

Event Organisers Toolkit

Your guide to running outdoor events in Campbelltown





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Disclaimer: Campbelltown Council's Event Organisers Toolkit 2024 is a guide only. Campbelltown Council does not warrant that the guide is accurate or correct and notes that the guide is subject to change. Further, it is incumbent on an event organiser to ensure that all laws are complied with including obtaining any necessary approvals, licenses or permits from Council and other relevant authorities. Council accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the guide.

Planning an event



Image: Chillfest

Event overview

The event overview section of your event plan is to give us a high level summary of your event. An Event Management Plan template is provided on our website '[Want to hold an outdoor event](#)' page to use as a guide to develop your event management plan. This document will help you and your staff ensure that the purpose of your event is clear and everyone has a good understanding of how the event will run.

Event location

Be sure to choose your site carefully as each site comes with its own limitations, including the types of events that can be hosted and the capacity at each site. Some locations will also have specific traffic management requirements which you will need to factor into your event planning and budget. Applying for an event permit at a site that isn't suitable for your event could cause significant delays in the assessment process of your application, or could potentially mean your application may be refused.

Please refer to the event information on each of the suggested sites in this toolkit. The Events Team can help you find a suitable location once you provide the key details about your event.

Preferred date

We highly recommend choosing a preferred date and two alternate date options for your event. Once you have determined these dates contact Council to see if these dates are available. As Campbelltown is a busy city we are mindful not to host too many large events at the same time. The Events Team will do their best to assist you in finding the perfect date and venue.

Event numbers

The larger your event, the more requirements you may have to meet, such as additional toilets, waste facilities and security. Please think carefully about your event numbers prior to submitting your application and be specific as to how many people you expect to attend, both overall and at any one time.

Event run sheet

A run sheet sets the timing and sequence of your event so that you, the Events team and other key stakeholders know what is happening and when. A good run sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.



Insurance

The event organiser is required to have a minimum of \$20m public liability insurance. Please ensure a copy of your current Certificate of Currency is provided, noting Campbelltown City Council as an interested party with your application.

You will also need to collect relevant insurance from all stallholders, contractors and people providing goods or services at your event. This can include (but is not limited to) contractors that provide marquees, stages, toilets, sound, lighting, amusement devices, fireworks displays, cleaners, security and first aid, as well as food and market stall vendors. This step is very important and cannot be overlooked. This is your responsibility and will be checked by our Events Officers to ensure that all your risk and safety responsibilities are managed at your event. Having the correct insurances and documentation also protects you as the Event Organiser.



Image: Feast

Marketing and Advertising

Effective promotion of an event will help get the attendance numbers you are aiming for.

How can Council help to promote your event?

Road side banners

Council has some prominent banner locations in high traffic areas within the Campbelltown Local Government Area (LGA). Council allows roadside banners in specific locations to promote community events, programs or services that offer a community benefit. The banner advertising opportunity is provided at no cost to community groups wishing to display a banner.

A limited number of approved banner sites are available in the Campbelltown LGA including;

- 1) Menangle Road, Campbelltown
- 2) Narellan Road, Campbelltown
- 3) Appin Road, Bradbury
- 4) Badgally Road, Eagle Vale
- 5) Raby Road, Raby
- 6) Campbelltown Rd, St Andrews
- 7) Campbelltown Road, Minto

You can apply to secure one of these banner locations via the 'Street Trading Application' Form. Approval is not guaranteed. A link to the 'Street Trading Application' form has been provided on our website '[Want to hold an outdoor](#)' event page.

Your banner design will need to be attached to your application and approved by Council. Banners can be printed by a printer of your choice.

Who needs to know about your event?

Consider your target market and the best way to engage those groups. A mix of different advertising mediums usually works best for community style events, including:

- Newspaper
- Facebook
- Instagram
- Website marketing
- Posters, flyers, banners
- Paid letterbox drops
- Media releases
- Local radio or television ads
- Petrol pumps
- Billboards at local shopping centres

Local media contacts that may be useful

C91.3

<https://c913.com.au/contact>

Macarthur Gig Guide

<https://www.macarthurgig-guide.com.au>

In Macarthur Magazine

<http://inmacarthurguide.com.au>

Signage

Clear and uniform signage will add to the aesthetic appeal of your event as well as highlight all the major aspects of your event. Having clear directional signage at the event will make it easier for attendees to find their way around your event and to easily locate essential areas such as restrooms and First Aid etc.

