



Richmond
Valley
Council

EVENTS MANUAL

Last Update: July 2021

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Section 1

1.1 Council Contacts and Roles

Depending on the nature and location of your event, Council will have different roles to play. To help you determine what involvement Council may need to have, what processes you need to consider and who at Council to guide you, please follow the diagram below.

WHAT	WHO	FOR
Support & Promotion of Events	Events Officer Tiarn Stenner Phone: 02 6660 0234 tiarn.stenner@richmondvalley.nsw.gov.au	<ul style="list-style-type: none">• Event Grants• Facilitation & Advice• Promotion• Service delivery• Co-ordination of Events (at times Council may organise and run)
Approval for Use of Council owned or managed land	Engineering Assistant – Assets Elizabeth Flatley Phone: (02) 6660 0346 Mobile: 0459 886 166 elizabeth.flatley@richmondvalley.nsw.gov.au Lucy Hooton Phone: (02) 6660 0300 lucy.hooton@richmondvalley.nsw.gov.au	<ul style="list-style-type: none">• Beaches and Rivers• Halls• Parks• Reserves• Airports• Showground• Sports Fields• Roads• Waterways
Application of legislation and regulation	Environmental Health & Regulatory Control Officers Phone (02) 6660 0300 council@richmondvalley.nsw.gov.au	<ul style="list-style-type: none">• Noise• Pollution• Traffic• Food• Waste• Entertainment devices• Toilets• Alcohol and fundraising• Insurance• Amusement Devices

1.2 Introduction

Events such as festivals and exhibitions are an important social occasion for many people. This event manual has been written to address any issues arising from events, including protection of patron health and safety, and to minimise adverse environmental impacts and to protect Council's assets. The manual also helps identify the people you may need to speak to in Council as well as the documentation needed to hold an event in our Valley. This document will be useful in your planning phase as it identifies specific areas that need to be addressed to ensure your event is successful.

1.3 What does Council consider as an Event?

An event is any organised activity that takes place on council owned or managed land, roads, footpaths, parks, Council venues, sports grounds or a residential property. These events require approval from Council and sometimes other government agencies.

Examples of events include festivals, shows, concerts, dance parties, carols in the park and large exhibitions. This event manual applies to functions that are expected to be attended by a large number of people and/or where the function is either advertised, or payment sought for entry and refreshments or other services provided.

1.4 Applications for Event Approval

Applications are made by submitting a Section 68 – Approval to Carry out an Activity Form.

You need to complete this form if:-

- Installing a temporary structure on land.
- Engage in trade or business on community land.
- Direct or procure a theatrical, musical or other entertainment for the public on community land.
- Construct a temporary enclosure for the purposes of entertainment on community land.
- For a fee or reward, play a musical instrument or sing on community land.
- Set up, operate or use a loudspeaker or sound amplifying device on community land.
- Deliver a public address or hold a religious service or public meeting on community land.
- Install or operate amusement devices (within the meaning of the Construction Safety Act).
- Use a standing vehicle or any article for the purposes of selling any article in a public place.

Generally an application for an Event approval is to be submitted to Council:-

- Six weeks prior to the proposed event or
- Eight weeks for events catering for greater than 2,000 patrons, or requiring temporary road closure or on-street parking alterations.

Individual applications are not necessary for various activities taking place as part of the proposed event. If the event is on Council owned or managed land you will need to also complete an Application to Use Council's Parks, Beaches and Reserves Form. This includes events such as sporting events, weddings and club gatherings. In summary, the Section 68 form is the application to hold the event and the Parks, Beach and Reserves form is the application to use Council owned or managed land. Examples of both forms are following.



RICHMOND VALLEY COUNCIL

EVENT APPLICATION FORM Section 68 Local Government Act

Date ____/____/____
 Amt \$ 134.00_____
 Receipt No _____
 Prop No _____
 *Date of Inspection:
 ____/____/____

1. Event Address

No 1. Street/Road: Example Street.....
 Suburb: Casino NSW 2470.....

2. Applicant

Name(s) or Company Event Example.....
 Postal Address: PO Box 7777, Casino.....
 Postcode: 2470.....
 Telephone 02 6660 0382..... Business: Mobile: 0419 995 746.....
 Email Address: events@eventexample.com.au..... Fax:
 Name (Print): Eddie Events..... Signature:
 Date: 10/07/2017

3. Owner(s) of the Land and Owners Consent

If on private property all owners to consent and sign this document. If on public property please provide Richmond Valley Councils details.

Family Name(s) or Company Leave section 3 blank – to be filled in by Council.....
 Given name(s)
 Full Postal Address:
 Postcode:
 Telephone Business: Mobile:
 Email Address: Fax:
 Name (Print): Signature:
 Name (Print): Signature:
 Name (Print): Signature:
 Date: / /

4. Event Details

If hiring grounds from Richmond Valley Council please complete a Parks Booking Application Form. Fees and charges apply.

You must provide a copy of the event insurance with this application. Richmond Valley Council must be list as an interested party.

Name of the event: **Casino Christmas Party**.....

Description of the event: **Christmas Party for the community. There will be markets, live music, Christmas carols, school performances, face painting, food stalls, jumping castle, kids amusements and rides.**

.....

.....

.....

Name of public reserve of park required: **Casino CBD Walker/Barker Streets**

Specific area within the reserve or park: **Roads, footpaths, car parks**

Do you require vehicular access to the Public Reserve? **Yes for staff/markets**

.....

If so please identify usage in the Traffic Management Plan.

Date of Event: **07/12/2017**..... Start Time: **5pm**..... End Time: **8pm**.....

Setup Time: **3pm**..... Pack up Time: **8pm-9.30pm**.....

Estimated number of attendees: **300**..... Entry Fee: **nil**.....

5. Sound

Are you proposing to use amplified sound? Please circle.

All amplified sound must conclude by 9.00pm or as otherwise approved by Council.

Yes No If yes, please complete details below

Nature of sound e.g. Band, PA system etc. **PA System, live music**

Commencement Time and Duration: **5pm – 8pm**

Description of Amplification System **PA system, speakers, microphone, music played (guitar, CDs, singing)**

.....

.....

6. Amusement Devices, Inflatables and Insurance Requirements

Are you proposing to have amusement devices or jumping castles? Please circle.

A site plan indicating proposed placement of amusement devices must be submitted with this application.

☐ **Yes** No **There will be a jumping castle, petting zoo, tea cups, water balls, little roller coaster, merry go round.**

If yes, please provide a list of each amusement device you are having. This includes waterslides, jumping castles, Merry Go Rounds and laser tag as examples. If you add amusement rides after this application is received, you must inform Council.

It is the responsibility of the applicant to ensure each operator has the necessary public liability insurance and engineer's certification for their device. This can be checked at any time during the course of the event.

☒ Copy of their current insurances and engineers certification are attached.

Example

7. Food & Alcohol

Are you proposing to use a caterer's / food stalls?

Please circle.

vEvent organisers & caterer / food stalls must have a minimum \$10m Public Liability.

