



SPECIAL EVENTS GUIDELINES

TO BE READ IN CONJUNCTION
WITH EVENT APPLICATION FORM

www.lismore.nsw.gov.au

43 Oliver Avenue, Goonellabah NSW 2480 • PO Box 23A, Lismore NSW 2480 • T: 1300 87 83 87 • E: council@lismore.nsw.gov.au • ABN: 60080932837

Lismore City Council acknowledges the people of the Bundjalung Nation, traditional custodians of the land on which we work.

Table of Contents

Introduction.....	4
Access for people with disability.....	4
Alcohol.....	4
Amplification.....	5
Application process.....	5
Approval times.....	5
Balloons.....	5
Banners.....	5
Bins.....	5
Bonds.....	6
Car parking.....	6
Certificate of currency.....	6
Community impact.....	6
Conditions of consent.....	6
Consultation.....	6
Contributions.....	6
Development consent.....	7
Duty of care.....	7
Electrical equipment.....	7
Electricity supply.....	7
Event bidding.....	7
Event information.....	7
Event management.....	7
Event scheduling.....	8
Events on private land.....	8
Fees.....	8
Financial viability.....	8
Fireworks.....	8
First aid.....	8
Food.....	9
Funding assistance.....	9
Helicopter and aircraft landings.....	10
Human rights.....	10
Infrastructure.....	10
Infringements.....	10
Insurance.....	10
Lismore City Council parks / venues.....	10
Visit Lismore tourism website.....	11
Liquor licence.....	11
Litter and waste management.....	11
Major Events Group (meg).....	11
Major venues.....	11
Marquees.....	11
Noise management.....	12
Occupancy permits.....	12

Parking	12
Police.....	12
Policy.....	12
Public liability	12
Public transport.....	12
Planning permits	12
Questions	12
Risk management.....	13
Road closures.....	13
Section 94 contributions.....	13
Security.....	13
Site plans.....	13
Skills and expertise of event organisers	14
Smoking.....	14
Sun safe council	14
Temporary structures.....	14
Traffic and parking management.....	14
Toilets	15
Transport	15
Useful contacts	16
Volunteers.....	17
Waste management for events	17
Waterways.....	17
Xylophones.....	17
Youth events.....	17
Zoning.....	17



Introduction

Lismore City Council (LCC) is committed to assisting you to prepare and plan a successful event. This A - Z information guide in conjunction with the Event Application Form, has been developed to assist you to meet all statutory and legislative requirements involved in organising your event, while protecting the surrounding area and ensuring public safety.

Individuals or organisations intending to host or organise a festival or event on a public street, footpath, open space or property owned and/or maintained by the LCC **must** complete an Event Application Form.

The information contained in these Guidelines should be read in conjunction with any relevant Council policy/s relating to Council owned or controlled land, but can also be of assistance in the preparation of a Development Application relating to events on any other land.

A

Access for people with disability

It is important that people with disability have the same opportunities as other community members to access and participate in functions and events. Organisers of events have a responsibility to ensure the event complies with Disability Discrimination Act requirements. The following is a guide for accessibility:

- Information and promotional material
- Parking
- Continuous accessible path of travel
- Signage and way finding
- Visibility
- Access into and within the site
- Toilets.

For further information regarding creating accessible events:

http://www.meetingsevents.com.au/downloads/Accessible_Events_Guide.pdf

For more detailed information please refer to Building Code of Australia and the Access to Premises Standards

[www.ema.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination_Disability\(AccesstoPremises-Buildings\)Standards](http://www.ema.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination_Disability(AccesstoPremises-Buildings)Standards)

Alcohol

You will require a Liquor Licence for sale and/or distribution of alcohol at events. Applications are made to the Liquor & Gaming NSW no later than **28 days** prior to your event. Also, food must be provided and a temporary food permit is to be obtained. Please refer to **Food under 'F'** for more information.

For information regarding a Liquor Licence please refer to **Useful Contacts** at the end of this guide.

You must provide a copy of your Liquor License prior to an event approval being issued.

Amplification

Noise and music must be kept to an acceptable level and not cause a nuisance, as defined by the Protection of the Environment Operations Act 1997. Acceptable levels include those specified by *NSW EPA Industrial Noise Policy* and *Noise Guide for Local Government* publications and/or NSW Police.

Application process

All applications will be individually assessed to determine if other Council permits are required. Please do not assume your event has been approved until you receive written confirmation. In some instances officers may wish to interview applicants to discuss particular elements of the application.

Approval times

If you lodge an application with LCC the likely approval times are as follows:

- Minor event with no traffic interruptions 30 days
- Major event 60 days

Please note that these approval times are a guide only and there is no guarantee that approval will be granted. The stated times are also dependent upon whether all information is submitted with the application and the number of applications being processed at any one time. Events may need to be advertised in the local newspaper and/or neighbour notification letters.

Should the event involve road closures, appropriate advertisements are required to be made to inform the public and to allow for public comment. *Please refer to Traffic & Parking Management under 'T'.*

In this regard you are advised to plan well in advance of your event and have an approval in place before you incur any costs relating to promotion, venue hire etc. Council cannot be held responsible for cancellation of events that have not provided LCC with sufficient time to properly consider the proposal.

