

# 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: Read [Event Guidelines](#)
- 2: Ensure that all fields have been filled out correctly.
- 3: Please note that all fields on this form are mandatory and must be completed before submitting the application. If the information does not apply to your event write N/A in that section.
- 4: Once completed you can submit this form by email, mail or in person. Please refer to the lodgement details section for further information.
- 5: Application fees are applicable inline with the City of Sydney's Revenue Policy, where charged application fees are payable upon submission of the application form and are non refundable.

### Part 1: Applicant 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

### Event Day Contact Details *if different from above*

Contact Name

Address

Postcode

Position

Direct Telephone number

Mobile Telephone number

Email Address

## Part 2: 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 3: Event Details

### Name of Event

### Type of Event (tick all applicable)

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

### 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 road/s you would like to close for your event. A minimum of 12 weeks must be factored in to your event planning process. [Road Closure Application](#)

Are you applying for or receiving any City of Sydney grants for this event? If YES please provide further details.

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

Number of People Expected

**Type of Activity** (tick all applicable)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Charitable Fundraiser | <input type="checkbox"/> Promotional Event  | <input type="checkbox"/> Sampling                   |
| <input type="checkbox"/> Festival (Park)       | <input type="checkbox"/> Retail Event   | <input type="checkbox"/> Neighbourhood Street Party |
| <input type="checkbox"/> Festival (Street)     | <input type="checkbox"/> Road Closure - A separate application is required for a temporary full road closure. Refer to the <a href="#">Temporary Full Road Closure Application</a> form on the City's website |   |
| <input type="checkbox"/> Live Performance      | <input type="checkbox"/> Launch (product/business?)   |   |
| <input type="checkbox"/> Live Site             | <input type="checkbox"/> Street Parade Have you completed the <a href="#">Crowded Places self-assessment tool?</a>  |   |
| <input type="checkbox"/> Market                | <input type="checkbox"/> Yes  | <input type="checkbox"/> No                         |
| <input type="checkbox"/> Media Call            |   |   |

**Event Description (100 words or less)** Briefly describe the event and its purpose including schedule of activities

In the case of inclement weather please indicate your contingency plan (please tick):

- Cancelled and participants notified
- Contingency plan please detail below:

**Food** - If you are planning on having food at your event please apply here [cityofsydney.nsw.gov.au/business-permits-approvals-tenders/register-temporary-food-stall](http://cityofsydney.nsw.gov.au/business-permits-approvals-tenders/register-temporary-food-stall)

No  Yes ▶ number of stalls?  (separate approval required) You must factor in a minimum of 28 days before your event date to apply for a temporary food licence.

**Alcohol**

No  Yes The sale or sampling of alcohol will require a liquor licence - apply to [NSW Office of Liquor & Gaming](http://NSW Office of Liquor & Gaming). An Alcohol Management plan is to be attached with this application

**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 [ppca.com.au](http://ppca.com.au)

No  Yes

Time(s) of Use	Sound Check/Rehearsal Times
<input type="text"/>	<input type="text"/>

**Hoeckers / Marquees / Fete stalls**

No  Yes ▶ Total number

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

< 3sqm	<input type="text"/>
up to 100sqm	<input type="text"/>
over 100sqm	<input type="text"/>

**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: [Getting Approval for Section 68 activities](#)

**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

**Essential Vehicle access to site**

How many vehicles?  What type of vehicles?

**When** (tick all applicable)  Bump in  During the event  Bump out

**Pyrotechnics**

No  Yes ▶ Set up location

## Part 4: 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 etc.

Please note: **Balloons are not permitted. Event infrastructure cannot be attached to trees.** (Refer to [Event Guidelines](https://www.cityofsydney.nsw.gov.au/guides/sustainable-event-guidelines))  
<https://www.cityofsydney.nsw.gov.au/guides/sustainable-event-guidelines>

## Part 5: 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 6: 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 7: Lodgement Details

Please return this completed form with :  PLI (required)  Site Plan (required)

**EMAIL:** [openspacebookings@cityofsydney.nsw.gov.au](mailto: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 8: 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.** Please see fees and charges here [Fees and Charges for Outdoor venue hire](#)

## Part 9: 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
- \* Communication Strategy
- \* Venue/Site Plans
- \* Traffic Management
- \* Pedestrian Management
- \* Security and emergency Management
- \* First Aid and Public Health
- \* Alcohol Management including (liquor licensing)
- \* Venue Management Plan/Park Management
- \* Noise Management
- \* Temporary Food Vending Approvals
- \* Handbills/Fund raising
- \* Health services/Toilets/Amenities
- \* Temporary Structures
- \* Water Management
- \* Risk Management Plan
- \* Power/Lighting, including efficiency measures
- \* 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 10: 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](mailto: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 [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Part 11: 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.
- I have read and understand the Event Guidelines and the applicable Fees and Charges

Applicant's Name

Applicant's Signature

Date