



***Special Events on Private Land*** chapter of the  
**Goulburn Mulwaree Development Control Plan, 2009**

**Replacement to chapter 5.10 *Public Entertainment in Rural  
Zones***

## **5.10 Special Events on Private Land**

These controls apply to all special/temporary events (such as ceremonies, cultural celebrations, exhibitions, fetes, fairs, gatherings, markets or sporting events) and commercial events that are held on private land.

This chapter does not require the lodgement of a development application for regular use of approved entertainment venues or for events on land owned and/or operated by Council. In most instances the policy will apply to the use of existing indoor or outdoor facilities and/or land where the approved use of the premises is not primarily for public entertainment purposes.

Some zones under *Goulburn Mulwaree Local Environmental Plan (LEP) 2009* permit the use of land for function centres (which includes events), however, in zones which do not permit function centres, Clause 2.8 of the LEP may be applied in relation to the temporary use of land for an event. Refer to Clause 2.8 of the LEP for further details in relation to the requirements of this clause.

### **Objectives**

- (a) To provide applicants with adequate information to submit a detailed submission with a development application
- (b) To provide guidelines to ensure best practice for the appropriate location and management of events
- (c) To maximise public health and safety
- (d) Ensure that an unacceptable impact does not occur to the community or the local environment

### **5.10.1 General Provisions**

- (a) Applications should be submitted at least 3 months in advance of the event to ensure timely determination and ensure a decision can be secured prior to the event opening date;
- (b) The event should not require any permanent changes to the land or premises;
- (c) The event should not result in any clearing of on-site vegetation;
- (d) The duration of any approval will be restricted to the specific dates for the event established through the Development Application consent;
- (e) Evidence of prior consultation with service providers as listed in clause **5.10.2** must be submitted with the application;
- (f) A Noise Impact Assessment maybe required depending on the scope, timescale and location of the event, and
- (g) External lighting should be installed and operated in line with AS/NZ 4282:2019 Control of the obtrusive effects of outdoor lighting.

**Note:** *Failure to submit the application within the necessary timeframe may result in the application not being determined prior to the proposed event, in which case the event will need to be postponed or cancelled.*

### **5.10.2 Consultation**

Consultation may be required with the following service providers:

- Transport for NSW
- Council
- NSW Police

- NSW Rural Fire Service
- NSW Ambulance Service and/or St John Ambulance Service

### **5.10.3 Insurance requirements**

- (a) The applicant is to hold current and valid insurance for the event that covers the dates of the event, and are to submit evidence of this with the application or placed as a condition of consent, and
- (b) As a minimum insurance cover should include suitable public liability insurance cover at a minimum of \$20,000,000.

**Note:** Consideration should be given to other potential insurance requirements such as:

- *Public Liability insurance of any sub-contractor*
- *Volunteers insurance*
- *Workers Compensation*
- *Professional Indemnity Insurance*

### **5.10.4 Emergency Response Plan**

- (a) An Emergency Response Plan must be prepared in accordance with the requirements of the local area command for NSW Police Service, NSW Fire Brigades, NSW Ambulance Service, NSW WorkCover Authority and the Council which includes the following:
  - Contact details of both the event organiser and the on-site organiser responsible for decision-making;
  - The chain of command identifying which staff are responsible for various components of the event;
  - Location of main emergency response area;
  - Proposed means of access for all emergency vehicles including fire brigade truck access to the event;
  - Proposed evacuation procedures;
  - Proposed security management and procedures plan, and
  - Proposed crowd management procedures.

**Note:** *The Emergency Response Plan should, where applicable, include crowd management measures, crowded places self-assessment, relate to bushfire emergency management and evacuation and a flood emergency response plan. The Emergency Response Plan should include provisions with Clause 8.3.8 of Planning for Bush Fire Protection 2019.*

*A more detailed Bushfire Emergency Management and Evacuation Plan may be necessary on bush fire prone sites, depending on the scope and scale of the event, the bushfire risk and the degree of detail provided in the Emergency Response Plan. A Bushfire Emergency Plan should be consistent with A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan by NSW Rural Fire Service.*

### **5.10.5 Toilet Facilities**

- (a) Adequate toilet facilities must be provided for the duration of the event including adequate facilities for those with disabilities, in line with Table 1 and Table 2 below:

*Table 1: Required toilet facilities where alcohol is not available*

<b>Patron number</b>	<b>Wheelchair accessible</b>	<b>Females</b>	<b>Males</b>
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	WC	Hand Basins	WC	Hand Basins	WC	Urinals	Hand Basins
<500	2	1	6	2	1	2	2
500-999	4	2	9	4	2	4	4
1000-1999	6	3	12	6	4	8	6
2000-2999	8	4	18	10	6	15	10
3000-5000	10	5	30	17	8	25	17

Table 2: Required toilet facilities where alcohol is available

Patron number	Wheelchair accessible		Females		Males		
	WC	Hand Basins	WC	Hand Basins	WC	Urinals	Hand Basins
<500	2	1	13	2	3	8	2
500-999	4	2	16	4	5	10	4
1000-1999	6	3	18	7	9	15	7
2000-2999	8	4	22	14	10	20	14
3000-5000	10	5	40	20	12	30	20

- (b) Sites unconnected to the town sewer should provide portable toilets and wash facilities as per the numbers specified in Table 1 and Table 2.
- (c) Portable toilets should be located at least 100 metres from the nearest waterway
- (d) All human waste from portable toilets is to be disposed of through the Council's reticulated sewerage system.

