

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 as assessed against several different factors as well as applicable City Policies and guidelines.

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 should be of an appropriate size and scale for the space. This includes feasibility assessments conducted with regard to expected attendance numbers, access requirements for associated infrastructure and patrons, and the likely impact on the normal amenity of the space to be used for the event
- All event-related infrastructure to be brought onsite must be of high-quality construction and aesthetics, as well as meet applicable industry and building code standards. The City may decline an event application if the proposed aesthetics of the event, including the quality of the infrastructure or services being used, is not deemed appropriate for the public space.
- Generally, amplified sound is only permitted between 7am to 9am, 12pm to 2pm or after 5pm on any weekday and at the City's discretion on weekends.
- The usable event areas are maintained inside the existing light poles within each space, where pedestrian access must be maintained between the light poles and the building lines at all times (unless pre-approved by the City).
- Off-street vehicle access is only permitted for essential vehicles where there is no safe alternative to bump in or out associated equipment/infrastructure or where the vehicle is an essential operational part of an event and must remain on site. Non-essential vehicles (other than food trucks etc. where applicable) cannot 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, unless approved prior by the City.
- Events in any of the spaces must not constitute an unreasonable competition of business for existing businesses or retailers in the direct vicinity of a proposed event.
- Any event that includes the provision or display of a product or business must not conflict with any existing businesses within 50m line of sight to the event space. Certain product giveaways or promotions may need to obtain local stakeholder no-objections prior to the event being approved, to avoid commercial conflicts.
- Branding/commercial advertisement on visible infrastructure must be deemed appropriate for the space and the events design at the discretion of the City. Overtly branded or commercialised events that do not complement the event space and area will not be approved by the City.

- 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.

Event proposals are reviewed by the City against the overarching Event Guidelines, relevant planning instruments, 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 a temporary event approval.

1. The suitability of the event activity

- There are types of event related activities that are generally not supported within Martin Place under temporary event approvals such as:
 - standalone advertising and or billboards, where no other activities are provided on site to engage the public
 - Overtly branded or commercialised events that do not complement the event space and area
 - Promotional vehicles or car displays where there is no primary benefit to the public and the vehicles are not intrinsically part of the events operational event infrastructure.
 - events where the intended number of attendees would create an unsafe environment
 - events that conflict with the City's values.

1. 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:
 - Proposals must constitute an appropriate scale and attendance for the space. Event proposals that do not efficiently utilise the available event space, such as small events that would be more appropriate in a smaller space elsewhere may be rejected for this location.
 - the usable event space must 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;
 - If amplified sound is required outside of 7am –9am, 12pm to 2pm or before 5pm on weekdays the proposal wouldn't be approved;
 - taking into account restricted access for vehicles, can the event be bumped in and out efficiently and safely.
 - events that create an unreasonable business or commercial conflict with an existing local stakeholder will not be approved
 - 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 for event assessments.. In some instances, the space requested may not be suitable for the proposed activity.
 - Martin Place is a premium, iconic, and culturally significant 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 considered 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. Not all sections are permissible for most temporary events, as detailed below.

- **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 war memorial.
- **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 by the City as an event space due to the Metro Rail Station.
- **Martin Place Section 4** (between Elizabeth Street and Phillip Street) is a smaller event area on a slight gradient.
- **Martin Place Section 5** (between Phillip Street and Macquarie Street) is split into lower and upper areas delineated by the steps leading off Phillip Street.

