

2025 Event Guide



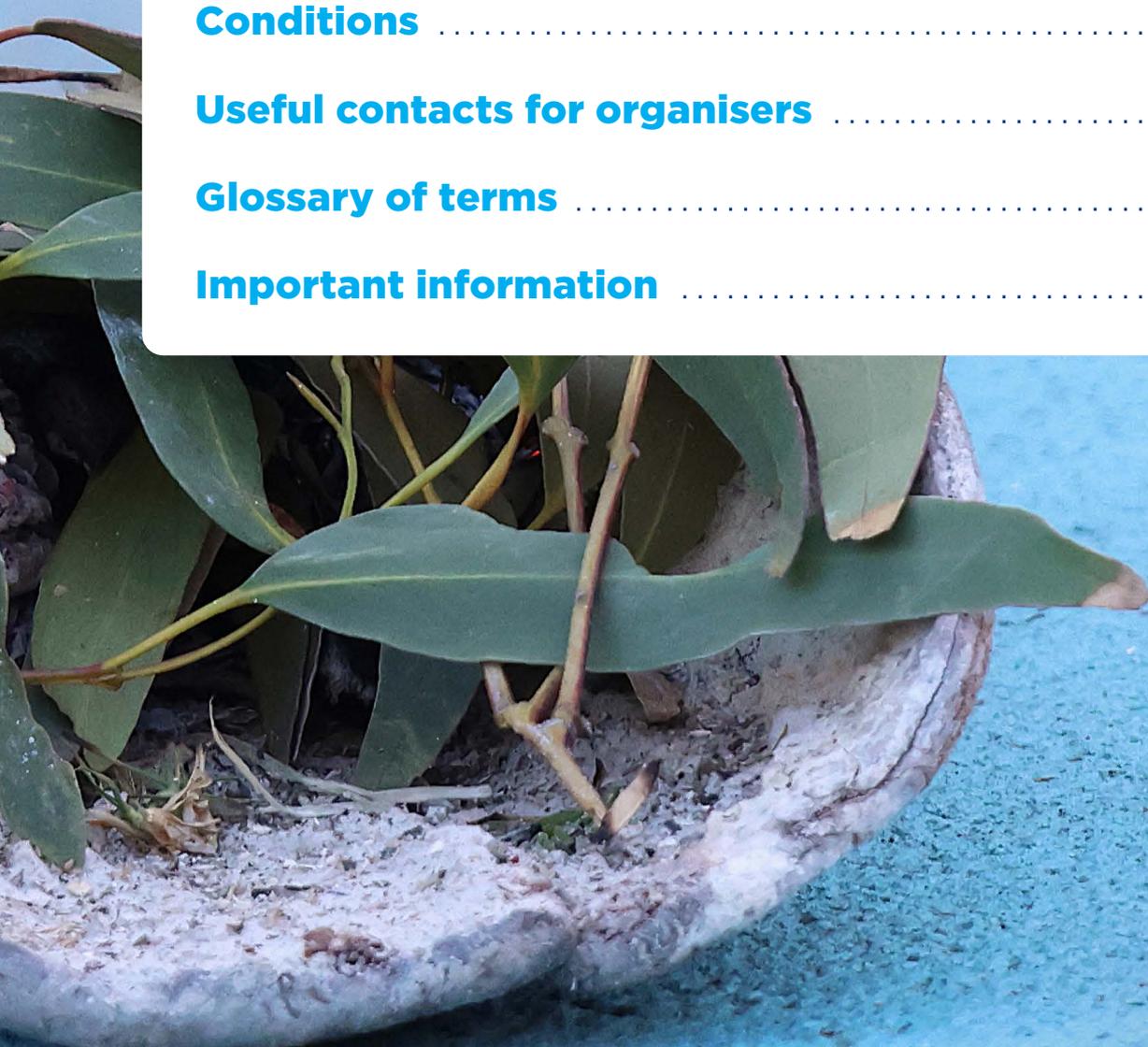
Acknowledgment of Country

Bayside Council acknowledges the Bidjigal Clan, the traditional owners of the land on which we meet and work and acknowledges the Gadigal people of the Eora Nation. Bayside Council pays respects to Elders past and present.



Contents

Introduction	4
Event planning and approval	5
When Council approval is needed for an event	5
Events that don't need approval	5
Event application and approval process	6
What you need for your event application	12
Event management plan	12
Event planning considerations	24
Conditions	38
Useful contacts for organisers	39
Glossary of terms	41
Important information	43



Introduction

This guide is designed to take you through the steps required to successfully hold an event in the Bayside area. It offers valuable insights and practical advice to ensure your event runs smoothly and meets all necessary requirements. Use this document as a general guide for planning your event and speak to us or get professional advice where appropriate.

Community events are an important part of our lifestyle. Bayside Council welcomes and encourages community events to enhance the enjoyment of living and working in the Bayside Council area.

Council's Event Concierge is here to help with all your event-related enquiries. We can provide venue information, clarify regulatory and compliance requirements, and guide you to additional resources as needed.

We are the link between event organisers and all Council staff involved in the different aspects of event approvals. We are here to provide guidance and support to help you plan and host a safe and successful event.

For information about booking a venue within Bayside Council or organising your event, please visit our website www.bayside.nsw.gov.au/hosting-an-event or contact us on 1300 581 299 or council@bayside.nsw.gov.au.

We look forward to welcoming your event!

These guidelines are aligned with the Bayside Council Community Strategic Plan 2035 and Council's Arts and Culture Strategy 2024-2029.



Event planning and approval

When Council approval is needed for an event

You need to apply for event approval if you're planning to hold an outdoor event in one of our parks or public spaces (such as beaches, streets, sports grounds or reserves).

An event is a planned gathering of people at a set time and location for a specific purpose, organised by an event host. It typically involves bringing in infrastructure and equipment to support the occasion. Events may be free or require paid entry but must be accessible to the public. Events must be safe, well managed, socially and culturally responsible and environmentally friendly.

Examples of events that need council approval include festivals, cultural celebrations, live outdoor entertainment, promotional activities, temporary markets, and some sporting events.

Events that don't need approval

You generally don't need to apply for Council approval for small private gatherings without infrastructure. This includes birthday parties, picnics and neighbourhood get-togethers for residents and community groups.

You usually don't need approval if your event has:

- ▶ Less than 100 people;
- ▶ BYO catering;
- ▶ No infrastructure (such as stages, marquees, jumping castles);
- ▶ Low noise impact (e.g. no PA system); and
- ▶ No change or impact to traffic and parking.

Most parks and public spaces are available for outdoor events, though certain activities or event sizes may be restricted to specific locations. Before applying, our Event Concierge can provide guidance on suitability, availability, and location options based on your event type.

Other activities such as private events, weddings, filming and photography have different requirements and are not managed through the event approval process. You can [Contact Us](#) to check what approvals you need.

Event application and approval process

You need approval to hold an event or activity in public spaces managed by Bayside Council.

Event approval helps ensure your activity meets legal and Council requirements, minimises community disruption, and keeps impacted people informed.

Follow these steps to apply for event approval. Council's Event Concierge can help guide you, make your application process smoother and offer advice and handy tips.

Event application process

BEFORE YOU BEGIN: Read the information in this guide – it includes key steps, useful tips, and information to help you plan and run a successful event.

Submit an Event Application Form	Submit an Event Application via Bookable
Concierge is Assigned	Bayside Council's Event Concierge will assist you in clarifying regulatory and compliance requirements, providing venue information and linking to helpful resources
Council will Review and Assess Application	Council will respond within 5 business days to confirm: <ul style="list-style-type: none">▶ In-principle approval▶ Details of required documents▶ Applicable fees▶ If more information is needed
Finalise Event Management Plan	All supporting documents need to be submitted as stated in the Event Management Plan, and any fees must be paid before your event permit is issued
Permit is Issued	Once approved, we will issue your event permit with conditions of approval
Event Delivery	Deliver your event in accordance with the event permit
Post-Event Wrap Up	Council will send you a post-event survey, arrange a debrief, and refund your bond If repairs are needed due to damage, costs will be deducted from your event bond



Event application and approval timeframes

Allow enough time to plan your event, complete documents, and get approvals. An event application form may need to be submitted to Council up to 6 months before the event.

