

Martin Place Event Guidelines

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Introduction

This Martin Place Event Guidelines document is designed to assist applicants with detailing the regulations and procedures associated with staging events in Martin Place and gaining approvals from the City of Sydney for such events.

From here on the City of Sydney will be referenced as 'the City' for the purpose of this document.

This document provides an outline of the process required to take your event enquiry from application to approval for Martin Place and should be read in conjunction with the City's overarching Event Guidelines document and other planning provision documents where applicable.

Responsibility as an Event Owner

An event organiser is defined as a legal entity responsible for the event, that is, the entity who has taken out and possesses public liability insurance covering the event and all associated activities (extending to any contracted services with third parties) and the stated applicant detailed on the Event Application submitted to the City. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

The event organiser may or may not also be an employer. An employer has specific duties and responsibilities under Work Health and Safety legislation. All event organisers have a duty of care to provide a safe event for patrons as well as staff employed to produce the event.

It is a legal requirement that event organisers obtain all relevant statutory and regulatory permits required to stage events within the City through all applicable entities and authorities.

1. Planning Events in Martin Place

Martin Place is an iconic public space within Sydney and for any Event Application to be permissible, the proposal must be appropriate for the space through a number of different factors and the City's requirements.

1.1. Basic Pre-requisites for Martin Place

- All events within Martin Place must have a public benefit with the offering actively engineered to encourage public engagement.
 - All events must align with applicable City policies and directives surrounding public space utilisation as well as the Event Guidelines, Guidelines for Single Use Items, applicable planning provisions as well as the conditions detailed in this guidelines document.
 - All events must be deemed appropriate by the City for the space in size, scale, aesthetic and overall offering.
 - Generally, amplified sound is only permitted between 7am to 9am, 12pm to 2pm or after 5pm Monday to Friday, or after 12pm on weekends.
 - The usable event areas are maintained inside the existing light poles within each space with access maintained down the main thoroughfares between the light poles and the building lines at all times (unless pre-approved by the City).
 - Vehicle access to any of the spaces is only permitted for essential vehicles where there is no safe alternative to bump in or out associated equipment or infrastructure or where the vehicle is an essential part of an event to be maintained on site. No non-essential vehicles (other than food trucks etc. where applicable) can remain parked on site at any time.
 - Access for approved essential vehicles is prohibited between 7am to 9am, 12pm to 2pm and 5pm to 7pm on any weekday.
 - Any event that includes the provision of a product must not conflict with any existing businesses within 50m line of sight to the event space. Certain product giveaways may need to obtain local stakeholder no-objection prior to the event being approved to avoid commercial conflicts.
 - Branding/commercial advertisement is limited to a maximum of 15% coverage of the total visible infrastructure.
 - No events should create or cause an unreasonable level of offense, nuisance or public unrest.
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1.2. Key Areas of Consideration

There are a number of key areas to consider when finalising a Martin Place proposal in order to ensure it is suitable for the location and in keeping with the requirements of the space.

The type of activities planned are reviewed by the City against the relevant planning instruments and policies, plans of management and other specific policies where relevant relating to the venue.

Martin Place Event Guidelines

An event has to be considered to be of minimal environmental impact to be approved under available planning instruments for a temporary event approval.

The City will assess the suitability of the event proposal based on factors such as:

1.2.1. The suitability of the event activity

- There are types of event related activities that are generally not supported within Martin Place such as:
 - standalone advertising and or billboards
 - branding/advertising covering more than 15% of the total infrastructure being used
 - car displays where there is no primary benefit to the public
 - events where the intended number of attendees would create an unsafe environment
 - event proposals that do not efficiently utilise the available event space (such as small events that could be more appropriate in a smaller space elsewhere)
 - events that create an unreasonable business or commercial conflict with an existing local stakeholder

