



INCREDIBLE EVENTS

EVENTS TOOLKIT

PORT STEPHENS
~Incredible by Nature~



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WELCOME

Events bring our community together – They showcase our destination, attract visitors, create economic outcomes and improve the vibrancy of our town centres.

Attracting and supporting events is increasingly becoming an important way for Council to ease seasonal fluctuations and support local economic development.

Successful events require careful and considerate planning. We work with event organisers to ensure events are run safely and cause minimal disruption to local residents, stakeholders and businesses.

This guide provides advice to help you navigate the application process and understand the statutory requirements to help you deliver a safe, well-coordinated and successful event.

GUUDJI YIIGU

(GOO-JEE IK-KOO) The Worimi Traditional Owners' Welcome to Country

The Port Stephens local government area (LGA) is part of the Worimi Aboriginal Nation and is the traditional land of the Worimi people. Council values the unique status of Aboriginal people as traditional owners and custodians of lands and waters, including those of the Port Stephens LGA.





EVENT ORGANISER CHECKLIST

- Event Licence Application
- Public Liability Insurance
- Site Map
- Risk Management Plan
- Event Management Plan (EMP)
 - Emergency Management Plan
 - Waste Management Plan
 - Traffic Management Plan
 - Electrical Requirements
 - Event Signage Plan
 - Food Vendor Details
 - Community Notification Plan
 - Marketing and Promotion Plan

Where Applicable -

- Marine Park Permit
- Aquatic Licence
- Contractor Insurance
- Contractor Risk Assessment
- Liquor Licence
- Notice of Public Assembly
- Road Occupancy Licence
- Traffic Control Plan (if required)
- Current SafeWork NSW Licence for fireworks
- Current SafeWork NSW Registration Certificate for amusement devices
- Additional Amenities
- Noise Management



YOUR EVENT STARTS HERE

Photo: Megann Evans Photography

What is an event?

Events may range from small private functions to large public events attracting thousands of people, and requiring complex management.

Events can be invitation only private functions or organised activities open to the general public (with or without an admission fee) on public land or a combination of private and public land.

Events may include, but are not limited to: cultural & community celebrations, festivals and concerts, public rallies, street parades and marches, circuses, markets, sporting events and private ceremonies including weddings, naming days and memorial services.

Do I need approval to hold an event?

In most cases yes. If your event is held on Council owned or managed land (like a park, reserve, beach or sporting facility) you'll need to submit an [Event Application](#).

Private Functions such as BBQs and birthday parties with less than 50 people, and activities that would be considered as part of our recreation facilities intended use, generally do not require approval.

NB: Consider checking with Council that there are no conflicting events or activities at your preferred location.

Do I need Development Consent for my event?

Depending on the location and type of event, you may also require a Development Consent from Port Stephens Council. The [Development Application](#) process will provide you with consent for the use of the land and the proposed activity.

Examples of when a development consent may be required include:

- The event is proposed to be held on privately owned land and there is no current Development Consent for public events
- The event is to be held on Council land not used for recreational purpose
- The event will involve camping on public or private land

Wedding or private ceremony

Port Stephens has a number of beautiful parks, reserves and beaches which are ideal for private ceremonies such as weddings, ceremonies and memorial services. When booking these spaces there are number of conditions that apply to maintain access to the general public at all times:

- A maximum booking period of 2 hours is permitted
- Parks, reserves and beaches can be used for ceremonies only. No private functions are permitted in these spaces (e.g. wedding receptions)
- Council's Parks team have a regular maintenance program to ensure they deliver a high level service for all parks, reserves and beaches. There is no guarantee of additional mowing or cleaning at your chosen location prior to your ceremony as its booked in "as is" condition, however if you have any concerns closer to your event, please contact our team
- Further conditions may apply regarding a memorial service. If you wish to hold a memorial service please contact our team
- Fees apply and payment is required at the time of application.