For high impact events, we recommend submitting your application at least 6 months in advance. For low impact events, submit your application form at least 2 months before the event date. Your event will be assigned a category during the assessment process after you submit your initial event application form.

Use this as a guide to plan how much time to allow for your event application and documents.

ITEM	TIME NEEDED PRE-EVENT	DETAILS	LINKS TO FORMS & INFORMATION
Event Application	At least 6 months for high impact events At least 2 months for low impact events	Submit an event application so we can assess your event.	Event Application Form
Road Closure Application	At least 3 months	The Event Organiser will need approval and Traffic Management and/or Control Plans if closing roads or footpaths for the event.	Road, Footpath & Road Related Area Closure Application
Temporary Event Liquor Licence	At least 3 months	The organiser will need a special event limited licence if planning to sell or supply alcohol at the event.	Liquor & Gaming NSW



ITEM	TIME NEEDED PRE-EVENT	DETAILS	LINKS TO FORMS & INFORMATION
Risk Management Plan	At least 6 weeks	The organiser will need a comprehensive plan to manage identified risks and outline processes to manage emergencies.	An Event Risk Assessment and Management Plan template is available from the Event Concierge Event Risk Assessment and Management Considerations
DRAFT Event Management Plan	At least 4 weeks	The organiser will need a comprehensive plan that includes all event details.	The Event Management Plan section of this Event Guide lists what to include in your event management plan For more guidance see Event Plan Considerations
Temporary Food Vending Registration	At least 4 weeks	All temporary food stalls/trucks must apply to be registered with council.	Temporary or Mobile Food Business Registration
Crowded Places Self-Assessment	At least 2 weeks	The organiser will need to complete a Crowded Places Self-Assessment for their event. This tool helps event organisers understand how attractive their event location may be for a terrorist to attack and provides guidance on what steps to take.	Crowded Places Self-Assessment Submit a copy of your completed assessment to Police and Council's Event Concierge



ITEM	TIME NEEDED PRE-EVENT	DETAILS	LINKS TO FORMS & INFORMATION
Notify NSW Police and Emergency Services of your event	At least 2 weeks	<p>To ensure proper coordination for public safety, crowd control, and traffic management, the organiser must notify the police, emergency services and traffic management.</p> <p>If your event is likely to attract a crowd, you may need to lodge a notification of intention to hold a public assembly with NSW Police.</p>	<p>Emergency services; send an email to:</p> <ul style="list-style-type: none"> ▶ NSW Ambulance (Ambulance-EventPlanning@health.nsw.gov.au); and ▶ NSW Fire and Rescue (info@fire.nsw.gov.au) to tell them you plan to host an event <p>NSW Police; contact the local police station for your event location for details on how to submit your event notice:</p> <ul style="list-style-type: none"> ▶ Mascot Police Station: 965 Botany Road, Mascot. Ph: 02 8338 7399 ▶ St George Police Station: 13 Montgomery Street, Kogarah. Ph: 02 8566 7499 <p>Public assembly form: Notice of Intention to Hold a Public Assembly</p>
Music Copyright Licenses	At least 2 weeks	A licence is usually required to play music in a public space. Playing music publicly requires permission from the owners of the copyright in that music.	OneMusic Australia
FINAL Event Management Plan (and related documents)	2 weeks	We will send the organiser a list of all additional documents and information required.	
Payment of Fees and Charges	Payable 2 weeks	We will outline all relevant fees and charges for the event.	
Event Permit	<p>Issued after:</p> <ul style="list-style-type: none"> ▶ We receive all required details and documents; and ▶ The Event Organiser has paid all event fees and charges. 		

Event application assessment

When assessing your event enquiry and application we consider risks and impacts on the local community and environment. Factors considered include:

- ▶ Location, size and suitability of the area
- ▶ Anticipated number of people at the event
- ▶ Type of activities and entertainment planned
- ▶ If food or alcohol is available
- ▶ Impact on traffic and parking

We will assess your request based on the information you provide in your application. This will determine your event category (low impact, medium impact, or high impact) and any other permits or approvals you may need.

Please provide all details and attachments outlined in the event application form. If information is missing from your application this can cause delays with your event assessment and approval.

Event planning considerations

There are many factors to consider when planning your event. As a starting point consider the following:

- ▶ Check the date doesn't conflict with other events which may impact your event e.g. other events, weddings / church services, sporting activities, and religious or public holidays.
- ▶ When choosing an event location make sure the site is suitable for your event. Consider number of attendees expected, distance to public transport, parking, amenities, accessibility, seating capacity, water, and electricity available.
- ▶ When choosing event times consider school hours, peak traffic times, sunrise/sunset, lighting requirements, and the purpose of the event.
- ▶ Check venue availability including before and after the event for set-up and pack-up.
- ▶ Consider the impact of the event on the surrounding area relating to noise, increased traffic, parking, and impacts on residents or businesses.
- ▶ Read the [NSW Government Event Starter Guide](#) for organising public, outdoor events in NSW.



Event organiser responsibilities

An Event Organiser (the entity who has taken out public liability insurance for the event) is legally responsible for the event. Legal liability applies to commercial and not-for-profit events.

It is the Event Organiser's responsibility to ensure that required licences and approvals are obtained before the event starts, and all relevant regulations are met. This includes (but is not limited to) Australian Standards, Disability Discrimination Act and Workplace Health and Safety legislation.

All event organisers have a duty of care to ensure their event is safe.

Event organisers have a duty of care under the NSW Work Health and Safety Regulation 2011 to provide a safe environment for staff, volunteers, and contractors. Event organisers have an obligation to identify hazards, provide training and supervision and assess risks. If using volunteers, event organisers should ensure they are adequately trained and provided with access to refreshment facilities, and appropriate equipment and clothing.

The Event Organiser is responsible for ensuring an event site is returned to the condition it was in before the event. We recommend you visit the site before your event and send photos of any existing damage to the event site to our Event Concierge.

What you need for your event application

The Event Concierge will outline the documents and information you need to provide with your event application. Details and requirements are provided below.

The submission of an Event Application form does not mean that the event is approved. This form helps get your event details to our Event Concierge so they can help you work towards event approval.

Event management plan

You will need to submit a detailed Event Management Plan with your event application. You will need to submit an updated Event Management Plan 10 business days before the event.

You can use the Event Management Plan template available from the Event Concierge or create your own document.

Your Event Management Plan must include the following:

- ▶ Insurance Details
- ▶ Licences & Permits
- ▶ Site Plan
- ▶ First Aid Plan
- ▶ Security Plan
- ▶ Crowded Places Self-Assessment
- ▶ Noise Management Plan
- ▶ Emergency Management Plan
- ▶ Risk Assessment & Risk Management Plan
- ▶ Contact List including contractors onsite
- ▶ Vendors & Stall Holders List
- ▶ Marketing and Promotions Plan
- ▶ Waste Management Plan
- ▶ Traffic Management & Traffic Guidance Scheme Plans

Insurance details

All events held on Council property require a current public liability insurance policy to a minimum value of \$20 million. The Event Organiser needs to send Council a copy of the Certificate of Currency with Bayside Council listed as an interested party.

All vendors and amusement ride operators must also have their own current public liability insurance policy. The Event Organiser is responsible for making sure all hired contractors have appropriate workers' compensation insurance and qualifications to undertake works.

There may be other insurance policies suitable for your event, depending on what you're planning. Consider the following types of insurance for your event:

- ▶ Public Liability Insurance of sub-contractors
- ▶ Workers' compensation
- ▶ Professional indemnity insurance
- ▶ Voluntary workers personnel accident insurance
- ▶ Insurance against theft, fire and other damages

Other approvals: licences and permits

The Event Organiser will need to provide a list of other approvals including any licences and permits you need for your event. This includes temporary liquor licence, road closure approval, temporary food vending approval, temporary structures and amusement devices approvals, fundraising authorisation, music licence etc.

Considerations for licences and permits:

- ▶ Keep a list of contractors/sub-contractors as Council may request this information.
- ▶ Check [SafeWork NSW](#) for licenses and permits your staff may need to perform specific tasks.
- ▶ Check [SafeWork NSW's](#) volunteering resources web page for guidance on working with volunteers including work health and safety laws.
- ▶ Keep copies of qualifications and licences for your staff and contractors e.g. White Cards, High Risk Work licenses, RSA, Working with Children Check.