1.2.2. The suitability of the event location

- The approval of an event application will need to consider the suitability of the event within the space with regards to such factors as:
 - the usable event space can safely and effectively fit the event activities and associated infrastructure without obstructing access or emergency management requirements;
 - does the event require access to power or water depending on the in-house services available in the section proposed;
 - is amplified sound required outside of 12pm to 2pm;
 - taking into account restricted access for vehicles, can the event be bumped in and out efficiently and safely.
- Factors such as the size of the event, the availability of the venue and the use of the space by the public will be taken into consideration at this stage. In some instances the venue requested may not be suitable for the staging of the activity.
- Martin Place is a premium iconic public space that requires all event offerings to be of the highest production value and aesthetics across all associated infrastructure. Conformity of style and design of associated infrastructure will be taken into account when assessing any event application. Conflicts with the standard of aesthetics could be a reason to deny an application.
- The three main event spaces within Martin Place (Section 2 between Pitt Street and Castlereagh Street, Section 4 between Elizabeth Street and Phillip Street and Section 5 between Phillip Street and Macquarie Street) have different usable event footprints, service access (power and water) and different surrounding stakeholders that need to be considered for any proposal.

1.3. Martin Place Sections

Martin Place is split into five separate sections divided by the adjacent arterial roads.

- **Martin Place Section 1** (between George Street and Pitt Street) is not permissible for any commercial activities/events due to the location of the Cenotaph.
- **Martin Place Section 2** (between Pitt Street and Castlereagh Street) is the largest and most utilised section for events due to its footprint, in-house services and architectural features (amphitheater).
- **Martin Place Section 3** (between Castlereagh Street and Elizabeth Street) is not a permissible event space due to the Metro Rail Station.
- **Martin Place Section 4** (between Elizabeth Street and Phillip Street)
- **Martin Place Section 5** (between Phillip Street and Macquarie Street)

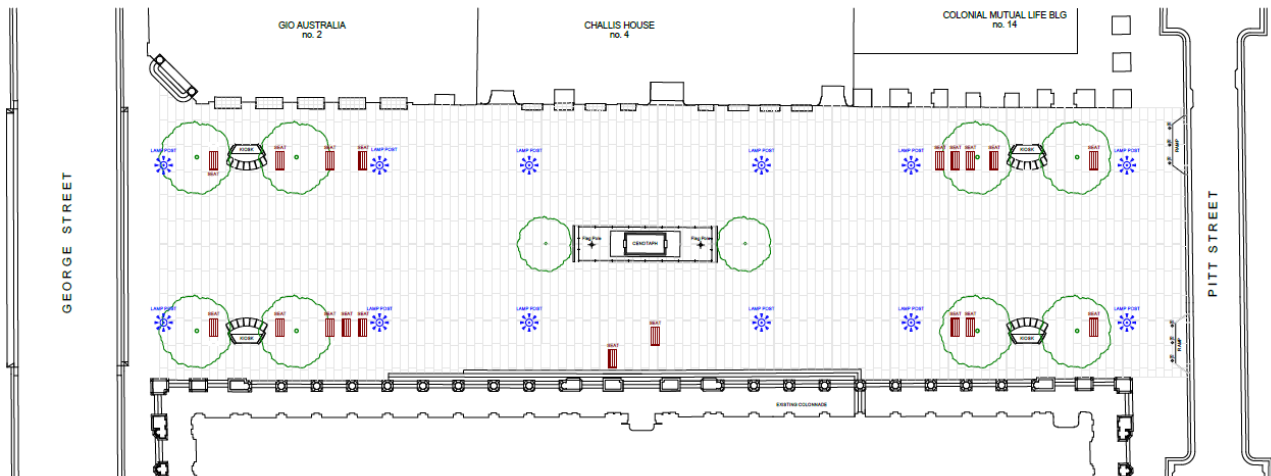
Each separate section of Martin Place has different architectural topography, in-house services and stakeholders. As such, there are site specific conditions applicable for certain sections that need to be factored in to any application for an event to be permissible.

The different characteristics of these spaces are detailed in the following section and need to be considered in line with the guidelines stated within Part 1.

