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## COMMUNITY POLICIES

### Public Events in York



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Policy Number:	C5
Relevant Delegation:	Not Applicable
Adoption Details:	16 May 2011
Last Review Details:	27 April 2021

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#### **POLICY OBJECTIVE:**

The purpose of this Policy is to provide event organisers with information on the event application and approval process for events to be held in the Shire of York.

The specific objectives of this policy are to:

- (a) Promote and encourage events that enhance a wide variety of opportunities to residents and visitors to the Shire of York.
- (b) Ensure that the health and safety of persons attending events in the Shire of York is considered in all planning.
- (c) Provide an efficient and timely approval process and response in accordance with the Shire of York's Customer Service Charter.
- (d) Ensure compliance with regulatory requirements and standards.
- (e) Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties.
- (f) Ensure that the environmental, heritage and cultural impacts of events are assessed, and appropriate measures are put in place to minimise any adverse impacts.

The Shire of York will assess event applications for the conduct of events in accordance with legislative requirements under this policy.

#### **POLICY SCOPE:**

This policy applies to all event applications for Public Events in York.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

This policy applies to any proposed public gathering for the purposes of entertainment if there is no existing approval for that purpose and/or venue. This policy will ensure that staff and the community are provided clear guidance in the requirements, standards and safety measures essential to host a public event in the Shire of York.

#### **PROVISIONS**

If a public gathering requires one (1) or more approvals from the following list of criteria, then it is deemed to be an event and the event organiser is required to submit an Event Application and to obtain the relevant approvals from the Shire:

- Preparation or sale of food to the public.
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- Erection of tents and marquees larger than 25m<sup>2</sup>, stages and other structures for public use.
  - Potential noise, including music, use of amplified equipment, extraordinary vehicle noise.
  - Use of or installation of electrical equipment including generators, cabling, extension cords, switches, fuses.
  - Trading in a public place - selling, hiring of goods, wares or merchandise in a public place.
  - Risk management plan; for events identified as having possible associated risks.
  - Changes or interruptions to traffic flow (ie traffic management plans).
  - Proposed signage for the event to be erected.
  - Sale or consumption of alcohol.
  - Additional parking requirements.
  - Additional toilet facilities.
  - Crowd control or security measures.
  - First aid requirements.
  - Amusement structures.
  - Fire management plans.
  - Appropriate level of public liability insurance coverage.

#### **WHERE FORMAL EVENT APPROVAL IS NOT REQUIRED**

If the application is a request for the private hire of a reserve area or building located within the Shire of York formal event approval is not required. However, completion of a Facility Hire Form is required for each occasion.

Formal event approval is also not required for events that are designed to pass through York with minimal or no disruptions to the usual functions of the town (i.e. car rallies or cycle events that are passing through as part of a larger event in another location). An acknowledgement of the event will be issued in lieu of an event approval being required.

#### **APPLICATION PROCESS**

1. All events, new and annual, must submit an event application at least eight (8) weeks prior to the proposed date of the event and twelve (12) weeks for tourism sponsored events, multiyear funded and high-risk events.
  2. Applicants are required to submit a completed Event Application Package to the Shire of York, consisting of the following:
    - (a) Event Application Form.
    - (b) Public Events Guide (to be read in conjunction with Event Application).
    - (c) Event Site Plan.
    - (d) Complete all relevant forms included in the Event Application Package and obtain any other approvals as required.
  3. All sections of the Event Application Form must be completed in order for the application to be eligible for assessment.
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4. The applicant must submit a Risk Management Plan that complies with the requirements of AS4360 if the event is deemed to require a Risk Management Plan, as directed by the Shire of York.
  5. The applicant must provide a Certificate of Currency indicating a minimum of \$10 million Public Liability Insurance coverage that is valid for the period covering the event date.
  6. The applicant must be familiar with the relevant reserves and locations the event is proposed to take place in and provide reasonable measures to reduce the events environmental impact on all areas used in relation to the event.
  7. The Shire of York may request any additional information to be supplied by applicants in order to ensure comprehensive assessment of the application.