Events operations centre

Regardless of the size of your event, it is likely that you will need to have set aside an area where your staff and volunteers can meet for debriefs and/or meetings, as well as run the operations of your event. This needs to be detailed on your site map.

There are requirements for the Event Operations Centre (EOC), including:

- A representative of the event organisation must be present in the EOC and must be able to contact the event organiser at all times
- The representative must be authorised and prepared to act on behalf of the event organiser in all matters
- Those present must be able to immediately address any problems arising during the event
- The event organiser must be responsible for the logging of incidents throughout the event
- If applicable, the lost children location must be provided and ensure operators have current Working with Children Permits.

Accessible inclusion

Council encourages inclusive events in our community. Planning inclusive events and considering the needs of people with disability can often seem overwhelming. Involving people with disability is the best way to plan an inclusive event.

Just remember that every person with a disability is different. What may work for one person, won't work for all. Be open to suggestions and feedback from people with disability or disability organisations. They can really help you to see events through their eyes.

Amusement rides

Event organisers and amusement operators must comply with all requirements set out relevant Australia Standards and Legislation. More information can be found at Amusement devices – duties of event organisers | [SafeWork NSW](#) & [Amusement devices | SafeWork NSW](#).

A link has been provided on our website '[Want to hold an outdoor](#)' page.



Image: Fisher's Ghost Festival, Carnival

Temporary structures

Temporary structures including tents, marquees, booths, stalls and fencing are permitted on parks and sporting fields providing they meet NSW Government Legislation standards and that all details of the temporary structures are provided at the time of your application.

We have included a brief outline of the standards below:

- Each tent, marquee or booth must not have a total floor area exceeding 300m²
- No tent or marquee can have a wall height exceeding 4m and the highest point of the marquee must not exceed 6m
- Each tent, marquee or booth must be erected at ground level

A link has been provided on our website [Want to hold an outdoor event page](#) for full details on the NSW Government Legislations for Tents, marquees or booths for community events.

All marquees must be weighted down with weights on each leg of the marquee, pegs are not permitted in council grounds unless pre-approval has been given. Any marquee that is larger than 300m² will require structural drawings and technical specifications. Your Events Officer may request this information at any stage.

Handy links: NSW Government Website: www.legislation.nsw.gov.au

Staging requirements

If you are planning entertainment at your event, you may require a stage. It is easy to arrange staging at your event through many of the local staging providers, however there are some NSW legislation standards that need to be followed.

We have included a brief outline of the standards below:

- Staging must be less than 50m² and not exceed 2m off the ground
- Stage must be erected at ground level
- A notice indicating the actual distributed and concentrated load for which the stage or platform has been designed must be conspicuously displayed on the stage or platform.

A link has been provided on our website ['Want to hold an outdoor event page'](#) for full details on the NSW Government Legislations for Subdivision 9 Stages or platforms for community events.

If your stage is less than 50m² and is above 1m off the ground you will simply need to provide details of the size, location, staging provider and any other relevant details at the time of your application. If your stage is over this size, a structural drawing will be required along with technical specifications. For further details, please contact your Council Events Officer.

Handy links: NSW Government Legislation website: www.legislation.nsw.gov.au

Sound and Noise

We all like to have fun with music and sound often being a key features at most events. We ask you to provide us with your entertainment plan which includes the type of sound system you will be using (if applicable) during your event.

You will need to consider the following when planning the entertainment at your event:

- Start and finish time of the sound or music at your event
- Are there surrounding houses that may be affected by this noise?
- Is there wildlife that may be affected by this noise?

Suggested times for events in parks/reserves within residential areas are:

Sunday to Thursday 7am to 11pm.

- All amplified noise to cease by 10pm.
- All activities associated with the event and all persons to vacate the site by 11pm. Friday and Saturday 7am to midnight.
- All amplified noise to cease by 11pm.
- All activities associated with the event and all persons to vacate the site by midnight.

If you have questions relating to noise levels at your event location, please refer to the neighbourhood noise restriction brochure provided on our website ['Want to hold an outdoor'](#) page or contact your Council Event Officer.