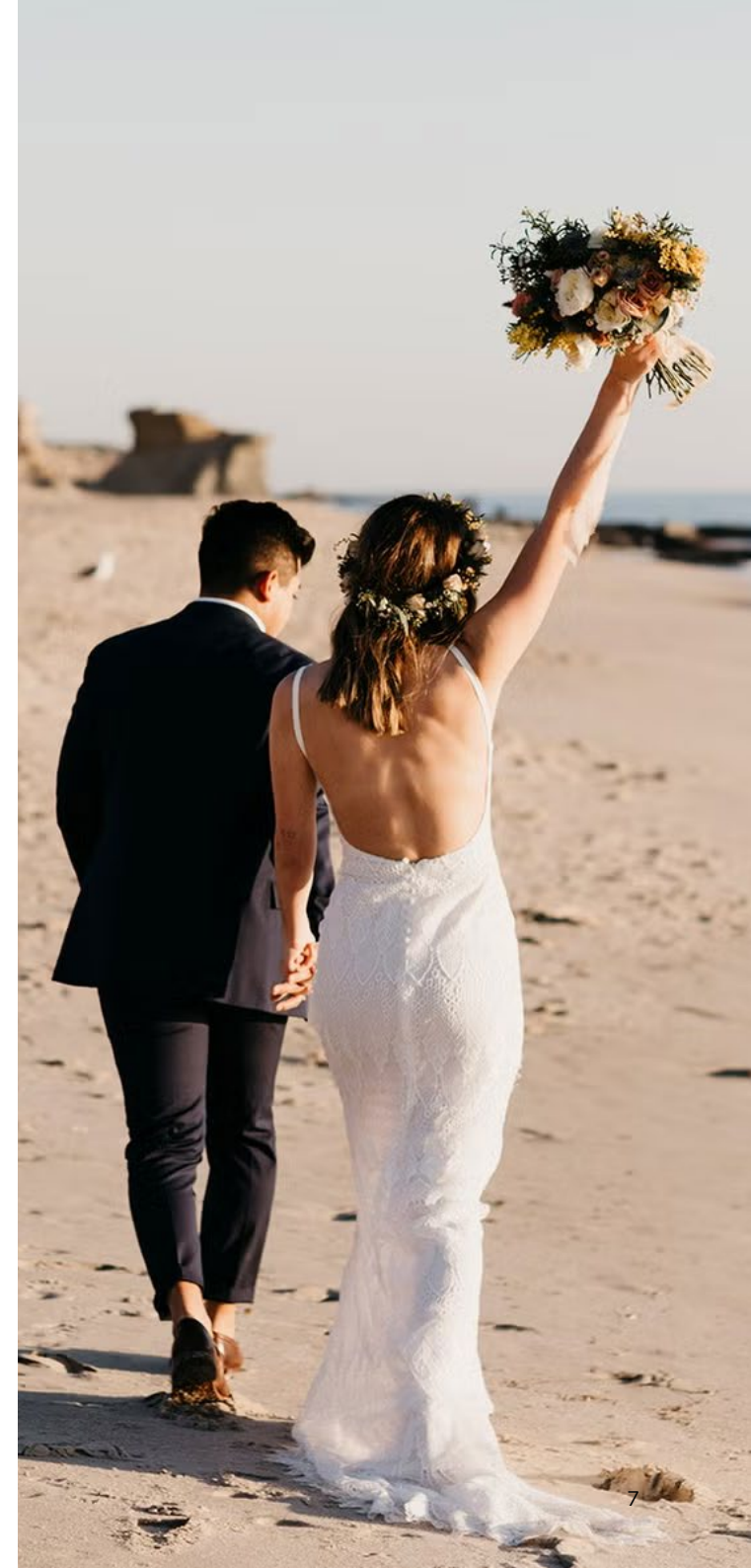
If your ceremony will be held on public land you'll need to submit an [Application for a Private Ceremony](#). We strongly recommend that you contact us first to check availability and discuss your ideas. Once you have confirmed your date and location, you'll need to submit your application, which then takes approximately 5 business days to process. Once this has been completed and payment has been received, you'll be issued with a booking confirmation for your ceremony.

Filming in Port Stephens

Port Stephens Council provides a one-stop-shop for event and filming application approvals. Our simplified application process is designed to encourage events across Port Stephens by providing a seamless and efficient process for event organisers.

For film or photo shoots (commercial productions) on Council beaches, parks and reserves please complete a [Film and Photography Application](#).

NB: To ensure your film or photography shoot can be approved in a timely manner, we recommend low impact shoots be submitted no later than 4 to 6 weeks prior and medium to higher impact shoots 6 to 8 weeks prior. Please allow additional time if your event requires a Development Application or road closures.



APPLICATION AND APPROVAL PROCESS

Although this isn't the most exciting part of organising an event, it's a statutory requirement under the Local Government Act 1993 to obtain approval from the land owner to hold an event.

Port Stephens Council will work with you from beginning to end, to guide you through the application process, connect you with the right people and the right advice, an help link you to the resources you need to make your event a success.

Before submitting your event application, we recommend you contact our team to discuss your event proposal, determine availability of your preferred location, and your application requirements.

There are a number of factors that will determine what documents you may be required to submit as part of your application, as well as what approvals your application may require from Council.

Once your event application is received, we'll undertake an initial assessment where we'll identify what's required for you to obtain an event licence approval so you have time to prepare any necessary documentation.

Five steps to your event approval

1. Availability and Suitability

Talk to our team to find out if the proposed site of your event is available, the requirements of the site and the suitability of your event to this location.

2. The application

This needs to be completed by the event organiser and submitted a minimum of 4 to 6 weeks prior to the event. This provides us with an overview on your event and allows us to begin the assessment process.

3. In principle approval

Once the dates and location are confirmed, you can continue with organising your event while we work on the assessment process. Our team will keep you updated on the various stages of the assessment during this time.

4. Our assessment

We'll contact you to discuss your application and any further information that may be required. As part of our assessment we'll work closely with you to coordinate the approvals required to hold your event.

For large events, Council's Event Advisory Group (EAG) may be convened to help guide you through this process. This advisory group is made up of representatives from Council's technical staff and external stakeholders such as Police and Emergency Services. The EAG allows you to liaise collectively with all of the relevant officers for your event assessment and approval.

5. Final approval and licence issued

Once your event assessment has been completed, we will provide you with an event licence which outlines the conditions of the site and your responsibility as the event organiser. Event fees will be quoted at this stage with a final invoice issued after your event has taken place.



The event date and location

When submitting your application, let us know your preferred dates and locations although we recommend also providing alternatives in case your preferences aren't available. We encourage you to include set up and pack down of your event site as part of your event application to ensure these can be confirmed.

If your preferred date and location is available, we'll hold the date and continue to progress with assessment of your event application. If your proposed event date is not available, you'll need to advise our team of new dates as soon as possible to enable your application to progress to the assessment stage.



