

The A – Z Guide for a Successful Event

(To be read in conjunction with the Event Application Form)

Community & Special Events

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 Registration 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 Registration Form.

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:

www.disability.wa.gov.au/

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 Casino Liquor & Gaming Control Authority 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 number of applications 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

BINS

It is the responsibility of the event organiser to provide an appropriate number of litter and recycling bins. 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.

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 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 have comprehensive Public Liability Insurance. 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.

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.

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, then a Development Application will be required. This will be determined once your application has been received.

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 Occupational Health and Safety Act 2000, 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 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.

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

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.

FIREWORKS

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

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 – councilevents@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 Registration form attached as Addendum "A", however, there is no fee attached to this application.

FUNDING ASSISTANCE

Please refer to Policy under 'P'.

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. Booking Hire forms and further information is available from Council's Parks & Recreation Section (see [Useful Contacts](#))

LCC WEBSITE

The LCC 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 site. Please ensure details of your event are accurate and clear ensuring correct details are entered.

LIQUOR LICENCE

Please refer to alcohol under '**A**'.

LITTER & 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

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.

ROAD CLOSURES

Please refer to '[Traffic and Parking Management](#)' under '[T](#)'.

S

SECURITY

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

- monitoring the site overnight;
- securing road closures;
- crowd control.

SITE PLANS

Under the NSW Occupational Health and Safety Act 2000 (the OHS 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 "B"

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 fifty one 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 Parks & Reserves Section (see [Useful Contacts](#)).

T

TEMPORARY STRUCTURES

Please refer to the attached Addendum "C" for temporary structures that do not require Council approval. If you require temporary structures that do not comply with the addendum, 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 'Guide to Traffic and Transport Management for Special Events' available directly from the RTA website or Council.

The following lead times should be used as a guide:-

- Class 1 Event (minimum 4 months notice) is an event that impacts major traffic and transport systems and there is a significant disruption to the non-event community. For example an event that reduces the capacity of the highway through a country town
- Class 2 Event (minimum 3 months notice) 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 or, a motor rally on local country roads
- Class 3 Event (minimum 6 weeks notice) 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 Event (minimum 4 weeks notice) is an event that is conducted entirely under Police control (but is not a protest or demonstration). For example a small march or parade conducted under police escort

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 Advisory Committee for consideration
- The TMP must be developed by a Certified Traffic Control Planner
- 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 for the low cost of \$3.00 each way. 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 Events Unit

Phone: 02 6621 3413

LCC CBD Centre Manager

02 6627 4117

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 Youth & Community Development Officer

Phone: 1300 87 83 87

First Aid

Ambulance Service of NSW North Coast Telephone: (02) 6619 1300 or Email: councilevents@ambulance.nsw.gov.au Web: www.ambulance.nsw.gov.au

Liquor Licence

Casino Liquor & Gaming Control Authority Telephone: 02 9995 0300 Web: www.olgr.nsw.gov.au

Email: liquorapplications@communities.nsw.gov.au

NSW Fire Brigades

Lismore – 02 6621 5660

NSW Police

Lismore – 02 6626 0799

NSW Maritime

North Coast Regional Office – 02 6686 4180

Roads & Traffic Authority

Phone: 131 782

V

VOLUNTEERS

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

W

WASTE MANAGEMENT EVENTS

LCC is committed to sustainability and encourages all events to work towards making a positive contribution to waste management. 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 Youth & Community Development 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.



LISMORE CITY COUNCIL
REGISTRATION OF TEMPORARY /
SPECIAL EVENT FOOD STALL
FOOD ACT 2003
LOCAL GOVERNMENT ACT, 1993

I/we provide the following details for application for a Temporary Food Stall registration.

The registration fee of \$ ____ is enclosed herewith. I/we realise that further fees may be levied if the stall is not maintained in accordance with Council requirements.

Proposed Dates of Event: First Day/...../..... Last Day/...../.....

Name of the Event:

Category (please tick) Category 1 Category 2 Category 3
On site food one step low pre-wrapped
preparation hazard food and bottled
preparation preparation foods, i.e. jams
wrapped cakes

Trading Name of Stall:

Proprietor/s of Stall:
(and Company Name if applicable)

Postal Address for Service
of Correspondence:
.....

Contact Telephone Numbers: (H)..... (M)

Type of food intended to be sold (Describe range and type of food and whether it is to be sold in a wrapped or unwrapped form, hot or cold, etc.)

.....
.....

In the case of packaged foods ie jars and packets, describe how the package will be labelled in compliance with the Food Safety Standards. (An ingredient label and Nutritional Information Panel label is required. Please refer to the following website - http://www.foodstandards.gov.au/ or contact Council for further details on labelling requirements).

.....
.....