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

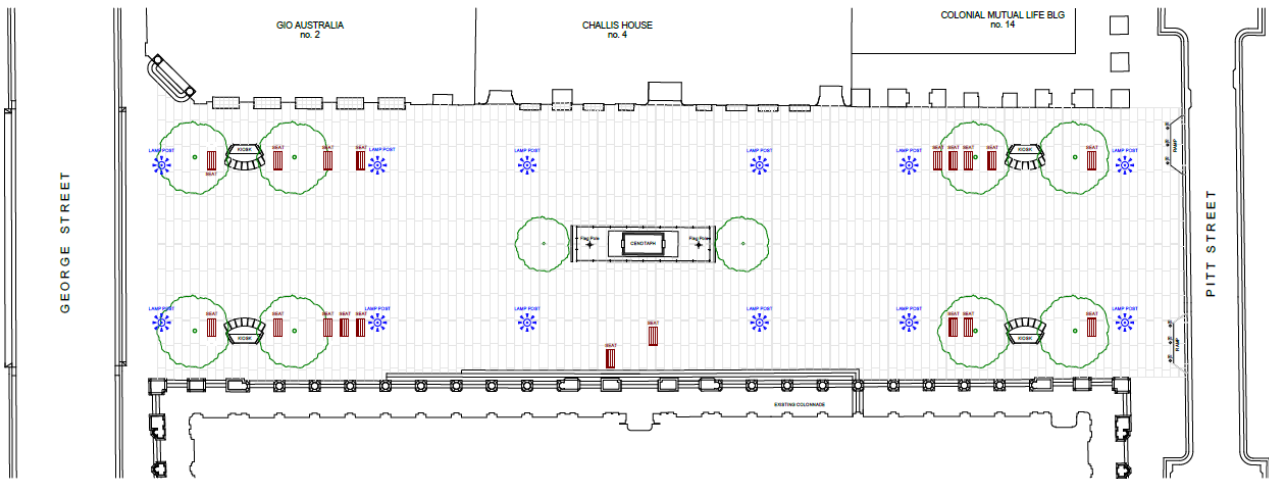
The different characteristics of these spaces are detailed in the following section and need to be considered in line with the guidelines stated within Part 1 for any proposal and associated application.

1.4. Site Specific Characteristics

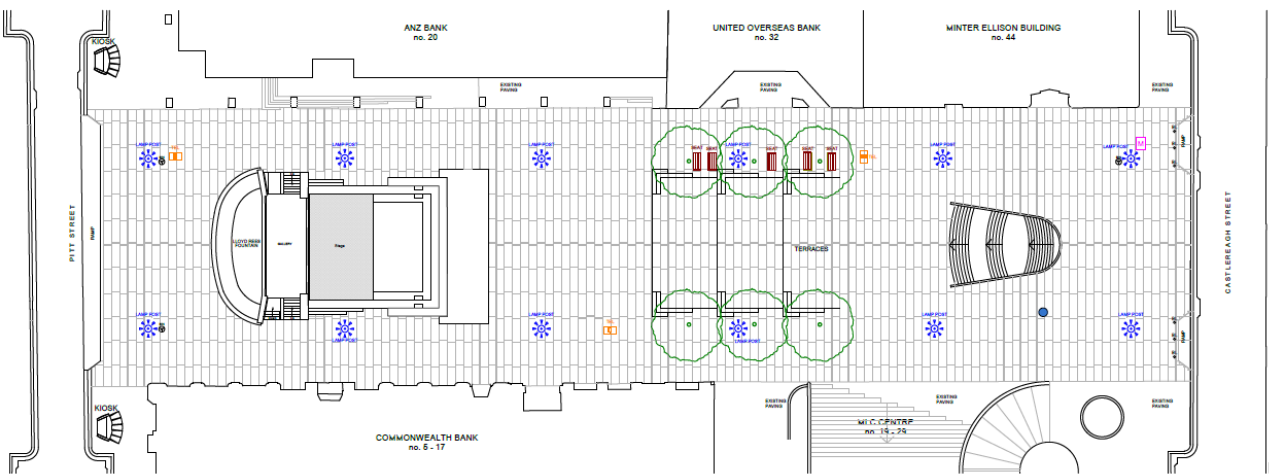
1. Martin Place Section 1 – between George Street and Pitt Street (non-event space)

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

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1. 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 encourage increased dwell times by the public such as with the inclusion of seating accessible to all users are encouraged. Capacity:

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

Footfall:

- 31,300 /weekday (based on October 2023 walking count data).