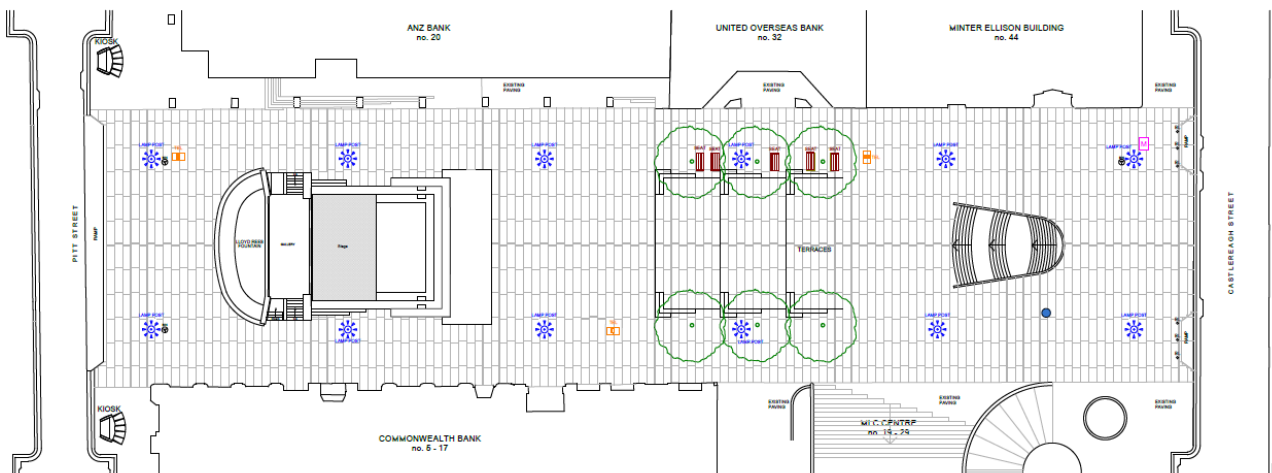
1.4. Site Specific Characteristics

1.4.1. Martin Place Section 1 – between George Street and Pitt Street (non-event space)

Permissible activities must have pre-approval by the Returning Services League (RSL) and are of a non-commercial nature.



1.4.2. Martin Place Section 2 – between Pitt Street and Castlereagh Street (primary event space)



The section is most appropriate for larger scale event activities that can efficiently utilise the usable event footprint area. Small activations that do not effectively use the available space are not supported. Events that include increased public seating accessible to all users are encouraged.

Capacity:

- 2,000 (approximate, dependent on type of event and infrastructure).

Footfall:

- 60,000 – 70,000/weekday (based on March 2017 walking count data).

Limitations:

- Authorised essential vehicle access from Pitt Street only. No vehicle access or movement through Martin Place between 7am to 9am, 12pm to 2pm and 5pm to 7pm on weekdays;
- The acoustic impact of events on surrounding buildings and occupants is an essential requirement. The use of PA or amplified music is restricted to between 12pm to 2pm for weekdays. Noise from any amplified music or notification system must not exceed LAeq 15 min ≤ 65 dB(A) when measured at the nearest affected receiver. Events that do not comply with the noise restrictions can be cancelled;
- Stage weight loading limit is 500kg;
- All events must be maintained within the existing light poles with at least a 5m clearance from the entrance to the Martin Place Station.

In-house Facilities:

- Stage (hydraulic raise to form roof): 11.8m x 6.9m of usable space
- Amphitheatre: 9.8m x 5.2m
- Power: 3 x three-phase (2 x 32 Amp and 1 x 50 Amp) and single-phase (10 Amp) power outlets located on the wall behind the stage
- Green room (located under the stage): 5m x 2m. Potable water and single toilet. Entrance door width 770mm, width down stairs 750mm

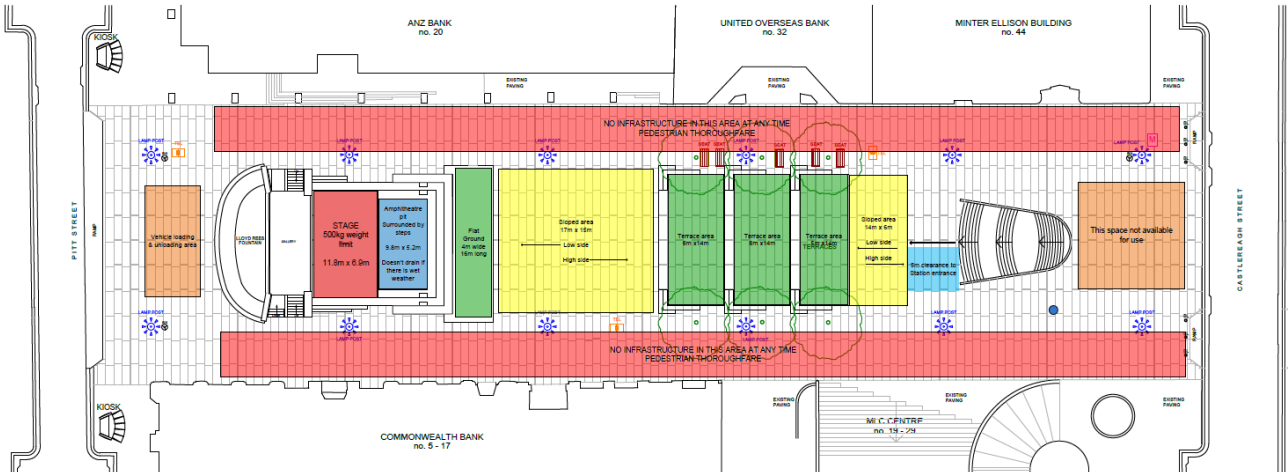
Police Local Area Command (LAC)

