

# Newcastle City Council

## Events Guide

### 2017







**Acknowledgement**

The City of Newcastle acknowledges the traditional country of the Awabakal and Worimi peoples.

We recognise and respect their cultural heritage, beliefs and continuing relationship with the land, and that they are the proud survivors of more than two hundred years of dispossession.

Council reiterates its commitment to addressing disadvantages and attaining justice for Aboriginal and Torres Strait Islander peoples of this community.

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# NEWCASTLE: AN EVENT CITY

Newcastle is known internationally as a first-class event city due to its capacity to host and deliver a diverse portfolio of sporting, cultural and leisure events.

Newcastle City Council is a proud supporter of events and recognises their important role in building social capital, encouraging community participation and enhancing tourism opportunities.

Council's commitment to grow Newcastle's reputation as an event city is documented in its Events Plan 2016 - 2019. This plan also describes the multiple roles Council has in relation to events, which includes: attracting, partnering, funding, sponsoring, producing, promoting, approving, licensing, liaison and asset owner.

The Newcastle Events Guide provides helpful information for event organisers planning and applying to run events on Council managed park, beach and road reserves, sportsgrounds, roads, footpaths and public spaces.

By working together with event organisers, Council can continue to ensure the community has access to a diverse range of safe, accessible, well-managed and well-promoted events in Newcastle.

**Newcastle was named Global City of Events and Festivals by the International Festivals and Events Association in 2012, 2014, 2016 and 2018.**



# Booking and Application Process

## Research application deadlines

(see A Guide to Event Impacts Table opposite)

It is important to understand the event application and lisencing process has strict time lines. The time frames are to allow the appropriate consultation and assessment against policy and legislative requirements.

In a nutshell, the bigger and more complex your event is, the more time you need to allow for assessment.



## A Guide to Event Impact Categories for Events on Parks, Beaches and Road Reserves

Events are categorised into low, medium and high impact events depending on a range of impact criteria. The category your event falls into will determine:

- Usage fees and bonds
- Whether public notification and police approval are required
- Additional documentation you may need to provide with your application

Event Impact	Attendance Per Day	Other Impact Criteria	Examples	Lodgement of Application	Notes
LOW	1-1,000 persons	Held between 8am - 8pm Less than 1 day duration 2 or less food stalls and/or amusement devices Minimal/low level sound amplification(<500 watts RMS) Infrastructure footprint <100m2 Footpaths Parking Lanes Minor roads that are easily detoured with no intersections or commercial activity	Private wedding ceremonies Small charity events Small commercial activations Community gatherings Sporting events	At least 1 month prior to the event	2 or less food and/or amusement devices
MEDIUM	1,000-6,000 persons	Held between 8am - 8pm Up to 3 days duration 2 to 10 food stalls and/or amusement devices Sale or supply of alcoholic beverages Sound amplification (500 - 5000 watts RMS) Infrastructure footprint <300m2 Roads with bus routes Multiple streets/roads Any (non-signalised) intersections Any adjacent commercial or traffic generating properties Roads with over 5,000 vehicles per day	Sports events Markets Small circuses and carnivals Pet shows/events Motor vehicle displays	4 Months prior to the event	Resident Notification may be required  Some events, such as public rallies and road races, will require Police approval
HIGH	> 6,000 persons	May operate outside 8am - 8pm Five days or more duration including Saturday and Sunday More than 10 food stalls and/or amusement devices High level amplified sound - large PA (5000 watts RMS) Infrastructure footprint >300m2 Event includes any State Roads Multiple intersections or any signalised intersection Races (cycle and vehicle)	Major sporting events such as triathlons, Grand Finals Music festivals Public events such as NYE	8 Months prior to the event	Events of 3 or more days duration require a 28 day public notification

Note this is a guide only. Please discuss your event with the Events Team to make sure you understand which category your event fits in.



# Booking and Application Process

## 1. First, we recommend you consult with our Events Team to discuss your proposed event

Council's Events Team can provide advice and assistance about your event proposal, including information about locations, timeframes, event application, assessment and licensing processes, public safety requirements, fees and charges and opportunities for Council support.