Water

Do I need water? The answer is generally yes! Access to water may be required to service portable toilets or provide portable water for consumption at portable drinking stations and may vary from park to park depending on the irrigation system. Pre-approval is required for access to water and we strongly recommend the event organiser contact Council to see if your preferred event location has water available. If it does, please include this request in your event application form.

Things to consider:

- Will you or are you required to offer free drinking water or is it currently available in the park?
- Do food vendors need water for hand washing and general operations?
- Do temporary toilets need to be connected to water?
- Does the cleaning contractor need access to water?
- All drinking water must be portable.

Toilets

How many toilets will I need?

This number is dependent on the type of event you are hosting and the expected number of attendees. Toilets are often available at event sites, please see the venue section of this toolkit to see if your preferred event location already has permanent toilets available.

The Building Code of Australia also recommends at least one unisex toilet for patrons with a disability at each group of toilet facilities.

Power

Details of power supply arrangements will need to be provided, such as the use of generators or private agreement with Integral Energy to install a temporary power supply to the event. Silenced generators are a great way to allow you to structure your event site exactly how you would like it.

Generators must be silenced 4 stroke generators that have a current test and tag certification. All electrical leads must also be tested and tagged by a licensed electrician and secured at least 1.8 metres above ground level or safely protected on the ground to prevent trip hazards. All electrical wiring and equipment must be protected from exposure to water.

All generators must be clearly labelled on your site plan.

Currently, Council event sites do not have electricity available to the community.

No. of attendees	MALES			FEMALES		ACCESSIBLE
	Toilets	Urinals	Hand basins	Toilets	Hand basins	Accessible
0 - 500	1	2	2	6	2	1
500 - 1,000	2	4	4	9	4	1
1,000 - 2,000	4	8	6	12	6	2
2,000 - 3,000	6	15	10	8	10	2
3,000 - 5,000	8	25	17	30	17	3
For every 2,000 people over 5,000	2	1	2	1	3	1

Lighting

Depending on the permanent lighting structures at your chosen event location, you may require additional lighting. This may include lighting towers, marquee lighting or decorative lighting. Think about the time of day/night that you will be setting up, packing up and presenting your event. Carefully consider the types of activities that will take place, the various event zones and the existing natural or structural lighting. Lighting is an important safety aspect for everyone on site before, during and after the event. Any electrical installations being carried out on site must be certified by a licensed electrical contractor and be sure to include any proposed lighting in your site map.

Animals at events

The inclusion of animals at events is a common request, for example, animal farms, pony rides, petting zoos, native wildlife displays. There are various animal welfare acts, regulations and Codes of practice that must be upheld, as detailed by the NSW Department of Primary Industries:

- <https://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/animal-care-and-welfare>
- RSPCA NSW: www.rspcansw.org.au
- <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/petting-zoos-and-personal-hygiene.aspx>

To ensure that animal welfare and hygiene requirements are considered and managed appropriately at events, organisers are required to ensure that the animals involved in their events are chosen for their suitability and not subjected to injury, suffering, distress or excessive disturbance and public health interest is adhered to.

Image: Fisher's Ghost Festival, Carnival

First aid

You will definitely need to consider First Aid when planning your event. It is a requirement for event organisers to provide First Aid to deal with any injuries and illness that may occur at your event. The number of trained First Aid staff will depend on the size and type of event you are hosting. You will be required to submit the details of the number of first aid officers or suitably trained first aiders that will be onsite. Larger events will be required to submit a first aid and emergency response plan. First Aid stations should be easily accessible and clearly identifiable. Ensure that your First Aid team are provided with a site map and are well briefed prior to the event.

Alcohol and drugs

If you plan on selling or serving alcohol at your event, it is your responsibility as the event organiser to apply for a Limited Liquor Licence. We strongly recommend you contact the local Police prior to applying for the Limited Liquor Licence, as they will be able to provide up to date information and support for your application.

An alcohol and drug management plan is required to be submitted along with an approved Limited Liquor Licence.

If your event is granted a Limited Liquor Licence, this must be submitted to Council and the Licencing Police prior to event approval being issued.

For public safety reasons, alcohol is not to be sold or supplied in glass containers. Unfortunately, alcohol consumption can attract other illegal substances and it is required that you have a process and plan in place to deal with such an issue.

