



BELLINGEN SHIRE COUNCIL
Development Application Checklist
EVENTS

In recognition of the important role events play in our community, Council has compiled the following checklist to help event organisers plan for a successful event.

Successful event planning often requires consultation with a wide range of stakeholders before the actual event occurs. This checklist provides guidance as to what level of consultation and planning needs to be undertaken in order for Council, and other regulatory authorities, to issue any approvals that might be required. The checklist may also be of value to you as an event organiser in making you aware of typical logistical requirements for an event that you may not have already considered, or factored into your feasibility analysis.

It is Council's experience, from previous events, that the main delays with obtaining approval for an event relate to a lack of information submitted by event operators. Observance of the checklist will help to ensure that assessment of your proposal is not delayed because of a lack of supporting information from you, as the applicant. Even with the submission of a fully detailed application, it is advised that applications should be made a minimum of 3 months prior to the event in order to allow for any necessary referrals and public consultation to take place, consideration by elected Councillors and for you as the event operator to consider any conditions of consent that you might need to fulfil on the day.

This Checklist needs to be completed and returned to Bellingen Shire Council at least **THREE (3) MONTHS** prior to the event. All relevant application and advertising fees must be paid at time of lodgement.

Note: Your Event may require other approvals or permits in addition to development consent e.g. road closures, use of Crown land, use of waterways, Amusement Devices & Fireworks.

APPLICATION DETAILS

Completed *Application for Development Approval* form

Written consent of all property owners

Is landowners consent required from any of the following?

YES / NO Private landowner

YES / NO Crown Land (*use of Crown Reserve, waterways*)
http://www.lpma.nsw.gov.au/crown_land/leases/licences (Ph) 1300 886 235

YES / NO Council (*use of Council land, local roads*)

YES / NO Roads & Maritime Services (*use of main roads*)

Has landowners consent been obtained and provided with the *Application Form*? **YES / NO**

Correct property details for all lands (*i.e. Lot & DP, address, reserve/park name(s) etc*)

Three (3) copies of a dimensioned, drawn to scale, detailed site plan with lot boundaries and a summary of all facilities and entertainment proposed for the event (e.g. infrastructure, marquees, stalls, amusement devices, stages, vendors, vehicle display location, toilets, fencing, signs, routes, PA systems, generators, bins, etc)

Statement of Environmental Effects (*refer page 4*)

Payment of relevant fees (*refer to Council's Schedule of Fees and Charges www.bellingen.nsw.gov.au or contact Council's Customer and Business Services ph:6655 7300*)

DETAILS OF EVENT

- Name and type of event
- Date/s (*i.e. is the event is to be a once-only event or an on-going event requiring e.g. 5 year approval*)
- Start/finish times (*including set-up/pack-up times*)
- Details of an event co-ordinator
- Estimated number of people to attend the Event
- Estimated number of vehicles (*participants, spectators, organisers etc*)
- Estimated cost of event
- Details of entry fees (*including gold coin donations*)
- Confirmation if a charitable event (*Registration No.*)

TRAFFIC MANAGEMENT

- Details of traffic management, traffic control measures, road closures, vehicular access requirements to park or road reserve, additional on/off street parking requirements, overflow parking, spectator parking, service vehicles.

Note: The *Guide to Traffic & Transport Management of Special Events 2006* was prepared by the NSW Police, the Roads & Traffic Authority and Local Government to help organisers of special events plan for traffic management. The Guide identifies four classes of events and details the processes and information requirements for each class. The Guide, Transport Management Plan template (p85) and Matrix for Class 1-4 events (p90) is available on the NSW Roads & Maritime Services website: http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html

Failure to provide the required information in sufficient time may mean that NSW Police &/or the NSW Roads & Maritime Services may be unable to endorse your traffic arrangements. It is important for event organisers to refer to these guidelines early in the organisation phase.

