

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	12/12/2017	17/299	12/12/2017 (Effective from 1/01/2018)

## 2 Policy Objective

This Policy is to assist event organisers decide when an event requires development consent or other approval from Griffith City Council.

## 3 Land to which this Policy applies

This Policy applies to the whole of the Griffith Local Government Area whether an event is held on private or public land.

## 4 Definitions

In this Policy, a "private" event means the event is for invited guests only, where guests do not pay an entry fee or pay for food and beverages.

Any other event is defined as a "non private" event in this Policy, whether it is for a community purpose, charity or where the organisers, landholder or vendors obtain a gain.

## 5 Matters for consideration

Council will consider the following matters in the application of this Policy:

1. Whether the event is a private or non private event,
2. Whether the event is conducted on private land, within a road reserve (which includes the footpath) or on other public land,
3. Whether the conduct of events of a similar type and size as might be proposed has been or is the usual use of the land,
4. The frequency of events that are conducted on the land,
5. Whether structures are to be erected such as a marquee or stage,
6. Whether the event will create loud noise,
7. Whether a liquor licence is required,
8. The hours of operation of the event and pre and post event activities,
9. The distance to residential receptors.

## 6 Policy Statement

Any event in the Griffith Local Government Area is expected to have public liability insurance cover and have prepared a Risk Management Plan. For events where Council is an interested party, for example, if the event is held on public land or requires Council approval, copies of these documents must be prepared to Council's satisfaction and a copy provided to Council.

Any event that occurs on a road or is likely to adversely and/or significantly impact on road users must be managed under the provisions of the RMS Guide to Traffic and Transport for Special Events. Certain events will therefore require a Traffic Management Plan (TMP) and, depending on the scope of the event, a Traffic Control Plan (TCP). All plans must be produced by a suitably qualified professional and be presented to Council at least 4 months prior to the event for assessment. More information on special events including pro-forma templates traffic management can be found at <https://www.livetraffic.com/desktop.html#eventres>.

The obligations under the RMS Guide do not supersede any requirements relating to obtaining development consents from Council pursuant to the Environmental Planning and Assessment Act.

Any event that occurs on public land requires an approval from Council under s68 of the Local Government Act and may require development consent from Council. If the event is proposed on one of Council's popular parks or reserves, a booking form is available on Council's web site at [https://www.griffith.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-XAV-07-81-63#B](https://www.griffith.nsw.gov.au/cp_themes/default/page.asp?p=DOC-XAV-07-81-63#B).

The booking form lists what other documentation is required to be submitted.

Unless it is a private event held on private land, if food is to be served at the event an additional approval and inspection may be required from Council. For a non-private event in which the public are admitted and food products are sold or promoted, Council's Environmental Health Department should be notified. More information can be found at [https://www.griffith.nsw.gov.au/cp\\_content/resources/Fact%20Sheet%20-%20Food%20Safety%20Guidelines%20For%20Temporary%20Events.pdf](https://www.griffith.nsw.gov.au/cp_content/resources/Fact%20Sheet%20-%20Food%20Safety%20Guidelines%20For%20Temporary%20Events.pdf).

An event that proposes the erection of any structure, other than a structure that is within the development standards in State Environmental Planning Policy (Exempt and Complying Development), requires development consent from Council. To check if certain structures are exempt from development consent, please contact Council or read the SEPP, which can be found at: <https://www.legislation.nsw.gov.au/#/view/EPI/2008/572>.

In addition to the above, unless the use of the land has been or is usually used for the conduct of events of a type and size that are being proposed, an event will require development consent from Council if:

- the event is for a non private purpose, and
- a liquor licence is to be obtained, or
- the number of guests is likely to cause adverse traffic impacts, defined as more than 500 guests attending the event, or
- a noise level exceeding 55 Decibels at the property boundary is proposed and the nearest residential receptor is within 250 m of the land on which the event is to be conducted and the event will extend beyond midnight, or
- the frequency of events is more than three days in total per month or 12 days in total in any year, unless the event is for a community or charitable purpose.

The Decision Tool flow chart in Appendix A provides a visual interpretation of this Policy Statement.

## 7 Policy Limitation

This Policy Statement only applies to approvals required by or through Griffith City Council and does not describe whether approvals may be required from other authorities. Events conducted on public land will require notification to NSW Police under the Summary Offences Act for approval as a place of public gathering, defined as a group of people who gather in a public place for a common purpose. A Notice of Intention can be found at

[http://www.police.nsw.gov.au/\\_data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](http://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf).

More information about the need for a liquor licence can be found at

<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-i-need.aspx>.

## 8 Legislation

State Environmental Planning Policy

## 9 Related Documents

RMS Guide to Traffic and Transport for Special Events

Council Facility Booking Forms

Council Fact Sheet Food Safety Guidelines for Temporary Events

NSW Police Schedule 1 Notice of Intent to Hold a Public Assembly



## 10 Directorate

Economic and Organisational Development

# Appendix A – Event Decision Tool – Flowchart

