

Event Application

About this form

You can use this form to apply to conduct an event in a park, open space, footway or street within the City of Sydney Local Government Area.

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by email, mail or in person. Please refer to the lodgement details section for further information.
- 4: An application fee of \$200 for commercial organisations and \$100 for charitable or not for profit organisations is payable. You will be invoiced later for this fee and any venue hire fee and power fees payable.

Part 1: Account Details

Company/Organisation Name*

Australian Business Number (ABN) *

Is your organisation registered as Not for Profit?*

 No Yes

Note: If yes, a copy of charitable or not-for-profit status must be supplied

Address *

Postcode *

Main Telephone Number*

Part 2: Event Contact Details

Contact Name *

Address * (if different to account details)

Postcode *

Position *

Direct Telephone number *

Mobile Telephone number *

Email Address *

Part 3: Event Description

Name of Event

Type of Event (tick all applicable)

Community Event Commercial Event (for-profit) Free Ticketed or Restricted Entry

Is this Expected to be a 'One Off' or Recurring Event? One Off Recurring

If Recurring, how often?

Proposed Venue for your Event

Note: Your preferred venue may not be available or suitable for your proposed event. Please nominate alternative venues.

1st Preference

2nd Preference

3rd Preference

If your application is for a street based event, please list the street(s) you would like to close for your event

Event Details

Event Date(s)

Event Start Time

Event Finish Time

Event Bump-In Date(s)

Event Bump-Out Date(s)

Event Bump-In Times - Start/Finish

Event Bump-Out Times - Start/Finish

Target Audience (e.g. family, youth, community)

Number of People Expected

Part 3: Event Description - continued

Type of Activity (tick all applicable)

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Charitable Fundraiser | <input type="checkbox"/> Promotional Event |
| <input type="checkbox"/> Festival* | <input type="checkbox"/> Rally |
| <input type="checkbox"/> Launch | <input type="checkbox"/> Retail Event |
| <input type="checkbox"/> Live Performance - An APRA licence may be required, refer to www.apraamcos.com.au | <input type="checkbox"/> Road Closure* - A separate application is required for a temporary full road closure. Refer to the Temporary Full Road Closure Application form on the City's website at www.cityofsydney.nsw.gov.au |
| <input type="checkbox"/> Live Site* | <input type="checkbox"/> Sporting Event |
| <input type="checkbox"/> Market* | <input type="checkbox"/> Street Festival* |
| <input type="checkbox"/> Media Call | <input type="checkbox"/> Street Parade* |

* Have you completed the [Crowded Places self-assessment tool?](#)

- Yes No

Event Description (100 words or less)

Aims / Objectives of Event

Part 4: Event Infrastructure (Not provided by City of Sydney)

Note: All structures need to be weighted as pegging is **not** permitted. Barriers are also required to protect garden beds, statues, memorials etc., and any external equipment such as generators and lighting towers that are brought onto the site.

Food

No Yes ▶ number of stalls? (separate approval required)

Alcohol

No Yes The sale of alcohol will require a liquor licence - apply to NSW Office of Liquor, Gaming & Racing.

Stage

No Yes ▶ If Yes, provide details below:

Built Riser Truck Mounted Other

Size(s)

PA/Sound Amplification. A PPCA licence may be required for the playing of sound recordings, refer to www.ppca.com.au

No Yes

Time(s) of Use

Sound Check/Rehearsal Times

Hoekers / Marquees / Fete stalls

No Yes ▶ Total number

NOTE:
All hoekers / marquees need to be weighted not pegged.
The City of Sydney does not provide any infrastructure for events.

< 3sqm

up to 100sqm

over 100sqm

Amusement Rides

No Yes

A separate approval is required for amusement rides. Refer to the Application for Approval - Section 68 form on the City's website: www.cityofsydney.nsw.gov.au

Power * (where available)

No Yes ▶ number of days required:

Single phase

Three phase

Generators

Generators will need to be supplied at your cost.

No Yes ▶ Total number

Toilets

Adequate toilet facilities including accessible units will need to be supplied at your cost

No Yes ▶ Total number

Water (where available)

No Yes

Pyrotechnics

No Yes ▶ Set up location

Part 5: Environmental Sustainability

Environmental Sustainability Measures

The City of Sydney encourages all event organisers to minimise the environmental impact of their events and to implement strategies to improve the environmental, social and economic benefits from events.