B

Balloons

Balloons – if you are using helium, or other lighter-than-air balloons for sales promotions, ensure they are not released. Releasing 20 or more balloons at one time is an offence under section 146E of the Protection of the Environment Operations Act.

Further information is available at Australasian Legal Information Institute website http://www.austlii.edu.au/au/legis/nsw/consol_act/poteoa1997455/s146e.html

Banners

See also **Street and drop banners** under **'S'**.

Bins

It is the responsibility of the event organiser to provide an appropriate number of litter, recycling and organics bins which have appropriate signage that denotes the purpose of each bin. There are a number of commercial waste collection providers in the area that can supply bins and collect and dispose of waste. Please call them directly to organise delivery and pickup. See also **Waste** under **'W'**.

Bonds

For events in a public place such as a Park, there will likely to be a Bond or Bank Guarantee required from the event organiser to ensure that all of the public place, and its surrounding area, are protected from damage and that the area is cleaned to the satisfaction of Council. Bond amounts will be negotiated at the time depending on the risks associated with the event. A small bond is required for other requirements such as Key Deposits.

C

Car parking

A Parking Plan that estimates likely or expected numbers at the event should be submitted with the major Events Application.

Certificate of currency

Managing a public event includes ensuring the safety of event managers, event staff and/or volunteers, contract staff and the public. When an event is held, a \$10 million Public Liability Insurance Policy is required in every instance and **must** state that the Lismore City Council is an interested party.

It is mandatory that events and activities that are undertaken on a regular basis have comprehensive Public Liability Insurance, the risk for events increases with frequency and duration of the activity. The Council's Public Liability Insurance Policy **CANNOT** be extended to cover external groups or businesses. Simply because Lismore City Council has its own Public Liability Policy and may own the land or building your group or business is occupying or hiring, does not mean that your group or business has any coverage from the Lismore City Council Policy.

Community impact

Well-managed events have positive impacts on communities. However, the potential negative impacts should be considered and managed. Such impacts include:

- Disruption to and impact on local businesses, particularly as a result of diversion of business
- Disruption to and impact on local communities as a result of factors such as transport disruption, noise, road closures and environmental damage
- Perceived non-alignment with some Council policies. For example, events such as car shows may be perceived as environmentally unfriendly.

Conditions of consent

An Event Application may be approved subject to relevant conditions of consent granted. Examples of possible conditions of consent are listed in Addendum B.

Consultation

It is considered a matter of courtesy to communicate with all parties that may be directly affected by your event early in the planning stages. There will be a condition of consent on approvals granted requiring a letter drop to be undertaken at least seven days prior to the event.

Contributions

Section 94 contributions will not be applied to any application for a special event as they are of a temporary nature and there is no provision in the Section 94 Contributions Plan for events of this nature.

Please refer to Section 94 contributions under 'S'.

D

Development consent

Development Consent is required for any change of land use or development works. Each site has a specific purpose and should holding your event on that land be outside the planning scheme, or on land that is not Council owned or controlled (see Events on Private Land) then a Development Application may be required. Further information in this regard is available on Council's website.

Duty of care

Organisers have a duty of care to all people attending their event (to the standard a person would expect while they are in the care of another). Under the NSW Work Health and Safety Act 2011, event organisers must ensure, as far as reasonably practicable, that "people are not exposed to risks arising from the operation; and any place where employees and self-employed persons work is safe".

E

Electrical equipment

There are many safety risks associated with electrical equipment. It is the event organiser's responsibility to ensure that adequate controls are in place to protect members of the general public. All electrical equipment (i.e. power leads, generators) must comply with WorkCover Authority NSW Code of Practice. Electrical leads must be tested and tagged prior to use at the event and be protected from pedestrian and vehicle traffic at all times.

Electricity supply

Electricity is available at selected parks and attracts a daily fee. For some larger events where site electricity is limited, or areas where there is no electricity, it is recommended that you use generators for power supply.

Event bidding

As a rule, the Events Office staff have an elevated workload between the months of June to November each year. Hence, it is more practical to bid for events that are planned for January to April. Events staff are available to discuss event bidding and planning (see **Useful contacts**). The level of support provided by the Events Office varies between events and could range from limited financial assistance to major organisational role.

Event information

It's important for all event details to be accurate and clear. These details are placed on Lismore City Council's website under Calendar of Events for community information, so accuracy is important.

Event management

For a detailed description of the overall requirements for conducting a large special event, refer to:

Major and Special Events Planning

A Guide for Promoters and Councils

The Department of Local Government, Department of Urban Affairs and Planning, the NSW Police and the Environment Protection Authority prepared this guide.

The guide can be downloaded from the Office of Local Government's web site at:

www.olg.nsw.gov.au. It is also available from the Office of Local Government as hardcopy.

Event scheduling

Scheduling is critical to the success of an event. Issues to be considered include:

- Weather and other seasonal factors (particularly for an outdoor event)
- Avoiding unnecessary disruption
- Avoiding similar events in the same area being held at the same time
- Impact of the event on surrounding infrastructure, for example avoiding certain road closures at critical periods
- Availability of required resources
- Integration with complementary activities.

Events on private land

Council does not approve events on private land through the “Event Registration” process, however individuals or organisations intending to host or organise a festival or event should check what consent (if any) is required for their event. This information can be obtained from Council’s website and Development & Compliance Unit (see **Useful Contacts**). Development consent, building, traffic or temporary food permits may be required for any event held on private property that:

- is likely to impact on normal traffic conditions;
- involves road closures;
- impacts upon parking;
- requires signage;
- involves the service and/or sale of food or alcohol; or
- involves any special request that may require Council support or approval.