Are you proposing to sell alcohol? Please circle

Are you proposing to serve alcohol?

☒ Yes No If yes, please complete details below.

If Yes, it is the responsibility of the applicant to ensure each operator has the necessary public liability insurance and food safety supervisor's certificate.

☒ Yes I have viewed their current insurances and food safety supervisor's certificate.

☒ Please provide a list of foods that will be supplied at the event.

Yes ☒ No If Yes please include a copy of the liquor licence

Yes ☐ No

Note: Not for profit organisation food stalls must meet the standards of the Northern Rivers Market Code; a copy of the code is available from Council.

8. Waste Management / Water / Electricity

Waste

Fees and charges apply if you request bin services.

Water/Power

Fees and charges may apply.

Please state the number of bins if required: 6 bins

Please state the drop off & collection points: On Walker St in front of the Choice near Simpson Parade

.....
.....

Will you require access to water / electricity for the event? ☒ Yes No

If Yes, please complete details below e.g. power box opened etc.

Power boxes in Barker Street and Mafeking Lamp roundabout to be opened by 3pm for set up of markets and PA system on Mafeking Lamp roundabout. ..

.....
.....
.....

Please note that not all our sites have these facilities available.

9. Temporary Structures

Are you proposing to use temporary structures e.g. Tents, marquees, banners etc.?

Please attach a site plan indicating the location of any temporary structures

Depending on the size and nature of the structure, a Development Application may be required.

☐ Yes ☒ No

If Yes, please complete details below

Number of temporary structures proposed: Markets – approx. 15.....

☒ Yes, I have attached a site plan.

Please describe the type of structures proposed including sizes e.g. Tents, banners, marquees, stage etc.

3x3 marquees, sponsor banners.....

.....
.....
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.....

From which organisation will the structures be hired or provided?

Owner supplied / or insert hire company here if structures are being hired.

.....
.....
.....
.....
.....
.....

Temporary structure to be erected by whom?

Insert contact details here or provide separate list to s68 application

Date/s From 3pm on 7 /12/2017 to 10pm
on 7/12/2017

If you are displaying banners, please ensure words and images are not offensive in nature.

10. Road Closures

Are you proposing road closures?

☐

No If Yes, please complete details below

Name of Street: **Barker/Walker Street** .. Suburb: **Casino**

Section to be closed: **See Site map**

Purpose: **Community event**

Date/s From **3pm on 7 /12/2017** to **10pm on 7/12/2017**

A Traffic Management Plan is necessary with Road Closure Applications.
All barriers are to be supervised by certified traffic controllers.

***Inspection bookings are essential for Operating Amusement Devices.**

Approvals

(NOT ANCILLARY TO A DEVELOPMENT APPLICATION)

Part A - Structures or Places of Public Entertainment

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

Part C - Management of Waste

1. For fee or reward, transport waste over or under a public place.
2. Place waste in a public place.
3. Place a waste storage container in a public place.
4. Dispose of waste into a sewer of the Council.
5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.
6. Operate system of sewage management (within the meaning of section 68A).

Part D - Community Land

1. Engage in a trade or business.
2. Direct or procure a theatrical, musical or other entertainment for the public.
3. Construct a temporary enclosure for the purpose of entertainment.
4. For fee or reward, play a musical instrument or sing.
5. Set up, operate or use loudspeaker or sound amplifying device.
6. Deliver a public address or hold religious service or public meeting.

Part E - Public Roads

1. 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.
2. 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 Articles

1. Operate a public carpark.
2. Operate a caravan park or camping ground.
3. Operate a manufactured home estate.
4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance.
5. Install or operate amusement devices (within the mean of the Construction Safety Act, 1912).
6. Use a standing vehicle or any article for the purpose of selling any article in a public place.
7. Carry out an activity prescribed by the regulation or an activity of a class or description by the regulation.

Privacy & Personal Information Protection Act

The personal information that council has collected from you is personal information for the purposes of the Privacy and Personal Information protection Act, 1998. The intended recipients of the personal information are: Officers within the Council; Any other agent of the Council; and Public sector agencies.

The supply of the information by you is required by law. Failure to provide this information will prevent Council determining this matter. Council has collected this personal information from you in order to assist it in its determination of this matter. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information.

Owner's Consent

Where the owner is a company.

If the owner of the land is a company, the company must sign as the owner. Section 127 of the Corporations Act 2001 details how a company may execute a document. This outlines the following requirements:

A Company may execute a document without using a common seal if they document is signed by:

two (2) directors of the company; or
a director and a company secretary of the company; or
for a proprietary company that has a sole director who is also the sole company secretary - that director.

Where the owner of the land is a company, and owner's consent is provided on documentation accompanying the form, Council requests that the names and positions held (e.g. Company Director) by those signing the form are clearly printed adjacent to the relevant signature(s).

Where the owner is identified as a body corporate.

Where the owner is identified as a Body corporate, the following is required:

- Body Corporate Seal; and

A letter of consent signed by the Chairperson and Secretary.

or

Body Corporate Seal; and

Body Corporate resolution consenting to the proposal (i.e. minutes of meeting where proposal was adopted); and

two (2) signatures, one of which must be the Chairperson.

or

a signed letter of consent from each lot owner covered by the Body Corporate.

Where the land is identified as crown land.

If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

1.5 Event Coordinator

The Event Coordinator will be responsible for all correspondence with Council. This person will ensure compliance with the conditions of approval for the event.

The Event Coordinator will liaise with Council's Event Officers pre and post event.

The Event Coordinator must be contactable at all times during the event in case emergencies arise.

1.6 Council's Event Responsibilities

Council maintains the right to waive, add or alter any conditions applied to for any event as it sees fit in order to ensure adherence to all legislation covering all situations. Council can issue fines should pollution and/or nuisance be created by a special event. These include:

- Local Government Act 1993 - Failure to obtain approval, failure to comply with approval conditions, premises not in a 'safe and health' condition.
- Protection of the Environment Operations Act 1997 - Noise pollution, water pollution, littering and inappropriate disposal of waste, potential to pollute.
- Public Health Act 1991 - water supply, safe and health condition.
- Food Act 1989 - Food for Sale.

1.7 Access by Council

Generally a council employee will come to your event for the purpose of inspection and monitoring. Council will check health and regulatory requirements are being adhered to. Many market owners now know the Council employees by name and are used to showing certificates and having regular checks on food health and safety issues.

Section 2

The following section outlines the requirements which must be included when submitting your Section 68 form and/or your Application for Use of Parks in order for Council to issue Event Approval.

2.1 Event Plan Information

Risk Assessment

A detailed risk assessment is required and is a vital tool for Event Organisers. The purpose of the risk assessment is for event organisers to “walk through” the event both physically and mentally to identify possible hazards and potential risks which could arise during the course of the event, introduce control measures and contingency plans and to make others aware of potential hazards to make the event as safe as practical. A sample of a completed Risk Assessment follows

EVENT RISK ASSESSMENT

The purpose of this document is to provide guidelines for the identification of Hazards and Risks when conducting an Event, in line with your Event Management Plan.