## **ASSESSMENT**

The following information will be considered by the Shire of York in the assessment and approval process of event applications:

1. The nature, size, availability and suitability of the event in relation to the venue requested and the likely impact of the event on the facility.
2. The amenity of the event (including the presence of alcohol).
3. The ability of the facility to accommodate the event at the proposed time of year (taking into consideration weather and the condition of the land, if on a community reserve or public open space).
4. The likely impact on residents as a result of the location of the event (including noise, dust, excessive light, traffic congestion or other adverse effects perceptible outside the venue).
5. The period of time for which the event will operate and the proposed times of operation.
6. Conflict or potential conflict with other events or community use in that location or a surrounding location.
7. The benefits to the Shire of York community.
8. Reputation of the operator.
9. Risk to natural, heritage and cultural values of the event area or surrounding area.
10. Any other factors that may be considered necessary in relation to a particular event and conditions of event approvals, either state or federal in place at the time of assessment (i.e COVID-19 restrictions or event requirements).

## **FEES**

1. All events will attract an application fee in accordance with the Shire of York Adopted Schedule of Fees and Charges.
2. The applicant will be advised of any additional fees and charges through the event approvals process. These must be paid at least seven (7) days prior to the event.
3. Refund of fees will only be considered in the event of a cancellation notice being received at least seven (7) days prior to the event date or the event is cancelled by regulatory bodies (state or federal direction). An administration fee may still be charged.

## **EVENT ISSUE**

1. All approved events will be issued with an event approval letter stating:
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- Specific conditions of approval for the event.
  - A list of approved food and non-food stallholders approved in association with the event.
  - Capacity numbers where applicable to the event and/or its venues.
  - COVID-19 restrictions and/or implications required to be maintained as applicable to the event and time of the event approval being issued.
  - Conditions of alcohol consumption and associated permits.
  - Traffic Management Plan approvals as applicable to the event.
  - Environmental and Public Health requirements as detailed under assessment in this policy.
2. Events rejected through the assessment process will be:
- provided with a reason why the application was rejected.
  - given opportunity to resubmit the application if deemed appropriate.
3. A copy of the event approval letter and its associated documents assessed and approved under the event application process must be kept on the event organiser throughout the event duration.

### **PENALTIES:**

Not applicable.

### **KEY TERMS/DEFINITIONS:**

For the purpose of this policy the following definitions apply:

**Event:** An occurrence proposed to be held within the Shire of York on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation, cultural or community purposes. This includes but is not limited to.

- (a) Concerts and music festivals.
- (b) Motorsport events, motor vehicle rallies, displays and exhibitions.
- (c) Sporting events.
- (d) Cultural and community events.
- (e) Shows, fairs and exhibitions.
- (f) Art, sculpture and food festivals.

**Small Event** means an event that is low in risk and/or likely to attract less than 1000 patrons.

**Medium Event** means an event that is medium in risk and/or likely to attract between 1000 – 5000 patrons.

**Large Event** means an event that is medium to high in risk and/or likely to attract over 5,000 patrons.

For the purpose of this policy, risk is determined in accordance with AS/NZS 4360 – Risk Management and the *Health (Public Buildings) Regulations 1992*.

**Event Application Forms** are required for any proposed event. Event Application Forms request details of size, nature, date, time, purpose, activities and facilities in relation to the event.

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**Event Organiser** means the person, company or organisation, excluding the Shire of York managed events, who is responsible for organising an event and who makes application to the Shire of York for approval to stage an event.

**Public Place** means any street, way or place including but not limited to parks, reserves, facilities, halls or public open space/s.

**Shire of York Facility or Reserve** means any property owned or managed by the Shire of York and includes buildings, recreation centres, community centres, swimming pools, halls, parks and reserves.

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Responsible Officer: Chief Executive Officer

Contact Officer: Events and Economic Development Officer

Relevant Legislation: Not applicable

Review History:

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