Tips and hints:

- Avoid peak holiday periods and summer weekends. Port Stephens can get quite busy which makes finding accommodation difficult
- Check out [other events happening](#) on your chosen date to see potential impacts to your event
- For sporting facilities, consider seasonal club use, fixtures and finals
- Ensure you consider event bump in and bump out dates in your application. Note: additional fees may be required
- The larger your event, the more requirements you may have to meet, such as additional toilets, waste facilities, and security. Carefully consider 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
- Consider time frames for additional and/or external approvals required for your event.

External approvals

In addition to Council approvals, your event may also require approvals from external service providers. It's the event organiser's responsibility to apply for:

- Liquor Licence
- Notice of public assembly
- Road Occupancy Licence
- Marine Parks Permit
- Aquatic Licence

Our team can assist you with determining the external approvals that may be required for your event, so we encourage you to call prior to submitting your application.

Community consultation

If you hold your event in the vicinity of a residential area, then we strongly recommend you ensure adequate communications are distributed to the residents that may be impacted by your event. A letterbox drop is the most common form of communication to surrounding residents and businesses. Residents should be notified no less than two weeks from your event.

If there are local businesses that will be impacted as a result of your event, we suggest you contact them before submitting your event application. We also encourage event organisers to try to incorporate ways to reduce any impact on those businesses or include them where possible.

Please include the following information in your notification:

- type of event and activities
- date of event
- times of event
- location of event
- contact details

Not-for-profit organisations

Across Port Stephens, we have a number of not-for-profit organisations and community groups who organise events generally with volunteer workers and minimal financial support. These events contribute to the vibrancy of our communities and create connections for residents across Port Stephens.

For community based not-for-profit organisations, Council can consider a discount on event fees and charges which will be assessed in accordance with Council's Not for Profit (NFP's) Assessment Criteria.

Fees and charges

At Port Stephens Council, we do our best to minimise the fees and charges associated with your event. Our fees are based on the size of your event and the location you choose. Until we know these details it is hard to provide you with a final cost but we can certainly help you out with an estimate.

Event timeframe

Our team will work with you and provide an estimate on the time frames required to assess your application and determine the complexity of your event.

The following timeline has been developed as a guide for event organisers to consider when planning their event:

Event requirement	Timeframe prior to proposed event
Low Impact 1-2500 pax	4 to 6 weeks
Medium Impact 2500-6000 pax	6 to 8 weeks
High Impact 6000+ pax	12 to 16 weeks
Development Application	Minimum 12 weeks
Road Closure Application	4 to 6 weeks
Events held in Alcohol Free Zone	12 to 16 weeks
Events held in Alcohol Prohibited Area	Minimum 8 weeks

NB: the sooner you contact Council to discuss your event, the quicker we can assist you in obtaining your Event Licence in readiness for your event.

MANAGING YOUR EVENT SITE

Port Stephens has a variety of locations to use for events. These include beaches, reserves, shopping precincts and some sporting fields.



Site plan

A site plan provides an overview showing the area that the event is being held on and will visually show the general layout of your event, including the following:

- The location and surrounding roads
- Any temporary structures (food vendors, amusements, stalls, stages)
- Traffic management
- Location of bins, toilets and first-aid facilities
- Entrance and exit points
- Emergency services locations
- Emergency evacuation muster points
- Power and water sources

The site plan is not required to be to scale but must be accurate enough for Council to make an assessment of the likely impact of the event and potential issues that may need to be addressed. You can enquire with our team for a copy of location maps where available or use online mapping resources.

Accessibility

When planning an event, you are legally required to consider the access needs of people with a disability. As the event organiser you must consider the accessibility of participants that may attend your event including:

- Someone with low vision or hearing
- A person who is a wheelchair user
- A person with intellectual disability
- A parent pushing a stroller
- An older person

To make your event as inclusive as possible there are a few considerations to make to ensure it can be enjoyed by everyone. Things to consider are:

- Accessible public transport services
- Accessible parking bay/s or drop off zones
- Accessible areas and pathways
- Accessible facilities such as toilets, baby change facilities and first aid
- Special viewing areas
- Clear signage in and around event
- Promotion of your event

The NSW Government has developed a [toolkit for Accessible and Inclusive Events](#) which aims to assist event organisers in creating an event that is accessible to all members of the community. The Toolkit also provides a checklist of access solutions you could apply to your event.

Event management plan

One of the most important tools you can use to help ensure your event is a success is an Event Management Plan (EMP).

Your EMP covers all the information that anyone might need to know at any time during your event and may be developed in conjunction with your Emergency Management and Response Plan. This includes everything from a contact list to traffic plans, start and finish times, site plan and risk management plans.

The EMP is distributed to all those involved in your event and is a really helpful tool to use when briefing your team on the event operations. It helps volunteers, contractors, suppliers and stallholders understand who is who and can make a huge difference to the way your event runs.

We highly recommend forwarding a copy of your EMP to the Local Area Command and other emergency services.

NB: Council will conduct pre and post event inspections of your event site upon your event bump in and bump out. To help you manage this, we have an Event Site Induction Checklist that Council will provide to you.