DEFINITIONS:

Hazard: a source of potential harm or a situation with the potential to cause loss.

Risk: the chance that an event will occur which will result in personal injury or loss to the Council.

INSPECTION PROCEDURES:

1. Event Organisers are to inspect for hazards as per the following Risk Assessment.
2. Use this Risk Assessment template to inspect for hazards at the event site.
3. The Risk Assessment must be completed and submitted with your application.
4. Council staff will review and discuss the hazards identified with you prior to the Event commencing.

	CONSEQUENCE				
LIKELIHOOD	5 Major	4 Serious	3 Moderate	2 Minor	1 Minimal
5 –Almost Certain	EXTREME	EXTREME	HIGH	HIGH	MEDIUM
4 - Likely	EXTREME	EXTREME	HIGH	MEDIUM	LOW
3 - Possible	HIGH	HIGH	MEDIUM	MEDIUM	LOW
2 - Unlikely	HIGH	MEDIUM	MEDIUM	LOW	LOW
1 - Rare	MEDIUM	LOW	LOW	LOW	LOW

Event Name:								
Potential Safety or Health Hazards	Risks	Risk Assessment Before Control Measures			Risk Control Measures	Risk Assessment After Control Measures		
		Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
Task:								
Traffic Issues	<u>When can it happen:</u> <ul style="list-style-type: none">Anytime during the event. <u>What can happen:</u> <ul style="list-style-type: none">Hit by car. <u>How can it happen:</u> <ul style="list-style-type: none">A great number of pedestrians using the area.	4	4	E	<ul style="list-style-type: none">Ensure participants understand where to park.Ensure pedestrians are well supervised.Ensure pedestrians are kept away from road area.Car park will be closed to all vehicles – apart from bump-in & bump-out where vehicle movements will be managedFirst Aid Provider will be present at the event.	2	2	L
Manual Handling	<u>When can it happen:</u> <ul style="list-style-type: none">Carrying items the wrong wayCarrying items that are too heavy.Carrying awkward shaped items. <u>What can happen:</u> <ul style="list-style-type: none">Physical injury. <u>How can it happen:</u> <ul style="list-style-type: none">Falling/Tripping up or down the stairs while carrying items.Lifting items that are too heavy.Constant lifting of items.				<ul style="list-style-type: none">Correct training in manual handling techniques.Carry one item at a time.Use two people to carry heavy/awkward items.Use trolley to move items from vehicle to event area			

Hot Work	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Physical Injury – burns <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Stallholders not being safe with hot items eg. Barbecues & hot water. 				<ul style="list-style-type: none"> Ensure all stallholders hot areas are safe and secure – ie: people aren't moving around at high speeds etc. Fire fighting equipment eg. Fire extinguisher/blanket present at all stallholders with hot work. BBQ's and hot surfaces to be out of public reach Candles/naked flames to be placed in suitable holders and to be clear of flammable materials Adequate PPE eg aprons, gloves, covered shoes , non-flammable clothing . First Aid Provider will be present at the event 			
Electrical Leads	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event.. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Electrocution Tripping <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Loose leads left lying around the event area. 				<ul style="list-style-type: none"> Ensure that all loose leads are covered during the event appropriately. Ensure stallholders hold appropriate public liability insurance cover Ensure all electrical leads are test and tagged and in date First Aid Provider will be present at the event. Emergency Plan in place, including contacts and procedure. 			
Working with items under tension or pressure	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Blowing up balloons with helium gas. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Physical injury. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Helium gas bottle exploding. BBQ gas bottles 				<ul style="list-style-type: none"> Hire helium gas bottle from a reputable organisation. Use correct technique for inflating balloons. First Aid Provider will be present at the event. Ensure BBQ gas bottles are kept away from flames, out of the reach of the general public Transported safely to and from event Ensure bottles are tested prior to connection and ensure no leaks. 			

Extreme Weather Conditions	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> The ground / roads will become slippery. Electrical storm can cause electrocution. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Raining – make the ground/roads slippery. Thunder Storm/Lightning Storm. 				<ul style="list-style-type: none"> In extreme weather conditions, the event will be cancelled. First Aid Provider will be present at the event. Check weather bureau prior to and during event. 			
Uneven surfaces and Slip trip fall and knocks	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Slip or trip over <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Fall over uneven or slippery surface 				<ul style="list-style-type: none"> Check area beforehand for fall, slip, trip hazards. Erect warning signage (eg. Slippery surface) for patrons Clean up any spillages/hazards as soon as identified. Barriers across stage fronts during operational phases First Aid Provider will be present at the event 			
Needle Stick Injury	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Contact infectious disease. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Getting pricked by a contaminated sharp. 				<ul style="list-style-type: none"> Walk through the area prior to the event commencing Event organisers on hand during the day to keep the area clean. Personal Protective Equipment to pick up needles will be there on the day (gloves, pliers & sharps container). First Aid Provider will be present at the event 			

Emergency	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during event <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Accident, medical emergency, fire etc <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Hit by car, medical problem, fire. 				<ul style="list-style-type: none"> Ensure emergency contact numbers are available. Ensure an emergency evacuation point is identified Ensure phone is available. Ensure sites are accessible by emergency vehicles. First Aid Provider will be present at the event. 			
Stinging Insects, Spiders, Snakes or Vermin	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Allergic reaction / severe pain. <p><u>How can it happen:</u></p> <p>Stung by insects, spiders, snakes or vermin.</p>				<ul style="list-style-type: none"> First Aid Provider will be present at the event 			
Verbal or Physical Abuse	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Emotional or physical injury <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Physical abuse Emotional abuse 				<ul style="list-style-type: none"> Support material available to event staff on conflict resolution. Debriefing of staff after critical incidents. Familiarise event staff with conflict resolution. Contact police. 			

Child Endangerment	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Emotional or physical injury. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Attacked by a member of the public. 				<ul style="list-style-type: none"> First Aid Provider will be present at the event. Contact police Site office established for point of contact Security if applicable 			
Amusement Rides and devices	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Emotional or physical injury. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> A ride may be faulty. 				<ul style="list-style-type: none"> Must provide relevant Insurance and Workcover certificates. Supervision by qualified operators. Crowd and spectators will be monitored and controlled at all times First Aid Provider will be present at the event. Maintenance record of rides up to date Test and Tag current Includes Skirmish, jumping castles Engineering certificate 			
Theft	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Items stolen. Emotional injury. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Bags left unattended. 				<ul style="list-style-type: none"> Do not leave valuables unattended Security guard present at the event. 			

