

# Pitt Street Mall Event Guidelines

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# Introduction

This Pitt Street Mall Event Guidelines document is designed to assist applicants with detailing the regulations and procedures associated with staging events in Pitt Street Mall 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.

From here on Pitt Street Mall will be referenced as 'Pitt St Mall' for the purposes of this document.

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

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## 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 for 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 Pitt Street Mall

Pitt St Mall 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.

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## 1.1. Basic Pre-requisites for Pitt St Mall

- Events must demonstrate a direct connection or benefit to the Central Sydney retail precinct.
- All events must be open to all sectors of the public to participate in. No private events, events that only benefit members, or events that only benefit customers that have purchased a product in store, for example.
- No pop-up shops or retailing is permitted, unless a part of a festival or market and at the City's discretion.
- 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.
- Pitt St Mall is open as a public roadway between 3am to 8am daily. Clear access needs to be maintained for public and emergency vehicles, factoring in the existing permanent infrastructure including awnings/pillars, bins, signs, chairs, tree beds, etc., as well as the temporary infrastructure associated with the event. Consideration also needs to be made for delivery vehicles unloading in front of shopfronts during this time period.
- Access must be maintained for pedestrian thoroughfare under the awnings along the building lines at all times (min. 3m wide), including under the Westfield air bridge.
- Vehicle access to the spaces is only permitted for essential vehicles where there is no safe alternative to bump in or bump out associated equipment or infrastructure. No non-essential vehicles can remain parked on site at any time.
- Vehicles, including food trucks, truck stages etc., are prohibited in the mall between 8am to 7pm (or 9:30pm on Thursdays), unless deemed necessary for security purposes, at the City's discretion.
- In the largest section of Pitt St Mall (define this section), the maximum width of a structure is 6m wide to allow for a safe vehicle thoroughfare between 3am to 8am. In most other sections, the maximum width is 5m wide or less. The length will be assessed based on the location, type of structure, site lines to business and permanent signs, and pedestrian thoroughfares.
- Structures should not block site lines to any shop fronts or JCDecaux signs. Entirely enclosed structures should be avoided for this reason. Preference is given to open event spaces or structures with clear roofs and open sides.

- Any event that includes the provision of a product must not reasonably conflict with any existing businesses within the surrounding 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.
  - Cable trays are not permitted in Pitt St Mall due to the high trip hazard. As such, the location of power needs to be considered when selecting a suitable position for the activation within the mall.
  - 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 Pitt St Mall 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. 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 Pitt St Mall such as:
  - standalone advertising and/or billboards
  - branding/advertising covering more than 15% of the total infrastructure being used
  - car displays
  - pop-up retail stalls that are not part of a wider City supported community event
  - events where the intended number of attendees would create an unsafe environment
  - performance based events, where passers-by stopping to watch would create an unsafe environment
  - events that create an unreasonable business or commercial conflict with an existing local stakeholder

### 1.2.2. The suitability of the event location

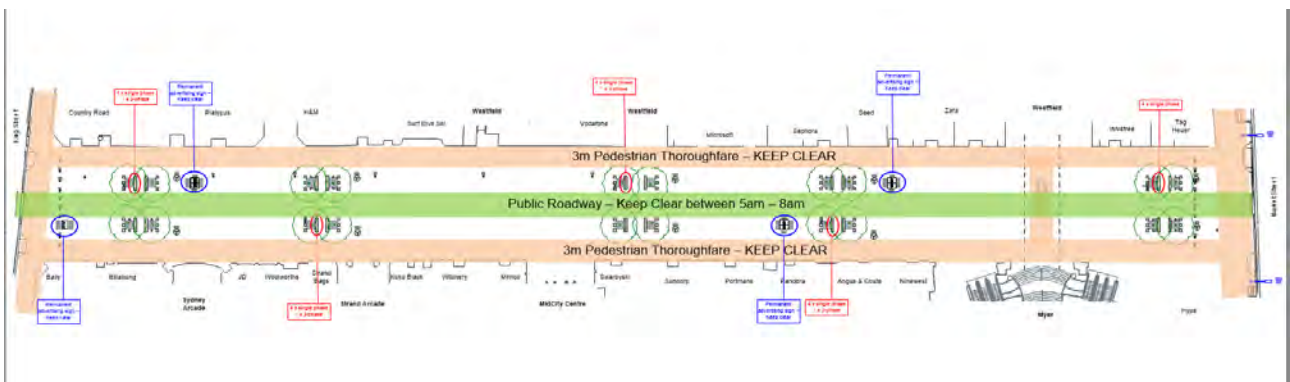
- The approval of an event application will need to consider the suitability of the event within the space with regards to such factors as:
  - the usable event space can safely and effectively fit the event activities and associated infrastructure without obstructing access or emergency management requirements;
  - does the event require access to power and is this single phase or three phase;
  - taking into account restricted access for vehicles - can the event bump in and bump 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.

## Pitt Street Mall Event Guidelines

- Pitt St Mall 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 and conflicts with the standard of aesthetics could be a reason to deny an application.
- The three general event areas within Pitt St Mall (South, Central and North) have different usable event footprints, service access (power) and different surrounding stakeholders, which need to be considered for any proposal.