## 2. Book your event space

Council's Events Team can coordinate a tentative booking for your event. Once this tentative booking has been made, you will be sent an Application for Licence to Stage an Event. Note that your booking will not be confirmed until the event licence has been issued.

## 3. Prepare your application

The amount of information and supporting documentation you may need to submit with your application form will vary depending on the size and complexity of your event. The Application Form will step you through the process and make you aware of the supporting documents to be submitted.

Requested details may include:

- Name and type of event
- Event location
- Public liability insurance
- Organisation status
- Hours of operation
- Estimated number of attendees
- Electrical or water access requirements
- Noise/sound Management Plan
- Food or Alcohol Management Plan
- Waste Management Plan
- Proposed event infrastructure/ structures
- Traffic impacts or road closures
- Vehicle access requirements
- Risk assessment and emergency management details







## Essential Information

### Public Liability Insurance

It is critical you have the right insurance for your event. You will need to provide a Certificate of Currency (Public Liability Insurance) to the value of \$20 million with Newcastle City Council noted as an interested party on your policy.

The Public Liability Insurance is to be in the same name as the applicant/organisation.

Major events may need to be insured to the value of \$20 to \$100 million Public Liability based on the assessed impact and risk.

### Proof of Charity and Not for Profit Status

If you or your organisation is a Charity or a Not for Profit organisation and your event is raising money on behalf of a Charity then you may be eligible for a reduced application fee. You will need to supply a Certificate of Charity or Not for Profit Status and/or a Letter of Authority to Fundraise.

### Risk Management Plan

It is important to document the strategies in place to address any risks associated with your event. Your risk management plan should also include emergency and evacuation procedures.

The Events Team can assist you with a template for your risk assessment if needed.

### Site Plan

A site plan which identifies the layout of your event and placement of any amusement devices, temporary structures such as fencing, toilet and waste facilities and vehicle access needs to accompany your application.



# Event Plan Additional Information

If your event is classified as a medium or high impact category, you may need to supply additional information and plans. Together all these documents form the Event Plan for your event. Our Events Team can provide advice and assistance with all these documents.

### Traffic Management Plan & Traffic Control Plan

Events that are located on any section of a road closure will require a Traffic Management Plan (TMP) and a Traffic Control Plan (TCP). A Traffic Management Plan details the impact of the event on roads, public transport, parking and access and the arrangements in place to manage it. The Traffic Control Plan is the map or diagram of the traffic flow and control measures in place.

These plans are to be done by qualified traffic management companies. There are additional costs associated with these plans. Qualified traffic controllers will need to be engaged to implement these plans (TMP & TCP) for and during the event.

The plans will be forwarded to the Newcastle City Traffic Committee for our approval and/or recommendations with your application.

### Vehicle Access

If you need to drive or move vehicles onto an event site located on a beach or park reserve, you need approval and will be issued with a temporary parking permit which must be displayed on each vehicle. Your site plan must identify the number of vehicles, access, placement and movement route for vehicles on, off and around the event site.

Please note that some park reserves have gates or bollards that require a key to access. You will need to pay a deposit for the key which will be refunded when the keys are returned.

Please note that vehicle movements may not be allowed during wet weather on some sites.

### Public Notification for Parks and Beach Reserves

If your event is held on a park or beach reserve for longer than three days (not including Saturday or Sunday) then a 28 day public notification process is required prior to the event licence being issued.

Council's Events Team will coordinate the notification process for you.

### Noise/Sound Management Plan

If your event is outdoors and has amplified music or mechanical equipment operating, then you will be required to develop a Noise/Sound Management Plan. This plan should document how you will minimise the noise impact on residential premises such as controlling the volume and speaker arrangement.