Food preparation	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Physical injury Food poisoning <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Stallholders not taking care with food preparation Spillages 				<ul style="list-style-type: none"> Stallholders have their own public liability insurance cover. Food stallholders registered with NSW Health. First Aid Provider will be present at the event. Good hygiene practices and adequate cleaning facilities 			
Tripping Hazards	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Physical injury. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Surface uneven. Items left lying around. 				<ul style="list-style-type: none"> Check work area before setting up. Identify hazards and mark (witches hat, sign) Check area throughout the day for possible trip hazards. First Aid Provider will be present at the event. 			
Disability Access	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Physical injury. Emotional injury. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Proper access not being provided for people with a disability. 				<ul style="list-style-type: none"> Proper accessible parking arranged. Designated pathways to allow access around site. Ensure pathways and walkways are clear of debris and obstructions First Aid Provider will be present at the event. 			

Evacuation	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Injury and stress. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Visitors not being sure of the correct evacuation procedures. 				<ul style="list-style-type: none"> Emergency Evacuation Plan deployed Identified persons will make announcements and direct persons to correct exits. Make sure exits are clear and clearly marked. Contact Emergency Services. Provide First Aid if required 			
Alcohol	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Intoxication of people at events causing antisocial behaviour <p><u>How can it happen:</u></p> <p>Sneaking it in</p>				<p>No Alcohol Allowed</p> <ul style="list-style-type: none"> No alcohol will be served at the event Any intoxicated person will be asked to leave the venue Security person at Event <p>Alcohol Approved Event</p> <ul style="list-style-type: none"> Designated area RSA staff present Security Licence 			
Injury to participant in competition	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> Anytime during the event. <p><u>What can happen:</u></p> <ul style="list-style-type: none"> Personal Injury. <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> Fall off skateboard Fall off surfboard Fall off horse 				<ul style="list-style-type: none"> Monitor all high risk competitive activities including surfing competition, skate jam and all stage activities (dancing/musicians) First aid attendant present Contact emergency services if suspected serious injury occurs Limit the number of participants performing at one time. 			

[illegible]

Public Liability Insurance

Insurance protects Event Organisers from bills and charges when something goes wrong at an event.

Never assume that you are covered under someone else's insurance and if you are, have it in writing from them and ideally also see a copy of their insurance.

There are a number of different types of insurance that are available for events including:

INSURANCE TYPE	DESCRIPTION
Public Liability	Protects the organisation from claims by members of the public for personal injury or property damage due to your negligence.
Association Protector	Protects the organisation and its management from directors and officers and professional indemnity claims.
Property Insurances	Protects assets (includes fire and other perils, burglary, money, glass, general property and business interruption).
Personal Accident Volunteers	Compensates volunteers if they are accidentally injured while helping you.
Comprehensive and Third-Party Motor Vehicle	Covers vehicles owned by the group as well as workers and volunteers vehicles.

Richmond Valley Council will need a copy of your Certificate of Currency for Public Liability that notes your event and **Richmond Valley Council must be noted as an interested party if on Council owned or managed land.** Event Organisers are to hold minimum \$10 million public liability insurance with \$20 million public liability insurance requested for events deemed to be high risk by Council.

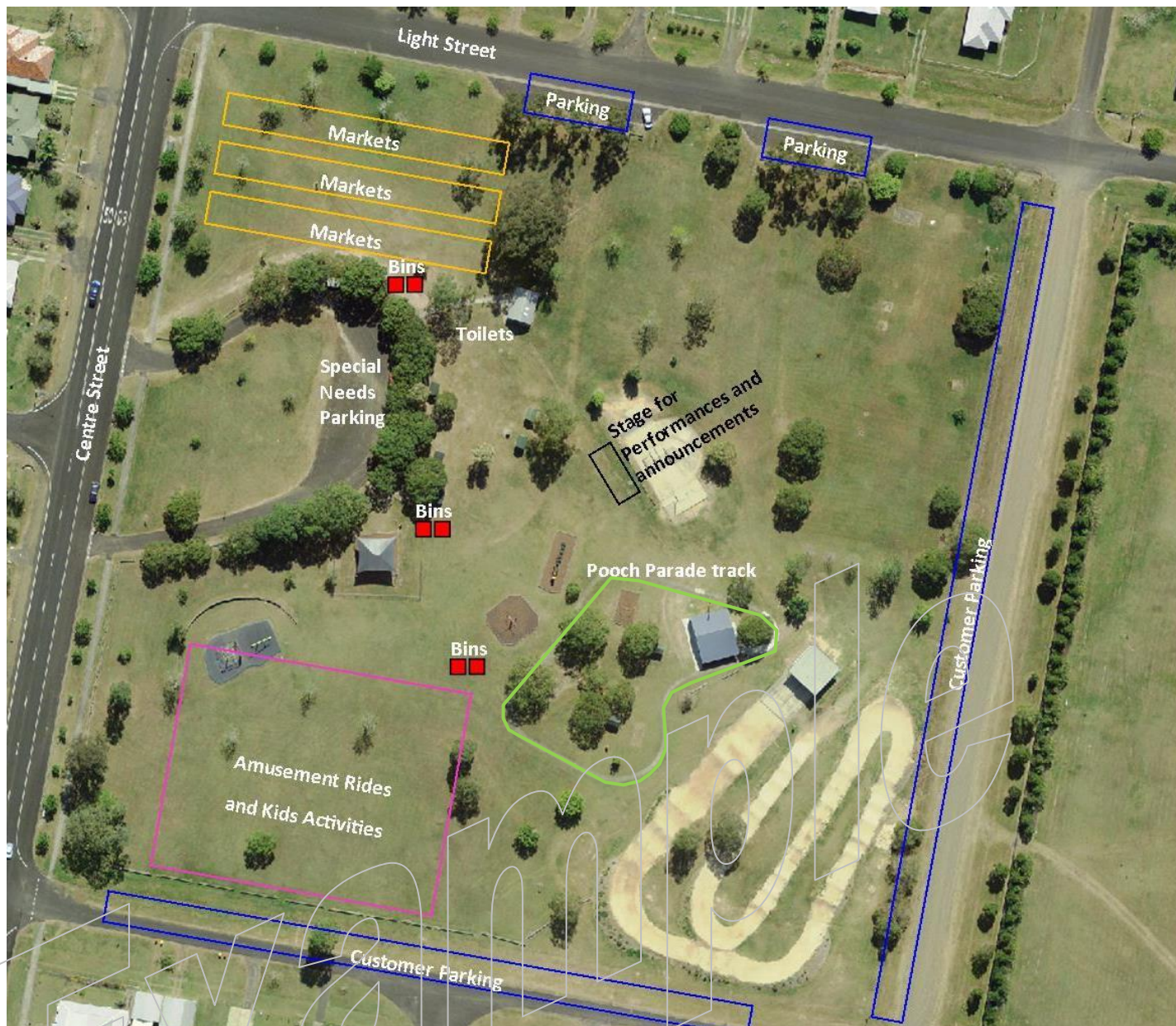
NOTE: For Committee's that manage Council's assets and/or land on behalf of Council, Council's Public Liability Insurance covers events that do not have a financial gain or that the Committee (on behalf of Council) only benefit financially from.