Limitations:

- Authorised essential vehicle access from Pitt Street only via removal security bollards. No vehicle access or movement is permitted 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 7am – 9am, 12pm to 2pm or after 5pm for weekdays. Noise from any amplified music or notification system must not exceed LAeq 15 min ≤ 50 dB(A), 60 dB(C) when measured at the nearest affected receiver (unless alternate sound levels are approved by Council). Events that do not comply with the noise restrictions can be cancelled by the City;
- Stage weight loading limit is 500kg;

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- All events must be maintained within the existing light poles and not obstruct the pedestrian thoroughfares between the lightpoles and the building lines, unless approval is provided by the City.
- The complimentary provision of coffee as part of an event must obtain no objections from the existing cafe vendors that operate in this section.
- An event must not affect or include the approved outdoor dining area located on the first western terrace unless approval has been provided by the City to do so.
- Charitable fundraising as the primary purpose where no larger public engagement activities are included are not permitted in this section.

In-house Facilities:

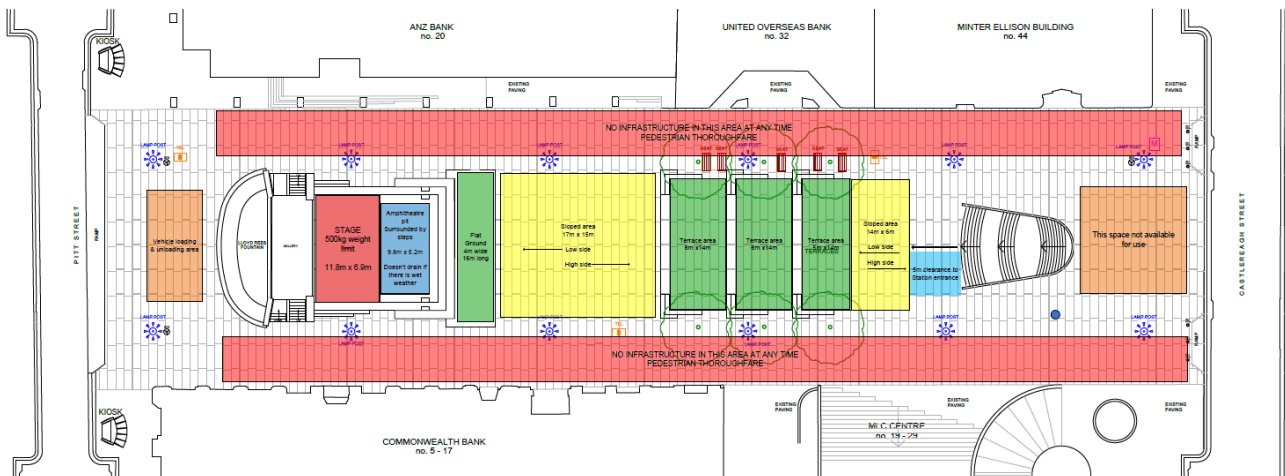
- Stage: 11.8m x 6.9m of usable space
- Amphitheatre: 9.8m x 5.2m
- Power: 3 x three-phase (2 x 32 Amp and 1 x 50 Amp) and single-phase (10 Amp) power outlets located on the wall behind the stage
- Green room (located under the stage): 5m x 2m. Potable water and single toilet. Entrance door width 770mm,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

Police Local Area Command (LAC)