F

Fees

Event organisers will be required to pay event fees at the time of submitting their application. Fees are to be made payable to: Lismore City Council. Council’s Fees and Charges document is available on Council’s website which outlines the fees payable on an Events Application.

Financial viability

For an event to be successful all the costs associated with an event need to be identified and event organisers must be satisfied that there is sufficient income to meet these costs, and that contingency plans are in place to cover any shortfall in income. Such income can include grants, exhibitor fees, entry fees or other income generated as part of the event.

Council may consider requiring event organisers to demonstrate the financial viability of the event and to indemnify Council for any financial costs, losses and claims associated with the event.

Fireworks

If you plan to conduct a fireworks display at your event you will require an additional permit from the WorkCover NSW. A copy of the application to WorkCover NSW must be supplied to the Council at the time of submitting your event application. Once a permit has been issued by WorkCover NSW, a copy is to be supplied to LCC prior to the event being approved.

Applications and information are available on the WorkCover website at:

www.workcover.nsw.gov.au

First aid

First aid needs should be considered when planning your event. Organisers must have adequate first aid readily available at the activity and an emergency response plan in place.

It is recommended a health and medical risk assessment be carried out by the event organiser. This allows organisers to determine the level of care required and to develop strategies which are then detailed in a Health and Medical Management Plan for the event.

Event organisers should keep a record of incidents and accidents on an Incident Report Form.

Organisers of major events should notify the Ambulance Service of NSW via email – eventplanning@ambulance.nsw.gov.au of activities that are to take place, including information such as expected crowd numbers and emergency access routes. Further information relating to events is available on the website www.ambulance.nsw.gov.au/Community-Info/Organising-an-Event.html.

First aid facilities at events require adequate lighting, access to water and power and appropriate mechanisms to dispose of waste. First aid facilities should be located centrally, but not directly near areas of high noise, such as rides and stages. There are a range of first aid suppliers. Please refer to **Useful Contacts** at the end of this guide.

Food

Food preparation and serving of food is to be carried out in accordance with Lismore City Council's "Food Stalls- Special Events" Policy. The minimum requirements of the Food Standards Australia New Zealand (FSANZ) must be complied with, in particular, Standard 3.2.2: Food Safety Practices and General Requirements and Standard 3.2.3: Food Premises and Equipment. Stallholders that are cooking and preparing food on site must have easy access to hand washing facilities (warm running water, single-use paper towels and liquid soap).

Two weeks prior to an **approved event** a list of all food stalls operating at the event shall be submitted to the Public Health Officer. The information provided **MUST** include Lismore City Council Market Stall Registration Numbers or submit complete temporary food stall applications with payment of application fees for a temporary licence for the duration of the event.

Each stall must have a hand washing facility. A reservoir with a tap must be used to provide a running potable water supply. A large bowl is to be used as the 'sink' to capture the running water while in use. Single-use paper towels and liquid soap must be provided.

Not for profit community organisations providing food at any event must also complete a **Market Stall / Special Event / Mobile Food Vending Application** *In accordance with the NSW Food Act 2003 and the Local Government Act 1993*, however, there is no fee attached to this application.

Funding assistance

Please refer to Policy under 'P'.

H

Helicopter and aircraft landings

Please obtain all relevant approvals from the Civil Aviation Safety Authority (see **Useful Contacts**)

Human rights

The Australian Human Rights Commission leads the implementation of the [Disability Discrimination Act 1992](#). This Act makes disability discrimination unlawful and aims to promote equal rights, opportunity and access for people with disabilities.

The Commission also has major responsibilities under the international [Convention on the Rights of Persons with Disabilities](#).

[Complaints](#) about discrimination and breaches of human rights can be made to the Australian Human Rights Commission.

The Commission also performs a wide range of functions to assist organisations and individuals to understand their rights and meet their legal responsibilities.

We conduct public inquiries, negotiate disability guidelines and standards, support organisations to develop Disability Action Plans and run community education programs.

Further information is available from the website www.humanrights.gov.au/disability-rights-homepage.

I

Infrastructure

Infrastructure comes in many forms such as marquees, tables, chairs, generators and bins. All these items need to be included on your site plan (see 'S' for site plan requirements). All infrastructure is to meet the relevant Australian Standard and be used for its designated purpose.

Please refer to Bonds under 'B'.

Infringements

Please refer to Parking under 'P'.

Insurance

Please refer to Certificate of Currency under 'C'.

L

Lismore City Council parks / venues

Lismore City Council has numerous parks and sporting fields available for hire as a venue for your event. The person responsible for the hire or use of any Council owned or controlled sites is responsible for the repair to any damage to the field or venue as a result of the special event. Booking Hire forms, applicable lease or license fees and further information is available from Council's Contact Centre (see **Useful Contacts**).

Visit Lismore tourism website

The Visit Lismore website is a powerful tool for advertising your event for free. When you have submitted your event registration, the team member looking after your event will add your details to the Calendar of Events on the Visit Lismore website or you can add them yourself.. Please ensure details of your event are accurate and clear ensuring correct details are entered.

<http://www.visitlismore.com.au/>

Liquor licence

Please refer to alcohol under 'A'.

