

# Proposed event on Council land

Issue	Relevant Documents	Contacts	Completion Time Frame
<b>General Planning Considerations</b>			
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>Council has a <a href="#">Sustainable Events Policy</a> which identifies sustainability issues and outlines how to plan responsibly, manage these issues and measures the impact of events on the environment.</li> <li>Council hopes to work in partnership with community event organisers to assist them in planning and delivering sustainable events that best protects important community and environmental assets.</li> <li>A Sustainable Events Guide is available to assist event organisers.</li> </ul>	<p><b>Council</b>  <a href="http://www.hawkesbury.nsw.gov.au">www.hawkesbury.nsw.gov.au</a></p>	<p>Consideration should be put into the sustainability of the event during the initial stages of planning.</p> <p>The size of the event will effect its impact on the environment and actions that will need to be taken.</p>
<b>Food Handling</b>	<ul style="list-style-type: none"> <li>All food handlers are required to abide by the NSW Food Act 2003.</li> <li>Food Handling Guidelines for Temporary Events, can be found on the NSW Food Authority website and provides a checklist for all necessary requirements.</li> <li>Food handlers are also required to be trained in safe food handling.</li> <li>Events providing food must register the event with Hawkesbury City Council and the NSW Food Authority.</li> <li>Applications for Temporary Food Premises can be found at the council or on the Council's website.</li> <li>No application fee will be charged on submission. If council would like to inspect your event a fee will be charged, please see Council's current Fees and Charges for details. If the event is held by a legitimate non profit organisation then the inspection fee is free.</li> </ul>	<p><b>Council</b>            City Planning            (02) 4560 4565</p> <p><b>NSW Food Authority</b>            1300 552 406  <a href="mailto:contact@foodauthority.nsw.gov.au">contact@foodauthority.nsw.gov.au</a>  <a href="http://www.foodauthority.nsw.gov.au">www.foodauthority.nsw.gov.au</a>  <a href="http://www.foodnotify.nsw.gov.au">www.foodnotify.nsw.gov.au</a></p>	<p>Consideration should be put into safe food practices during the initial planning of the event. It also needs to be monitored at the event.</p>
<b>Traffic</b>	<ul style="list-style-type: none"> <li>A local traffic management plan must be developed and submitted to council if the event requires it. See the Special Event Planning &amp; Resource Matrix in the RTA Guide to see what Class your event is.</li> <li>Hawkesbury City Council Special Event - Traffic Information Package can be found on the website and provides all information with regards to traffic applications and procedures for special events.</li> <li>Visit the RTA Website to find the Special Events Guide for information on traffic management and applications for a road license permit for the event.</li> </ul>	<p><b>Council</b>            Infrastructure Services - Engineering            (02) 4560 4528</p>	<p>Applications to Council must be submitted to the council six months prior to the event date.</p>

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<b>General Planning Considerations (continued)</b>			
<b>Traffic (continued)</b>	<ul style="list-style-type: none"> <li>It is necessary to have qualified and experienced traffic controllers to ensure the safety of both pedestrians, motorists and the controllers themselves. There are five levels of controller training: blue, grey, yellow, red and orange. Information on these positions/training can be found on the RTA Website.</li> <li>Applications should include details of the event, a traffic management plan, details of public liability insurance, route of the event and approval from the RTA and Local Traffic Committee</li> </ul>	<b>Roads &amp; Maritime Services (RMS)</b> 24 Hour Traffic Enquiry Line 13 27 01 <a href="http://www.rms.nsw.gov.au">www.rms.nsw.gov.au</a>	Late applications will incur a late fee, please see Council's current Fees and Charges for details. No applications will be accepted within 45 days of the event.
<b>Permits for Public Areas</b>	<b>Parks, Reserves and Road Reserves</b> <ul style="list-style-type: none"> <li>Applications to use public areas must be submitted to Council for approval. This can be in the form of a letter.</li> <li>These application letters need to include a programme of events, a traffic management plan (if required), a site map, risk assessment and sample promotional material.</li> <li>These applications may need to be discussed at a Council meeting depending on the scale of the event.</li> <li>An application fee is charged please see Council's current Fees and Charges for details. A refundable bond for damages and keys may be required.</li> <li>If electricity is available in the park, applicants will be charged per hour for its use.</li> <li>If exclusive use of a park or reserve is required, allow additional time for requests to be assessed as it will require a report to Council. Additional fees are applicable.</li> </ul>	<b>Council</b> Infrastructure Services (02) 4560 4647	The size of the event will effect the time it will take for approval. Applications should be submitted in the months prior to the council to ensure adequate time is allocated.
	<b>Streets</b> <ul style="list-style-type: none"> <li>Hawkesbury City Council Special Event - Traffic Information Package can be found on the Council's website and provides all information with regards to traffic applications and procedures for special events.</li> <li>Applications should include details of the event, a traffic management plan, details of public liability insurance, route of the event and approval from the RTA and Local Traffic Committee.</li> <li>Visit the RTA Website or Council's website to find the Special Events Guide for information on traffic management and applications for a road license permit for the event.</li> <li>A local traffic management plan must be developed and submitted to council if the event requires it. See the Special Event Planning &amp; Resource Matrix in the RTA Guide to see what Class your event is.</li> </ul>	<b>Council</b> Infrastructure Services – Engineering (02) 4560 4528  <b>Roads &amp; Maritime Services (RMS)</b> 24 Hour Traffic Enquiry Line 13 27 01 <a href="http://www.rms.nsw.gov.au">www.rms.nsw.gov.au</a>	Applications to Council must be submitted to the council 6 months prior to the event date. Late applications will incur a late fee, please see Council's current Fees and Charges for details. No applications will be accepted within 45 days of the event.