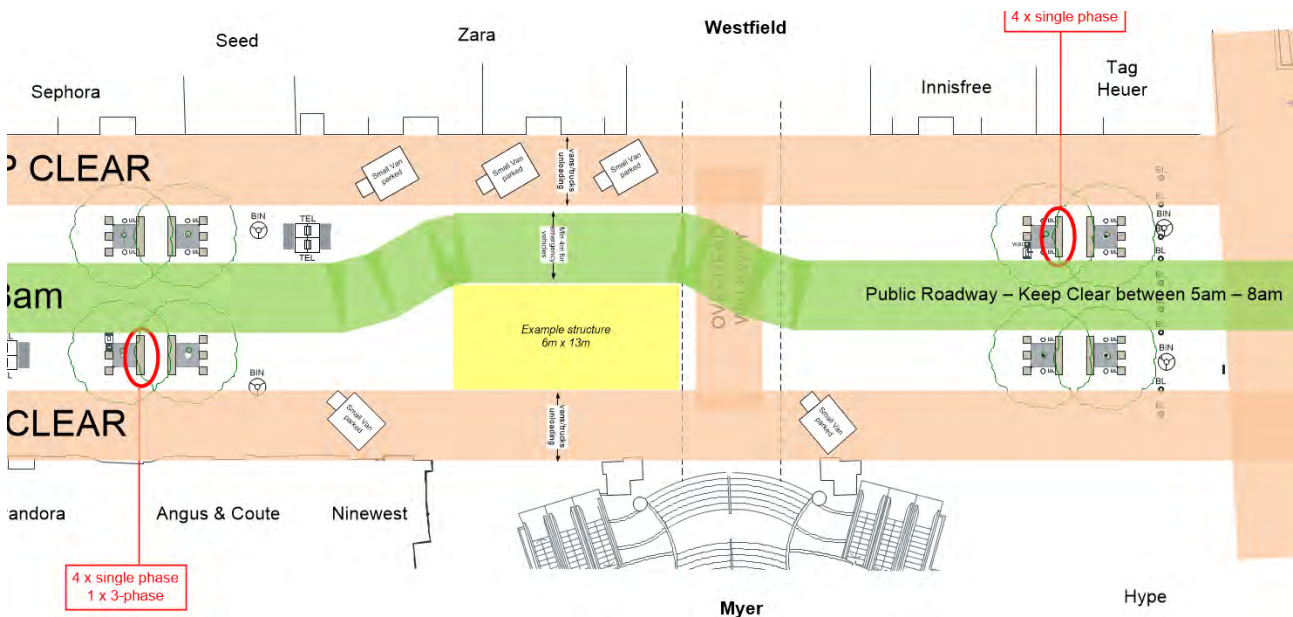
### 1.3. Site Plans

Below is a site plan showing the location of power (red), the permanent signage that needs to be kept clear (blue), the required pedestrian thoroughfares that must be kept clear, and the vehicle access between 3am to 8am.



**NOTE:** There are low awnings on each side of the mall with pillars that are not illustrated on the above site plans

In some sections, vehicles may be diverted around a structure where there is enough room for a larger vehicle (e.g. a delivery truck) to safely straighten up before proceeding between the trees to the next section. An example is below.



### 1.3.1. Site Limitations

- The Westfield overhead 'skybridge' has a maximum height clearance of 4.9m.
- The southernmost power access point only supplies four x single phase power. All other power access points have four x single phase and one x three phase.
- Cable trays are not permitted, alternate cable protection methods must be advised.
- Noise levels must be strictly controlled
- Avoid infrastructure that will block sight lines to shop fronts.

### 1.3.2. Busking

- There are three busking pitches within Pitt St Mall, located in the Southern section, central section and northern sections of the mall. Licensed busking occurs between 11am and 10pm seven days a week.
- Arrangements can be made to close busking pitches when an event/activation is booked into that location where sufficient lead time is provided for the event approval.

### 1.3.3. Catenary Lighting System

- There are three busking pitches within Pitt St Mall, located in the Southern section, central section and northern sections of the mall. Licensed busking occurs between 11am and 10pm seven days a week.
- Arrangements can be made to close busking pitches when an event/activation is booked into that location where sufficient lead time is provided for the event approval.

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# 2. Application and Approval Process

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## 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 Pitt St Mall.

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 working weeks prior 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	<a href="#">Application Form</a>
DA Application	Min 14 weeks pre event	<a href="#">More Information &amp; Guide</a>
Traffic/Road Closure Application	Min 12 weeks pre event	<a href="#">Application Form</a>
Temporary Liquor Licence	Min 12 weeks pre event	<a href="#">ILGA</a>
Draft Final Event Plan	Min four weeks pre event	Template sent on application
Temporary Food Vending Permit	Four weeks pre event	<a href="#">Application Form</a> <a href="#">Requirements for the operation of a Temporary Food Stall</a>
Music Copyright licences	Two weeks pre event	<a href="#">One Music Australia</a>
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 Pitt St Mall, 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.

### 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.

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## 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](#) of the City's Website.

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](#).

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## 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 Pitt St Mall, please contact the Outdoor Events & Filming team of Venue Management on +61 (02) 9265 9333 or via email on [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au).

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## 3.1. Specific Team Contacts

### 3.1.1. For Major and International Events

#### **Simon Marshall**

Manager – Events & Film Liaison

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### 3.1.2. For General Events

#### **Johnathan Langan**

Outdoor Events and Sportsfields Coordinator

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#### **Laura Bonarrigo**

Outdoor Events & Filming Coordinator

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#### **Georgia Barlow**

Outdoor Events & Filming Coordinator

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#### **Julian Leach**

Outdoor Events & Filming Coordinator

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### 3.1.3 For Markets and General Events

#### **Melanie Penicka-Smith**

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Coordinator

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