Premiers Department provide helpful information regarding event planning. You can find this information on their website:

bit.ly/premiers-department-guide

RISK MANAGEMENT AND INSURANCE

Public Liability Insurance

Every event held on Council land will require a current Public Liability Insurance to the value of \$20 million with Port Stephens Council listed as an 'interested party'. We will need a copy of your Certificate of Currency to support your application upon submission.

As part of our assessment, we will review and approve an event organisers Public Liability Insurance to ensure that it meets the requirements of Council and is adequate cover specific to your event.

As the event organiser, you are not only responsible for ensuring you have adequate Public Liability Insurance but will also be required to make sure that all engaged contractors, service providers, stallholders and similar parties for your event are appropriately insured. We recommend that you request copies of all Public Liability Insurances for these parties as you may be required to provide these with your application.

Depending on the size and scale of your event, we may need the following to be provided in addition to the public liability cover:

- Workers compensation – may be required by law to cover staff and volunteers at the event
- Motor Vehicle Insurance
- Professional indemnity liability
- Volunteers insurances
- Working With Children Check

Please refer to 'Managing work health and safety at events guide' which is provided by Safe Work:

bit.ly/safework-events-guide

Event risk assessment and management

Event organisers have a duty of care to ensure they provide a safe place for all event participants.

During the planning phase it is essential that you carefully consider potential risks involved with staging your event. Once this has occurred, the risks should be carefully analysed and then rated according to the chance of each one occurring and the impact it could have on your event. Types of risks to consider, but not limited to;

- Equipment failure
- Food poisoning
- Noise
- Financial
- Crowd management
- Lost children
- Major injury or incident
- Sun exposure or adverse/extreme weather
- Electricity outages or surges
- Temporary structures
- Amusements
- Water Safety i.e. marine life attack, drowning etc
- Traffic Management
- Security
- Environmental i.e. waste management
- Asset Damage
- Communications

Regardless of the event type or size, it is a requirement to submit a risk assessment with your application. The risk assessment will help ensure your event is safe by identifying potential hazards, assessing risks, monitoring performance and, implementing control to manage those risks.

Our team can assist you in the development of your Risk Management Plan if required.

Emergency Management and Response Plan

An Emergency Management Plan or Emergency Response Plan outlines how you will respond to an emergency at your event. This plan is different to a Risk Management Plan as it should detail specific responses during an emergency such as an evacuation procedure.

We advise you develop this plan in consultation with Council, NSW Police Force, Fire and Rescue NSW, NSW Ambulance and other related emergency services. Depending on the size and impact of your event, Council may convene Council's Event Advisory Group to guide you through the requirements for the nature of your event in developing this plan.

The Emergency Response Plan should include the contact details of the event organiser who will be available on the day of the event, so that emergency services are able to get in contact if required.

In developing the Emergency Response Plan you will need to include the following:

- detail arrangements for on-site emergencies not requiring outside help
- specify arrangements to request further police and other emergency services assistance

- specify arrangements to hand over control to police and emergency services as required
- identify personnel who can authorise evacuation
- identify how the event will be interrupted
- identify access and evacuation routes
- identify evacuation areas for performers, employees and patrons
- identify the role event staff will take in supporting civilian services
- identify the method of advising patrons of the evacuation plan (in programs, PA system, announcements at the beginning of performance, prominent signage)
- identify meeting points for emergency services
- identify triage and ambulance loading areas
- include details of hospitals prepared for a major incident
- how will you communicate with all of these parties?

In addition to the plan you will need to develop an Emergency Evacuation Plan that should include:

1. A grid plan of the venue and all services on your site plan
2. Emergency Assembly areas
3. Vehicle access for emergency vehicles
4. Evacuation routes for event attendees
5. Location of on site emergency services (if they have a presence on site)
6. First aid and ambulance areas

First aid

All events, no matter how small, have the possibility of a medical incident. As the event organiser you must ensure you provide adequate facilities and qualified personnel to administer first aid based on the nature of your event.

We recommend you seek advice from qualified first aid/ medical provider on the facilities, equipment, access and number of first aid officers required at the event site. It is also a good idea to ascertain whether any of your event staff or volunteers have basic first aid training.

Council will request details of the first aid facilities that will be stationed at the event. As the event organiser make sure you consider the following when planning your event:

- Has emergency access been facilitated?
- How many medical personnel will be on site and at what times (i.e. from/to)?
- What provisions have been made for medical personnel (i.e. dedicated first aid tent, vehicles, bikes, two-way radios, dedicated medical channel on the radio?)
- Have you considered the access to facilities such as water and power?
- Are staff being briefed on medical procedures?
- Level of qualifications required
- What service is being provided?
- Has NSW Ambulance been notified of this event and are they providing a dedicated ambulance?

NB: First aid/medical providers should be included in your emergency response plan in the EMP.

Crowd control management

Adopting appropriate security and crowd control measures are essential to the success of an event and the safety of the public.

What is a crowded place?

Crowded places are locations which are easily accessible by large numbers of people on a predictable basis. A crowded place will not necessarily be crowded at all times: crowd densities may vary between day and night, by season, and may be temporary, as in the case of sporting events, festivals, or one-off events.

Who has a role in protecting crowded places?

The event organiser has the primary responsibility for protecting the event site, including a duty of care to take steps to protect people that work, use or visit the event from a range of foreseeable threats, including the threat of a terrorist attack.