Issue	Relevant Documents	Contacts	Completion Time Frame
<b>General Planning Considerations (continued)</b>			
<b>Permits for Public Areas (continued)</b>	<b>Windsor Mall</b> <ul style="list-style-type: none"> <li>Application forms can be collected and lodged at the Council with an application fee payable on lodgement.</li> <li>Applicants must have public liability insurance and provide information on the event and the equipment that will be used.</li> <li>Applicants will be notified of their outcome of the application via mail.</li> </ul>	<b>Council</b> Corporate Service and Governance (02) 4560 4426	Applications should be submitted in the months prior to Council to ensure adequate time is allocated.
<b>Rubbish</b>	<ul style="list-style-type: none"> <li>Application for temporary additional bins in public spaces must be lodged upon application to use the public area.</li> <li>Costs associated with the provision and collection of bins can be found in Council's current Fees and Charges.</li> <li>For large events, it is recommended that a special contractor is hired to manage the clean up of the event. In this case, the event contractor will need to work in with the regular cleaners to ensure all areas are covered.</li> </ul>	<b>Council</b> Infrastructure Services (02) 4560 4647	You will be notified as to whether you have been given approval for more bins on notification of approval of permit for land use.
<b>Waste Reduction</b>	<ul style="list-style-type: none"> <li>It is important to hold events in a clean attractive environment, therefore hosting a waste wise event helps maintain the environment</li> <li>Waste can be reduced at events by requiring suppliers and caterers to minimise packaging and use materials that are recyclable, compostable and biodegradable.</li> <li>Provide both waste bins and recycling bins and ensure that signage is consistent and visible to ensure that they are used properly.</li> <li>The website Waste Wise events provide a guide which will help you develop a waste wise event.</li> </ul>	<b>Council</b> Waste Management (02) 4560 4563  <b>Waste Wise Events Guide</b> NSW EPA <a href="http://www.epa.nsw.gov.au">www.epa.nsw.gov.au</a>	Waste reduction management will be an ongoing process in the planning of the event. It should begin as soon as planning begins.
<b>Noise</b>	<ul style="list-style-type: none"> <li>It is important to consider time of use, position of speakers and sound checks of Public Address systems (PA) and speaker systems.</li> <li>Monitoring of the noise should be done on a frequent basis.</li> <li>All entertainment and trading including the operation of PA and speaker systems is to cease at a Council approved transition time to allow background noise levels to be achieved prior to Council's approved finishing time.</li> </ul>	<b>Council</b> Environmental Health (02) 4560 4565	Consideration should be put into noise minimisation strategies during the initial planning of the event. It also needs to be monitored during the event.
<b>Stages</b>	<ul style="list-style-type: none"> <li>A stage can be hired from Hawkesbury City Council for community events.</li> <li>The stage is ten metres long by 3.4 metres wide and one metre high (off the ground).</li> <li>Hiring charges vary according to the nature and location of the event.</li> </ul>	<b>Council</b> Infrastructure Services (02) 4560 4647	Booking should be made in the months prior to the event to ensure availability of the stage.
<b>Funding</b>	<ul style="list-style-type: none"> <li>Council offers funding in the form of the Community Donations program. There are generally three rounds every financial year. Details, including deadlines, are available on Council's website.</li> </ul>	<b>Council</b> Community Services (02) 4560 4576	Applications at least six-12 months prior to event. First round of financial year has the most funding available.