Site plan

A site plan maps the event area and layout showing access, structures and facilities. As part of your Event Management Plan you will need to provide a site plan showing:

- ▶ The location and surrounding roads (use an aerial map/image)
- ▶ Entry and exit points
- ▶ Emergency services locations and access routes
- ▶ Location of temporary structures such as stages, stalls, food vendors, outdoor dining areas
- ▶ Alcohol outlets and consumption areas
- ▶ Vehicle movements during setting-up and packing away
- ▶ The location of bins, toilets, drinking water stations and first-aid facilities
- ▶ Power sources, generators, gas cylinders
- ▶ Information and lost children area
- ▶ Signage, temporary lighting and fencing/barriers
- ▶ Parking zones
- ▶ Pedestrian walkways
- ▶ Route of parade / race (if relevant)
- ▶ Emergency / evacuation assembly areas
- ▶ Vehicle routes (including taxis and buses)
- ▶ Parking and no parking areas
- ▶ Entertainment areas / activities and amusements
- ▶ Restricted access areas
- ▶ Information booths
- ▶ Sound and lighting control points
- ▶ Speakers / PA
- ▶ Seating
- ▶ Position of security guards
- ▶ Firefighting equipment e.g. extinguisher
- ▶ Accessible access & facilities

Start with a clear map of your event site showing the surrounding streets. The site plan does not have to be drawn to scale but must be accurate enough for us to assess the likely impact of the event.

First aid plan

It is the Event Organiser's responsibility to provide a safe and healthy environment for those attending and working at their event.

As part of your Event Management Plan you will need to provide details of the first aid arrangements for your event. Include the number of first aid stations, qualified first aid officers, and location of first aid kit.

Consider what signage and communication you will need to help people easily locate first aid facilities.

Security plan

The Event Organiser is responsible for ensuring the safety and security of all attendees, staff, and property/assets throughout the event. This includes planning for crowd control, engaging licensed security staff where needed, and implementing clear procedures for incident response and emergency management.

The quantity and type of security needed will vary depending on the individual event. Council's Event Concierge will advise when security is required for your event. Security must be undertaken by licensed operators and staff.

If Council determines that security is required and the Event Organiser has not arranged appropriate coverage, Council may schedule rangers or security staff to work at the event, with associated costs charged to the Event Organiser.

As part of your Event Management Plan, you need to provide details of the security arrangements for your event. Include company name, master licence details, contact person and phone number, how many security staff working at the event, and times they will be onsite.

Crowded places self-assessment

The Event Organiser must complete a Crowded Places Self-Assessment at least 10 business days before your event. You must submit a copy of your completed assessment to Police and Council's Event Concierge.

This self-assessment tool helps event organisers understand how attractive their event location may be for a terrorist to attack and provides guidance on what steps to take. For more information and steps on how to protect a crowded place see the [Australian National Security](#) website.

Noise management plan

The Event Organiser is responsible for monitoring and managing noise levels produced by the event to minimise impacts to local residents, businesses and wildlife.

As part of your Event Management Plan, you must include a noise management strategy and provide contact details for Council staff to reach you regarding any noise-related concerns during the event. This includes assessing potential noise sources, positioning sound equipment to limit impacts, considering operating hours, and notifying the community in advance.

You may need a more detailed Noise Management Plan if your event uses multiple stages, speakers, amplified music, a PA, or if Council's Event Concierge has asked for a plan.

Your Noise Management Plan should include details of noise mitigation strategies, and how you will monitor noise levels and complaints throughout your event. See the Noise Management section of the Event Management Plan template for more information.

Considerations for managing noise levels:

- ▶ Amplified sound must comply with the NSW noise level regulations for public events: [Protection of the Environment Operations Act 1997](#).
- ▶ Use a calibrated sound level meter or a reliable app to accurately measure noise levels during the sound check.
- ▶ During the sound check, measure noise levels at locations where noise is a concern (e.g. nearby residences) to ensure they are within acceptable limits.
- ▶ Measure the noise levels of different sound sources (e.g. music, speakers, PA systems) and ensure they are within the acceptable range.
- ▶ If noise levels are identified as potentially unreasonable, adjust speakers (e.g. face away from residents), instruments, other sound sources, or stages to meet the required levels.
- ▶ Consider using a sound limiting device - this monitors sound levels and automatically reduces the maximum sound output when a pre-set limit is exceeded.
- ▶ Limit or avoid deep base sounds as they tend to travel further than higher frequencies.
- ▶ Continue to monitor noise levels throughout the event and make adjustments as needed.
- ▶ Consider consulting an acoustic engineer or sound specialist for assistance with noise management.
- ▶ Inform nearby residents about planned measures taken to manage noise from the event. You can include this information in your notification letter. Provide neighbours with a contact number for the event manager to address any complaints.
- ▶ Council may issue a Noise Control Notice which places restrictions on the times of use of a public address system (PA). Noise restrictions may vary depending on the time of day. The use of a public address system or amplified music is not permitted from 10:00pm to 8:00am.
- ▶ You may be issued with a direction to reduce noise levels, a warning or fine if your event generates offensive noise. Offensive noise is determined when the activity increases ambient background noise levels by 5 decibels or more.
- ▶ If your event is likely to generate significant noise, you may need a licence. Licences and approvals are issued by the [NSW Environment Protection Authority](#) (EPA) and associated fees apply. Environmental conditions may be imposed to manage noise, water, or air pollution.

Emergency management plan

An Emergency Management Plan outlines how you will respond to an emergency at your event. Event organisers have a duty of care under the NSW Work Health and Safety Regulation 2011 to provide a safe environment for staff, volunteers, and contractors. You must respond to any incidents at the event, including logging them in your Emergency Management Plan.

The Event Organiser is responsible for developing a comprehensive Emergency Management Plan that ensures the safety of attendees, staff, and the surrounding community during their event. This includes identifying potential emergency scenarios e.g. medical incidents, fire, severe weather, lost children; and outlining clear procedures for response and communication.

The organiser must assign roles, coordinate with emergency services, and ensure all staff and volunteers are briefed on the plan. Your Emergency Management Plan will need to be tailored to your event's location, scale, and risk profile, and must be documented, accessible, and reviewed regularly.

Considerations for an Emergency Management Plan:

Planning & Coordination

- ▶ **Emergency Roles & Contacts:** Name the person responsible for managing emergencies (usually the site manager) and provide contact details for key staff and emergency services.
- ▶ **Chain of Command:** Outline who makes decisions during an emergency and how communication flows between staff, volunteers, and authorities.
- ▶ **Consultation:** Develop the plan in consultation with council, NSW Police, Fire & Rescue, [Ambulance](#), and any other relevant agencies.

Site-Specific Details

- ▶ **Site Plan with Evacuation Routes:** Include clear maps showing exits, assembly points, first aid stations, and emergency vehicle access. For events on a public road the site map must show proposed road closures and a 4m wide emergency access lane. The emergency access lane must remain free of any structures or obstacles for the duration of the event.
- ▶ **Event Coordination Centre:** Identify the location and operating hours of your control centre, including any technology you may need (e.g. two-way radios, phones, software).

Emergency Scenarios & Procedures

- ▶ **Evacuation Procedures:** Step-by-step instructions for clearing the site safely, including crowd control and accessibility considerations.
- ▶ **Medical Emergencies:** On-site first aid arrangements, ambulance access, and protocols for serious incidents. If there is a serious injury, illness, or incident, report it immediately to SafeWork NSW on 13 10 50.
- ▶ **Lost Child Procedure:** Clear steps for managing and reuniting lost children or displaced people with guardians. Outline where lost children are to be taken (e.g. information desk / lost and found station), who will be responsible for them and how lost person announcements will be made.

- ▶ Adverse Weather Response: Plans for heat, storms, flooding, or bushfire risk. Include cancellation triggers and shelter options. Check [Weather Forecasts](#) and the [Hazards Near Me](#) app in the lead up and on the day of your event.
- ▶ Fire & Hazardous Materials: Location of extinguishers, gas cylinders, and protocols for fire or chemical spills.

Communication & Training

- ▶ Emergency Communication Plan: How staff and volunteers will be alerted and how information will be communicated to attendees.
- ▶ Briefings & Inductions: Ensure all staff and volunteers are trained on emergency procedures before the event.
- ▶ Public Messaging: Pre-scripted announcements for evacuation, lost children, or weather alerts.