You should include crowd management issues in your risk assessment and cover items such as:

- Venue entry and exit points
- Management of crowds around stages
- Sale of alcohol
- Use of licenced security guards
- Communications with event participants
- Emergency Evacuation Plan

- Ticketed or not ticketed event
- Lost children or stolen property
- Cash on premises
- Property being left on site overnight

For major events, our team can provide you with guidance on how to address crowd management issues and the relevant stakeholders that need to be involved i.e. emergency services, security etc.

We strongly recommend during the planning phase of your event you contact our team to discuss considered crowd control measures and communications required for your type of event and location.



FOOD AND ALCOHOL

Food

All businesses that sell food at temporary events are considered retail food businesses as they sell or serve food to the public.

As the event organiser you must ensure that all food businesses including mobile food vehicles and temporary food stalls must comply with the Food Act 2003, Food Regulation 2015, ANZFS Food Standard Codes and any other relevant guideline or standard.

Mobile food vendors are businesses based out of a vehicle or trailer that may be used for:

- On-site preparation e.g. hamburgers, hot dogs & kebabs
- One-step food preparation e.g. popcorn, fairy floss and coffee
- Any type of food including prepackaged food

All mobile food vendors must obtain a permit with Council to operate at a temporary event a minimum of 4 weeks prior to the event. A list of current permitted vendors can be provided upon request.

If you do wish to have food at your event, you will be required to notify Council of all food businesses participating by completing the Food Event Notification within the application.

Council may attend events to undertake inspections of participating food business. Fees for the inspection will be levied to each business in accordance with Council's Fees and Charges.

NB: When engaging food vendors, be sure to consider the site placement of stalls, site provisions such as water and power, waste services, their risk management and insurances. These locations must be included on your site plan.

Alcohol

Alcohol at your event can make things a little more complicated so if you do plan on providing alcohol at your event we advise you read the information below and discuss your proposal further with our Events and Place Activation team.

There are restrictions on where alcohol can be consumed to ensure Port Stephens is a safe place for all residents and visitors to enjoy. There are 2 types of restrictions:

Alcohol Prohibited Areas

The majority of parks, reserves, sporting facilities and beaches across Port Stephens are alcohol prohibited areas between specified hours. These areas may allow for BYO Alcohol to your event if the consumption complies with the timeframe, location and you have notified both Council and the Local Area Command Licensing Officer.

Note: Council approval is required if you are proposing to serve alcohol outside of the specified hours.

Alcohol Free Zones

Some areas of our Local Government Area are Alcohol Free Zones. This means that consumption of alcohol is prohibited 24 hours a day, 7 days a week.

If you are proposing to serve alcohol within an alcohol free zone, additional Council approval is required.

NB: If you are needing to serve alcohol within an alcohol free zone, the event organiser must notify our team 12 to 16 weeks prior to event date.





BYO events

If you are proposing to have alcohol at your event, whether it be BYO event, licenced event with alcohol sales or an event where only tastings are offered, Council strongly encourages you to:

- Obtain the appropriate Liquor Licence from Liquor and Gaming NSW prior to the event
- Hire professional security
- Designate wet and dry areas to contain drinking to an enclosed area
- Promote dry event areas prior to ticketing
- Promote use of public transport to event attendees
- All event staff involved in the sale of alcohol must hold the Responsible Service of Alcohol (RSA) certification
- Drinking water must be available free to patrons at all times

Liquor licencing

The Liquor and Gaming NSW coordinates the sale and consumption of liquor. To sell or supply alcohol at your event **requires a licence from the Liquor and Gaming NSW.**

How do I apply for a liquor licence?

1. Contact the NSW Police Liquor Licensing Officer at Port Stephens-Hunter Police District Office

57 William Street

RAYMOND TERRACE 2324

Ph: 02 4983 7599 | Fax: 02 4983 7511

The NSW Police Liquor Licensing Officer will be able to help you determine the requirements and considerations to assist with approval to serve alcohol at your event. If support in-principle is provided by the licensing officer you may also like to obtain support in-principle from Council at this time as this will help support your application to Liquor and Gaming NSW.

2. Apply for the appropriate Liquor Licence

Once you have obtained support in-principle you can proceed with applying for a liquor licence through Liquor & Gaming NSW.

Before applying, ensure that Council has approved your event dates and times as we cannot be held responsible for any changes that might be required to your licence conditions. Visit Liquor & Gaming NSW for more information on the types of Liquor licenses available and applications that can be submitted online.

Plastic Free Port Stephens

Port Stephens Council and our local community are committed to reducing the impact of single use plastic across our community.

Plastic Free Port Stephens is a community based organisation who work with business, organisations and individuals to help them reduce plastic use, improve waste management and encourage recycling.

Plastic Free Port Stephens can provide support for all event organisers across Port Stephens on how to reduce their environmental impact.

General waste

The number of general waste and recycling services you require for the event will be determined by the number of attendees and the type of event. If food and drinks are served, we recommend that you provide additional bins based on our suggested ratio of bins per attendees.

For a very reasonable fee, Council can arrange the supply, delivery and collection of additional bins for your event. Please note, there is a minimum 3 bin order.

Irrespective of the size of your event, Council requires you to provide a Waste Management Plan that identifies how you'll manage waste at your event. This will need to include:

- Types of bins (waste, recycling, skip, compost)
- Number of bins (excluding permanent on site bins)
- Location of bins (include on site plan)
- Emptying of bins (frequency)
- Delivery and collection details

- Types of packaging used
- Cleaning schedule of ground litter and facilities throughout the event and after the event
- Stallholder compliance
- Recycling
- Plastic free products and initiatives to reduce waste generated from your event
- Smoking areas/butt control management

NB: We recommend you hire professional cleaning staff to assist you with cleaning and the management of waste throughout and after your event.