If at an event, a stall holder, performer or amusement device operator is receiving a payment they must provide a Certificate of Currency of their Public Liability and Products Liability Insurance. If they do not have their own insurances they are not able to trade at the event.

Site Plan

Council will require a site plan with your Application Forms. The site plan/sketch will need to indicate all locations of activities occurring at your event e.g. stall locations, first aid station, any race tracks, amusement rides etc.

The following pages contain just two examples of acceptable site maps.



Three amusement rides and two jumping castles with generators. Kids activities are novelty events.



Customer parking will have have parking attendant at each point.



Stage is a taut liner and will require power. Purpose built steps have been made for access to stage.



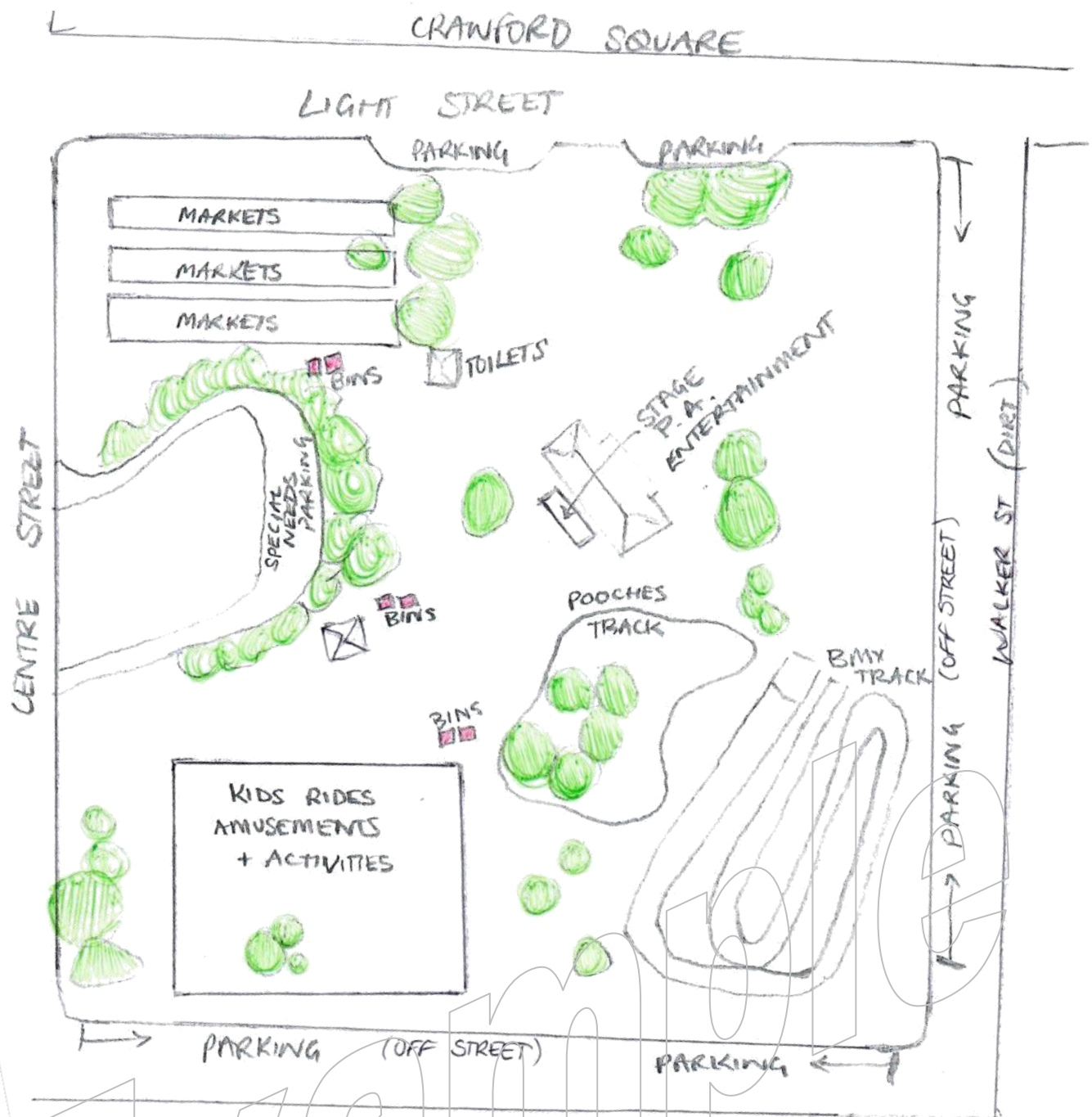
Markets space is 3x3 metre lots. Must have own power supply if needed and insurance.



Bins placed in multiple locations identified as high foot traffic areas.



Pooches on leash at all times.



- Three amusement rides and two jumping castles with generators.
- Kids activities are novelty events.
- Customer parking will have parking attendant at each point.
- Stage is a taut liner and will require power. Purpose built steps have been made for access to stage.
- Markets space is 3x3 metre lots. Must have own power supply if needed and insurance.
- Bins placed in multiple locations identified as high foot traffic areas.
- Pooches on leash at all times.

Program of Activities

If you are completing a Section 68 approval form you will need to complete a program of activities. A program of activities is to include the name of any programmed events and the start and finish times. You should also include the bump in and bump out of your event (setup and pack down). An example of an activities program is below.

Time	Activity
4.00pm – 5.00pm	<ul style="list-style-type: none"> Parking bollards and signage placed in specified areas. Refer to site map Stage and sound systems setup.
4.15-5.00pm	<ul style="list-style-type: none"> Market & Amusement ride set up. Vehicles allowed on ground for drop off of goods only. Refer to site map for area. Market Coordinator to liaise with stall holders.
5.00pm	<ul style="list-style-type: none"> Official start to Community Christmas Party PA and sound system begins Amusement Rides, Market Stalls etc open to the public.
5.15pm	<ul style="list-style-type: none"> Pooches on Parade. All dogs on leashes and assemble at Pooches on Parade area. Refer to map. Music played
5.30pm – 6.10pm	<ul style="list-style-type: none"> Multiple music items performed on the main stage. Includes school choirs and town band.
6.10pm – 6.30pm	<ul style="list-style-type: none"> Dress Up Parade In front of main stage Children's activity
6.30pm-7.00pm	<ul style="list-style-type: none"> Santa Claus arrives on fire truck. Area where truck arrives cleared and controlled by SES Volunteers. Sits in front of tree with the elves giving lollies and taking photos.
6.50pm	<ul style="list-style-type: none"> Colouring in Competition winners announced and prize presented by Santa Claus.
7.00pm	<ul style="list-style-type: none"> Christmas Movie on the main stage
8.00pm	<ul style="list-style-type: none"> Community Christmas Carols
8.15pm – 8.30pm	<ul style="list-style-type: none"> Christmas Tree Lighting
9.00pm	<ul style="list-style-type: none"> PA and Sound to end Crowd disperses.
9.00-10pm	<ul style="list-style-type: none"> Bump Out Market owner cars may enter park after spectators have left to pack up. Signage, bollards, stage and other items removed from ground Any rubbish picked and placed in bins.