Documentation & Reporting

- ▶ Incident Reporting System: Record accidents, near misses, and emergencies – to meet [SafeWork NSW Requirements](#). Ensure everyone working at the event has a clear understanding of how to record incidents and what to do with this record at the end of the event.
- ▶ If there is an accident, injury, loss of property or damage at a community event, the Event Organiser must notify Council's Event Concierge within 7 days of the incident.
- ▶ Post-Event Review: Include a process for debriefing and updating the Emergency Management Plan based on lessons learned.



Risk assessment and risk management plan

As part of your Event Management Plan, you must include a comprehensive Risk Assessment and Risk Management Plan for your event. You can use the Event Risk Assessment and Management Plan Template (available from the Event Concierge) which details the steps involved.

When completing your risk assessment and risk management plan you will need to:

- ▶ Identify potential hazards/risks
- ▶ Assess the likelihood and impact of each risk identified
- ▶ Outline clear control measures to eliminate or minimise the risks

Your Risk Management Plan should form part of your emergency management approach. Read the [NSW Government's Event Risk Assessment & Management](#) web page for more information on how to identify, manage and mitigate risks.

You should regularly review and update your Risk Management Plan as event details evolve, and ensure all staff are briefed and prepared to respond effectively.

Risks to consider include:

- ▶ Proposed activities and entertainment
- ▶ Staff, contractors, volunteers & security
- ▶ Venue
- ▶ Equipment use and failure
- ▶ Lost children
- ▶ Major injury or incidents
- ▶ Natural events e.g. severe weather
- ▶ Marquee pegs and walkways
- ▶ Crowd management
- ▶ Car parks including overcrowding, pedestrian congestion, and crossings
- ▶ Moving vehicles including emergency access routes
- ▶ Consider peak arrival and departure times to prevent bottlenecks and include emergency evacuation procedures

Your risk management plan needs to be prepared in line with Australian Standard AS/NZS 4360:2400, identifying potential hazards, their likelihood, and control measures. Monitor risks throughout the event and keep records for legal purposes. A copy of your Risk Assessment and Risk Management Plan must be provided before the event.

The [Safe and Healthy Crowded Places Handbook](#) is structured to provide managers of crowded places an overarching framework for risk management, communication and incident and emergency planning.

Event contact list including contractors onsite

List all companies and individuals you are working with to deliver your event. Make sure you have contact details for people who will be onsite / available on the event day.

Include all roles that are relevant for your event e.g. coordinators of operations, venue, food safety, sponsorship, stallholders, marketing, programming, audio visual, traffic control, waste management etc.

Vendors and stall holders list

Provide details and registration numbers of vendors and stallholders. Include trading and contact name, location on site plan, and registration number (for food vendors).

Marketing and promotions plan

Tell us what marketing and promotions you are planning for your event. Include your plans for how you will inform people coming to your event about how to get there, what to bring, and what your values and expectations are.

Submit your event to be featured on [Bayside Council's Community Event Noticeboard](#).

Waste management plan

The Event Organiser needs to submit a Waste Management Plan to Council at least 4 weeks before the event. The Event Management Plan template includes a section on waste you can use for your Waste Management Plan.

Waste Management Plan considerations:

- ▶ Number and type of bins (the Event Concierge will help you calculate this).
- ▶ Any other waste facilities.
- ▶ Appropriate signage for recyclable materials and general waste bins – signage should be consistent and visible both on bins and around the event site.
- ▶ Placement of bins (and any drop pods if using reusable serveware) – place bins in high-traffic areas (food stalls, entrances/exits, amenities, seating areas).
- ▶ Show position of bin stations on site plan.
- ▶ Bin emptying and storage plans – including servicing during event.
- ▶ Names, roles/positions and phone numbers of key event contacts for waste management.
- ▶ Plans for managing overflowing bins and other litter from the event e.g. emptying bins, litter pickers (people employed to pick up litter).
- ▶ Details of who will be responsible for cleaning at the event and how this will be done.
- ▶ Actions to be completed before, during and after the event and who is responsible for each task e.g. any cleaning required before/after the event.
- ▶ Planned actions to promote appropriate disposal of waste and recycling before and during the event e.g. PA announcements that bins are available, waste and recycling information on event website, send information to stall holders.

Consider if your event will generate hazardous waste e.g. cooking oils, smoke or other emissions. It is an offence to dispose of waste cooking oil into storm water drains. Plan how you will minimise smoke, odours and other air emissions.

If the event involves a road closure allow enough time for the street or footpath to be cleaned before reopening.

Bins

Additional bins must be ordered from Council (fees apply). The Event Concierge can help you calculate the appropriate number and type of bins for your event.

The number of bins required will depend on type and length of the event, if food or alcohol are available, and waste minimisation strategies (including recycling).

In addition to public bins (for visitors), for every food stall one 660L commercial waste bin is required or one shared 1100L commercial waste bin between 2 food stalls to responsibly dispose of their commercial waste.

Waste Water Disposal

The Event Organiser is responsible for making sure any wastewater e.g. oily water, soapy water etc. is managed and disposed of appropriately.

Wastewater disposal is regulated to protect public health and the environment. Wastewater must not be released to stormwater, water bodies such as rivers/ocean or on to the ground. Wastewater and other liquid waste should either be directed to the sewer under conditions of approval from Council's Trade Waste Section or stored in an approved holding tank for removal from site to an approved waste facility. Make sure appropriate containers for liquid waste (wash water, oily water) are available at your event.

Traffic management plan and traffic guidance scheme

The Event Organiser is responsible for ensuring safe management of traffic generated by the event and impacted people (this includes all road users e.g. event attendees, local businesses, residents).

If your event is going to impact traffic, transport or pedestrians you will need to prepare a Traffic Management Plan (TMP). Depending on the TMP, you may also need one or more Traffic Guidance Scheme plans.

This means you will need a TMP if you are closing a road, part of a road, or a carpark for your event; or expecting large crowds. Consider your event set up and pack down periods too (large vehicles setting up event infrastructure may affect traffic).

Traffic Management Plan (TMP)

A TMP is required for any event that has the potential to cause disruption to roads, traffic, road users and the general public.

Your Traffic Management Plan includes details for managing traffic flow, parking and road closures to reduce congestion and ensure the safety of vehicles, pedestrians, public transport and cyclists.

If your event requires a road closure of more than 24 hours or impacts any bus routes your TMP will need to go to a Local Traffic Forum for review. You will need to allow more time for this process. Council's Event Concierge can help guide you through the required traffic management for your event.

Your Traffic Management Plan will include:

- ▶ Event details (including dates, times, locations, anticipated number of attendees).
- ▶ Contact details of Event Organiser.
- ▶ Contact and licence details of Traffic Management agency (accredited traffic controller).
- ▶ List of impacted roads/streets.
- ▶ Road closure and reopening times.
- ▶ Clearways including special event clearways.
- ▶ Proposed alternate traffic routes.
- ▶ Changes to public transport.
- ▶ A detailed site map showing event layout, all access points, and vehicle movements during set-up and pack-up.
- ▶ Notification to residents, neighbouring businesses and authorities.
- ▶ Location and details of signage including electronic variable message signs.
- ▶ Location of barricades, traffic controllers, marshals and police (where relevant).
- ▶ Details of parking and other methods of accessing event site (e.g. public transport).
- ▶ Details of how you will communicate parking and transport options for accessing the event site to event attendees (e.g. information on event website, with event ticket information, variable messaging signs).
- ▶ Details of plans for emergency vehicle access (e.g. emergency lane), heavy vehicles, cyclists, pedestrians and the non-event public.

Traffic Management Plan templates and a guide to traffic and transport management for special events can be found on the event management section of the [Transport for NSW](#) website.

Traffic Guidance Scheme

A Traffic Guidance Scheme is a visual diagram that shows the use of traffic control devices such as signs, barriers, traffic cones and detours.

Depending on the Traffic Management Plan, you may need one or more Traffic Guidance Schemes. Traffic Guidance Schemes need to be prepared by a person accredited by SafeWork NSW such as a Traffic Control contractor. If you are holding an annual event the plan needs to be reviewed, and include current accreditation details every year.