WASTE MANAGEMENT

Events of all sizes can generate large amounts of waste and it is an integral part of your event management plan to consider being waste wise. As the event organiser, you are responsible for managing the event's waste, cleanliness of the site including facilities and neighbouring areas which may have been impacted by the event.

It has become increasingly more important to understand the environmental impacts of holding events and therefore mitigate environmentally damaging consumption behavior.

Some of the things to consider when planning your event:

- Travel and transport activity - reduce carbon emissions
- Food and drink consumption - reduce waste and non-recyclable packaging, organic vs. processed, produced locally vs. transported products
- Event related energy and water consumption; and, Event related production of different waste streams.

Port Stephens Council are able to book additional bins and emptying services at the request of the event organiser through the Event Licence Application.

If your event is requiring additional bins to be ordered, these are to be requested no later than 2 weeks prior to your event.

Water

It is vital that you consider water availability at your event site and accessibility to drinking water, hand washing for food vendors, port a loos and cleaning. It is also a statutory requirement that you have free drinking water readily available when selling or serving alcohol.

We also strongly recommend eliminating single use plastic water bottles from your event. This is particularly important at large sporting events where bins can be overflowing with plastic water bottles.

Council can assist you with alternatives to water bottles including hydration stations and water trucks to provide drinking water to event participants.

Toilets and amenities

Toilets should be at the top of the list as a must-have when organising an event. The location, size and type of event will determine the number of toilet facilities you will require including the supply of additional toilets. If food, drinks and/or alcohol are being served this will increase the demand.

Firstly, you will need to identify the number of permanent toilet facilities at the event location in which Council can assist you with. If there are not enough toilets available, you will be required to provide portable toilets and manage the waste during the event as required.

The following provides a guide to the number of toilets that may be required for your event.

Events where alcohol is NOT available:

	MALES			FEMALES	
	WC	Urinals	Hand basins	WC	Hand basins
Patrons					
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	6	15	10	18	10
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Events where alcohol IS consumed – either BYO or sold through a liquor permit:

	MALES			FEMALES	
	WC	Urinals	Hand basins	WC	Hand basins
Patrons					
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	6	18	6
<3000	10	18	10	20	10
<5000	12	25	17	33	17

As the event organiser, you are responsible for the hire, costs and cleaning of all toilet facilities at your event. Cleaners can be hired to complete regular cleaning and restock of amenities as required.



TEMPORARY STRUCTURES

Temporary Structures at events may include marquees, banners, flags, scaffolding, viewing stands, judging stands, staging, seating, stall vendor tents etc.

Open Space Areas within the Port Stephens Council Local Government Area have different structure allowances depending on a range of factors including regulations governed by the local planning instrument, community use, safety and underground or above ground services. All structures, including dimensions and spacing are to be clearly identified on the site map for the event and are subject to Council approval via our assessment process.

Our team can assist you with determining any additional approvals for temporary structures that may be required.

Stages

You do not need certification if your stage area is less than 50m² and no higher than 2m off the ground. Stages larger than 50m² will require technical and structural drawings and require certification by a practicing structural engineer. This certificate must be submitted to Council as part of your Event Licence Application. All works must be structurally adequate, installed following the manufacturer's specifications and comply with the State Environmental Planning Policy (Exempt and Complying Development) 2008.

The company supplying and installing the stage will also need to provide the event organiser with the following documentation to submit as part of your Event Licence Application:

- Certificate of Currency with Public Liability to the value \$20 million and have Port Stephens Council listed as an interested party.
- Risk Assessment and/or Safe Work Method Statement for the setup and pack down of the stage

Marquees, tents and stalls

Marquees or tents (including group of structures) that have an area of less than 300m² and are no higher than 6m do not require certification. As part of your application, you will be required to submit the contractor details who will be setting up these structures and a certificate of structural soundness. Marquees larger than 300m² will require technical and structural drawings to be submitted with your application. All works must be structurally adequate, installed following the manufacturer's specifications and comply with the State Environmental Planning Policy (Exempt and Complying Development) 2008.

NB: Most of our locations have underground services, therefore we do request that sandbags are used as a preferred method of securing the temporary structures. If large pegs are required, a service location may be required at the cost of the event organiser.



Amusements

As the event organiser, it is your responsibility to ensure amusement devices used or hired for your event comply with NSW WHS Regulation 2017 requirements. As the event organiser you must ensure the amusement device company has the appropriate paperwork for each amusement device i.e. evidence of a current up-to-date service logbook, manuals and a copy of the Registration Certificate provided by Safe Work NSW.

Examples of amusement devices that must be registered include:

- most powered and non-powered (manually operated) mechanical devices
- inflatable devices (continuously blown) with a platform height of 3 meters or more
- climbing walls
- giant slides
- go-karts
- high ropes courses, bridge swinging, bungee jumping
- miniature trains not owned and operated by a model railway society, club or association.

