are proposed.

CONTACTS

Waste Minimisation

Refer to Camden event planning guide 2019 [LINK](#) for waste minimisation measures. Provide proposed waste minimisation measures below:

-
-
-
-
-

Site Map

Attach site map including:

- Bin station location
- Bin transfer route (bin station to collection point)
- Bin delivery and collection point

Organisation	Section	Phone	Website
Camden Council	Event Application	4654 7777	www.camden.nsw.gov.au/whats-on/eventapplication?stage=Stage
Camden Council	Food Safety	4654 7777	www.camden.nsw.gov.au/environment/health/food-safety/
Camden Council	Traffic Management	4654 7777	www.camden.nsw.gov.au/whats-on/external-event-form-2/eventtrafficmanagement
Camden Council	Waste Management	4654 7777	www.camden.nsw.gov.au/whats-on/external-event-form-2/waste-bins-for-events/?stage=Stage
Department of Primary Industries	Animals at events	6391 3100	www.dpi.nsw.gov.au/animals-and-livestock
Roads and Maritime Services NSW	Road Rules	13 22 13	www.rms.nsw.gov.au
Emergency Management Office		9212 9200	www.emergency.nsw.gov.au
Police	Camden Station	4632 4499	www.police.nsw.gov.au/about_us/regions_commands_districts/south_west_metro_region/camden/camden_police_station
Ambulance	Camden Station	4655 1481	www.ambulance.nsw.gov.au
NSW Fire Brigade	Narellan Station	4647 7266	www.fire.nsw.gov.au/page.php?id=9210&station=218
NSW Fire Brigarde	Fire Safety		www.fire.nsw.gov.au/page.php?id=9166
Rural Fire Sercive	Bush Fire Information	1800 679 737	www.rfs.nsw.gov.au
Llquor and Gaminig NSW	Liquor Licenses	1300 024 720	www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types
APRA AMCOS	Music Licences	1300 852 388	apraamcos.com.au
Busabout Sydney		4631 4200	busabout.com.au
Picton Buslines		4677 1564	www.buslinesgroup.com.au/picton
Safework	Fireworks and Pyrotechnics		www.safework.nsw.gov.au/fireworks-display
St John Ambulance		1300 360 455	stjohn.org.au
Fair Trading NSW	Fundraising	13 32 20	www.fairtrading.nsw.gov.au/charitable-fundraising

Ph: 4654 7777

E: events@camden.nsw.gov.au

www.camden.nsw.gov.au



camden
council