Litter and waste management

As event organiser, it is your responsibility to ensure that all waste and recycling material is removed from the event site at the conclusion of the event. No waste associated with the event such as advertising material is to be placed in LCC waste containers. This does not include general waste such as drink and food containers and food scraps.

Please refer also to waste management under 'W'.

M

Major Events Group (meg)

Festivals and events are recognised world-wide as being important to economic, socio-cultural and environmental well-being of communities. The Major Events Group (MEG) has been established by Lismore City Council to determine which festivals/events applying for funds of \$5,000 or more should receive funding.

The funding program specifically caters for events that provide a quantifiable economic benefit for the Lismore LGA (i.e. bed nights and visitor spending).

The program is not designed to support existing events that are financially sustainable. Existing events must demonstrate how funding would enhance or grow their event, resulting in increased economic benefits to the community.

Following a formal submission, the MEG assesses and undertakes due diligence on each application to determine whether the event fits the event funding criteria, and can be accommodated in the budget.

Council has a Festival and Events Contribution Policy for funding of events and containing criteria details. Details are available by contacting LCC Events Unit (see [Useful Contacts](#)) and *Lismore City Council website*.

Major venues

Lismore venues frequently utilised for major events are:

Oakes Oval, Crozier Field, Lismore Showgrounds, Albert Park Baseball & Softball Complex, CBD Streets, Lismore Park, Lismore City Hall, Lismore Workers Club, Southern Cross University - Student Union & Invercauld House, Lismore Memorial Baths and Goonellabah Sports & Aquatic Centre.

Marquees

Please refer to Infrastructure under 'I'.

N

Noise management

Through the effective placement of amplifiers, audience seating and the stage, organisers can effectively manage noise. It is the organiser's responsibility to ensure noise levels are within the prescribed limits.

Please refer to Amplification under 'A'.

O

Occupancy permits

See '[Site Plans](#)' under 'S'.

P

Parking

Wherever your event is being held, all vehicles **must** obey parking directions and park in designated parking spaces. Infringements can be issued for vehicles parked illegally. Please make note of parking restrictions in relation to paid parking areas. These areas are well patrolled and any illegal parking will incur a fine.

Police

Police, along with other emergency services, need to be informed in writing of your event taking place. The letter needs to address event details such as the date, time, venue, anticipated crowd numbers, name of contact and phone number. A copy of this letter must be provided to the Community & Special Events team.

Any separate approvals that may be required from Police, or other emergency services, is required to be obtained prior to lodging an Events Application with Council.

Policy

Council has a Policy for funding of events. Details are available by contacting LCC Events Unit (see [Useful Contacts](#)).

Public liability

See '[Certificate of Currency](#)' under 'C'.

Public transport

See '[Transport](#)' under 'T'.

Planning permits

See '[Development Consent](#)' under 'D'.

Q

Questions

Event organisers should direct all initial enquiries and questions to LCC Events Unit (see [Useful Contacts](#)).

R

Risk management

A **Risk Management Plan** is a document prepared by the event manager to identify hazards, analyse the risks, to estimate their impact and to implement controls or create plans to reduce or manage risks.

A risk is an uncertain event or condition that may happen and if it does, will have a positive or negative impact on the project's objectives or outcome. *"That may happen"* implies a probability of less than 100%. If it has a probability of 100% - in other words it will happen - it is an issue and should be dealt with in detail in the planning phase of the event. A risk must also have a probability something above 0%. It must be a chance to happen or it is not a risk.

The second thing to consider from the definition is *"will have a positive or negative impact"*. The Risk Management Plan that Council requires you to complete is one that focuses on managing the operational risks that have a negative impact focusing mainly on health and safety.

Risk is inherent with any event or project, and event managers should assess risks continually and develop appropriate plans to address risks.

A sample Risk Management Plan and other information that may be useful for planning event/s is available from State-wide Mutual and templates can be found with the following link <https://www.statewide.nsw.gov.au/files/statewide/TM%20-%20Event%20Mgt%20-%20Sample%20Tools%20and%20Templates%20-%20v5%20Jan2013.pdf>

Road closures

Please refer to **'Traffic and Parking Management'** under **'T'**.

S

Section 94 contributions

Section 94 contributions will not be applied to any application for a special event as they are of a temporary nature and there is no provision in the Section 94 Contributions Plan for events of this nature.

Security

Event organisers are responsible for all security with their event, this includes:

- monitoring the site overnight
- securing road closures
- crowd control
- advising police of event

And may include the provision of "user paid" Police. In this regard information is available from NSW Police.

Site plans

Under the NSW Work Health and Safety Act 2011 (the WHS Act) it is the responsibility of the event organisers' duty of care to provide a safe operational environment. Under this legislation, event organisers must ensure so far as reasonably practicable, that people are not exposed to risks arising from the operation and any place where employees and self-employed person work is safe. Proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders.

A fully detailed site map, to a suitable scale, highlighting size and placement of structures including marquees, toilets, rubbish bins, first aid and other facilities, along with existing buildings **must** be attached to this application.

An example of complete site plan is attached as Addendum "A".

Skills and expertise of event organisers

Event organisers must have the necessary skills and expertise to stage an event, in accordance with the scale of the event planned.

Smoking

All LCC Facilities & Parks are smoke free areas. For further information, refer to LCC Policy 8.11.1 on LCC *Website*.