Preferably, Council does not want to promote any alcohol (or drugs) at any event and reserves the right to prohibit the consumption or sale of alcohol in respect of any event.

Fireworks displays

If you are planning on ending your event with a fireworks display then we need to know more about the details of your fireworks displays at the time of your application. This must include:

- Details of the licenced pyro technician delivering the service
- Date and location of the fireworks display
- Duration of the fireworks display
- Risk management plan for the fireworks display
- Proof of notification to local media at least 2 weeks prior to the event (media booking confirmation would be sufficient at time of application)
- Proof of notification to local Police and Fire Station
- Proof of notification to Civil Aviation Safety Authority (CASA) and Air Services Australia

It is recommended that event organisers visit the 'SafeWork NSW' website for detailed information on the notification process.

Handy links:

- SafeWork NSW: <https://www.safework.nsw.gov.au/notify-safework/fireworks-displays-notifications>
- CASA: <https://www.casa.gov.au/>
- Air Services Australia: <http://www.airservicesaustralia.com/>

Waste Management and Disposal

It is your responsibility to leave the site and its facilities in a clean and tidy condition. You are required to arrange waste and recycling bins as well as dispose of waste generated at the event.

We are here to help. Our Waste Service Team are able to assist with the delivery and pick up of waste bins including disposing of event waste. If you are interested in this service, you can advise us

in the waste section of your application form. Once we receive this request we will contact you. Fees apply for this service.

As a general rule of thumb, events generate approximately one litre of waste per person, per meal.

The table below provides a recommended number of 240L bins for events that span one meal time. The numbers should be multiplied based on the number of meal times the event will go over.

Maximum bins required

No. of attendees	General waste bins	Recycling bins	Total number of bins
0 - 500	4	4	8
500 - 2,000	6	6	12
2,000 - 5,000	10	10	20
5,000 - 10,000	15	15	30
10,000 - 20,000	20	20	40

Litter bins located on our reserves and fields are not permitted to be used for the disposal of event waste.

Temporary/mobile food vendors

It is important that you have a plan in place to effectively manage food vendors and stallholders at your event.

It is your responsibility to ensure all stallholders hold appropriate levels of public liability insurance, provide quality products and have a safe stall set up. All marquees must be weighted down with weights on each leg of the marquee, pegs are not permitted in Council grounds unless pre-approval has been given.

Will there be Mobile Food Vehicles at your event?

We want to make it easier for our mobile food vehicles to trade at our community events. Prior to trading within the Campbelltown Local Government Area, all mobile food vehicles need to be registered with Campbelltown City Council and have a satisfactory Food Premises Assessment Report (FPAR) that is no more than 12 months old can be acquired from any Council within NSW. This FPAR must be valid at the time of your event.

If a mobile food vehicle has not been registered with Campbelltown City Council, event organisers are to ensure all mobile food vendors download and complete the Mobile Food Vehicle Business Registration Form which is available on our ['Mobile Food Vehicles'](#) webpage and return this form with a recent FPAR and a valid Food Safety Supervisor Certificate (if applicable) via email to council@campbelltown.nsw.gov.au If your mobile food vehicle is registered with Campbelltown City Council, please ensure we receive a copy of the Food Registration Certificate/Licence Number with a recent FPAR so we can include this with your event application.

If you cannot provide a recent FPAR or your food vehicle has not been inspected, Council's Environmental Health Officers will conduct a food inspection at the event that will incur a food inspection fee. Please refer to Council's [Fees and Charges](#) for inspection fees.

At any time throughout the event if you are found to be non-compliant with the Food Standards Code in accordance with the Food Act 2003 (even though you have a recent and satisfactory FPAR), our Environmental Health Officers may inspect your mobile food vehicle and an inspection fee will be applicable.

Do you plan on having Temporary Food Stalls at your event?

If you are a temporary food stall trading at our events, our Environmental Health Officers may inspect your stall at each event. This is due to the temporary nature of your stall set-up and the requirement to ensure your food preparation area meets the required standards. The operation of all temporary food stalls must be carried out in accordance with the Food Act 2003, Food Regulation 2015, Australia New Zealand Food Standards Code and Council's 'Requirements for the Operation of Temporary Food Stalls'.