- City Central LAC

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1.4.3. Martin Place Section 2 – between Pitt Street and Castlereagh Street

Event Areas – Plan 1

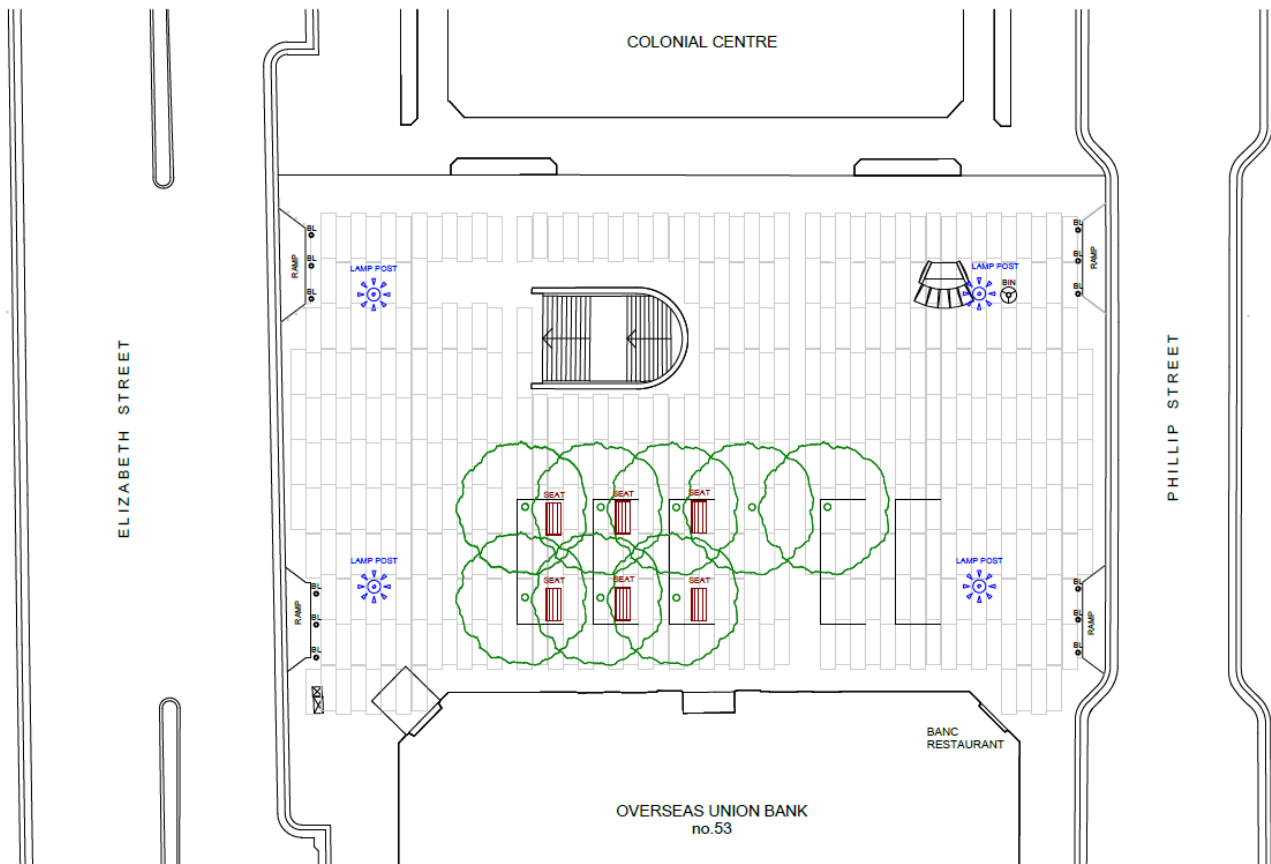


1.4.4. Martin Place Section 2 – between Pitt Street and Castlereagh Street

Event Areas – Plan 2 – Split



1.4.5. Martin Place Section 4 – between Elizabeth Street and Phillip Street



This section is sloped from east to west.