FACILITIES (*provide details*)

- Toilet facilities (numbers, type [portable? public?], location), hand washing facilities
- Facilities and/or layout considerations to accommodate people with disabilities and prams
- Sale of food, type of food
- Sale of alcohol (*Note: (1) Alcohol sales require a liquor licence (2) Council has established alcohol-free zones in Bellingen, Dorrigo and Urunga town centres <http://www.bellingen.nsw.gov.au/Recreation/Alcohol Free Zones>*)
- Retail outlets/stalls
- Waste Management Plan (incorporating recycling of materials?)
- Buildings or temporary structures to be used as a place of public entertainment
- Details of electrical power supply/connection if required (*Note: The applicant should establish if any fees for usage are required and if the existing power facilities are suitable for the event (e.g. 15 amp, 3 phase)*)

STRUCTURES & EQUIPMENT

- Details of any tents, marquees, stages, scaffolding, seating, lighting, towers or any other structures, fenced off areas,
- Signs (include diagrams/plans). (*Note: "Temporary Event Signs" is a category of 'exempt development' (Pt.2.Div.2.S.11) of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*)
- Details of any noise associated with your event (including set-up/pack-up processes) and likely impact on surrounding premises (e.g. music, construction, PA, entertainment devices). *Note: If amplification to be used please provide details with application.*

OTHER ASSOCIATED ACTIVITIES

- Fireworks display
- Any other associated activities (e.g. aerial displays, water activities, animal display, racing)

EMERGENCY ARRANGEMENTS

- Details of emergency arrangements (e.g. what organisations will be advised of your event, first aid arrangements, security arrangements) (Refer Section 6 of the NSW Government *Event Starters Guide* <http://www.events.nsw.gov.au/event-starter-guide>)

PUBLIC LIABILITY INSURANCE

- Council requires the applicant/event organiser to have Public Liability Insurance **listing the event** to an appropriate value with Council named on the policy as an interested part. The applicant/event organiser must ensure that the insurance provides coverage for the specific event location(s). **A copy of a current Public Liability Insurance Certificate of Currency must accompany the application.**

OTHER AGENCIES:

There are other authorities and government departments that you may need to talk to about your event. In addition to consent from Council, depending on the type of activities proposed and the land being used, you may be required to obtain consent, permits or advice from the following (**please tick any that apply to your event & provide details with the *Application Form***):

- Forests NSW (*use of Forestry land*)
- Roads & Maritime Services (*road closures, traffic issues, aquatic activities*)
- NSW Food Authority (*food sales*)
- Office of Liquor, Gaming & Racing (*sale of alcohol, fundraising activities*)
- NSW National Parks & Wildlife (*use of NPWS land*)
- WorkCover NSW (*fireworks, WH&S*)
- Fire & Rescue NSW NSW Fire Brigades NSW Rural Fire Service (*hazardous materials, emergency response, fireworks*)
- NSW Police Force (*crowd control, traffic control, fireworks, alcohol, emergency response*)
- Disability Council NSW (*making your event accessible for people with special needs*)
- Ambulance Service NSW (*first aid, emergency response*)
- Aboriginal Affairs NSW (*'welcome to country' ceremony, landowners*)
- NSW Office of Water (*Controlled Activity Approvals, works on waterfront land*)

Note: Section 4.2 of the NSW Government's *Events Starter Guide* lists the names and contact details for many of the above organisations <http://www.events.nsw.gov.au/event-starter-guide>

Local Government Act approvals:

Please indicate on page 2 of the *Application Form* if approval is required under Section 68 of the *Local Government Act 1993* for any of the following

Part A Structures or places of public entertainment

- Install a manufactured home, moveable dwelling or associated structure on land

Part C Management of waste

- Place waste in a public place
- Place a waste storage container in a public place
- Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility

Part D Community land

- Engage in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment

- For fee or reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

Part E Public roads

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

Part F Other activities

- Install or operate amusement devices
- Use a standing vehicle or any article for the purpose of selling any article in a public place