The rules and restrictions about amplified music at events varies depending on the level of noise impact at the event:

- Musical entertainment is restricted to between 8am - 8pm for low and medium impact events.
- Event managers of medium impact events must coordinate a resident letter box drop within seven days of the event to impacted residents within a 1000 metre radius of the source of the sound. A copy of your resident letter and the map of the area covered must be provided to Council as part of your Event Plan. A contact number must be given to residents so they can contact you before or during the event.
- Event managers of high impact noise events must coordinate a resident letter box drop within seven days of the event to impacted residents within a 2000 metre radius of the source of the sound. A copy of your resident letter and the map of the area covered must be provided to Council as part of your Event Plan.

### Food

Event organisers are responsible for the management of food vendors at their event.

An event guide is available to make food businesses aware of their legal requirements and to suggest ways to assure food safety at the event. This guide is available to download on Council's website at [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au).

You will be required to complete a Food Stallholders Schedule as part of your Event Plan documentation. Food operators must also have a minimum of \$20 million public liability insurance cover. A copy of this cover must be attached to the Schedule.

Please note that food businesses must ensure all waste water generated is appropriately

contained and disposed of via an approved waste contractor or to sewer.

All food businesses must comply with Food Safety Standards. Council's Food Officers may inspect your food business at the event to ensure you comply with the guide. The inspection fee is at the applicant's expense.

### Sale or service of alcohol

If you are intending to sell or serve alcohol at an event it is your responsibility to apply for the Liquor Licence from the Liquor & Gaming NSW. An application for the limited licence can be done online at [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au) for a small fee

You will need to supply a public liability insurance certificate valued at \$20 million in the name of the vendor, supplier or caterer providing the alcohol.

If your event is a high impact event you will need to provide an Alcohol Management Plan as part of your Event Plan. This should provide all details about the location(s) of alcohol service, type and price of alcohol for sale and plans for the responsible service of alcohol. Newcastle Police will need to approve this plan.

If your event requires an Alcohol Free Zone to be lifted, a report must go to the elected Council for their approval and a 28 day public notification process is required prior to the event licence being issued.

### Waste Management Plan

It is important to manage the waste generated at your event. The amount of bins and toilets you will need depends on the number of participants at your event and whether there is food and alcohol for purchase. It is important to note that public waste bins are not to be used by event organisers.

Waste includes rubbish, recycling and toilets. It is the event manager's responsibility to ensure there are adequate garbage and/or recycling bins on site and that the site is maintained in a clean, tidy and litter-free condition during and after the event. You can use Council waste services or a private waste contractor for this service.

Note that any additional cleaning or waste removal that is required to be undertaken by Newcastle City Council will be charged to the event licence holder.

Event Impact	Number of Bins
LOW	Up to 12
MEDIUM	24 - 48
HIGH	70+

The number of additional toilets to be provided will vary depending on the length of your event, the number and gender of your patrons and whether food or alcohol is available.

The table below is a guide to the number of toilets per event size:

### Non Liquor Licenced Events

Event Size	Female WC	Male WC	Male Urinals	Accessible
0 - 500	2 (one per 250)	1	2	1
500 - 1000	5 (one per 250)	2	3	1
1000 - 2000	10	3	5	1
2000 - 3000	12	4	8	2
3000 - 5000	20	7	14	3
FOR EVERY 2000 PEOPLE OVER 5000	2	1	2	1

### Liquor Licenced Events

Event Size	Female WC	Male WC	Male Urinals	Accessible
0 - 500	5 (one per 100)	2	5	1
500 - 1000	10 (one per100)	4	10	1
1000 - 2000	20	7	15	1
2000 - 3000	25	9	20	2
3000 - 5000	30	12	24	3
FOR EVERY 2000 PEOPLE OVER 5000	5	3	4	1

There are two types of temporary toilets: toilets that need to be plumbed into a sewer main and those that are pumped out into a sewer main during or after the event. It is important to place toilets that may need to be emptied during the event at an appropriate place on site. Council's Events Team can provide you with advice to help you select the most suitable type of toilet to use

### Water Access

Some park reserves have public access to water but in most cases tap keys or standpipes will be required. You will need to pay a deposit for the tap key and standpipe which will be refunded when the equipment is returned. The Events Team will notify you if there are any fees for water usage.