This section is most appropriate for small events with minimal infrastructure and no amplified sound.

Access to the existing kiosk and Martin Place Station access steps cannot be hindered at any time.

Capacity:

- 100 (approximate, dependent on type of event and infrastructure)

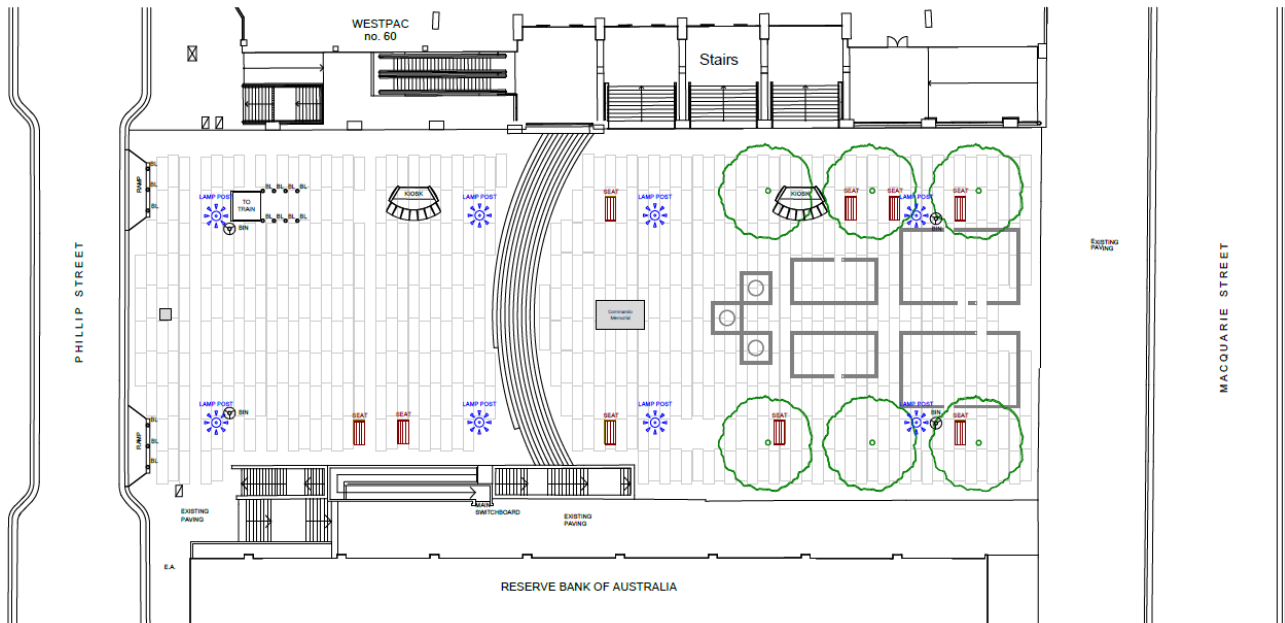
Limitations:

- No vehicle access between 7am to 9am, 12pm to 2pm and 5pm to 7pm
- No amplified sound permitted
- Event space is limited to 5m²
- Egress to Martin Place Station entrance to be maintained at all times
- The visual impact of signage, branding and infrastructure is to be of minimal effect to the space

Police Local Area Command (LAC)

- City Central LAC

1.4.6. Martin Place Section 5 – between Phillip Street and Macquarie Street



This section is split into upper and lower areas divided by steps in the middle of the section.

This section is most appropriate for small events with minimal infrastructure and no amplified sound.