Street and drop banners

LCC approval must be obtained prior to Street and Drop Banners being erected. It is the event organisers' responsibility to drop off and collect banners from Council's Works Depot on Wyrallah Road. There are five approved sites for temporary Street Banners and numerous locations around the CBD for Drop Banner signage, however, only one site will be allocated to any one event and as sites are limited it is advisable to submit the Booking Hire form a minimum of three (3) months in advance to avoid disappointment.

Booking Hire forms and further information is available from Council's Contact Centre (see ***Useful Contacts***).

Sun safe council

LCC which has the care, control and management of parks and public reserves, encourages all organisations and sporting bodies to consider the harmful effects of ultraviolet radiation when scheduling games, outdoor events and festivals, particularly in the summer months.

Where possible, all outdoor games, events or festivals that are not undercover should be scheduled outside the hours of 10am and 2pm daylight saving time. Where this cannot be achieved, adequate shade and sun protection equipment should be made available to all participants where practical. Children and young people under the age of 20 years are most at risk. Help them to avoid problems associated with skin cancer by taking preventative action today by reminding them to slip, slop, slap - wear a hat and sunscreen.

Further information on Council's Work Safety Sun Protection Procedure refer to LCC *Website*.

T

Temporary structures

Temporary structures that do not require Council approval must meet the requirements of *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 Part 2 Exempt and Complying Development Division 3 Temporary Uses and Structures Exempt Development Code*. If you require temporary structures that do not comply with this SEPP, you must submit to Council a Development Application to erect temporary structures prior to the event being held.

Traffic and parking management

In this regard refer to the 'Special Events Guide' available on the Roads and Maritime Services website http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf

Please note that for traffic and transport management purposes, the process identifies four distinct classes of special event.

Class 1: Is an event that impacts major traffic and transport systems and there is significant disruption to the non-event community. For example: an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.

Class 2: Is an event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. For example: an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway.

Class 3: Is an event with minimal impact on local roads and negligible impact on the non-event community. For example: an on-street neighbourhood Christmas party.

Class 4: Is an event that is conducted entirely under Police control (but is not a protest or demonstration). For example: a small march conducted with a Police escort.

Although the NSW Government and its agencies support the concept of special events, they must be integrated into other demands for the road space.

- For larger events (Class 1 and Class 2) Council's Local Traffic Committee will review an application and advise Council on conditions to set for the use of the road space.
- Council or the RTA will put road usage restrictions in place that best balances the community's needs.

For major events that require the regulation of traffic or road closure:

- A Traffic Management Plan (TMP) and TMP template need to be submitted to the Local Traffic Committee for consideration;
- The TMP must be developed by a Certified Traffic Control Planner; and
- Must be advertised in the local newspaper at the event organiser's cost.

A Schedule 1 Form - '**Notice of intention to hold a public assembly**' must be completed and submitted to the NSW Police Service (note: A public assembly is 'an assembly held in a public place, and includes a procession').

Toilets

Consideration should be given to the number of toilets available at the event site. The number required will be dependent on a variety of factors, including anticipated crowd numbers, if alcohol will be available, gender of patrons, number of existing facilities and the duration of the event. The Council's Development Assessment Officers will advise whether extra toilet facilities will be required and the quantity based on information provided. If existing toilet facilities are inadequate for the anticipated crowd, additional portable toilets **must** be hired. All access toilets must be provided for people with a disability. For more detailed information please refer to Building Code of Australia.

Transport

The Lismore Late Nighter provides a safe transport option on a Saturday night. The bus service operates between 11.50pm and 3.30am at a very low cost. The Lismore Late Nighter travels from the Lismore CBD to Albert Park, East Lismore, South Lismore (on request), North Lismore (on request), Lismore Heights and Goonellabah.

U

Useful contacts

LCC Contact Centre

Phone: 1300 87 83 87

LCC Events Unit

Phone: 02 6621 3413

LCC CBD Centre Manager

Phone: 1300 87 83 87

LCC Infrastructure Services

Phone: 1300 87 83 87

LCC Development & Compliance Team & Food Safety Officer

Phone: 1300 87 83 87

LCC Parks & Reserves

Phone: 1300 87 83 87

LCC Traffic & Road Safety Team

Phone: 1300 87 83 87

Lismore Visitor Information Centre

02 6626 0100

NSW Tourism

1300 655 077

Youth Services

LCC Partnering/ Community Engagement Officer

Phone: 1300 87 83 87

First Aid

Ambulance Service of NSW North Coast Telephone: (02) 6619 1300 or Email:

eventplanning@ambulance.nsw.gov.au Web: www.ambulance.nsw.gov.au

St John Ambulance – Lismore Division Telephone: 1300 360 455 Email:

lismore@one.stjohnnsw.com.au Web: www.stjohnnsw.com.au

Liquor Licence

Liquor & Gaming NSW

Telephone: 02 9995 0300 (Monday to Friday 9:00am to 4:00pm)

Web: www.liquorandgaming.justic.nsw.gov.au

Email: info@olgr.nsw.gov.au

Civil Aviation Safety Authority

131757

NSW Fire Brigades

Lismore – 02 6621 5660

NSW Police

Lismore – 02 6626 0799

NSW Roads & Maritime Services

Maritime Services – 13 2213

Roads & Traffic Authority - 131 782

State Emergency Services (SES)

132 500

V

Volunteers

Volunteers are an essential part of any event. Organisers/organisations should have in place a procedure for recruiting volunteers and ensure they undertake adequate training. Appropriate insurance for volunteers should also be in place.