As part of your application, you will be required to provide the following documentation to Council with your application for approval:

- Amusement Device Company's Public Liability Insurance
- SafeWork NSW Current Registration Certificate for each amusement device
- Risk Assessments for the operation of each amusement device
- Contractors Licences (if applicable for site setup)



POWER, LIGHTING AND NOISE

It is vital that event organisers ensure locations have adequate power and lighting facilities for their event.

Power

Power capacity varies from site to site. To help us manage the power requirements for your event, we will need to understand what type of appliances and equipment will be used including:

- the type of power (i.e. three phase or single phase)
- location of power sources required
- the volt / amp rating of the equipment being used

This information will allow Council to understand the load requirements of your event and to ensure your preferred site has the capacity to meet these requirements.

To help manage this, a site meeting with Councils electrician may be held prior to your event to assess the load requirements against the capacity of the site.

Electrical inspections will also be held on the day of the event to ensure electrical equipment and power leads are tested and tagged to Australian and New Zealand standards.

Note: All electrical equipment used must have been tested and tagged as per Work Cover Code of Practice within 6 months of use.

Lighting

Not all Council locations will have lighting available, so please ensure you consider additional lighting and

the budget required when planning for your event. It is essential that you ensure there is enough light to see walkways, obstacles and exits, especially in the case of an evacuation or if your event will be held at night.

Noise

Events can create noise levels much higher than normal day-to-day noise, so it is important to consider the level of noise produced by your event that may affect neighboring residents and businesses.

Music, amplifiers, refrigerators, generators, amusements and crowds are all contributing factors of noise at events. A noise management plan may be required for major events that use multiple stages, speakers or public address systems. Things to consider include:

- if using any amplified equipment such as stereos, musical instruments, PA systems or similar, locate the equipment to minimise disturbance to nearby residents.
- Are the noise levels appropriate given the location and time of the event?

You must notify nearby residents and businesses at least 14 days before the event. This notification may be in the form of a door knock, letter or mail drop. When notifying residents and businesses you should also provide a contact number so any noise complaints can be brought immediately to the event organisers attention during your event.

Note: The operation of the event and any amplified sound must comply with the Protection of the Environmental Operations Act 1997.

NB: We recommend not using a PA system or amplified music between the hours of 10pm and 8am.



TRAFFIC MANAGEMENT

A Traffic Management Plan (TMP) is required with your event application. The TMP is to include information around road closures, parking, pedestrian and vehicle access, contractors engaged to implement traffic control and community notification details.

As part of your event, you may need to use, close or partially close a public road or car park. If you are proposing to use, close or partially close a public road or car park, a 'Temporary Road Closure Application' will need to be submitted with your application. As part of this application you will also be required to provide a TMP and a Traffic Guidance Scheme (TGS) that has been prepared by an accredited traffic control service provider.

If the road you are proposing to close is a Transport for NSW (TfNSW) owned road, you may be required to seek additional approvals such as a Road Occupancy Licence. A Road Occupancy Licence application must be submitted a minimum of 6 weeks prior to the event.

It is also important to consider the parking and pedestrian pathways available and if they are adequate for the size and location of your event. If adequate parking is not available at your event location, you may need to consider offering alternative options such as shuttle services, public transport and the use of surrounding car parks or locations.



SPORTING FACILITIES

In Port Stephens we are lucky to have excellent facilities and a great climate year round to host a range of sporting events.

If you are looking to host an event at our sporting facilities that includes high attendance or amusements you will be required to complete our event application.

When assessing applications, we work closely with our local sporting clubs to determine the feasibility of your event scope and dates to ensure that this will not impact regular training or competition dates.

It is important to consider within your EMP:

- Field layout
- Facilities required eg- canteen, amenities, function rooms
- Additional days required for set up or training prior to event

- Additional line marking and who may conduct this
- Placement of infrastructure or amusements on field
- Cleaning of facilities post event

We pride ourselves on maintaining our fields at the highest quality, due to this, in the lead up to your event our team will conduct site inspections to determine the condition of the fields. If there has been significant rainfall prior to your event, our team will work through alternative options with the event organiser.

Post event inspections will also be conducted to ensure that no significant damage has occurred to the fields and facilities.

It is recommended to reach out to the local sporting club at your chosen facility to seek assistance with line marking and canteen operation for your event.

FIREWORKS

SafeWork NSW manages and regulates the planning and authorisation of fireworks displays. Event organisers will be required to provide the appropriate approvals from SafeWork NSW as part of your event application at: bit.ly/safework-events-guide.

If you are planning on conducting a fireworks display at your event, you need to provide us with the following documentation:

- SafeWork NSW notification issued under the NSW Explosives Act 2003
- Fireworks Contractor Certificate of Currency for Public Liability
- Risk Management Plan including a risk and environmental assessment

- Current SafeWork NSW licence for the contractor and pyrotechnic
- Pyrotechnics Workers Compensation Insurance
- Aquatic Licence (if conducting the show on a barge in the water)
- Fireworks display checklist

You are also responsible for notifying other authorities with more information found here

NB: Communicate with your neighbours on the time, location and duration of the fireworks prior to your event. Fireworks are not permitted on Council owned or managed land unless they are part of an approved event.



ON WATER ACTIVITY

Aquatic Licence

When holding organised activities on, or in, navigable waters, an Aquatic Licence may be required. These activities may include a race, competition (whether or not vessels or equipment are involved) or any other activity that's conducted, organised or promoted in these waters and may impact on the normal use of the general public. If you do require a Licence, we will require a copy with your Event Licence Application.