Please download and complete the ['Application to Conduct a Temporary Food Stall'](#) that is available on our ['Temporary Food Businesses'](#) webpage and return this form with a recent FPAR/Temporary Food Stall Report (from any Council within NSW) and a valid Food Safety Supervisor Certificate (if applicable) via email to council@campbelltown.nsw.gov.au . Council's Environmental Health Officers will conduct a food inspection at the event that will incur a food inspection fee. Please refer to Council's [Fees and Charges](#) for inspection fees.



Images: Feast

Food Safety Supervisor (if applicable)

Food businesses (includes temporary food stalls and mobile food vehicles) selling ready-to-eat potentially hazardous foods are required by law to appoint a Food Safety Supervisor that has undertaken food safety training at a registered training organisation approved by the NSW Food Authority. Food Safety Supervisor Certificates expire 5 years from the date of issue. Please ensure that your Food Safety Supervisor Certificate is valid.

For further information, complete the necessary training or to refresh your Certificate please refer to the ['NSW Food Authority - Food Safety Supervisors'](#) webpage.



Stallholders

How do I effectively manage stallholders?

- 1) Research suitable stallholders and invite them to participate at your event or you may choose to do an Expression of Interest form and invite stallholders to apply for your event.
- 2) Work out the area you will set aside for Stallholders. You will need to decide how many sites you will have available and the size of each site. For example you may have 3mx3m sites for stalls and larger 3mx6m sites for Food Trucks.
- 3) Once you've confirmed your stallholders, you'll need to send them a confirmation that contains all of the event details including event date, event time, parking, arrival and departure time, bump in/out procedures and maps, waste management procedure and any other relevant event information. It's a good idea to remind your stallholders what equipment they will need to supply on the day, for example marquee weights, generator etc. Set your expectations out very clearly, this will reduce the possibility of Stallholder issues on the day of the event.
- 4) If you have food stallholders it is your responsibility to ensure that they've received the appropriate approvals from Council to trade in the Campbelltown Local Government area. For further information on this please contact Council Events team.
- 5) Plan for the event. Ensure you create an event map and allocate space for the stallholders. This map will be required at the time of your application and will assist you with planning your event layout to ensure you have enough space for each activity.

Ready to take the plunge?

Application process

Visit our ['Want to hold an outdoor event'](#) webpage for further details on the approval process as well as our ['Fees and Charges'](#).

1

Read all of the information in this toolkit

To ensure you understand what's needed to host an event in Campbelltown, familiarise yourself with this information pack to help guide you in completing your application. Make sure you have everything ready to avoid any delays.

2

Talk to our events team

We strongly recommend you speak with our Events Team to talk you through the process of your event application and ensure your location and date/s are available. They may even have some handy hints to help make the application process easier!

3

Understand what is required from you

Familiarise yourself with the Section 68 application form prior to attempting to fill it out as taking the time to gain a good understanding of the application requirements will make it easier when you are ready to complete it. Consider if your event requires a Development Application. Not all events require a DA however it is always a good idea to check this with a member from the Events Team. Ensure you are aware of the application timeline. At Campbelltown City Council we require your completed application form and relevant documentation to be submitted a minimum of 8 to 12 weeks prior to your event date. If you submit a late application your approval may not be received in time for your event.

4

Gather your documents

Now you know what you need to complete your application, it is time to gather all of your documents. Save them into the same file on your computer so that you can easily access them whilst completing your application. It is best to submit as much information as possible at the time of application to avoid delays. Use the Event Checklist to ensure you are ready to apply.

5

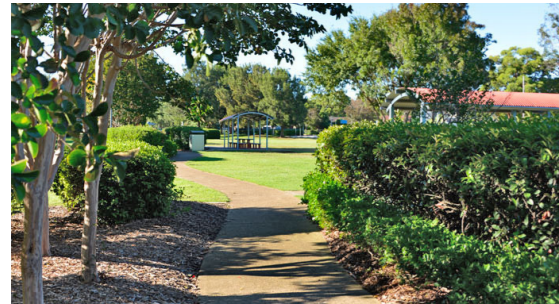
Apply now

Once you have collected all of the required documentation it is now time to begin and then submit your application. You can submit your online application directly to the Campbelltown City Council by heading to the ['want to hold an outdoor event'](#) webpage. An event application fee is applicable with this application for activities and events held in the Campbelltown local government area. Head on over to the Fees and charges to find out more information.

