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.

<table>
<thead>
<tr>
<th>Part 1: Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Organisation Name*</td>
</tr>
<tr>
<td>Is your organisation registered as Not for Profit?*</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Note: If yes, a copy of charitable or not-for-profit status must be supplied</td>
</tr>
<tr>
<td>Address *</td>
</tr>
<tr>
<td>Main Telephone Number*</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2: Event Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name *</td>
</tr>
<tr>
<td>Address * (if different to account details)</td>
</tr>
<tr>
<td>Position *</td>
</tr>
<tr>
<td>Direct Telephone number *</td>
</tr>
<tr>
<td>Email Address *</td>
</tr>
</tbody>
</table>
### 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)

- [ ] Charitable Fundraiser
- [ ] Festival*
- [ ] Launch
- [ ] Live Performance - An APRA licence may be required, refer to [www.apraamcos.com.au](http://www.apraamcos.com.au)
- [ ] Live Site*
- [ ] Market*
- [ ] Media Call
- [ ] Promotional Event
- [ ] Rally
- [ ] Retail Event
- [ ] 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](http://www.cityofsydney.nsw.gov.au)
- [ ] Sporting Event
- [ ] Street Festival*
- [ ] Street Parade*

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

- [ ] Yes
- [ ] No

**Event Description (100 words or less)**

**Aims / Objectives of Event**
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
- **Number of stalls?** *(separate approval required)*

### Alcohol
- The sale of alcohol will require a liquor licence - apply to NSW Office of Liquor, Gaming & Racing.

### Stage
- If Yes, provide details below:
  - Built
  - Riser
  - Truck
  - Mounted
  - Other

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

### Hoeckers / Marquees / Fete stalls
- Total number

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

### Amusement Rides
- 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)*
- Number of days required:
- Single phase
- Three phase

### Generators
- Generators will need to be supplied at your cost.

### Toilets
- Adequate toilet facilities including accessible units will need to be supplied at your cost.

### Water *(where available)*
- **Yes**

### Pyrotechnics
- 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
- Stalls and marquees
- Stages
- Toilets
- Rubbish and recycling bins
- Signs / banners
- Lighting towers
- PA, speakers
- Entry and exit points
- Trees and tree protection zones
- 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 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
* 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 11: Privacy & Personal Information Protection Notice

Purpose of Collection: For management of activity in Parks, Open Spaces, footways and streets in the Council area.

Intended recipients: Council staff and approved contractors of the City of Sydney Council.

Supply: Event application is voluntary, however, a completed application form is required for holding an activity in City Parks, Open Spaces, footways and streets.

Access/Correction: Contact the City of Sydney Council Customer Service Team to access or correct this information.

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000

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