If you're unsure whether your proposed activity requires an aquatic licence, visit [Service NSW](#) for further information.

Marine Parks Permit

Port Stephens-Great Lakes Marine Park extends from Cape Hawke near Forster south to Birubi Beach at the northern end of Stockton Beach. A variety of activities within the park may require a marine parks permit, these may include fishing and spearfishing competitions, organised events such as non-motorised water sports and motorised water sports. If you do require a permit, we will require a copy with your application.

If you are unsure whether your proposed activity requires a marine parks permit, visit Department of Primary Industries - Permits and approvals for further information.

SIGNAGE AND MARKETING

Signage

Temporary signage may be displayed to announce upcoming events and for the use of promotion, information and directional purposes during the event. An Event Organiser also needs to consider the information people at your event will need to know and whether this should be displayed on a sign. Consider signs that include information about the location of:

- Parking and no parking areas
- Accessible facilities
- Entrances and exits
- Toilets
- First aid
- Information booths
- Traffic management

The details of your event signage must be provided to Council as part of your Event Licence Application. All event signage that advertises commercial, community or retail event (including sponsorship of the event) must comply with the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 – Temporary Event Signs legislation.

The signage must:

- Not result in more than one banner and one other type of temporary sign facing any road frontage is permitted at the site of the event
- Not be displayed earlier than 14 days before the event, and

- Be removed within two days after the event
- Not have a surface area of more than 6m²;
- Be located wholly within the event site;
- Not project more than 100mm from a building, fence or wall if attached;
- Not be higher than 5m above ground level (existing);
- Must not be permanently fixed to a building, fence or wall
- Not advertise commercial or retail event signage in a residential zone
- Not be illuminated

NB: Any signage that does not comply with the State Environmental Planning Policy 2008 or has not obtained approval may be removed by Council.

Marketing

Events held in Port Stephens can be promoted on the [Port Stephens What's On](#) webpage.

When submitting your event, write a detailed description of what's happening, an event schedule or program, activities, entertainment, special guests, and anything relevant to entice visitors to your event. If you have flyers or programs in a Word or PDF format, please include these with your application.

If you supply us with your #hashtags and social media account handles, we can also support and promote your event via our channels. Our current social media platforms are:

Port Stephens Council

Facebook

facebook.com/PortStephensCouncil

Instagram

instagram.com/pscouncil

Youtube

youtube.com/user/yourportstephens

Linkedin

linkedin.com/company/port-stephens-council

Destination Port Stephens

Facebook

facebook.com/portstephentourism

Instagram

instagram.com/portstephens

Youtube

youtube.com/user/visitportstephens

As the event organiser, there are ways you can contribute and engage with Visit Port Stephens through social media channels.

- Tagging us in your Instagram photos
- Using our official hashtags to help increase the conversation around the events and engage likeminded audiences:
[#portstephens](#) [#incrediblebynature](#)

We also suggest you #hashtag the name of the event and the suburb it is located in (if applicable)
e.g. [#annabay](#) [#birubi](#) [#onemile](#) [#shoalbay](#)

Follow the Port Stephens social channels (listed above) and monitor our activity. Where your event, product or service could contribute, feel free to post on behalf of your business and add suggestions.

Official Duties

If your event includes official proceedings and you require the presence of the Mayor or a Councillor, please request this as part of your application.

In addition to the Mayor or a Councillor attending, it's also important to acknowledge the traditional custodians of the land. The Worimi people are the traditional custodians of Port Stephens Council Local Government Area and they can be recognised in the form of a Welcome to Country, or an Acknowledgment of Country.

The difference between the two is:

Welcome to Country occurs at the opening of an event, and is where a traditional Aboriginal custodian or Elder welcomes people to their land. For events

in Port Stephens, only a representative from Worimi Local Aboriginal Land Council can perform a Welcome to Country. Welcome to Country is usually reserved for events or ceremonies with official proceedings and speeches.

Acknowledgement of Country is a way for event attendees to show respect. It can be performed by any individual, Aboriginal or non-Aboriginal, participating in an occasion of any kind. The suggested wording for an acknowledgement of country is "I would like to acknowledge the living culture of the Worimi people, the traditional custodians of the land on which we stand, and pay tribute to the unique role they play in the life of this region".







FUNDING OPPORTUNITIES

Community Funding

At Port Stephens Council we offer our community a range of funding opportunities throughout the year. Depending on the size and scope of your event, you could be eligible for funding through our Community Funding program for amounts from \$500 to \$3000.

Major Event Sponsorship

Our Major Event Sponsorship fund provides an opportunity for Port Stephens to showcase its tourism experience, increase economic growth and create a dynamic and vibrant place.

This program is specifically designed to attract participants from outside the Port Stephens Local Government Area, increase overnight visitor spend and smooth seasonal tourism fluctuations.

DAY OF EVENT

It is a good idea to ensure you have all important event documentation on the day of your event. This documentation might include:

- Run sheet outlining the timing of your event
- The chain of command layout
- Contact mobile phone numbers of all staff, volunteers, performers, emergency personnel and other key stakeholders
- A site plan
- A traffic management plan
- Event Management Plan
- Contractors prepared for electrician inspections/inductions

POST EVENT

- Survey
- Post event inspection
- Cleaning

We love to hear feedback from our event organisers following the event. Our team may reach out or alternatively please contact our team to discuss.



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