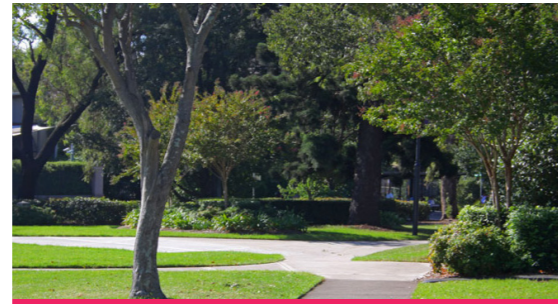
The Campbelltown City Council Events Liaison Officer is available during office hours to assist and support you throughout the entire process. Contact the Liaison Officer on 02 4645 4508 if you have any questions or require any additional information.

Event locations

Choosing the correct event location is very important. We have some great spaces available for your event. Below is a list of the popular ones but don't worry, if you have another space in mind, please let us know.



Koshigaya Park



Mawson Park



Campbelltown Sports Stadium



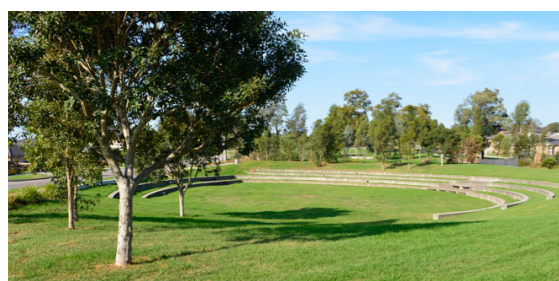
Campbelltown Athletics Stadium



Campbelltown Showground



Kayess Park Minto



Redfern Park Minto



Willowdale Park

Each of these sites vary in size and are suited to different types of events. The below table indicates the type of events that can be hosted, the capacity of each site and the amenities/ features of each site to help you choose the most appropriate location for your event.

LOCATION	CAPACITY	TYPES OF EVENT
Koshigaya Park	5,000	- Major events
Mawson Park	5,000	- Community events - Celebrations
Campbelltown Athletics Centre	8,000	- Athletics - Sports Competitions - Festivals - Community events
Campbelltown Sports Stadium	20,000	- Major Sporting Events
Campbelltown Showground	10,000	- Sporting events - Community events - Celebrations
Kayess Park Minto	8,000	- Sporting events - Community events - Celebrations
Redfern Park Minto	5,000	- Small to medium community events - Celebrations
Willowdale Park	3,000	- Community events - Celebrations

Be sure to choose your site carefully as this could affect the success of your event. There may be additional approvals required from other organisations/agencies to ensure the event is compliant. Investigating and obtaining these additional approvals is your responsibility as the event organiser. If you're not sure about which location is best for your event, head on over to our website for a full list of parks and reserves (including their amenities/features) or reach out to our Events Team who are happy to have a chat and help provide some guidance.

Not only do we have these some amazing parks and reserves to pick from, we also have a range of other venues across Campbelltown city that you can use to host your next event.

City centres

Campbelltown's Queen Street shopping precinct has been revitalised to accommodate live music, public art, seating ideal for markets and outdoor dining. In particular, Queen Street's vibrant Lithgow Street Mall precinct has become a hub for food and music lovers.

Ingleburn's Oxford Road has the potential to come alive and be transformed for your next event. Our annual Ingleburn Alive Street Festival is hosted here and features live music, carnival rides, stalls, kid's activities and lots more.

Leumeah's O'Sullivan Road shopping precinct opposite Leumeah train station is another perfect spot to activate. Why not host a small to medium market stall selling fresh food and produce, craft items, hot food and live music? Keep the kids entertained with giant games, face painting and craft workshops.

Image: Ingleburn Alive



Event Plan Templates

Contacts list

A contact list is necessary and should outline all of the key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders and public authorities (if applicable).

It is also essential to add in any emergency contact details, including but not limited to 000. This contact list can be included in your event running sheet.