# Event Plan Additional Information



### Temporary Structures

If you are erecting a temporary structure such as staging, marquee or other infrastructure for your event that is greater than 100 square metres or more you will need to provide Council with the Handover Certificate, Construction Certificate, Build Certificate and/or Engineers Certificate.

You should mark up your site plan with the location of all the structures you are erecting on your event site.

Note that any tent pegs and bolts over 25cm long are not permitted to be used without a "Dial Before You Dig" authority approved by Council.

### Event Signage

There are rules about the size, location and duration of the signage you can display for your event. Your signage must be located wholly within the licenced event area and must not be:

- Permanently fixed to a building, fence, pole or wall
- Higher than 5m above ground level
- Illuminated
- Displayed earlier than 14 days before your event
- Cover or obstruct any existing compliance or public information.
- Result in more than one banner and/or temporary sign facing a road frontage.

Please make sure your signage is removed no later than two days after your event.

### Fireworks

If you are planning on including fireworks as part of your event there are some additional requirements you must comply with.

The fireworks supplier must provide you with a copy of their public liability insurance to the value of \$20 million. They must also provide you with a copy of their NSW WorkCover Certificate, Pyrotechnician's Licence and completed fireworks Display Checklist.

You will need to notify residents living within a 2000 metre radius of the event area at least seven days prior to the event date notifying them of the time and date of your fireworks display. You must also provide a copy of this resident notification and the map of the area covered to Council.

### Events with Amusement Devices

If your event includes amusement devices such as jumping castles or carnival rides, you will need to comply with Australian Electrical Standards and provide the following documentation:

- A site plan showing the placement of the devices
- WorkCover certificates for all mechanical amusement devices
- The vendor's public liability insurance certificate to the value of \$20 million

### Events with Open Fires and Smoking Ceremonies

If you are proposing to have an open fire or a smoking ceremony on a public reserve, it is important that you notify the Local Area Commander of Police and the NSW Fire Brigade at least seven days before the event. Please note you will not be allowed to have a fire if there is a Total Fire Ban.

You will need to provide a site plan with the location of the fire(s) or smoking ceremony as well as a risk assessment with details about the management of the fire and the emergency provisions in place.

### Public Safety Measures

It is important to be aware that you may need to put additional measures in place to manage public safety, including measures to prevent hostile vehicle attacks. The Events Team will liaise with the Police about the safety requirements they require.

### Fees

There will be fees associated with booking and licensing your event. You will be advised of the fees payable by the event assessment officer.

Please check Newcastle City Council's website for Council's approved fees and charges.

Contact the  
Events Team

### Event Planning and Site Information

For information about potential event locations and the preparation of event applications please contact: 02 4974 2841 or [events@ncc.nsw.gov.au](mailto:events@ncc.nsw.gov.au)

### Event Sponsorship

For information about Council grants and sponsorship opportunities for your event please contact: 02 4974 2998 or [esp@ncc.nsw.gov.au](mailto:esp@ncc.nsw.gov.au)



# Accessibility and Inclusion

## Newcastle City Council is committed to promoting events that are inclusive and accessible.

When planning an event, it is a legal requirement to consider the access needs of people with a disability. The most effective way of ensuring access for everybody is to consider access at the initial planning stages of your event.

There are a few key considerations to making your event accessible, which include:

### Venue

It is important to consider access when you are selecting your venue. People need to be able to enter, exit and move around with ease and have access to facilities such as accessible toilets or lifts. They also need to be able to participate fully in your event, which may mean additional support for people with vision, hearing and other impairments.

If the venue is not ideal, it may be possible to make improvements for your event, for example by providing temporary ramps for wheelchair access, improved signage for people with vision impairment or a PA or portable hearing loop to assist people with hearing impairments if there is no in-built hearing augmentation system.

It is really helpful if you provide as much detail as possible about access to and within your event venue to participants before-hand so they can be prepared and make the most of their event experience.

### Getting to and from your event

Helping people find their way to your event safely and efficiently is important. Some of the things to consider are:

Public transport: Is your event near to any public transport? How accessible is it?