Only SafeWork NSW accredited Traffic Controllers can direct traffic and be employed to implement a Traffic Guidance Scheme.

Road Closures

You need Council approval if you plan to temporarily close any part of the roads, footpaths, or road related areas (e.g. a council car park) to vehicle or pedestrian traffic. Allow at least 3 months for your road closure application to be processed.

You can submit a [Road, Footpath & Road Related Area Closure Application](#) online or in person at our [Eastgardens or Rockdale Service Centres](#).

If your event impacts traffic flow on a state road, you need to apply for a [Road Occupancy Licence](#). Council's Event Concierge can help you identify if your event impacts a state road.

Parking

The Event Organiser is responsible for making sure there is enough clearly signed parking for people coming to the event. Parking on the grass is not permitted at Bayside's event sites. The Event Organiser will need ensure people attending their event park in the allocated areas and don't park on the grass or other restricted areas (e.g. by employing parking marshals to direct and control parking).

Consider allocating special parking areas for accessible parking, people working and volunteering at your event, sponsors and officials.

Further Information

Transport for NSW [Guide to Traffic and Transport Management for Special Events](#).



Event planning considerations

Accessibility and inclusion

When planning an event, it is a legal requirement to consider the access needs of people with disability. Consider how your event planning, program and delivery can eliminate barriers, improve access and be inclusive.

The NSW Government [Toolkit for Accessible and Inclusive Events](#) aims to assist event organisers create events that are accessible to all members of the community. The Toolkit includes a checklist of access solutions you can consider for your event.

Considerations for event accessibility and inclusion:

- ▶ Consider accessibility from the earliest planning stages, including event site selection, layout, and programming.
- ▶ Ask attendees about their accessibility needs during registration.
- ▶ Ensure employees and volunteers are briefed on how to be welcoming and confident in communicating respectfully with all members of the community including people with disability.
- ▶ Physical access:
 - ▶ Continuous paths of travel without obstructions.
 - ▶ Accessible toilets (a minimum of 1 per 10 standard toilets is recommended).
 - ▶ Accessible parking and drop-off zones.
 - ▶ Seating and viewing options for wheelchair users and others with mobility needs.
- ▶ Communication access:
 - ▶ Use plain English and inclusive language.
 - ▶ Provide Auslan interpreters, captioning, and audio descriptions where needed.
 - ▶ Ensure signage and maps are clear, high-contrast, and icon-supported.
- ▶ Sensory considerations:
 - ▶ Include quiet spaces.
 - ▶ Avoid overwhelming lighting or sound where possible; if using flashing lights/strobes etc. communicate this to event attendees.
- ▶ Digital accessibility:
 - ▶ Online materials and registration forms should comply with [WCAG 2.1 AA Standards](#).
 - ▶ Offer alternative formats (e.g. large print, screen reader-friendly documents).

Alcohol management

The Event Organiser is responsible for managing alcohol at their event. This includes the responsible service of alcohol for events that include selling or serving alcohol (including tastings), and BYO events. If serving alcohol, it is a legal requirement to offer free water.

Liquor Licencing

To sell or serve alcohol at an event you will need a liquor licence. You can apply for a liquor licence online on the [Liquor & Gaming NSW](#) website.

You can use the [Licence Selector Tool](#) to find out what kind of liquor licence you need for your event.

If a liquor licence is approved for an event, a copy of the licence must be sent to Council's Event Concierge at least 10 days before the event.

Alcohol-free Zones

Many parks and streets in Bayside are alcohol-free zones. If you plan to serve alcohol at your outdoor event, first check whether your location falls within one of these zones. If it does, alcohol can only be served and consumed in a clearly marked, fenced-off area. You will need to provide Council with a map showing the designated alcohol area.

Amusement rides

The Event Organiser is responsible for ensuring the location of amusement devices is safe for operation including a firm ground/surface (i.e. not irregular/sloping etc.).

The ride must be erected in a way that meets all conditions in the current certificate of registration issued for the device under the WHS Regulation.

If you are hiring an amusement device, you should check:

- ▶ It is suitable for its intended use.
- ▶ The logbook to make sure inspections and maintenance records are up-to-date.
- ▶ The supplier has public liability insurance (\$20,000,000 per incident).
- ▶ Information from the supplier about its registration, proper use, transporting, handling, setting-up inspection, routine maintenance and dismantling.

Council may inspect any equipment erected on Council-owned or managed land.

[Safe Work Australia's Guide](#) for amusement devices includes information on how to manage the risks associated with amusement devices.



Animals

Clearly communicate if animals are allowed at your event or not. You can include key messages in your event promotional material (e.g. 'pets are welcome on a lead', or 'assistance animals only').

Events That Allow Animal Attendance

If you plan on letting people bring their pets to your event, it is the Event Organiser's responsibility to address this in the risk assessment and conditions of entry.

Considerations for allowing pet animals at events:

- ▶ Requirement to have all pets on a lead.
- ▶ Allocate pet friendly or pet-free areas.
- ▶ Waste management (e.g. providing dog waste bags), water bowls and shade for animals.

Guide Dogs / Assistance Animals

In NSW harnessed guide dogs are allowed to enter all public places, including food service businesses.

Events With Animals

Bayside Council does not permit the use of exotic and/or wild animals for events (e.g. circus performances), or animals used as prizes at events. Circuses that do not exhibit or use exotic and/or wild animals may operate in Bayside's LGA subject to the relevant approvals and consent requirements.

Circuses operating on Council land must comply with the relevant legislation, regulations and best practice standards in all aspects of health and safety and minimise the risk of improper care of animals.

Child safety

Event Organisers must adhere to the [NSW Child Safe Standards](#), which form part of the Child Safe Scheme overseen by the Office of the Children's Guardian. These standards provide a framework for creating safe environments for children and young people at events and in organisations.

Written consent must be obtained from a parent or guardian before photographing or filming any child under the age of 16 years.

Working With Children Check (WWCC)

The Event Organiser is responsible for making sure all relevant people at their event have a Working with Children Check (WWCC). A WWCC is a legal requirement for any person who works or volunteers in child-related work. The application is free for volunteers.

For more information and to apply online see: [Service NSW Working with Children Check](#).

Lost Child Policy

All events should have a lost child policy and procedures, particularly events that are large, high impact, or likely to attract families.

Considerations for lost child / person policy and procedures:

- ▶ Develop clear steps for managing and reuniting lost children or displaced people with guardians.
- ▶ Detail where lost children are to be taken (e.g. information desk / lost and found station), who will be responsible for them and how lost person announcements will be made.
- ▶ Make sure all operational staff are briefed about the procedure.
- ▶ Show the lost person station on your site plan.
- ▶ Consider how you will ensure the lost person procedures and lost and found point will be clearly communicated to event attendees (including signage).
- ▶ Have incident report forms available for use by all workers at the event.

A lost child policy forms part of your emergency management response. You can record your lost child policy and procedures under the Emergency Management Plan section of the Event Management Plan (available from the Event Concierge).



Drones

If you plan to fly drones at your event include the details in your Event Management Plan.

Drone operators must ensure safe distances from people, property, and other aircraft. Drones must undergo pre-flight checks to make sure they are operating properly. If there is photography and filming at the event, the Event Organiser is responsible for ensuring people being photographed have provided permission.

The operation of drones is regulated by the [Civil Aviation Safety Authority \(CASA\)](#). The Event Organiser must ensure drones/remote piloted aircrafts are airworthy, flown safely and follow all CASA regulations.

Drones are only permitted at some outdoor event locations in Bayside. Read park signage to check if drones are permitted at your event location.

Fireworks

If you are planning to use fireworks at your event include the details in your Event Management Plan. Considerations for planning fireworks at your event:

- ▶ Fireworks displays can only be held with a pyrotechnicians licence or fireworks (single use) licence issued by [SafeWork NSW](#).
- ▶ The licensee must notify SafeWork NSW and Council at least 10 working days before the fireworks are to be used.
- ▶ Send a copy of a completed [SafeWork NSW Fireworks Display Checklist](#) to Council.
- ▶ Check if fireworks are permitted at your event location.
- ▶ Check if your event location is under a flight path.
- ▶ If the display is on water (e.g. on a barge) send a copy of the [Aquatic Licence](#) to Council.