Capacity:

- 100 (approximate, dependent on type of event and infrastructure)

Limitations:

- Egress to Martin Place Station steps and kiosks cannot be obstructed at any time
- Artistic installation, Passage by Anna Graham, adjacent to Macquarie Street (indicated as grey squares on the above site plan) cannot hold infrastructure
- No vehicle access between 7am to 9am, 12pm to 2pm and 5pm to 7pm
- No amplified sound permitted

Police Local Area Command (LAC):

- City Central LAC

2. Application and Approval Process

2.1. Event Application Process

All event organisers need to complete and submit an Event Application form with accompanying public liability insurance covering the applicant and event as a pre-requisite for any provisional booking and assessment to be made for Martin Place.

Where possible, an Event Application should be submitted to the City's Outdoor Events & Filming Team up to 16 weeks prior to the proposed date for major events and six weeks for minor events. This will provide the event organiser with sufficient time to apply and receive approval from the City and any other relevant authorities as required to stage the event.

Further details on required timelines are detailed in Section 2.2.

All applicants should follow the application process outlined below:

1. **Call the Outdoor Events & Filming Team** to discuss the broad details of the event (02 9265 9333)
2. **Event Application submitted**
3. **Event Application assessed** and timeframes required for approval confirmed – in principle approval (*non-binding assessment feedback. Final approval is subject to receipt and acceptance of all required event documentation and information where applicable)
4. **Submission and review** of Event Plan documentation (further information on details to be included within the Event Plan are stated in Section 2.3)
5. **Payment of any fees and charges** once all pre-requisites are met and the event is accepted
6. **Approval** is issued on receipt and acceptance of all documentation and payment of applicable fees and charges.

The City's [Event Application Form](#) can be downloaded from the [Holding outdoor events webpage](#) of the City's website.

This webpage also provides further booking information and guideline documents relating to the production and events on City of Sydney land.

Namely:

- [Event Guidelines](#) (parent guidelines document that details all pre-requisites for events within the City)
- [Guidelines for Single Use Items – Reducing Waste from Events & Services](#) (guidelines for sustainability and waste management requirements applicable to all events within the City)

All permissible Event Applications must also adhere to the requirements and pre-requisites as set out in these documents, which are applicable to all events undertaken on all land under the City.

Once contact is made with the Outdoor Events & Filming team, specific site plans of Pitt St Mall can be provided in either PDF or DWG file formats.

In some cases a development application (DA) may be required for the staging of events if the activities and/or infrastructure involved does not qualify under the Exempt & Complying Development Codes 2008 provisions (or other applicable provisions under delegation of the City's approving officers). A DA process can take up to 14 weeks from submissions to the City's Planning Department. It is the responsibility of the event organiser to submit all relevant documentation to the City for a DA.

The DA process is a separate process to the event application approval. Where a DA is required, development consent where granted will be issued by the Planning Department, in addition to the Event Activity Approval issued by the City's Outdoor Events & Filming team.

2.2. Timeframes for Applications and Approval

ITEM	TIME REQUIREMENT	RELEVANT LINKS (if applicable)
Event Application	Up to 16 weeks pre event for major events Up to six weeks pre event for minor events	Application Form
DA Application	Min 14 weeks pre event	More Information & Guide
Traffic/Road Closure Application	Min 12 weeks pre event	Application Form
Temporary Liquor Licence	Min 12 weeks pre event	ILGA
Draft Final Event Plan	Min four weeks pre event	Template sent on application
Temporary Food Vending Permit	Four weeks pre event	Application Form Requirements for the operation of a Temporary Food Stall
Music Copyright licences	Two weeks pre event	One Music Australia
Final Event Plan (incl. any other documentation)	Two weeks pre event	Event plan template provided by Council after application submitted
Payment of Fees and Charges	As per invoice requirements – generally payable prior to the event	
Outdoor Events & Filming Approval Issued	Upon completion of the above	

Note: Any applications received less than four weeks prior to the scheduled date of the event may be rejected based on the time frame required for event approval.

2.3. Submission and Review of Event Plan Documentation

Upon determination that the proposed event is suitable (in principle) to be staged in Martin Place, the Outdoor Events & Filming Team will provide the applicant an Event Plan Template to assist in developing event plans required for submission to the City.

This document steps through the areas of information required for the final approval of an event. The details and documents included within an Event Plan are required to run your event on the day.