W

Waste management for events

LCC is committed to sustainability and encourages all events to work towards making a positive contribution to waste management including finding ways to phase out single use plastics including plastic bags, takeaway food and beverage containers, cutlery, straws, balloons and decorations, and single use water bottles. To discuss waste minimisation options for your event please call the Waste / Water Education Officer on 02 6623 2004.

Waterways

Events on waterways (rivers, estuaries, beaches etc) may require NSW Maritime approval. (see [Useful Contacts](#)).

X

Xylophones

The use of xylophones only requires approval if they are amplified, as does any type of amplified performance. *Please refer to [‘Amplification’](#) under [‘A’](#).*

Y

Youth events

Youth events are of interest to Council's Partnering/ Community Engagement Officer. (see [Useful Contacts](#)).

Z

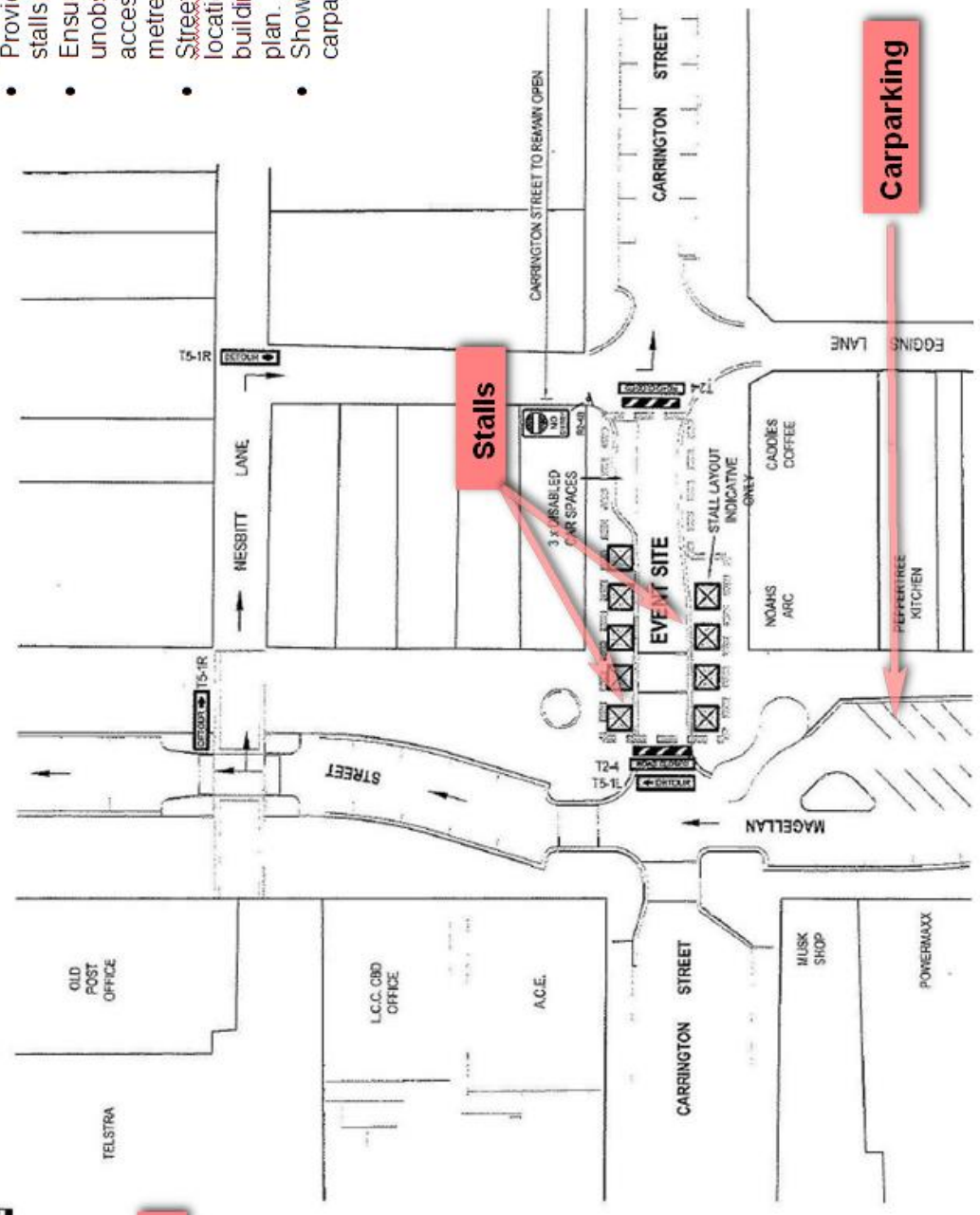
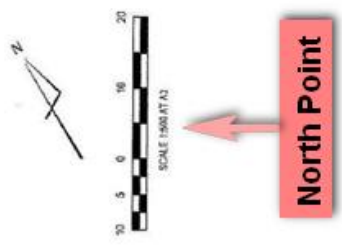
Zoning

The zoning of the land may affect what type of event you can undertake. Event organisers should accurately identify the land in question for Council staff to determine zoning and permissibility of the use in that particular zone.