- City Central LAC

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

Event Areas – Plan 1



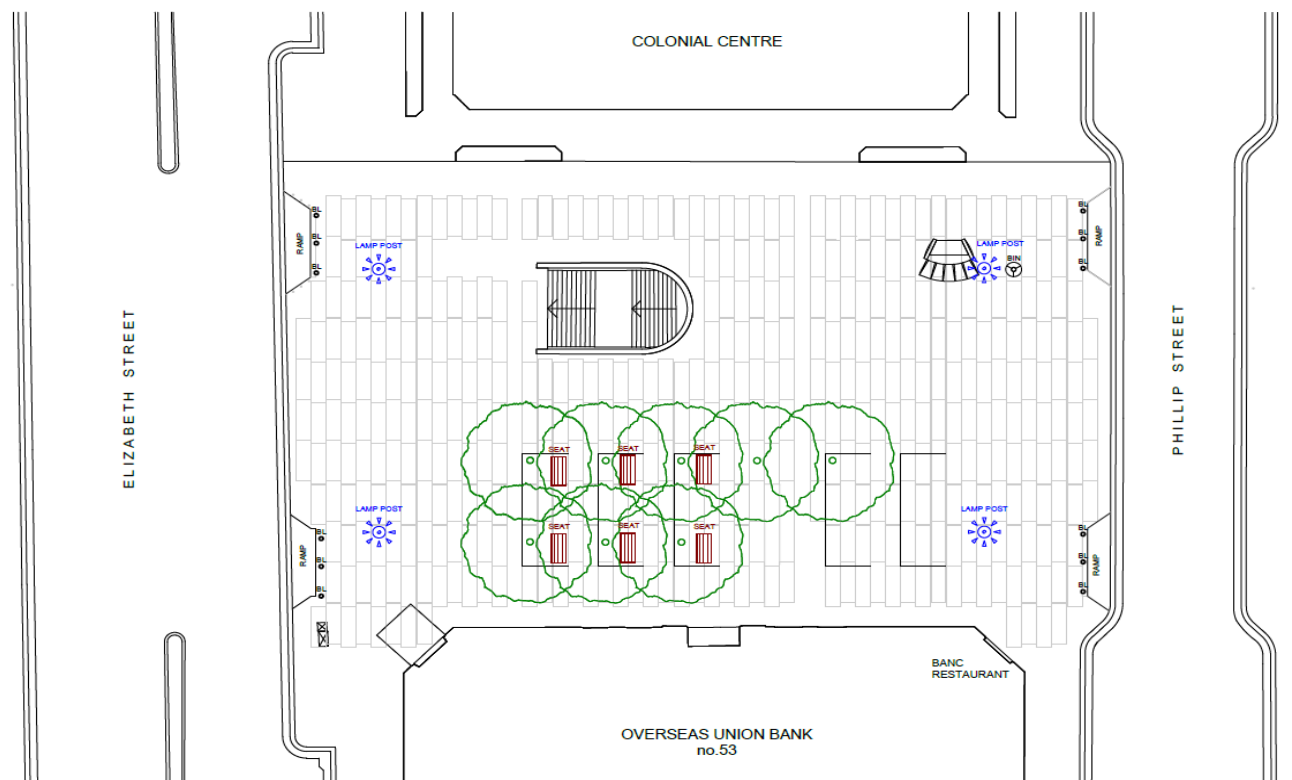
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1. Martin Place Section 2 – between Pitt Street and Castlereagh Street

Event Areas – Plan 2 – Split



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



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This section is sloped falling from east to west.

This section is most appropriate for small events with minimal infrastructure, including but not limited to, product sampling and Charity fundraisers as a primary purpose.

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

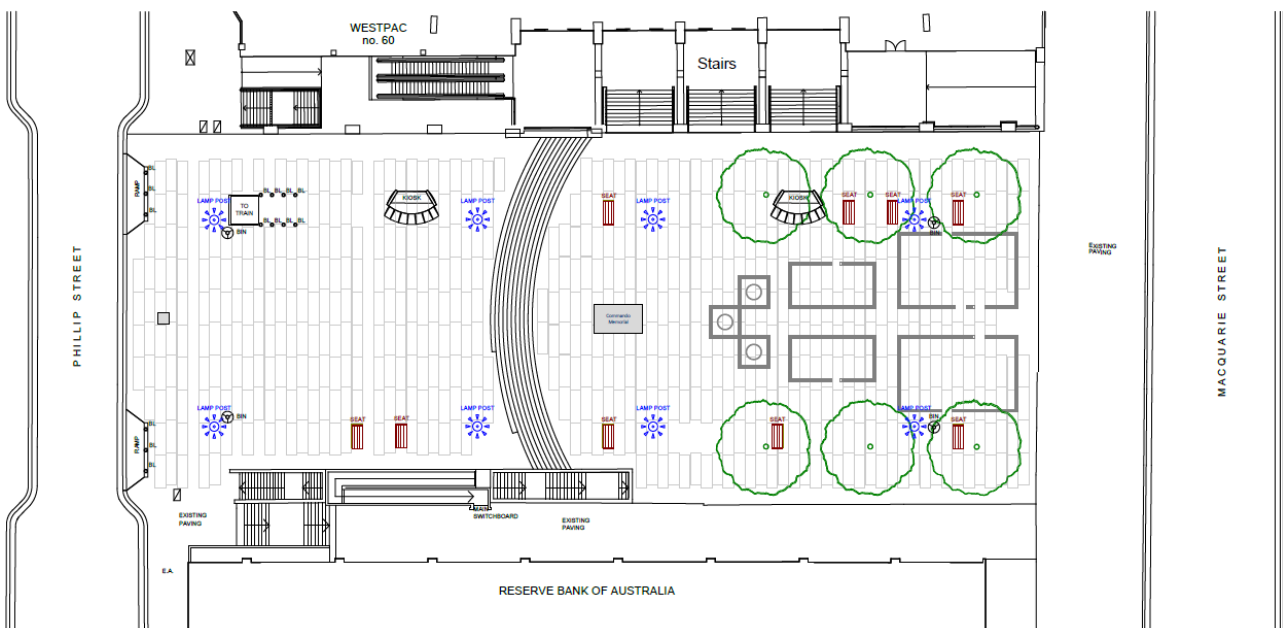
Capacity:

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

Limitations:

- No vehicle access between 7am to 9am, 12pm to 2pm and 5pm 7pm on weekdays
- amplified sound only permitted between 7am – 9am, 12pm – 2pm or after 5pm on weekdays
- Event space is generally limited to 5m²
- Egress to Martin Place Station entrance to be maintained at all times
- Police Local Area Command (LAC)
- City Central LAC

1. 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.

Permissible event activities must notify the Returning Services League (RSL) of event activities due to the location of the Commando War Memorial within the space.

All event infrastructure must be constructed at least 10m from the Commando War Memorial, unless approved by the RSL.

This section is most appropriate for small events with minimal infrastructure, including but not limited to, product sampling and Charity fundraising as a primary purpose with no amplified sound.

Capacity:

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

Limitations:

- Egress to Martin Place Station steps cannot be obstructed at any time

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- The artistic installation, 'Passage by Anna Graham, located adjacent to Macquarie Street (indicated as grey squares on the above site plan) cannot hold infrastructure
- No infrastructure or event activities permitted within 10metres of the Commando War Memorial
- No vehicle access between 7am to 9am, 12pm to 2pm and 5pm to 7pm on weekdays
- No amplified sound permitted (unless approved by the City)

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. **Review the City's overarching Event Guidelines** and other applicable policies and documents applicable to the event proposal.
3. **Event Application submitted**, along with accompanying Public Liability Insurance Certificate of Currency and Site Plan as a minimum.
4. **Event Application assessed by the City** and ancillary details and/or documentation requirements for approval confirmed – *in principle approval determined (*non-binding assessment feedback. Final approval is subject to receipt and acceptance of all required event documentation and information where applicable).
5. **Submission and review of Event Plan documentation** (further information on details to be included within the Event Plan are stated in Section 2.3).
6. **Payment of any fees and charges** once all pre-requisites are met and the event is accepted.
7. **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 of events on City of Sydney land which also need to be considered for all proposals and include pre-requisites for approvals.

- 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)

Once contact is made with the Outdoor Events & Filming team, specific site plans of Martin Place 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 State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 provisions (or other applicable provisions under delegation of the City’s approving officers) as exempt. A DA process can take up to 14 weeks or more from the time of submission 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 with appropriate lead time for assessment and determination prior to a proposed event.

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, and would be required 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 6 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 12 weeks pre event for major events Up to 4 weeks pre event for minor events	Event plan template provided by Council after application submitted. See Section 2.3 for further information
Temporary Food Vending Permit	Min 4 weeks pre event	Application Form Requirements for the operation of a Temporary Food Stall
Music Copyright licences	Min 2 weeks pre event	One Music Australia
Final Event Plan (incl. any other documentation)	Min 2 weeks pre event	
Payment of Fees and Charges	As per invoice requirements – generally payable prior to the event	Issued by the City
Outdoor Events & Filming Approval Issued	Upon completion of the above	

ITEM	TIME REQUIREMENT	RELEVANT LINKS (if applicable)
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Note: Any applications received with less than the minimum lead times required prior to the proposed event date may be rejected.