Drop off points: Are there any accessible drop off zones near to your event? Are there kerb ramps to allow wheelchair users to get from the road to the entrance?

Parking: Are there designated accessible parking spaces available? Are they clearly sign posted? How easy is it for people in wheelchairs or with limited mobility to get from the car park to your event?

Pathways: How do people move around the event site once they are there? Are there any areas that are specially designated as accessible viewing areas? Are there ramps to all event sites? Where are the accessible toilets? Are there any areas that are inaccessible to people in wheelchairs?

The more information you can provide in your event communications about these issues so they can move to, around and from your event safely and easily the better.

### Event communications

Considering accessibility in your event promotions can make your event more approachable and inviting for people with disabilities. Some of the things to consider in your communications include:

1. Websites: Web pages or e-based tools are a popular way of providing information. Make sure your website complies with the Web Content Accessibility Guidelines (W3C guidelines).
2. Print: Make sure your content is written in a clear font and has a good contrast for text and background.
3. Language: Use appropriate language when communicating to people with disabilities. For example, use 'accessible toilets' rather than 'disabled toilets'.
4. Timeliness: Make sure you share as much information as you can about your event as early as you can so people can make informed decision about whether they can attend. There are some things - such as strobe and flash lighting and other special effects - that can have a detrimental effect on people with disabilities.



### More information

[Accessible Events - A Guide for Organisers](#), developed by the Meetings and Events Industry of Australia in collaboration with the Human Rights and Equal Opportunity Commission (HREOC). This Guide is designed to help those responsible for organizing events to ensure its accessibility for all people in the community. The Guide contains practical information and advice on how to make events accessible for people of all abilities - whether they are presenters, sponsors or participants.

**You can download a copy of the Guide at [meetingsevents.com.au](http://meetingsevents.com.au)**



# Guidelines for Acknowledgment of Aboriginal Custodians

Observing Aboriginal cultural protocols demonstrates respect for local cultural traditions, history, and diversity; and acknowledges Aboriginal peoples' connection to and respect for Country.

A key commitment in Newcastle City Council's Reconciliation Action Plan (RAP) is to build understanding of protocols and guidelines for Acknowledgement of Traditional Custodians and Welcome to Country ceremonies to ensure there is shared meaning behind our actions.

Advice on when and how to perform an Acknowledgement or arrange a Welcome to Country is available on Council's website [www.newcastle.nsw.gov.au/ExploreHistory-Heritage](http://www.newcastle.nsw.gov.au/ExploreHistory-Heritage)

The City of Newcastle's Statement of Acknowledgement (in-part)

To be used as an example

"The City of Newcastle acknowledges that we are meeting on the traditional country of the Awabakal and Worimi peoples.

We recognise and respect their cultural heritage, beliefs and continuing relationship with the land, and that they are the proud survivors of more than two hundred years of dispossession. ..."

Short Acknowledgement

" [Organisation's name] acknowledges that we are meeting on the traditional country of the Awabakal and Worimi peoples. We pay our respect to their Elders past and present."





# Useful Legislation and Links

State Environmental Planning Policy  
[nswlegislation.nsw.gov.au](http://nswlegislation.nsw.gov.au)

Roads Act 1993  
[nswlegislation.nsw.gov.au](http://nswlegislation.nsw.gov.au)

Building Code of Australia and Australian Standards  
[hia.com.au](http://hia.com.au)

RMS Aquatic Licence  
[rms.nsw.gov.au](http://rms.nsw.gov.au)

NSW Police Form 1 - Notice of Intention to Hold a Public Assembly  
[police.nsw.gov.au](http://police.nsw.gov.au)

NSW Work Cover - Fireworks Displays Notifications  
[safework.nsw.gov.au](http://safework.nsw.gov.au)

NSW Food Authority - Markets and Temporary Events Notification  
[foodauthority.nsw.gov.au](http://foodauthority.nsw.gov.au)

NSW RAMS - Road Occupancy Licence Application (ROLA)  
[rms.nsw.gov.au](http://rms.nsw.gov.au)

NSW Office of Liquor, Gaming and Racing (OLGA)  
[liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)