Emergency Management

To ensure that your guests are safe from harm in the event of a fire or other similar risks, emergency exits, signage and appropriate emergency lighting are to be provided to any enclosed space used for entertainment.

This is to be undertaken to the satisfaction of Council.

First Aid

First aid facilities must be made readily accessible. These facilities may be as simple as a first aid box with a qualified first aid person on site, to a manned first aid station which is capable of dealing with several emergency situations at once.

The size and nature of the First Aid facilities will depend largely on the type of event being held.

2.2 Other Event Needs

Electricity

You will need to consider how you will obtain access to electricity at your event. Council must grant approval for the use of electricity for events on Council owned or managed land.

Electricity arrangements should be made well in advance to ensure that all runs smoothly on the day of your event. Alternatively, if you are using a generator, please consider this in relation to noise and risk to your guests. If food vendors or others will be sharing the event power supply, Council recommends you insist that all power leads are tagged. The tagged date is to be no greater than 12 months.

Noise Pollution

In general, all events make noise. It is the level and extent of noise that will determine what is the most appropriate way to manage it. For example, a rock concert may require a higher level of noise management in comparison to an exhibition without amplified noise. Plans to control noise pollution should be provided to Council when completing your application forms. Council may request additional documentation.

As a general condition, it is expected that all noise such as amplified music, announcements, equipment or venue construction or dismantling from any event will cease by 10.00pm particularly in residential / rural areas.

Noise generated must remain less than 5 decibels above background noise at the closest affected sensitive receiver. Organisers should be aware that in rural areas there is less background noise and therefore noise generated by an event can have a greater impact than in urban areas.

Water for Drinking and Cooking

A supply of water for drinking and cooking, sufficient for the number of persons in attendance, is to be provided in a readily accessible location. Potable water must comply with provisions of the Public Health Act 2010.

Food for Sale

All food for sale must comply with the Food Act 2003 and the Food Standards Code. Raffles with food as a prize like meat trays is food for sale and if an entry ticket price to an event includes a meal this is also considered food for sale.

All food vendors and food stall operators must comply with the requirements of the North Coast Regional Market Code and must be holders of a current approval to operate as a market or one day event food operator with Council.

A copy of the North Coast Regional Market Code is available from Council.

A list of food vendors should be lodged with the Approval to Carry out An Activity Application Form, including the names and contact details.

Toilet Facilities and Effluent Waste Disposal

The number of toilets to be provided at your event can be determined by using the table below. This table is based on an even division of male and female patrons. An event serving alcohol may require a greater number of toilet facilities.

Minimum toilet facilities required at special events

Patron	Males		Females		Unisex for Disabled
200	1 hand basin	2 Toilets	1 hand basin	2 Toilets	1
300	1 hand basin	2 Toilets	1 hand basin	2 Toilets	1
500	2 hand basins	4 Toilets	2 hand basins	4 Toilets	1
1,000	4 hand basins	7 Toilets	4 hand basins	7 Toilets	1
2,000	7 hand basins	14 Toilets	7 hand basins	14 Toilets	1
3,000	10 hand basins	20 Toilets	10 hand basins	20 Toilets	1
5,000	17 hand basins	34 Toilets	17 hand basins	34 Toilets	1

Toilets are to be maintained in a clean state throughout the event. A supply of soap and paper towels must also be maintained for the duration of the event.

When portable chemical type toilets or effluent holding tanks are used for events longer than four hours, they must be located so they can be pumped out during the event. Any overflow or imminent overflow of effluent may result in a fine under the Protection of the Environment Operations Act.

Information about how you will get rid of toilet waste disposal (eg holding capacity) must also be provided.

Garbage Facilities

At a minimum, general rubbish bins are to be provided at the equivalent of 2 x 240 litre waste bin per 120 people coming to the event or part thereof. The event coordinator is to ensure the property is left in a clean and sanitary condition at the conclusion of the event.

Bins are available for hire from Council: red, yellow and green bins. Fees are, as follows:

- Hire charge: \$6 per bin (up to a week, or part thereof)
- Service charge: \$17 per service per bin (i.e. emptying bins)
- Delivery charge: \$55 for the delivery of up to 15 bins (includes pick up)

Parking/Traffic

Parking is not to be on public land unless prior arrangements have been made with Council.

If the Event is likely to:

- require temporary road closures,
- require traffic control,
- impact traffic flow,
- have a potential risk to anybody, including drivers, pedestrians, workers, organisers, etc
- Council (RVC) or Roads and Maritime Services (RMS) controlled infrastructure,

It will be necessary for the Event Organiser to seek various approvals through Council.

These approvals are to assist in the safety of everybody and are requirements by Government Departments in the form of Acts and Regulations, the NSW Police, Roads and Maritime Services (RMS) and Richmond Valley Council (RVC).

Council can assist you with your application for these approvals. Refer to Appendix 6 Traffic Management Guidelines.

It may also be necessary to obtain approval from Council's Traffic Committee. Matters for consideration by the Traffic Committee should be submitted at least eight (8) weeks prior to the event. As a guide, events with 2,000 or more patrons may require consideration by the Traffic Committee, depending on location.

The following resources may be useful in determining the types of approvals you may require.

Bicycle Race:

Guidelines: <https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/nsw-guidelines-bicycle-road-races.pdf>

Roads and Maritime Services (RMS)

Event Management Guidelines <https://www.rms.nsw.gov.au/business-industry/event-management-guidelines/index.html>

Traffic Control at worksites manual (RMS) <https://www.rms.nsw.gov.au/business-industry/partners-suppliers/document-types/guides-manuals/traffic-control-worksites.html>

Richmond Valley Council (RVC)

Section 138 – Roads Activity Roads Act 1993, s138. Form available at www.richmondvalley.nsw.gov.au.

2.3 Additional Information for events on Council Managed Land

Where a park, reserve, hall, playing field, beach, etc, is controlled by a Committee approved by Council, that Committee will need to be consulted and approval obtained by the Committee prior to lodgment of the Approval to Carry out An Activity form and Application to Use Council's Parks, Beaches and Reserves.. This approval should be in the form of a signature on the application as the representative of an owner of the venue.

For Instance, Stan Payne Oval, Evans Head is managed by a committee of people. You need their approval and Council's to hold an event there.

In some circumstances Council must inform a Reserve Trust prior to issuing approval for the use of the land for a proposed event. For this reason your application must be submitted to Council eight (8) weeks prior to the proposed event.

Damage to Council's Assets

When you run an event on Council managed land, you need to make sure that council's assets are not damaged because of your event. Council's assets include: fences, seating, playing surfaces, playground equipment, trees and gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture. These should be left in the same condition as found.

A refundable bond may be required for you to run an event on Council land. This will pay for minor damages to Council assets or small amounts of cleaning if the area used is not left clean and tidy. For greater amounts of cleaning and damage Council would seek payment from the applicant. The facilities will be inspected prior to and immediately following the event. You can ask that someone from your event is present at these inspections.