2.3. Submission and Review of Event Plan Documentation

Upon the City determining 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 and production details required for submission to the City as part of the application assessment process.

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 should represent the operational details required to run your event on the day.

Depending on the event, we may accept Event Plan's in a format produced by the applicant.

2. Depending on the scale of the event, Event Plan Templates will include the following:1 Event Plan Templates

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

- Primary Event Details (dates, times and locations)
- Production Schedule / Run Sheet (incl. bump in and bump out logistics)
- Site Plans illustrating the event site and the infrastructure to be positioned within
- Temporary Infrastructure / Amusement Devices list and information (dimensions, type etc.)
- Signage Plan, illustrating the branding and advertising signage to be used (banners, signs, printed logos on infrastructure etc.)
- Communication Strategy, detailing public communication channels as well as well as who is responsible for communications to public and authorities where required
- Emergency & Safety Management Plan
- Risk Management Plan
- Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool, required for all public space events to determine whether assistance from NSW Police is required for event planning
- Security Management Plan
- Pedestrian Management Plan, detailing how attendees can access and navigate the event site, but also how non-event going public can access around or through the event without obstruction and unreasonable risk
- Medical Plan (First Aid and Public Health)
- Alcohol Management Plan / Liquor Licensing, required for any event that includes the service of alcohol, whether for free or for sale
- Waste Management Plan, detailing how the waste generated from the event will be managed
- Noise Management Plan, required for events that include the use of amplified sound above background levels

- Live and Recorded Music Licence Numbers, for certain events that include live performance or amplified recorded music
- Street Trading / Temporary Food Stall Applications, for food and beverage services
- Toilets / Amenities, detailing what services are available, using existing or additional services depending on the type and capacity of the event

2.2 Additional Approvals

An event proposal may also require additional approvals, permits or services from external organisations and authorities. Applications for the following services are to be made direct to each respective authority with associated approvals or permits, where applicable, provided to the City as part of the ancillary documentation required for event applications:

- Temporary Event Liquor Licences (Liquor and Gaming NSW)
- User Pays Police requests and allocations (NSW Police)
- Effect on Sydney Buses services (Customer Journey Planning, Transport for NSW)
- Road Occupancy Licence, Special Event Clearways or road closures on State roadways (Transport for NSW)
- Effect on Sydney Trains services (Sydney Trains, Transport for NSW)
- Use of Taxi Zone spaces (Taxi Council NSW)
- St John Ambulance New South Wales or other first aid provider
- NSW Ambulance Service
- Music licenses (APRA AMCOS and PPCA – under One Music Australia)

2.4. Event Approval

Once all necessary applications and documentation have been received, pre-requisites met, and in-principle approval determined, the event organiser/applicant will need to pay the applicable City fees, which will be invoiced and issued to them by the Outdoor Events and Filming Team.

On receipt of the payment of all applicable fees, the City will issue the Event Approval. Event approvals may be issued in different formats based on the activity, from a temporary use approval, a hire agreement of a Licence Agreement issued under the Local Government Act 1993. Once an approval from the City has been issued in the required format, the event is ready to proceed as per the details of such 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 applicable for temporary events generally include:

- Event application fees (applicable to all event applications)
- Venue hire fees (where applicable)
- Overnight fees (where infrastructure remains in the space overnight)
- Power access fees (where applicable)
- Site supervision fees (where applicable)

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- Security bonds (where applicable)
- Temporary food stall inspections (this will be invoiced by the Health & Building unit where applicable)
- Essential vehicle access fees (where applicable for certain vehicle types)
- Removal of bollards (where applicable)

In addition to this, event organisers are responsible for all operational costs associated with conducting their event, including third-party costs for additional permits or approvals that may be required from authorities other than the City.

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 City's Fees and Charges Schedule which includes all City fees and charges can be found [here](#).

Fees are subject to change each financial year.

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.