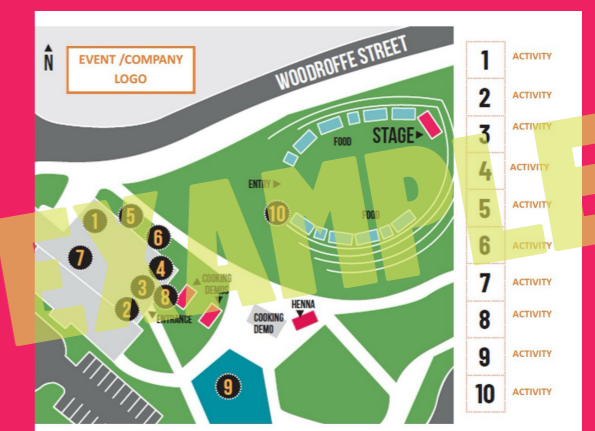
Event notification plan

We will need to see a plan of how surrounding residents and businesses will be notified of your event with detailed dates and times. We have generic events notification templates that can be applied to most events which incorporates a letterbox drop to surrounding residents and businesses found on the Want to Hold an Outdoor Event page on our website.

Some of the venues have commercial businesses operating on or near the site. We suggest you chat with those businesses before lodging your application and consider incorporating ways to reduce impacts on these businesses in your application. You will need to provide evidence of their acknowledgement.

Site planning/map

You will need a clear site plan to submit with your application. Start with an aerial view of the location from Google Earth to show the positioning of infrastructure, equipment, stallholders, emergency entry and exit and parking. This map can also be used to brief contractors, performers, stallholders and suppliers. The site map will also need to be included in your planning and communication with Emergency Services. Below is an example you can refer to as a guide.



Risk assessment/identification

A Risk Assessment document is a process of identifying and assessing potential hazards or effects of harm, then determining its risk rating or likelihood of occurrence. By determining the level of risk, you can prioritise risks and systematically eliminate or minimise them.

You are required to submit your 'Risk Assessment Plan' at the time of your application.

If there are hazardous materials at the event such as electricity, gas, chemicals, fireworks, seek expert advice about safe storage and use. Clearly identify these items in your Risk Assessment plan and communicate the management procedures to all staff, volunteers and contractors who may come into contact with these items. Other points to consider include:

- Only use of reputable suppliers
- Ensuring items such as gas cylinders and generators have been tested and are in good working order
- Ensuring gas cylinder tags are clearly displayed
- Safe placement of items such as generators, cylinders, etc
- Ensuring you have clearly identified the placement of any hazardous materials on the site map
- Back up plans in case of equipment failure (e.g. generators)
- Plan showing location of fire extinguishers, if applicable.

Council requires that all installations be certified by a licensed expert in handling electricity and gas. It is advisable to have



the expert present or on stand-by at the event in case of equipment failure in an emergency situation.

Don't be put off by this process, we are here to help! We have created an easy to use template to assist you with creating your Risk Assessment Plan. Please see the handy templates section of our website ['Want to hold an outdoor event'](#) page for further information.

Traffic management plan

If your event involves road closures or has impact on adjoining roads or requires a large amount of parking spaces, you will require a Traffic Management Plan (TMP). You may need to have traffic plans drawn up by a contracted traffic control company.

Applications for road closures may take up to 12 weeks for a local road up to 6 months for regional and state roads. A link to the Road Closure Application as well as a Traffic Management Plan template can be found in our handy templates section of our website ['Want to hold an outdoor event'](#).

Handy hint: If you require a road closure for your event you should submit your event application at least 12 weeks before the event to avoid delays!

Transport and pedestrian access plan

This may not be so important for small events, but for some of the bigger ones we need to know how patrons will be getting to and from your event. For smaller events, it may be more appropriate to provide a Pedestrian Access Plan.

The Transport and Pedestrian Access Plan should detail:

- Patron movement to and from as well as during the event
- Public transport usage
- Additional buses if required
- Provision for all access requirements
- Parking requirements
- Any additional information as required.

A Transport & pedestrian Access Plan template can be found in our handy templates section of our website ['Want to hold an outdoor event'](#).

Emergency Evacuation Management Plan

Your 'Emergency Evacuation Management Plan' will need to demonstrate you have adequate arrangements to facilitate emergency access/response/evacuation which will be reviewed by Council prior to the issue of event approval. The Plan shall identify alternative evacuation points, assign designated personnel to deal with an emergency, identify equipment location (eg fire extinguishers) and include a line of command contact list with phone numbers.