ADDENDUM "A" – SAMPLE SITE PLAN

Sample Site Plan

- Important plan elements:**
- Provide distance from stalls to buildings.
 - Ensure clear unobstructed footpath access – usually 2 metres.
 - ~~Street~~ **Street** shape + footpath location as well as buildings to be shown on plan.
 - Show location of carparking



Carparking

Stalls

North Point

ADDENDUM “B” – CONDITIONS OF CONSENT THAT MAY BE RELEVANT

GENERAL

- 1 The event operations must at all times comply with the Event Application and supporting documents as well as all conditions of approval as stated below.

Reason: *To correctly describe the terms of the approval*

PLANNING

- 2 This consent is issued for the period and shall expire immediately after the event. A new development approval will be required prior to any future events.

Reason: *To correctly describe what has been approved. (EPA Act Sec 79C)*

HOURS OF OPERATION

- 3 The hours of operation of the event shall be limited to

Reason: *To correctly describe the terms of the approval*

PUBLIC LIABILITY

- 4 The Organisers of the temporary event must hold public liability insurance in the sum of not less than \$10 million. Documentary evidence of currency of public liability insurance for the Organisers and all interested parties (including Lismore City Council and all owners of land being the subject of this development consent) is to be submitted to the Council prior to the holding of the event.

Council is to be provided with a list of all contractors and consultants engaged in the above activity, together with all relevant insurance details as applicable.

The public liability insurance must remain in place for the duration of the event.

Reason: *To ensure activities relating to the development do not interfere with the movement of traffic along the public road. (EPA Act Sec 79C(b)).*

ACCESS STANDARDS

- 5 There will at all times be a minimum width of 2 metres to provide a continuous accessible path of travel. The siting of any infrastructure should not create obstruction, restrict, or impede the free use of the by pedestrians.

Reason: *To ensure public safety is provided and accessible movement of all patrons*

TEMPORARY STRUCTURES

- 6 The temporary structures are to be erected in accordance with good building purposes, be structurally adequate and in accordance with the requirements of *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* or alternatively obtain the appropriate approval.

Reason: *To ensure the temporary structure is adequate for its intended purpose.*



EMERGENCY MANAGEMENT

- 7 Notification is to be made to the NSW Police Service a minimum of five (5) days prior to the event.

Reason: *To ensure public safety is provided.*

AMENITY

- 8 The applicant shall ensure that entertainment activities do not result in the emission of offensive noise within the night time period being 10.00 pm to 8.00 am as defined by the NSW Department of Environment and Climate Change (EPA) Industrial Noise Policy.

Offensive noise means:

- (a) that, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:
 - (i) is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or
 - (ii) interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted, or
- (b) that is of a level, nature, character or quality prescribed by the regulations or that is made at a time, or in other circumstances, prescribed by the regulations.

Reason: *To preserve the environment and existing or likely future amenity of the neighbourhood. (EPA Act Sec 79C(b))*

- 9 All programmed and/or associated entertainment activities must be managed within the following time periods and manner:

The applicant is to implement appropriate actions to ensure that all entertainment, crowd dispersal, noise cessation and associated closing down activities are completed within the nominated time periods.

Reason: *To preserve the amenity of the neighbourhood.*

- 10 All entertainment and amplified music and the use of sound generating equipment, including any public address system must cease by pm. The management and departure of patrons and the closing down of the event must be appropriately managed to minimise noise generation and must not unreasonably interfere with the amenity of the neighbourhood.

Reason: *To preserve the amenity of the neighbourhood.*

- 11 Noise monitoring of the event must be undertaken by a suitably qualified person and subsequent submission of reporting (noise management plan) to Council within ninety days (90) days from the date of completion of the event activities at the sole cost of the applicant. The noise management plan shall:

- present noise levels generated from entertainment activities
- compare levels to recognised noise standards
- review hours of entertainment activities against the above information, and
- develop a management framework for future events.

Reason: *To protect the amenity of the area.*

- 12 Busking performances are to be in accordance with Council Policy 3.1.11 *Buskers – Permission to Busk* and all buskers must be registered with Council. Busking associated with the event is only to be undertaken in the area designated on the approved plan.

Reason: *To ensure busking is carried out in accordance with Council's policy.*

FOOD SAFETY

- 13 Food prepared for sale at the event shall meet the requirements of the NSW Food Authority "Guidelines for food businesses at temporary events".

Reason: *To comply with the Food Safety Standards and to ensure public health and safety.*

- 14 Food preparation and serving of food is to be carried out in accordance with Lismore City Councils "Food Stalls- Special Events" Policy (copy attached). The minimum requirements of the *Food Standards Australia New Zealand (FSANZ)* must be complied with, in particular, *Standard 3.2.2: Food Safety Practices and General Requirements and Standard 3.2.3: Food Premises and Equipment*. Stallholders that are cooking and preparing food on site must have hand washing facilities (warm running water, single-use paper towels and liquid soap).

Reason: *To comply with the Food Safety Standards and to ensure public health and safety.*

NOTE: In addition to the enclosed "Food Stalls- Special Events" brochure, a range of FSANZ food safety facts sheets and a full copy of the FSANZ Food Standards can be viewed or downloaded at www.foodstandards.gov.au/foodsafetystandardsaustraliaonly/.