Depending on the scale of the event, Event Plan Templates will include the following:

2.3.1. Event Plan Templates

Depending on the scale of the event, Event Plan Templates will include the following:

- Event Details (dates, times and locations)
- Production Schedule / Run Sheet (incl. bump in and bump out logistics)
- Site Plans
- Temporary Infrastructure / Amusement Devices information
- Signage Plan
- Communication Strategy
- Emergency & Safety Management Plan
- Risk Management Plan
- Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool
- Security Management Plan
- Pedestrian Management Plan
- Medical Plan (First Aid and Public Health)
- Alcohol Management Plan / Liquor Licensing
- Waste Management Plan
- Noise Management Plan
- Live and Recorded Music Licence Numbers
- Street Trading / Temporary Food Stall Applications
- Toilets / Amenities

2.3.2. Additional Approvals

An event proposal may also require additional approval and/or services to be provided from external organisations and authorities. Applications for the following services are to be made direct to each respective service provider:

- Temporary Event Liquor Licences (Independent Liquor and Gaming Authority)
- User Pays Police (NSW Police)
- Sydney Buses (State Transit Authority)
- Road Occupancy Licence, Special Event Clearways (Roads and Maritime Services)
- Sydney Trains (Transport for NSW)
- Taxi Council (use of Taxi Zone spaces)
- St John Ambulance New South Wales or other first aid provider

- NSW Ambulance Service
 - Music licenses (APRA AMCOS and PPCA – under One Music Australia)
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2.4. Event Approval

Once all necessary applications and documentation have been received, pre-requisites met, approved and in principle agreed, the event organiser/applicant will need to pay the applicable fees once an invoice is issued.

On receipt of the payment of fees the formal Event Approval document will be issued to the applicant. In order for this approval to be valid the event organiser/applicant will need to sign the declaration within the Event Approval confirming they agree to all stated conditions and details of the event as applied for and return this signed agreement to the City.

After this time, the event is ready to proceed as per the details of the Event Approval.

2.5. Fees and Charges

A schedule of applicable fees and charges for outdoor events can be found [here](#) and on the [Holding Outdoor Events webpage](#).

Fees and charges may be applicable for the following:

- Event application
- Venue hire
- Overnight fee (where infrastructure remains in the space overnight)
- Power usage
- Site supervision
- Security bond
- Temporary food stall inspections (this will be invoiced by the Health & Building unit)
- Essential vehicle access
- Removal of bollards

In addition to this, event organisers are responsible for all operational costs associated with conducting their event.

If there is damage to the space or additional cleaning required as a result of the event, these costs will be charged to the event organiser.

The full list of City's Fees and Charges Schedule can be found [here](#).

2.6. Event Activity – Standard Approval Conditions

A full list of standard approval conditions can be found within the full [Event Guidelines](#) document available in the download section of the [Holding Outdoor Events webpage](#).

3. Further Details and Contacts

For further details about the Event Guidelines document and/or to make an application to stage event activity in Martin Place, please contact the Outdoor Events & Filming team of Venue Management on +61 (02) 9265 9333 or via email on openspacebookings@cityofsydney.nsw.gov.au.

3.1. Specific Team Contacts

3.1.1. For Major and International Events

Simon Marshall

Manager – Events & Film Liaison

T: 02 9265 9452

E: smarshall1@cityofsydney.nsw.gov.au

3.1.2. For General Events

Johnathan Langan

Outdoor Events and Sportsfields Coordinator

T: 02 9265 9550

E: jlangan@cityofsydney.nsw.gov.au

Melanie Knott

Outdoor Events & Filming Coordinator

T: 02 9246 7633

E: mknott1@cityofsydney.nsw.gov.au

Laura Bonarrigo

Outdoor Events & Filming Coordinator

T: 02 9246 7726

E: lbarrigo@cityofsydney.nsw.gov.au

Georgia Barlow

Outdoor Events & Filming Coordinator

T: 02 9265 9837

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Julian Leach

Outdoor Events & Filming Coordinator

T: 02 9288 5956

E: juleach@cityofsydney.nsw.gov.au

3.1.3 For Markets and General Events

Melanie Penicka-Smith

Outdoor Events, Markets & Busking
Coordinator

T: 02 9265 9653

E: mpenickasmith@cityofsydney.nsw.gov.au