Security Management Plan

It is important to consider security management at your event. Larger events that have over 1,000 attendees and events that will have alcohol available are required to submit a Security Management Plan at the time of your application. We have provided a Security Management Plan template in the handy templates section of our website ['Want to hold an outdoor event'](#). We highly recommend that all event organisers check out this template, regardless of the size of your event, to ensure you have considered appropriate security measures for your event. You want to make sure your event is memorable for the right reasons!

Waste Management Plan

We will require some detail about the Waste Management Strategy at your event, however this will vary depending on the size and type of event. For smaller events we will simply need to know how you intend to pick the waste up off the ground, the number of bins you are providing and how you plan to remove the waste from the site.

A Waste Management Plan will be required for larger events which generate significant amounts of waste. We have included a Waste Management Plan template for you in the handy templates section of our website ['Want to hold an outdoor event'](#).



Outdoor events for under 100 people

Campbelltown has many beautiful parks and reserves suitable for just a walk in the park, a jog with your dog or a leisurely lunch. These are provided for all members of the community to use, and it is not possible to book them for exclusive use by a particular group. Everyone is welcome to use the facilities on a first-come, first-served basis. While parks and playgrounds are available to all members of the community to use, it is not possible to book them for exclusive use by a particular group.

When holding an event with an expected attendance of under 100 patrons you are required to fill out an application for use of a public park. This application can be found on Councils website

An application for use of a public park is required when the event includes the following activities:

- An amusement device e.g jumping castle, entertainment (regardless of numbers) The service provider will be required to submit a Certificate of Insurance for Public Liability with a minimum of \$20 million coverage.
- The erection of any temporary structures (e.g. marquee)
- When the event is a school picnic/ event (regardless of the numbers)
- All ceremonies (such as weddings, commitment ceremonies, christenings, naming ceremonies and memorials)
- To engage in a trade or business (including the sale of food beverage)
- To deliver public addresses, hold religious services or a public meeting

The following activities are prohibited when holding events in public parks

- Pegging of jumping castles or structures
- The use of personal barbeques or any other cooking appliances
- Petting Zoo's
- Water Castles/slides
- Inflatable swimming pools

Find the perfect park or playground for your next event on the Facilities for Hire page on [Councils website](#).

Image: Ramadan event

Do I even need Council approval to host my event?

Council approval is generally required if you're holding an outdoor event and if:

- The event is held on public/Council owned land
- There will be infrastructure installed, such as:
 - rides/inflatables
 - stage and/or amplified sound
 - liquor
 - animals
 - generators
- There will be 100+ people attend
- The event will be catered by an external source
- The event will require road closure and onsite vehicle access
- The event location requires a booking; or
- The event will have food and drink stalls
- There will be fireworks

If your event has any of these, you are likely to need Council approval. Still unsure? Contact our Events Team and they will be able to answer this question for your specific event.

What approval do I need?

The approval process could vary from a Development Application through to a park booking depending on the type of event and the number of attendees. There may be times where your event falls outside of requiring an approval but we may still like to hear more details about your event. Reach out to our friendly Events Team for a chat to identify what approvals are required for your event.

If you are hosting a birthday party in a public park with under 100 people, complete and submit the '[Application for Use of Public Parks](#)' and return to Council or have a chat with our Customer Service team who can provide some guidance.

How long before my event do I need to submit my application?

The application and supporting documentation needs to be submitted to council a minimum of 8 to 12 weeks prior to your event date.

What happens after I submit my application?

All documentation provided during the application process is submitted for internal review from relevant sections of the organisation with the goal being to obtain approval for the event to proceed

What are the expected timelines between when I submit my application to receiving an outcome?

All documentation must be submitted 8 to 12 weeks prior to the event date to ensure all requirements and documentation is submitted. You should receive an approval 1 to 2 weeks before the event date

What happens if my application is denied?

In the event of a denial, the applicant is notified in writing, and the notification may include information about the specific reasons for the decision. Depending on the situation, the applicant might have the option to appeal the decision or make necessary amendments to the application for reconsideration. It's important for the applicant to carefully review the denial notice and, if needed, consult with Council to understand the specific issues and potential steps for resolution.

Image: Seniors week, tai chi



Frequently asked questions



Council contact

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CAMPBELLTOWN