WORK HEALTH AND SAFETY

- 15 All activities associated with the proposed event/s must comply at all times with the requirements of the Work Health and Safety Act 2011 and WorkCover Authority safety requirements. All Work Cover Authority documentation shall be complete and available for inspection during the event by authorised officers as required.

Reason: *To ensure compliance with the relevant legislative requirements and comply with Workcover Authority of NSW requests.*

VEHICULAR ACCESS

- 16 All vehicles associated with the operation of the event shall be legally parked at all times (no double parking of vehicles is permitted in the road reserve).

Reason: *To ensure activities relating to the development do not interfere with the movement of traffic along the public road. (EPA Act Sec 79C(b))*

- 17 Signage and traffic control personnel shall be provided and readily available to ensure adequate direction is provided for both pedestrian and vehicle traffic to the designated car parking areas and nominated pedestrian crossings, road closure events and maintenance of traffic management facilities at all times during the event. All signage and traffic control personnel shall comply with relevant standards in regard to traffic control, signage and occupational health and safety.

Reason: *To ensure activities relating to the development do not interfere with the movement of traffic along the public road. (EPA Act Sec 79C(b)).*

EMERGENCY MANAGEMENT

- 18 Emergency vehicle access/egress must be maintained. Emergency vehicles and personnel must not be obstructed or prevented from conducting their necessary duties. A clear passage of minimum 4 metres width, without any height restrictions, must be available for emergency vehicle/s to have access for the duration of the event.

Reason: *To enable prompt response in the event of an emergency (EPA Act Sec 79C)*

- 19 The Event Organiser must notify the local Fire Brigades, Police and Ambulance about the event upon receipt of this notice of determination.

Reason: *To enable prompt response in the event of an emergency (EPA Act Sec 79C)*

SANITARY ACCOMMODATION

- 20 The applicant shall ensure that sanitary accommodation based upon a unisex ratio of 1 closet pan per 75 persons shall be provided the event venue. The toilet facilities shall be grouped and secured to ensure they cannot be easily tipped over (single facilities are not appropriate), in locations that are highly visible and have appropriate levels of lighting to ensure the safety of patrons. All toilet facilities shall be cleaned and maintained to appropriate sanitary standards for the duration of the temporary event.

The applicant shall be responsible for the cost of any clean-up activities arising during the event or following removal of temporary sanitary facilities due to failure to properly secure or maintain the facilities.

Reason: *To ensure adequate sanitary accommodation for users of the site(s) during the temporary event (EPA Act Sec 79C)*

WASTE MANAGEMENT

- 21 All waste generated at the event and activities ancillary to the event must be appropriately managed to prevent any littering of public or private areas and to ensure no other nuisances are generated. The applicant must ensure that qualified and adequate waste management supervision must be in attendance at all times during the festival to ensure waste management facilities are maintained in operational and effective condition for the duration of the event.

In this regard, particular attention should be given to:

- a) Phasing out single use plastics at functions, events and markets held at Council venues or on Council land and at events sponsored by Council, by July 2020.
- b) The use of bin signage and organics bins at events.
- c) The use of reusable crockery and cutlery at Council functions wherever possible.

Reason: *To help our environment by diverting waste from landfill and increasing the image of Lismore as the recycling capital of Australia.*

PARKS & RESERVES

22 The applicant shall bear the cost of all restoration works to Council's property or infrastructure damaged during the conduct of the event on public lands. The applicant shall advise Council, in writing or by photographic record, of any existing damage to Council property before commencement of the development. The requirements of this condition include (but are not necessarily limited to:

- All trees, gardens and grassed surfaces must be reasonably protected from damage.
- Water and electricity services are to be used in a way that complies with all WHS 2012 regulations, particularly in regards to public and worker (including volunteer) safety.
- All hard and soft surfaces are to be thoroughly cleaned of litter, food, mud and other debris.

Note: This documentation will be used to resolve any dispute over damage to infrastructure. It is in the applicant's interest for any existing damage to be documented as fully and detailed as possible to avoid dispute.

Reason: To ensure the protection of existing built public infrastructure

ADJOINING OWNER PROPERTY RIGHTS

23 The applicant shall ensure that adjoining owner property rights are maintained at all times for the duration of the temporary event. This will require the applicant to ensure that appropriate patrols/supervision is provided to prevent the public from entering private lands during the event, and the NSW Police are informed of any trespassing activities.

Reason: To ensure that there is no trespassing on private property by any unauthorised persons and to preserve the environment and existing amenity of the neighbourhood. (EPA Act Sec 79C(b))

Notes:

- (1) It is the obligation of the event operator to comply at all times with Work Health and Safety Act 2011, in particular that any electrical installations are undertaken in accordance with the appropriate requirements.
- (2) Smoke Free Environment - The below note is to apply to all venues which are considered to be enclosed public places (As defined by the Smoke Free Environment Act 2000.

NOTE: The applicant and occupier of the premises is alerted to the requirements of the Smoke-Free Environment Act 2000, the Smoke-Free Environment Regulation 2007 and the guidelines in the Regulation for determining what is an enclosed public place. The legislation may be viewed on the following website:

<http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/0>

NSW Health has the following website for determining an outdoor area in relation to the above legislation:

<http://www.health.nsw.gov.au/resources/aboutus/legal/pdf/SFEAguide.pdf>