### **5.10.6 Traffic Management Plan**

A Traffic Management Plan should be submitted with a development application and should include the following components:

- **Proposed Route** which sets out an easy and safe access to the site;
- **Traffic Control Plan** which details how the route is to be protected with signs, barriers, cones etc.;
- **Contingency Plan** for adverse weather conditions, attendance exceeding expectations, accidents etc.;
- **Advertise traffic changes** for a minimum period of seven days prior to the event;
- **Traffic Marshals** locations detailed;
- **Parking**;
- **Heavy Vehicle alternate route** for arrival and departure of coaches and equipment trucks;
- **Special conditions**;
- **Pedestrian access and safety**, and
- **Loading Zones**.

**Note:** "Guide to Traffic and Transport Management for Special Events- 2006" provides a comprehensive guide to the requirements of various agencies involved in traffic and transport management and provides assistance in the preparation of a Transport Management Plan.

### **5.10.7 Information to be submitted with a Development Application**

A Development Application should include the following:

- (a) The Development Application form signed by the site(s) owner(s);
- (b) Traffic Management Plan which includes a Traffic Control Plan in line with Clause **5.10.6**;
- (c) An Emergency Response Plan in line with clause **5.10.4**;
- (d) A Statement of Environmental Effects which should include:
  - (i) Full details of the type and scale of the proposed event;
  - (ii) The anticipated number of people attending the event;
  - (iii) Dates and hours of operation including set-up and dismantle times (bump in/bump out);
  - (iv) The number and types of stalls;
  - (v) Waste and recycling measures to be implemented;
  - (vi) Car parking and access arrangements, including for wet weather parking;
  - (vii) Details of proposed outdoor entertainment acts as part of the event which may necessitate a noise impact assessment, and
  - (viii) A Water Quality Impact Assessment which includes consideration of potential stormwater impacts.
- (e) A Site Plan which includes proposed:
  - (i) Seating arrangements, whether indoor or outdoor
  - (ii) Lighting arrangement and location
  - (iii) Location of any marquee or tent
  - (iv) Location and number of toilets which meets the requirements in Clause **5.10.5**
  - (v) Location of firefighting equipment
  - (vi) Location of security, parking/traffic associated with the event
  - (vii) Location of first aid and other emergency service areas
  - (viii) Emergency access arrangements within the site and through the local road system
  - (ix) Vehicular and pedestrian access arrangements to and from the site
  - (x) Location of food and drink stalls and other vendor stalls

**Note:** *A Water Quality Impact Assessment should be proportionate to scope and impact of the event. Larger events are advised to consult Water NSW prior to submitting a Development Application.*

### **5.10.8 Licensing Requirements**

A development application only provides approval for the use and operation of the land during the established timeframe. It does not afford consent, approvals or licensing for activities and operations at the event which may be regulated by external agencies or Council functions outside statutory planning. The list below seeks to highlight additional licensing or consent requirements which may be needed to lawfully operate the event and or its activities. This list is not exhaustive.

#### **Food**

Food handling businesses should be directly licensed by NSW Food Authority and if not already licensed should notify the authority of their business details.

Temporary food outlets must comply with the relevant Council codes, such as, where applicable;

- Food Standards Code 3.2.3- Food Premises and Equipment
- GMC Food Premises Fit out Guide
- Guidelines for food businesses at temporary events, and
- Complete Mobile Food Premises Registration with Council.

#### Alcohol

If the event includes the sale and/or consumption of alcohol, an appropriate liquor license(s) will be required from Liquor & Gaming NSW.

#### Live or pre-recorded music

Live or pre-recorded music will require a license from ONE Music Australia for events to avoid Copyright infringement.

#### Fundraising

If the event involves fundraising the approval of NSW Fair Trading may be required.

#### Firework/Pyrotechnic Displays

If the event includes Firework/Pyrotechnic Displays a license is required from SafeWork NSW.

#### Amusement Devices

If the event includes provision of amusement devices current SafeWork NSW registration will be required, as will registration with Council.

#### Road Closures

The temporary closure of a public road will require the consent of the appropriate road authority (being Council or Transport for NSW) under the Crown Lands Act 1989, Local Government Act 1993 or the Roads Act 1993.