Statement of Environmental Effects:

An SEE must accompany all development applications. The SEE should address the likely impacts of the proposal and measures proposed to mitigate any impacts. The SEE should address the following matters:

- (a) A description of the property and surroundings;
- (b) A description of the proposal in detail;
- (c) The environmental impacts of the development (e.g. noise & visual impact, traffic impact, impact on adjoining properties, environmental habitat, water quality, stormwater, heritage, solar access etc);
- (d) Any steps to be taken to protect the environment or to lessen the expected impact or harm to the environment; and
- (e) Whether or not the development complies with *Bellingen Local Environmental Plan 2010* and the *Bellingen Shire Development Control Plan 2010*, as well as any other applicable legislation. Justification for any part of the proposal that does not comply should be provided in the SEE.

Note: The *Environmental Planning & Assessment Regulations 2000* enables councils to return applications that are incomplete or unclear within 14 days. Additional information may be requested depending on the circumstances of the proposal or the site, legislative requirements or where Council is of the opinion that the information provided is insufficient.

Further Assistance:

- Confirm fee requirements with Council's Customer Service staff prior to lodging (ph. 6655 7300).
- Council's Development Control Unit (DCU) provides pre-lodgement advice to proponents intending to carry out development within the Bellingen Shire. Information is available at [http://www.bellingen.nsw.gov.au/Development/ Development Control Unit](http://www.bellingen.nsw.gov.au/Development/Development%20Control%20Unit).
- For general planning enquiries a **Duty Planner** is available from 8:30 am to 12 noon. Council's **Health and Building Surveyors** are available Monday to Friday from 8:30 am to 10:30 am.
- Application forms, *Bellingen Local Environmental Plan 2010* and the *Bellingen Shire Development Control Plan 2010* are available on Council's website <http://www.bellingen.nsw.gov.au/Development>.

OTHER RESOURCES / USEFUL INFORMATION

Events Starters Guide: An *Event Starters Guide* has been prepared by the NSW Government to assist people from the community to navigate their way through some of the many issues involved in organising an event. In particular, those people organising public, outdoor events in New South Wales should find the guide helpful. <http://www.events.nsw.gov.au/event-starter-guide>

Traffic Management - Special Events Guide: Refer Page 1
http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html

Dance/Rave Parties: Information regarding dance/rave parties is available on Council's website http://www.bellingen.nsw.gov.au/Development/Planning_Policies .

Events & Festival Hub: Bellingen Shire Council has established an Events and Festival Hub at the Waterfall Way Visitor Information Centre in Bellingen. The Events Hub assists organisers through the provision of a dedicated office space which includes administration facilities and event ticket sales. http://www.bellingen.nsw.gov.au/Recreation/Bellingen_Shire_Events_Hub

Community Events Notice Boards: Bellingen Shire Council has two (2) Community Events Notice Boards for use on the eastern and western approaches to Bellingen along Waterfall Way. The *Policy and Guidelines for the use of the Community Event Notice Boards* is available on Council's website http://www.bellingen.nsw.gov.au/Council/Policies_and_Plans .

Banner Poles: Banner poles are located for use on the eastern approach to Bellingen along Waterfall Way and at Urunga long the Pacific Highway near the Tourist Information Centre. The *Banner Poles Policy & Guidelines* is available on Council's website http://www.bellingen.nsw.gov.au/Council/Policies_and_Plans.

Filming: Information, application forms and protocols regarding filming in the Bellingen Shire are available Council's website http://www.bellingen.nsw.gov.au/Business/Filming_in_Bellingen

State Forests: Events involving state forests should consult with their local Forestry Corporation regional office to discuss their needs and a suitable location. A permit is required for commercial activities and most organised events in state forests - see Permits for activities in NSW state forests <http://www.forestrycorporation.com.au/visit/activities/organised-events>