Council will assess the information provided and advise of any objections or conditions relating to your fireworks display.

First Nations protocols

Starting your event with an Acknowledgement of Country or a Welcome to Country shows respect by upholding Aboriginal and Torres Strait Islander cultural protocols. Taking the time to Acknowledge Country or include a Welcome to Country at your event reminds us that every day we live, work, and dream on Aboriginal and Torres Strait Islander lands.

Consider incorporating First Nations cultural elements into your event e.g. artwork, craft, music, storytelling or food and drinks.

Consult with local Aboriginal and Torres Strait Islander organisations or communities to discuss event planning and ensure respectful and culturally appropriate practices. Council's Event Concierge can help connect you with the appropriate organisations and people.

Acknowledgement of Country

An Acknowledgement of Country recognises that you are meeting on the land of First Nations peoples. It's an opportunity to show respect for Traditional Owners and their ongoing connection to Country. An Acknowledgement of Country can be offered by any person and is given at the beginning of an event.

Welcome to Country

A Welcome to Country is delivered by Traditional Owners, or Aboriginal and Torres Strait Islander peoples who have been given permission from Traditional Owners to welcome visitors to their Country.

Your local Aboriginal Land Council can advise on organising a Welcome to Country by a Traditional Owner in your event area.

A Welcome to Country occurs at the beginning of an event and can take many forms including singing, dancing, smoking ceremonies, and/or a speech.

Links

- ▶ [NSW Government Understand Aboriginal Protocols and Culture](#)
- ▶ [Metropolitan Local Aboriginal Land Council](#)
- ▶ [La Perouse Local Aboriginal Land Council](#)

Food management

The Event Organiser is responsible for managing food vendors operating at their event. This includes food trucks/carts and temporary structures such as event stalls.

Event Organiser Responsibilities

- ▶ Submit a list of all food stall holders (including name, address, and contact number) to Council at least 2 weeks before the event. You can use the table in the Vendors/Stall Holders section of the Event Management Plan template.
- ▶ Ensure all food vendors:
 - ▶ Are registered with Council. Registration can be completed [Online](#).
 - ▶ Comply with food safety standards (see [Food Safety Requirements](#) for more information).
 - ▶ Have a [Food Safety Supervisor](#) available onsite.
- ▶ Ensure the event site has:
 - ▶ Toilets for food handlers.
 - ▶ Drinking water for staff and attendees.
 - ▶ Electricity and gas safety measures (if applicable).
 - ▶ Fire control items e.g. fire extinguishers for every food stall.

Inspections

We may inspect food businesses at any time, including at events. Inspection fees may apply.

Further Information

- ▶ [NSW Food Authority Guidelines for Food Businesses at Temporary Events](#)
- ▶ [NSW Food Authority Guidelines for Mobile Food Vending Vehicles](#)
- ▶ [Bayside Council Fees and Charges](#)

Funding and support – Partnering with Council

Bayside Council values the important role that community events play in building connection, celebrating culture, and supporting local wellbeing. If you are planning an event that is open to the community, there are several ways Council can partner with you through financial support or in-kind assistance.

Community Grants

Our Community Grants Program provides funding to help deliver programs, events, and initiatives that strengthen wellbeing, social connection, and resilience across Bayside.

Grant categories include:

- ▶ **Small Grants** (up to \$2,000): For purchasing equipment, hosting community events or activities, or developing resources.
- ▶ **Seeding Grants** (up to \$5,000): To establish new or expand existing community, cultural, social, or leisure programs that benefit Bayside residents.

Donations

Council also provides one-off donations in the following categories:

- ▶ **Youth Representation:** To support young people who demonstrate exceptional talent or achievement.
- ▶ **Seniors Groups:** Annual donations to Bayside-based seniors groups with at least 75% local membership.
- ▶ **General Donations:** For initiatives that do not fall under other categories but clearly benefit the Bayside community.

Fee Waivers

Eligible not-for-profit community groups may apply for a 50% waiver on hire fees for Council-managed venues and facilities, helping reduce costs when running inclusive events for the community.

How to Apply

Applications for donations and fee waivers are open year-round and can be submitted anytime using the relevant [Online Forms](#):

- ▶ Youth Representation Form
- ▶ Seniors Groups Form
- ▶ General Donation Form
- ▶ Fee Waiver Form

Community Grant applications are offered in dedicated funding rounds each year. All applications are assessed on merit and in line with Council's Community Grants and Donations Policy.

Music

If music will be played or performed at your event, you will usually need to obtain a licence. [OneMusic Australia](#) issues licences to organisations to play, perform, copy, record or make available music.

Playing music at an event - including live, recorded, or streamed - requires a licence because music is protected by copyright. This legal requirement ensures that the artists, composers, and producers who create the music are fairly paid for the public use of their work.

Event organisers are responsible for obtaining the relevant music licence before the event. Allow at least 3 weeks to arrange a music licence. You can find more information about music licences for events and festivals on the [OneMusic Australia](#) website.

Notifications: neighbours, police and emergency services

The Event Organiser must notify neighbouring businesses and residents, the police and relevant authorities (including emergency services) to ensure proper coordination for public safety, crowd control, and traffic management.

Include key event details like date, time, location, description, expected attendance, road closures, traffic changes and security measures. When notifying Police and Emergency Services it is a good idea to include a site plan of your event showing the location of emergency vehicle access.

The notification letters and emails must be sent at least two weeks before your event. You must follow any recommendations from authorities, such as extra traffic control, security, or emergency access.

Neighbouring Residents and Businesses

The Event Organiser must deliver letters to local residents and businesses in the event area to notify them of the event and key details that may impact them. Include contact details for the Event Organiser or someone people can contact if they have any questions or concerns about your event.

Council's Event Concierge can help you determine the area to include in your letterbox drop. You can use the Event Notification Letter template available from the Event Concierge.

Emergency Services

Send an email to:

- ▶ NSW Ambulance: Ambulance-EventPlanning@health.nsw.gov.au
- ▶ NSW Fire and Rescue: info@fire.nsw.gov.au

NSW Police

The Bayside Local Government Area is covered by two Police Area Commands. Contact the local Police Area Command for your event location to check how to submit your event notice:

- ▶ St George Police Area Command: 13 Montgomery Street, Kogarah. Ph: 02 8566 7499
- ▶ Mascot Police Area Command: 965 Botany Road, Mascot. Ph: 02 8338 7399

Public Assembly Notification

It is a legal requirement to notify NSW Police if you are organising a public assembly. A public assembly is a gathering of people in a public place, either staying in one spot (e.g. a rally) or moving together as a procession (e.g. a march).

How to Apply to Hold a Public Assembly

1. Complete the [Notice of Intention to Hold a Public Assembly Form](#).
2. Send your completed form to the Commissioner of Police via the relevant local police station (addressed to: Events Organiser). You can lodge your form in person or via email (call to confirm the correct email address).
3. Provide a copy of your notification to Bayside Council and a brief overview of the public assembly.
 - ▶ Email: council@bayside.nsw.gov.au
 - ▶ Post: Bayside Council, PO Box 21, Rockdale NSW 2216
 - ▶ In person: Customer Service Centres at Rockdale or Eastgardens

Include:

- ▶ Date, time and location (or route)
 - ▶ Purpose of the assembly
 - ▶ Expected attendance
 - ▶ Contact details for the organiser
4. Attach supporting documents, including insurance and route maps.

Allow at least 7 working days before the assembly date to ensure your notice can be processed.

Power and lighting

Plan what power and lighting you need for your event. You may need power and lighting for staging, stalls, equipment, signage, walkways and other areas. Power is not available at all sites. The Event Concierge can help find an event location that best meets your power and lighting needs.

Considerations for power and lighting:

- ▶ What kind of power do you need? (e.g. 3 phase, single phase etc.).
- ▶ What kind of lighting do you need? (e.g. is the event held during daylight hours?)
- ▶ What power and lighting is available at your event location?
- ▶ Where are the power source locations? (mark power locations on site plan).
- ▶ Make sure power supply installation meets the SafeWork NSW safety standards (power supply must be installed by a licenced electrician).
- ▶ Ensure electrical cabling is installed in a way that is safe for event attendees (i.e. cover all ground laid cabling to avoid trip hazards).
- ▶ Do you have backup power planned?
- ▶ Consider noise, access, fumes and health of workers when planning placement of generators.