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<b>Safety Considerations</b>			
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>It is important to complete a risk assessment of your event, to identify risks that may cause harm to organisations or individuals.</li> <li>The 'Events Starters Guide' provides information on possible risks that events might encounter</li> <li>These events may be physical, as well as financial, psychological, legal and environmental.</li> <li>A risk assessment is required when applying for permits to use council spaces.</li> </ul>	<b>Events Starters Guide</b> <a href="http://www.events.nsw.gov.au">www.events.nsw.gov.au</a>	Should be completed in the initial planning process and then again within the final weeks before the date to ensure that risk have been minimised.
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>You have a duty of care to provide a safe environment for staff, volunteers and the public.</li> <li>Depending on the nature of the event, you may have certain legal responsibilities in relation to occupational health and safety legislation.</li> <li>Adequate training and protective equipment will be required to ensure the safety of staff and volunteers.</li> <li>Sunscreen and Sun Protective wear should be provided for outdoor event staff and volunteers.</li> <li>The Community Service Safety Pack can be found on the Work Cover website and outlines your OH&amp;S responsibilities.</li> </ul>	<b>Work Cover NSW</b> 13 10 50 <a href="http://www.workcover.nsw.gov.au">www.workcover.nsw.gov.au</a>	During initial planning OH&S should be consider however it will need to be monitored pre-event, during the event and post-event.
<b>Public Safety</b>	<ul style="list-style-type: none"> <li>Police should be notified of the Event to ensure the safety and security of attendees.</li> <li>The local fire station should also be notified.</li> <li>First aid should be available on site at the event.</li> <li>St Johns Ambulance can attend your event. This can be organised by booking online at their website or by phone.</li> <li>All electrical items must be tested and tagged by law to ensure the safety of staff, volunteers and the public.</li> </ul>	<b>Police</b> Hawkesbury Local Area Command (02) 4587 4099  <b>Fire</b> Richmond Fire Station (02) 4578 1222 Windsor Fire Station (02) 4577 3182  <b>St Johns Ambulance</b> <a href="http://www.stjohn.org.au/">www.stjohn.org.au/</a> 1300 360 455	Please contact at least one-two weeks before the date of the event.

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<b>Promotional Activities</b>			
<b>Banners</b>	<ul style="list-style-type: none"> <li>Council Banner poles are located at Ham Common, Clarendon; Bells Line of Road/Terrace Road, North Richmond; and Pitt Town/Windsor Roads, McGraths Hill.</li> <li>Banners for these locations need to be horizontal and five metres in length and need to have air holes to prevent damage.</li> <li>Bookings for Banners will be taken no earlier than six months before the event and can be erected for a maximum of two weeks each with a maximum of two sites allowed.</li> <li>Written permission must be obtained to erect the banners, and applicants must have public liability insurance. This is in line with the adopted Banner Policy.</li> <li>A fee will be charged for the use of the banner poles. A refundable deposit is required for the key to the poles as banners are to be erected by the applicant and implement a safe system of work to avoid injury. Please see Council's current Fees and Charges for details.</li> </ul>	<b>Council</b> Infrastructure Services (02) 4560 4647	Within the six months prior to the event.  Volunteers need to be able to erect and dismantle the banners on the poles at the beginning and end of the allotted two week period.
<b>Publicity</b>	<ul style="list-style-type: none"> <li>Allow plenty of time for contacting the media. The most focus should be in the three-four weeks leading up to the event. Allow time for layout and printing deadlines.</li> <li>It is important to target the correct media for your event and also the people you are encouraging to attend</li> <li>For smaller events, make up a general media release and mention that other story angles and photos are available.</li> <li>Local Newspapers and Radios are a great way of reaching the local community.</li> </ul>	<b>Local Newspapers</b> Hawkesbury Gazette (02) 4588 0880 Hawkesbury Courier (02) 4588 6656  <b>Radio</b> Hawkesbury Radio (89.9fm) (02) 4577 5662	Publicity should start several months ahead of the event.  This will depend on the size of the event.
<b>Electronic Event Calendar</b>	<ul style="list-style-type: none"> <li>Council's website allows community members to list their own events in the Events Calendar.</li> <li>Events can be added by going to the website and finding the events calendar on the 'News and Events' tab.</li> <li>Then select 'Event Request Form' and follow the directions as prompted.</li> <li>If you would like publicity outside the area consider contacting Hawkesbury Tourism.</li> </ul>	<b>Council</b> <a href="http://www.hawkesbury.nsw.gov.au">www.hawkesbury.nsw.gov.au</a>  <b>Hawkesbury Visitor Information Centre</b> (02) 4578 0233	At least two months before to allow for maximum exposure.

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<b>Promotional Activities (continued)</b>			
<b>Signage</b>	<ul style="list-style-type: none"> <li>Banners proposed to be erected on private property require the owners consent, and Council approval, and you will need to demonstrate that you have development consent as part of a development application.</li> <li>Signs are able to be displayed on electricity poles upon approval from Integral Energy.</li> <li>An administration fee will be charged by Integral Energy for displaying banners on these poles.</li> <li>Applicants must organise the banners to be erected by an Authorised Person approved by Integral Energy.</li> <li>There are regulations with regards to what can be displayed, with no commercial advertising advisable.</li> <li>There are also restrictions with regards to the size of signs being displayed.</li> <li>For an information pack regarding the use of Endeavour Energy poles please contact Endeavour Energy.</li> </ul>	<p><b>Council</b> Development Services (02) 4560 4645</p> <p><b>Endeavour Energy</b> 13 10 81 Peter Wassan - (02) 9853 6637</p>	<p>Allow a few months prior to proposed erection for the development application to be assessed.</p>



This document contains important information.  
If you do not understand it, contact the  
Telephone Interpreter Service on 131 450.



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