Fees and Charges for Use of Council Owned or Managed Land

In order to hold your event on Council owned and controlled land you will be required to pay fees and charges as prescribed by Council. This will apply to all groups, including community groups or charitable organisations. You will need to consider these fees when determining the costs associated with your event.

In relation to community groups/charities booking Council facilities, Council's Policy in relation to these bookings is that Council staff must apply fees and charges consistently across all categories of community groups and that a community group is then able to make a separate written application to Council to be reimbursed for charges.

2.4 Other Activities and Issues

Temporary Buildings and other Structures

To make sure that your temporary structure does not collapse or harm the people coming to your event, temporary structures must not be installed on land without prior Council approval. These structures must comply with the requirements of the National Construction Code (BCA)

Details of any structure (such as large tents, stage platforms, lighting rigs) are to be provided with the application and marked on your site plan.

These may be inspected by Council Officers prior to the event.

Council has a Development Assessment Team who is able to help you with any enquiries regarding temporary buildings or structures.

Amusement Devices

Approval for installation or operation of small amusement devices may not be required in certain circumstances. In this clause, small amusement device means an amusement device that is

designed primarily for the use of children 12 years of age or under and includes such amusement devices as mini-ferris wheels, battery operated cars and miniature railways but, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute.

A small amusement device may be installed or operated without the prior approval of Council if:

- a. The ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason; and
- b. The device is registered and in compliance with all necessary requirements under the Work, Health and Safety Regulations 2011.

Should any device proposed to be used at the event not meet the criteria of a small amusement device, application for approval to install or operate an amusement device must be made.

Amusement devices are regulated under the provisions of the Local Government Act 1993, Local Government (General) Regulation 2005 and the Work Health and Safety Regulation 2011. Operators must have all necessary current WorkCover approvals where applicable, the required insurances and comply with the relevant Acts and Regulations.

Fireworks

A Pyro technicians license is issued by WorkCover under the Explosives Regulation 2005. The Regulation requires that as a condition of each pyro technician's license and fireworks license issued, that the licensee must notify WorkCover and the local Council of an intention to use any fireworks device at least seven (7) working days before the fireworks are to be used.

WorkCover's website can provide the details and the process necessary to notify for a fireworks display.

<https://www.safework.nsw.gov.au/licences-and-registrations/licences/explosives-and-fireworks-licences/fireworks>

The notice, as required by the Regulations, must be given to Council of an intention to use fireworks and Council can object to or impose conditions on an applicant's use of fireworks. A completed WorkCover checklist form which is available from the WorkCover website must be lodged with the intention of fireworks notice within the time frames required under the Regulations.

It is important that you consider early in the fireworks planning process the proximity to residential areas or sensitive environments, potential impact on traffic flow and the like of the fireworks display. Failure to take these considerations into account may result in the unfortunate circumstance of having your fireworks display cancelled at your event.

Council will require the applicant to pay all additional fees for advertising to notify the public of the fireworks event. The advertisement will run for two (2) weeks.

Crowd Control

The type of things you will need to do to control your crowd to ensure their safety will depend upon the nature of the event rather than just the number of people present. For example, a rock concert will require a dedicated security presence to ensure safety of patrons, whereas an art exhibition is unlikely to require crowd control. If alcohol is to be available, this must also be taken into consideration when determining appropriate crowd control.

Where crowd control is considered an issue, contact should be made with the local Police to discuss security concerns and patron safety. Sufficient consideration of security and crowd control should be demonstrated in the application.

Fundraising Approvals and the Sale/Use of Alcohol

If alcohol is proposed to be sold at an event a license will need to be applied for and approved from the Office of Liquor, Gaming and Racing and submitted with your Approval to Carry out An Activity form. All Liquor licenses are issued under the Liquor Act 2007. All forms and information in relation to Liquor Licensing can be found at <https://www.liquorandgaming.nsw.gov.au/>

At events where alcohol is to be made available, appropriate care should be given to the responsible service of alcohol. This includes provision of low alcohol drinks, and non-alcoholic alternatives. You should also consider the need for security guards and the provision of water and food.

On Council properties no glass containers should be used at events at which alcohol is served. Glass containers add to the risk that someone will be hurt at events or property will be damaged. It is also dangerous to clean up broken glass.

Certain types of fundraising activities require approval from the Office of Liquor, Gaming and Racing and it is essential that organisers understand and fully comply with these requirements. Fundraising information and application forms can be found at <https://www.liquorandgaming.nsw.gov.au/>

Water Activities

NSW Waterways Approval is required for an event to be held on a waterway in New South Wales. Two applications are required for use of waterway and ocean events:

- Richmond Valley Council - Application to Use Council's Facilities, Parks, Beaches and Reserves.
- Roads and Maritime Services - Further information on waterway activities can be found at Roads and Maritime Services at www.rms.nsw.gov.au

Bicycle Road Races

Any event involving a vehicle with wheels will need to be referred to the NSW Police.

The process of approving a cycling event on the road that is not a Race or Time Trial is generally reasonably straight forward if individuals obey the NSW Road Rules. There may, however, be requirements to supply Support Vehicles and/or Signage, depending on the route the event is conducted over. If the event is a Road Race, there is a Guideline available to assist in the approval process.

Guidelines - <https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/nsw-guidelines-bicycle-road-races.pdf>

Environmentally Sensitive Areas or Risky Events

All events must operate in an environmentally responsible manner. Where an event is proposed in or near an environmentally sensitive area such as a waterway, wetland or has the potential to cause a pollution incident, eg fuel storage, an Environmental Management Plan must be attached to the Application Form.

NOTE: Use Of Balloons – Balloons once deflated end up in the environment, are a pollutant and can cause damage to marine life. For this reason balloons are prohibited from being released as part of any event.

Working with Children

If you are running an event where you will have staff or volunteers working one-on-one with children while their parents/guardians are not present, or if your event is for young people and children, you should ask your staff and employees to complete the “Working with Children” declaration. If you are paying people you should then send their declaration to be checked and verified. You cannot do this for volunteers. If you are contracting people to run events for you (for example clowns or DJ's) it is reasonable for you to expect them to produce their own Working with Children Approval.

Please refer to www.acyp.nsw.gov.au to determine the requirements for working with children.

Section 3 - Council Support for Events

Council recognises the great value that comes to Richmond Valley from running events. These values may be economic (make money for Council and/or its residents). Events also often have Social and Cultural values (they create enjoyment, awareness and understanding) for people living in Richmond Valley. Many events also encourage tourism to the area.

3.1 Events that Council run

Council organises and runs some events because of the social and cultural values that these events have for the Community. Most of these events are organised and guided by a committee of people who are members of the public and volunteers for Council. If you would like to be involved in running these events or have ideas for them you would be wise to talk to these committees as they also hold budgets for these events.