Structures and staging

Considerations for stages and temporary structures:

- ▶ Phase power supply
- ▶ Lighting
- ▶ Access including vehicle access
- ▶ Time needed to erect and dismantle structures
- ▶ Type of entertainers using the stage
- ▶ Wet/windy weather plan e.g. cover to protect equipment/power cabling
- ▶ Location of underground services such as water, power, communications, and gas if using pegs. Contact 'Dial before you Dig' on 1100.

Staging and structures need to comply with the relevant Australian/New Zealand Standards and be erected and secured appropriately.

Calculating Floor Area

To calculate the total floor area of tents, marquees and booths use: width x depth x quantity

Example:

PURPOSE	STRUCTURE TYPE	SIZE (meters) WIDTH X DEPTH	QUANTITY	FLOOR AREA (m ²)
Food stalls	Marquee	3 x 3	10	90
Activities	Marquee	6 x 3	6	108
Event support (first aid, change room, control room)	Marquee	4 x 4	3	48
Merchandise stalls	Fete stalls	2.4 x 2.4	6	34.5
Total floor area				280.5

Sustainability

Bayside Council is committed to supporting events that celebrate community while protecting the environment. Sustainable event planning means reducing waste, conserving energy and water, and making thoughtful choices about transport, procurement, and communication. It also means considering accessibility and promoting inclusivity.

By embedding sustainability into your event planning from the start, you'll help preserve local ecosystems, support community wellbeing, and align with council and community values. Whether it's choosing reusable serving ware, promoting public transport, or sourcing ethical products, every decision counts. Making environmentally friendly, inclusive choices raises your event's appeal to attendees, sponsors, and partners who value sustainable practices.

Read the considerations below to help make your event sustainable.

Planning, Monitoring and Reporting

- ▶ **Set Clear Sustainability Objectives:** define measurable goals (e.g. divert X% of waste from landfill, reduce emissions by X% or choose to go carbon neutral) and include them in your event plan.
- ▶ **Stakeholder Engagement:** Identify key stakeholders (vendors, suppliers, attendees, council staff) and outline how sustainability expectations will be communicated and monitored.
- ▶ **Post-Event Sustainability Reporting:** Include a short sustainability summary as part of your post-event evaluation. Include waste volumes, recycling rates, and any lessons learned for future events.

Waste Avoidance and Reduction

- ▶ **Reusable Serveware:** Require food and beverage vendors to use reusable plates/bowls, cutlery, and cups – you can use companies like [Cercle](#).
- ▶ **Deposit/Return Cup System:** Provide a token-based system for cups/glasses to avoid single-use disposables; or set up a [Mug Library](#).
- ▶ **Ban Single-Use Plastics:** Don't allow balloons, confetti, plastic straws or polystyrene packaging. Use reusable, upcycled or biodegradable decorations.
- ▶ **Digital First:** Use QR codes for programs, maps, and tickets to reduce paper printing.

Resource Recovery

- ▶ **Clearly Marked Bin Stations:** Include clear signage next to general waste and recycling bins showing what goes into which bin.
- ▶ **Return & Earn Station:** Providing a Return & Earn station allows attendees to recycle eligible drink containers on-site. This helps reduce waste at the event and gives attendees the chance to redeem a refund for bottles and cans purchased at the event or brought from outside.
- ▶ **Food Rescue Partnership:** Partner with food rescue organisations to collect unsold food e.g. [OzHarvest](#) or [SecondBite](#).

Energy and Water

- ▶ **Water Refill Stations:** Provide free [Drinking Water Refill Points](#) to reduce bottled water sales.
- ▶ **Be Carbon Conscious:** Use minimal power where possible, focusing on renewable energy sources e.g. solar power generators.

Sustainable Procurement

- ▶ Vendor Guidelines: Require stallholders to follow sustainable packaging guidelines (certified compostable, recyclable, or reusable).
- ▶ Eco-Friendly Firecrackers: use [Eco-Friendly Firecrackers](#) or replace traditional fireworks with cleaner alternatives such as [Drones and Laser Light Shows](#).
- ▶ Eco-Friendly Suppliers: Prioritise local food and beverage suppliers to reduce transport emissions and packaging. Also consider suppliers that are eco-friendly and use local, seasonal produce.
- ▶ Sustainably Conscious Giveaways: Avoid cheap single-use giveaways; choose practical, long-lasting, or digital alternatives. Consider products that are Australian made, fair-trade and environmentally-friendly.
- ▶ Consider engaging B Corps; companies that meet high standards of social and environmental performance, accountability, and transparency. [Find a B Corp](#).
- ▶ Search [Supply Nation](#) - Australia's leading database of verified Indigenous businesses: search by business name, product, service, area, or category.

Transport

- ▶ Encourage Active/Public Transport: Promote nearby bus/train routes and consider shuttle buses for larger events. Promote active travel such as walking or cycling.
- ▶ Active Transport: Provide secure bike parking (consider hiring bike racks).
- ▶ EV Support: Setup close to EV charging points if possible, or hire an EV charging station.

Education and Engagement

- ▶ Green Ambassadors: Have dedicated waste education staff 'Waste Mates' present on the day to educate attendees on how to dispose of waste properly. You can contact Council's Event Concierge to discuss possible options.
- ▶ On-Site Sustainability Messaging: Promote 'zero waste' goals through signage, stage announcements, and social media.
- ▶ Event Sustainability Pledge: Encourage attendees to commit to small sustainable actions (e.g. bringing reusable water bottles/coffee cups, walking to the event etc.).

Inclusivity and Biodiversity

- ▶ Social Sustainability: Promote inclusive practices e.g. multilingual signage, accessible facilities, culturally respectful programming, quiet spaces.
- ▶ Biodiversity Protection: For outdoor events, protect local flora and fauna. Avoid sensitive areas, use temporary fencing, consider impacts on flora and fauna (e.g. lighting impacts) in your risk assessment. [National Light Pollution Guidelines for Wildlife - DCCEEW](#).

Further Information

- ▶ [LGNSW Principles and Guidelines for Event Sustainability](#)
- ▶ [Environmental Sustainability and Your Event's Social Impact](#)
- ▶ [Green Venue Guide](#)
- ▶ [NSW Environment Protection Authority's Waste Wise Events page](#)

Toilets

The Event Organiser is responsible for making sure there are enough toilet facilities for the expected number of attendees at their event. Where there are not enough existing toilet facilities for an event, the organiser will need to hire temporary portable units.

You can search for permanent toilets at your outdoor event site using the [National Public Toilet Map](#), which can be filtered to show accessible toilets.

Use the below tables from the [Australian Institute for Disaster Resilience](#) as a guide to help calculate how many toilets (WC), urinals and hand basins you need for your event. Include at least one unisex toilet for people with a disability at each group of toilet facilities.

Make sure toilets are:

- ▶ Well marked with clear signage.
- ▶ Well lit (including surrounding area) if night usage is expected.
- ▶ Able to be serviced (including pump-out of portable toilets for events longer than 4 hrs).
- ▶ Located away from food storage and food service areas.

Talk to your portable toilet supplier for help with other considerations including sanitary bins, baby change tables and sharps disposal facilities.

Toilet facilities for events where alcohol is NOT available

PATRONS NO.	MALES			FEMALES	
	WC	URINALS	HAND BASIN	WC	HAND BASIN
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available

PATRONS NO.	MALES			FEMALES	
	WC	URINALS	HAND BASIN	WC	HAND BASIN
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Reducing toilet facilities for shorter events

EVENT LENGTH	QUANTITY REQUIRED
8 hrs plus	100%
6-7 hrs	80%
4-6 hrs	75%
4 hrs or less	70%

Events of one or two hours with no food or drink may require fewer facilities.

Water

The Event Organiser is responsible for making sure easily accessible drinking water is available to vendors and attendees at their event.

The safe and healthy mass gathering guidelines suggest supplying approximately 3L of drinking water per person, per day. You can use this as a guide to calculate the appropriate amount of water needed for your event. Consider how long the event is, what type of event (e.g. a parade or fun run may require more water), if the weather is likely to be hot, and event location.

We recommend you provide a minimum of one drinking water outlet per 500 people, in addition to free water available at all locations where alcohol is served.