Please include details of the measures you will implement to ensure that your event will be managed to improve its sustainability. This could include initiatives for waste reduction and recycling (such as eradicating single use plastics), energy efficiency, minimising transportation distances, parking restrictions, water use and conservation, cyclist facilities and promotion of public transport etcetera.

Please note: **Balloons are not permitted. Event infrastructure cannot be attached to trees. (Refer to [Event Guidelines](#))**

Part 6: Heritage

Some of the City's parks, open spaces and streets contain buildings, venues or iconic structures that are listed on the State Heritage Register.

In addition to the need for some events to make application for a DA, a heritage assessment may also be required for the event e.g. attaching structures to existing buildings, fencing and streetscapes. This will need to be factored into the approval process time frames for your event.

Part 7: Site Plan

Please include with your application a site plan of the proposed event venue, which must show the relative size and proposed position of all event infrastructure, including:

- | | | |
|------------------------------|------------------------------|----------------------------------|
| * Barricading | * Signs / banners | *Trees and tree protection zones |
| * Stalls and marquees | * Lighting towers | |
| * Stages | * PA, speakers | |
| * Toilets | * Entry and exit points | |
| * Rubbish and recycling bins | * Emergency evacuation areas | |

Base site plans for most City parks including tree protection zones and open spaces can be provided by the Venue Management team.

Part 8: Event Insurance

You will be required to obtain public liability insurance for a minimum cover of \$10 million.

You and any contractors will also need to have adequate workers compensation and other insurances as required by law.

Do you have current public liability insurance for a minimum of \$10 million?

Yes ► Please supply your certificate of currency

No ► Please supply if granted preliminary approval

Part 9: Lodgement Details

Please return this completed form with any supporting documents to:

EMAIL: openspacebookings@cityofsydney.nsw.gov.au

MAIL: GPO Box 1591 Sydney NSW 2001

Your application will be assessed and you will be advised about: venue availability, venue suitability, documentation and approvals required before final approval can be granted for your event.

Once an application has been received and processed, cancellations will only be accepted in writing.

No refunds will be issued for cancellations received less than 10 days prior to the event date.

Cancellations received in writing 10 days or more prior to the event date will receive a 75% refund minus the applicable application fee.

Part 9: Lodgement Details continued

All applicable fees must be paid and received by the City of Sydney prior to the final approval being issued.

The City of Sydney takes no responsibility for any third party commitments entered into by the applicant if an application is declined.

Part 10: What Happens From Here

Following assessment of your Event Application, the City will advise if the event is permissible and what time frames/permits are required to seek final approval. (See Event Guidelines document for time frames and process required for approval). This may include Development Application (DA), Local Pedestrian Cycling and Traffic Calming Committee Approval and a detailed Event Plan.

A detailed Event Plan will include:

- | | |
|---------------------------------------------------|----------------------------------------------------------------|
| * Insurance Details | * Noise Management |
| * Communication Strategy | * Temporary Food Vending Approvals |
| * Venue/Site Plans | * Handbills/Fund raising |
| * Traffic Management | * Health services/Toilets/Amenities |
| * Pedestrian Management | * Temporary Structures |
| * Security and emergency Management | * Water Management |
| * First Aid and Public Health | * Risk Management Plan |
| * Alcohol Management including (liquor licensing) | * Power/Lighting, including efficiency measures |
| * Venue Management Plan/Park Management | * Waste Management, including waste minimisation and recycling |

Final approval will only be issued if the completed event plans are satisfactory and clearly demonstrate effective management of the event.

Part 11: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing, approval and management of event related activities in Parks, Open Spaces, footways and streets in the Council area (Council land).
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service. State Government Authorities required to collate applicable application and approval details.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.
- Storage:** The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

Part 12: Applicant Declaration

- I declare that all the information in the application is to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested.
- I acknowledge that if the information provided is misleading, any approval granted may be void. I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I understand that once I have submitted this application an application fee will be payable for which I will be invoiced for.

Applicant's Name*

Applicant's Signature *

Date