Committees that run events are summarised below:

- Australia Day Committee runs Australia Day Events
- Aboriginal Advisory Committee runs NAIDOC Week Events
- Public Transport Advisory Committee runs Transport Information Sessions
- Multicultural March Celebrations
- Seniors Week Events
- Christmas Street Party

There are other one-off events that Council staff and Committee's of Council run. Events organised by Council are still subject to the same Council approval processes as events not organised by Council.

3.2 Events that Council Helps Fund

Richmond Valley Council also provides funding for events through their Events Funding. This funding round is announced once a year and is a competitive process. Examples of organisations that have previously received funding from Council include:

- Evans Head Fishing Classic
- New Italy Carnivale
- Bentley Art Prize
- Primex
- Crankfest
- Casino Show Society
- Evans Head Malibu Classic
- Woodburn Riverside Festival
- Casino Fun Run
- Evans Head Ocean Swim
- Casino Beef Week
- Quota Art, Craft and Quilt Fair
- Northern Rivers Auto Spectacular
- And many more.

Information about the application process for the Event Support Scheme will be made available on the Richmond Valley Council website from January each year:

<http://www.richmondvalley.nsw.gov.au/>

Events that receive funding from Council should not assume that because they have received funding from Council to run their event that they have approval to run their event. These organisations should still go through the processes outlined above (Section 2) in these documents. If organisations do not go through these processes they may jeopardise future chances of funding.

Richmond Valley Council also may assist Community groups in assisting them to write and submit funding submissions for their events to other organisations. If you would like assistance in this you might find it beneficial to ask for help.

3.3 Events that Council assists in promoting

- Richmond Valley Council can assist organisations to promote their events. Council is able to advertise your event for free on the website: <https://richmondvalley.nsw.gov.au/> On this website go to the section called “What’s On in the Richmond Valley” and click on “Contact Us” at the bottom of the page. You can then enter your event details which will then be put on the Council website.
- Richmond Valley Council have staff that specialise in event management and promotion who may be able to assist you with advice in running your events. For more assistance contact the Events Officer.
- From time to time Council offers training for persons wanting to organise events. To know when this training is on and be invited to it please contact the Events Officer.

Note: Promotion by Council does not constitute approval of an event. Organisers should ensure they comply with regulations and obtain formal approvals where applicable.

3.4 Council’s Provision of Service for Events

You may also want or need to contact Council staff to help you with special parts of running your event. Council specialises in things such as:

- Electrical services
- Garbage collection
- Road closures
- Management of Traffic on Roads
- Public Notices in accordance with Acts to notify surrounding residents etc of your events

Fees and charges for provision of these services can be obtained on request. In some circumstances, an event may apply for these costs to be waived. This is called ‘in-kind support/sponsorship’.

An application for in-kind support/sponsorship should be made in writing to the General Manager and should include an estimate of costs and what recognition Council could receive in exchange for the support.

Please contact the Event Officer to find out more information.

Section 4 – Supporting Documents

There are a variety of forms which may be required when organising an event.

Specific form requirements can only be determined based on the specific details of your program.
Some common event forms include:-

Name of Form	Reason for Form	Issued by	Where can I get a copy?
Section 68 Approval to carry out an activity	General event approval	Richmond Valley Council	Events Officer
Notice of Intention to Hold Public Assembly	Notice to police of details of event	NSW Police	Events Officer or online
Risk Management Assessment	Evidence of assessment of the risks of the event	You	A template form can be provided by the Events Officer.
Traffic Management Plan	Detail of how traffic will be managed at the event	You	A template form can be provided by the Events Officer.
Traffic Control Plan	Evidence traffic management is safe and approved	A certified traffic controller (can be private or Council)	Events officer can assist in providing contact details or information.
Site Map	A map of the event	You	A template form can be provided by the Events Officer.
Event Plan	An event overview	You	A template form can be provided by the Events Officer.
Pre Event Checklist	To check compliance of all event details	You	Template attached.
Road Occupation Licence (ROL)	To approve use of a main (RMS) managed road.	RMS (Roads and Maritime)	Applications are made directly to RMS, the Events Officer can assist in first contact.
Liquor Licence	Approval to sell alcohol.	OLGR (Office of Liquor, Gaming, and Racing)	Applications are made online
Parks & Beaches Booking form	Approval to use Council managed parks or beaches	Richmond Valley Council	Events Officer

Pre-Event Check List

This checklist will help you ensure all aspects of the event have been considered and dealt with. It should be completed at least two (2) weeks prior the event. Answers to questions, where applicable to your event, should be YES. If the response is NO, action will be required. Remember to add any other activities that are required as a result of your Risk Assessment to this template.

Prior to Event (check at least two (2) weeks prior to the event):	YES	N/A	NO	DATE
1. Appropriate approvals required/ obtained? (Traffic, RTA, Police, Council approval, etc)				
2. Risk assessments conducted on all activities and forwarded to Risk Mgt Coordinator?				
3. Insurance confirmations from equipment suppliers, stall holders and other participating groups obtained?				
4. Appropriate approvals required/ obtained? (Traffic, RTA, Police, Council approval, etc)				
5. All volunteers, stall holders, staff etc inducted prior to event with clearly designated tasks?				
6. Prepared personnel/volunteer register to be signed by those working on the day?				
7. All stall holders and entertainers agreements signed?				
8. Site Map: have you prepared an accurate diagram of the grounds and location of each activity including public access, parking, key points, etc?				
9. Council requirements: Information provided to each stall holder/participating group?				
10. Confirmation received from participating groups that they will comply with council requirements in respect of their stall area/activity?				
11. Amusement Devices: All licenses, log book and certificates of operation obtained and sighted? Checked that tickets have disclaimer printed on the back?				
12. All services and facilities such as toilets, disabled access, equipment storage, etc appropriate?				
13. Onsite inspection undertaken of the ground/facility to ensure it is suitable and in a satisfactory condition to hold the event?				
14. Catering (if applicable) organised?				
15. Disclaimers: have these been included in the agreements made with participating groups. Any displayed on the grounds on the day?				
16. Waivers: agreement from activities that public can participate in that waivers will be signed?				
17. Contingency Plan: have you prepared a plan in the event that event needs to be relocated or cancelled?				
18. Emergency Plan: a. Have you identified a meeting point in the event of an emergency requiring evacuation? b. Have you prepared a line of communication contact list and provided a copy of this to all personnel including stalls and activity organizers? c. Is there access to phones, CB radio, Walkie talkies etc? (ensure the list includes contacting a designated Senior mgr of council) d. Fire fighting equipment available and competent personnel to use it?				
19. First Aid: do you have a first aid kit available and a trained person to act as first aid officer on the day? (for a large event it is recommended that St John Ambulance be present)				
20. Weather Watch: if an outdoor event, have you kept an eye on the weather leading up to the event and prepared cautiously?				
21. Designated children area: where applicable, signpost to state that parents must supervise children at all times				

Completed by: (Additional signatures, as required, are located on the back of this form)

Name: _____ Position: _____ Signature: _____ Date: _____

Supervisor/Manager:

Name: _____ Signature: _____ Date: _____