Address of premises where food will be prepared, processed, packed etc. prior to sale at the event.

.....
.....

In what manner is the food to be transported to the event?

.....
.....

In the case of unwrapped foods, how do you intend to protect it against contamination?

.....
.....

In the case of food requiring temperature control, how do you intend to keep it hot or cold.

.....
.....

Is your stall/kiosk a (a) van or trailer; (b) tent; or (c) other (specify)

Registration details of van or trailer

What facilities are proposed for:

(a) hand washing for food handlers

.....

(b) washing food and handling utensils

.....

(c) disposal of sullage water

I hereby certify that I will accept all responsibility under the Food Act 2003, as the proprietor / director of this stall.

.....
Signature of Proprietor/s

...../...../.....
Date

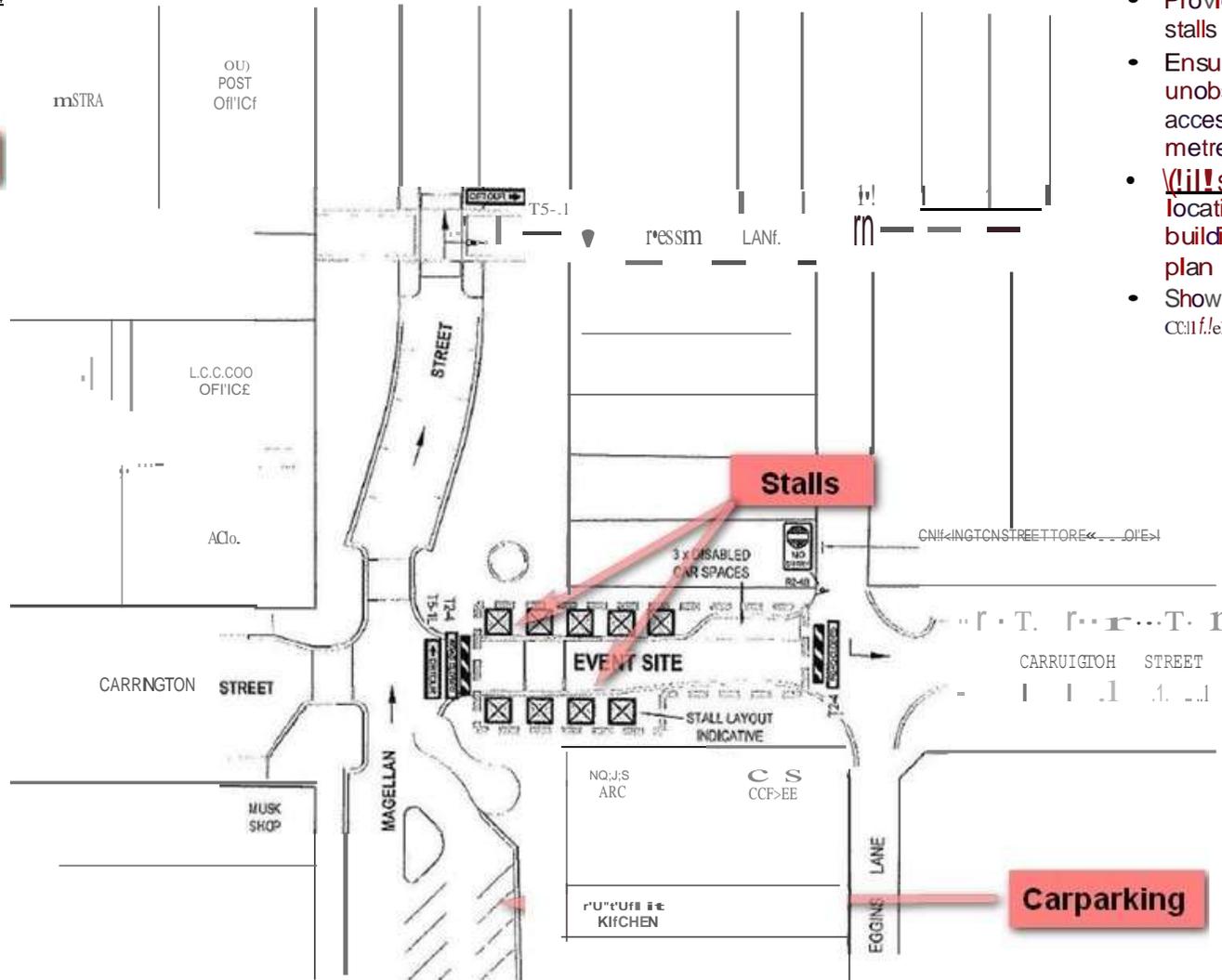
OFFICE USE ONLY

1. Approval to Issue: Yes No

2. Date Approved: / /

.....
Signature: **PUBLIC HEALTH OFFICER**

Sample Site Plan



Important plan elements:

- Provide distance from stalls to buildings
- Ensure clear unobstructed footpath access – usually 2 metres.
- (Distance) + footpath location as well as buildings to be shown on plan
- Show location of

ADDENDUM “C” RELATING TO TEMPORARY STRUCTURES:

The erection and use of a tent, marquee or booth on land for a community event (being a community event that does not require development consent), but only if:

- (a) the tent, marquee or booth is erected on:
 - (i) land in a business, industrial (other than heavy industrial), mixed use, open space or special purpose zone, or
 - (ii) land that is unzoned, and
- (b) the event is covered by public liability insurance of an amount of at least \$10 million, and
- (c) the event takes place only within the following times:
 - (i) 7.30 am to 11.00 pm on Monday, Tuesday, Wednesday or Thursday,
 - (ii) 7.30 am to midnight on Friday or Saturday,
 - (iii) 8.00 am to 8.00 pm on Sunday, and
- (d) the floor area of the tent, marquee or booth is not more than 100 square metres, and
- (e) the total floor area of all tents, marquees or booths erected on the land at the same time is not more than 300 square metres, and
- (f) the tent, marquee or booth is located at least 3 metres from any boundary of the land, and
- (g) in the case of a tent or marquee—the height of the walls of the tent or marquee is not more than 5 metres, and
- (h) the height of the tent, marquee or booth, as measured from the surface on which the tent, marquee or booth is erected to the highest point of the tent, marquee or booth, is not more than 6 metres, and
- (i) the tent, marquee or booth has at least the following number of exits arranged so as to afford a ready means of egress from all parts of the tent, marquee or booth to open space or a road:
 - (i) in the case of a tent or marquee having a floor area of more than 25 square metres—2 exits,
 - (ii) in any other case—1 exit, and
- (j) the width of each exit referred to in paragraph (i) is at least:
 - (i) 800 millimetres if the floor area of the tent, marquee or booth is less than 150 square metres, or
 - (ii) 1 metre in any other case, and
- (k) the tent, marquee or booth is erected at ground level, and
- (l) the tent, marquee or booth resists loads determined in accordance with the Australian and New Zealand Standards entitled:
 - (i) AS/NZS 1170.0:2002, Structural design actions—General principles, and
 - (ii) AS/NZS 1170.1:2002, Structural design actions—Permanent, imposed and other actions, and
 - (iii) AS/NZS 1170.2:2002, Structural design actions—Wind actions, and
- (m) in the case of a tent or marquee—the tent or marquee does not contain tiered seating, and
- (n) no tree growing on the land or on adjoining land is damaged as a result of the erection or use of the tent, marquee or booth, and
- (o) arrangements are in place for the collection of any waste or recyclable materials likely to be generated as a result of the event, and
- (p) the tent, marquee or booth is erected on the land for no more than 7 days, and
- (q) the tent, marquee or booth does not remain on the land more than 2 days after the event.

The erection and use of a stage or platform on land for a community event (being a community event that does not require development consent), but only if:

- (a) the stage or platform is erected on:
 - (i) land in a business, industrial (other than heavy industrial), mixed use, open space or special purpose zone, or
 - (ii) land that is unzoned, and
- (b) the event is covered by public liability insurance of an amount of at least \$10 million, and
- (c) the event takes place only within the following times:
 - (i) 7.30 am to 11.00 pm on Monday, Tuesday, Wednesday or Thursday,
 - (ii) 7.30 am to midnight on Friday or Saturday,
 - (iii) 8.00 am to 8.00 pm on Sunday, and
- (d) the floor area of the stage or platform is not more than 50 square metres, and
- (e) the stage or platform is located at least 3 metres from any boundary of the land, and
- (f) the stage or platform is erected at ground level, and
- (g) the height of the stage or platform, as measured from ground level to the floor of the stage or platform, is not more than 1 metre, and

- (h) the stage or platform resists loads determined in accordance with the Australian and New Zealand Standards entitled:
 - (i) AS/NZS 1170.0:2002, Structural design actions—General principles, and
 - (ii) AS/NZS 1170.1:2002, Structural design actions—Permanent, imposed and other actions, and
 - (iii) AS/NZS 1170.2:2002, Structural design actions—Wind actions, and
- (i) a notice indicating the actual distributed and concentrated load for which the stage or platform has been designed is conspicuously displayed on the stage or platform, and
- (j) no tree growing on the land or on adjoining land is damaged as a result of the erection or use of the stage or platform, and
- (k) arrangements are in place for the collection of any waste or recyclable materials likely to be generated as a result of the event, and
- (l) the stage or platform is erected on the land for no more than 7 days, and
- (m) the stage or platform does not remain on the land more than 2 days after the event.