Considerations for providing water:

- ▶ Make sure free water stations are clearly signed and easy to find.
- ▶ Mark water station locations on any site maps you have and communicate this information to event vendors and visitors (e.g. on the event website / social media, ticketing information email, at the event).
- ▶ Check if water is available at your event location and if you need a Tap Key to access water. The Event Concierge can help arrange access to water if your event site has water points.
- ▶ Most event sites in Bayside do not have water meaning you will need to provide water for drinking, hand washing and vendors etc.
- ▶ Water refill stations: consider providing free [Drinking Water Refill Points](#).
- ▶ If using hoses make sure they are placed where they don't create trip hazards. Make sure vendors have access to water for sinks and hand basins.



Conditions

Your event will need to comply with Council's terms and conditions. These will be outlined on your event permit.

Bayside Council has the following rules in place to protect flora, fauna and to reduce health and safety risks for event attendees and the community:

-  No vehicle access is permitted into park or beach areas
-  No pegging, excavation or digging
-  No commercial Signage (except for the name/s of an event)
-  No signage, marketing material or structures attached to trees
-  No drinks or food served in glass
-  No balloons
-  Smoking is not allowed in all Council owned and operated buildings, facilities and outdoor event spaces
-  Vehicles must be parked in car parking spaces
-  Signage options include A-frame signs, flag with base, temporary signage including banners on fences
-  Drinks and food may be served in reusable serveware, or eco-friendly compostable options

Useful contacts for organisers

Aboriginal Land Councils

- ▶ Metropolitan Local Aboriginal Land Council: www.metrolalc.org.au
- ▶ La Perouse Local Aboriginal Land Council: www.laperouse.org.au

Bayside Chamber of Commerce

02 8355 5518 – www.baysidechamberofcommerce.com.au

Bayside Council's Community Event Noticeboard

www.bayside.nsw.gov.au/community-noticeboard

Bayside Council Event Concierge

1300 581 299 – council@bayside.nsw.gov.au

Bayside Council Event Bookings

www.bayside.bookable.net.au

Bureau of Meteorology – Weather Forecasts and Warnings

1300 659 210 – www.bom.gov.au

Civil Aviation Safety Authority (CASA)

Drones, Laser and Light Show Information and Licensing

131 757 – www.casa.gov.au

Disability Council of NSW – Accessibility

02 9716 2612 – www.dcj.nsw.gov.au

Fire and Rescue NSW

www.fire.nsw.gov.au

Hazards Near Me

www.nsw.gov.au/emergency/hazards-near-me-app

Liquor and Gaming NSW

1300 024 720 – www.liquorandgaming.nsw.gov.au

NSW Ambulance

www.ambulance.nsw.gov.au

NSW Child Safe Standards

www.ocg.nsw.gov.au/child-safe-scheme/getting-started

NSW Environmental Protection Agency (EPA)

Waste Wise Events Guide and Waste Management Information

131 555 www.epa.nsw.gov.au

NSW Fair Trading – Charitable Fundraising

13 32 20 www.fairtrading.nsw.gov.au/charitable-fundraising

NSW Food Authority

1300 552 406 www.foodauthority.nsw.gov.au

NSW Health – Public Health Messages

www.health.nsw.gov

NSW Legislation

www.legislation.nsw.gov.au

NSW Police – Notice of Public Assembly, User Pays Police, Crowd and Safety Management

www.police.nsw.gov.au

NSW Rural Fire Service

www.rfs.nsw.gov.au

NSW SES – Flood, Storm and Tsunami Information

1800 21 000 www.ses.nsw.gov.au

OneMusic Australia – Music Licence

1300 162 162 www.onemusic.com.au

Police Area Commands

▶ St George Police Area Command: 13 Montgomery Street, Kogarah. Ph: 02 8566 7499

▶ Mascot Police Area Command: 965 Botany Road, Mascot. Ph: 02 8338 7399

www.police.nsw.gov.au

Return and Earn – Container Recycling

www.returnandearn.org.au

Safe and Healthy Crowded Places

www.knowledge.aidr.org.au/resources/handbook-safe-and-healthy-crowded-places

SafeWork NSW – Work Health and Safety, Fireworks

13 10 50 – www.safework.nsw.gov.au

Supply Nation – Verified Indigenous Businesses

www.supplynation.org.au

St John Ambulance NSW

1300 785 646 – www.stjohnnsw.com.au/event-bookings

The Centre for Volunteering NSW

9261 3600 – www.volunteering.com.au

Toilets – National Public Toilet Map

www.toiletmap.gov.au

Toolkit for Accessible and Inclusive Events

www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/accessibility

Translating and Interpreter Service

131 450 – www.tisnational.gov.au

Transport for NSW

www.transport.nsw.gov.au

Working With Children Check (WWCC)

www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check

Glossary of terms

BOND

A payment made prior to your event which is held by Council until after your event. Site restoration costs, damages and other event site related fees may be taken from this bond.

BUMP IN (SET UP)

The process of setting up an event site with the structures and facilities that will be needed/ used throughout the duration of the event eg: Bringing in barricades, fete stalls, staging equipment, portable toilets etc.

BUMP OUT (CLEAN UP)

The process of removing structures and facilities from an event site to return it to the condition it was originally in.

CONDITIONS

Rules and requirements an Event Organiser must fulfil for the event to be permitted to proceed.

DUTY OF CARE

A fundamental legal principal is that of taking all reasonable care to avoid acts or omissions that could cause injury.

EVENT

A planned gathering of people at a set time and location for a specific purpose, organised by an event host (Event Organiser). It typically involves bringing in infrastructure and equipment to support the occasion.

EVENT ORGANISER

The individual or organisation with the overall responsibility of planning and holding the event.

EVENT PERMIT

Formal written permission issued by Council to event organisers to hold an approved event on Council owned or managed property.

RISK ASSESSMENT

A systematic process to identify potential hazards at an event, analyse their potential impact (both likelihood and consequence), and implement control measures to eliminate or minimise those risks to ensure the safety of attendees, staff, and the public, as well as the overall success of the event.

RISK MANAGEMENT

The systematic process of identifying, assessing, and controlling foreseeable risks that could negatively impact an event's safety, success, reputation, and objectives. It involves analysing potential disruptions/risks then creating strategies to prevent them or minimise their consequences to ensure a safe, smooth, and successful event for everyone involved.

STAKEHOLDER

Anyone that is involved in the event, including authorities (Council, Police, Emergency Services) sponsors and community organisations, local businesses and residents, and attendees. All stakeholders are to be considered when organising an event.

LOCAL TRANSPORT FORUM

An advisory body replacing the former Local Traffic Committee. The Forum provides advice, technical review, and coordination of traffic management and events. It does not vote, issue approvals, or make decisions. The four formal members of the Local Transport Forum are representatives from each of Council, Transport, NSW Police, and the relevant State Member(s) of Parliament. Councils may invite others.

TRAFFIC MANAGEMENT PLAN

A document which systematically details the impact of an event on local traffic and details road closures, signage, bus and taxi diversions.

TRAFFIC GUIDANCE SCHEME

A diagram that shows the use of traffic control devices such as signs and barriers that will be used to ensure the safety of all road users, and the protection of pedestrians, bystanders and event attendees. Replaces the former Traffic Control Plan.

USER PAYS POLICE

NSW Police Officers who are hired and paid for by an Event Organiser to be onsite. Police will generally advise the number of user pays officers they think is required for the event.

Important information

This document was produced by Bayside Council in 2025 as a guide for information purposes only and does not constitute or contain professional advice. It does not refer to all of the regulatory, financial, legal or practical matters that a person considering holding an event in the Bayside local government area may want to take into account.

To the maximum extent permitted by law, Bayside Council disclaims liability for any loss or damage including, without limitation, direct, indirect or consequential loss or damage, arising from or in connection with the use of this guide. Bayside Council may not provide approval for an event even if the organiser of the proposed event complies with all matters referred to in this guide.

For further information relevant to holding an event in the Bayside local government area please go to www.bayside.nsw.gov.au or call 1300 581 299.





Bayside Council

Serving Our Community

Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens
Monday to Friday 8:30am – 4:30pm

Phone **1300 581 299 | 9562 1666**

Email **council@bayside.nsw.gov.au**

Web **www.bayside.nsw.gov.au**



Telephone Interpreter Services - 131 450

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