



City of
Norwood
Payneham
& St Peters

External Events Guidelines

Introduction



The City of Norwood Payneham & St Peters has prepared this information to assist you in planning an event in our City.

We are here to provide assistance to support members of the community to conduct events in our City.

We are committed to supporting creativity within our City, to enable events to develop and succeed, by increasing your knowledge and competency to run events.

Once you have read and understood these guidelines, please complete the relevant application forms and terms and conditions.

For the purpose of this document 'Event Organiser' is defined as you and the 'Council' or the 'City' is the City of Norwood Payneham & St Peters.

This is a guide only. The Council will not be held responsible for any loss or damage incurred by an event organiser or third party from relying on this information.



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Check tasks off as you go with this interactive guide!

Initial Planning



Event Objective

It is essential to be clear about the objective of your event, i.e. to identify your target audience, the outcome (e.g. profit, awareness), and key stakeholders. What do you want to achieve by holding this event. How will you define your success? This will help you for future events and to gain sponsorship if be required.

What is the outcome you want?

Planning

Make sure you have thought of the following, develop a task list to identify what will be required and who will be responsible for each task:

- risk Management;
- budget;
- running program for pre event, event and post event;
- marketing plan including sponsorship;
- site plan;
- contingency plan (wet/hot weather alternatives); and
- contractors/suppliers.

Location

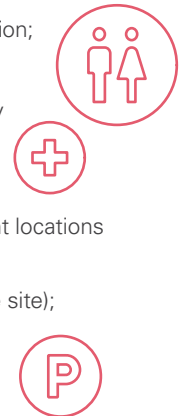
A list of Council [venues](#) and [Parks & Reserves](#) can be found on our website. Each location has different restrictions so make sure the right location is selected for your event.

A site visit with Council staff is mandatory for our Parks and Reserves to clearly outline the facilities that can be utilised for your event.

Site Plan

A detailed site plan of your event may be needed (on request) which includes the following:

- main entrance and exit locations for foot traffic;
- access routes for emergency vehicles;
- access for accessible drop off/collection;
- toilets;
- infrastructure – food stalls, temporary structures, furniture, activities;
- first aid stations;
- Stages including sound/AV equipment locations (e.g. speaker location);
- liquor licensed areas (if not the whole site);
- security locations;
- car parking for patrons and staff; and
- electrical supply/ generator locations.



Insurance

Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) in the name of the legal entity responsible for the event must be obtained.

All third party suppliers must provide the Council with a copy of their own Public Liability Insurance, e.g. entertainers, amusements, food and drink, staging, sound technicians, toilets, etc.

Note: You are responsible for the safety of event participants and spectators at all times. The Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event. Seek professional help from an insurance provider.

Notes *(click below to start typing)*

Done

Infrastructure and Equipment Services

Road Closure

Some events may operate on Council or Department of Infrastructure and Transport (DIT) roads. Public roads are the responsibility of local Councils and include local roads, streets, laneways and walkways. The Council must approve the location and timings of road closures and speed restrictions.

Please refer to our website under [Community Road Closures](#) for all terms and conditions and associated application forms.

The Event Organiser is responsible for fees associated with any contracted traffic management.



Note: road closure applications can take up to four months to be approved.

Infrastructure

Marquees, tents, stages, and/or additional furniture which are brought on site, must be installed by a registered contractor. It is the Event Organiser's responsibility to ensure that each contractor has sufficient Public Liability Insurance cover.

Reasonable wear and tear of the grass is expected during the event. You may however be charged an additional fee to cover the cost of grass remediation if any excessive damage is incurred as a result of your event.

Please ensure all structures are weighted according to the standards set out in the Hire and Rental Industry Association (HRIA) Marquee Weighting Guide.

Note: due to irrigation systems in Council Parks & Reserves, we do not permit pegging into the ground without detailed site plans and a site inspection.

Toilets

The majority of our locations/facilities have permanent toilets, however, depending on the event, including the number of people expected and the food & beverages on offer, you may need to hire temporary toilets.

The Council will arrange cleaning of the permanent toilets before and after the event; however, the Event Organiser will be responsible for maintaining these throughout the event.

It is recommended that a toilet facility is cleaned every 2 hours and that there is always adequate cleaning staff and supplies at all times during the event.

Waste Management

A 'three-bin waste management system' is required; which includes a general waste bin, organic/compostable waste and recycling options. All food and beverage stalls must provide compostable products that can be disposed of in the organic bins.

At the conclusion of your event it is your responsibility to ensure the site is clear of all rubbish, debris and left in a tidy manner. This includes fats, oils and other waste brought on to the site. If any additional cleaning is required to be undertaken by the Council, charges will apply.

It's your responsibility to make sure the site is clear of all your rubbish at the conclusion of your event



Note: depending on the size of your event, a Waste Management Plan may need to be submitted to the Council.

Notes (click below to start typing)



Electrical, Plumbing and Gas provisions

It is essential that a qualified electrician and/or plumber is contracted where required. Up-to-date testing and tagging of all electrical items must be completed prior to the event to ensure the safety of all event patrons, staff and suppliers. Correct plumbing of temporary toilets or additional waste needs to be arranged. Visit the [Office of Technical Regulators](#) website for further details.

Note: A comprehensive Certificate of Compliance must be sent to the Council once electrical and/or plumbing works have been completed.

Noise Management

You are required to comply with the noise levels/standards set out by the Environment Protection Authority (EPA). This is to ensure minimal disruption to the local Community. Please include details on your site plan as to where the sound/lighting/generators/rides will be located. Visit the [EPA](#) website for further details.



Up-to-date testing and tagging of all electrical items must be completed prior to the event to ensure the safety of all.

Notes *(click below to start typing)*

Done

Entertainment



Live Music

The Council has subscribed to OneMusic license, however to get a clear understanding of what, if any, license you require, please contact them at hello@onemusic.com.au or onemusic.com.au

 Visit onemusic.com.au

Animals/Petting Zoos

If you intend to bring animals onsite, any and all waste must be cleared from the site. Additional costs may apply if waste is not removed. You are also required to contact the Eastern Health Authority (EHA) for confirmation of safety protocol. Visit the [EHA](#) website for further details.

Fireworks

Depending on the location of the event, fireworks may be used in our Council area, however approval will be required and regulations that are implemented by SafeWork SA will need to be met.



Amusement Rides

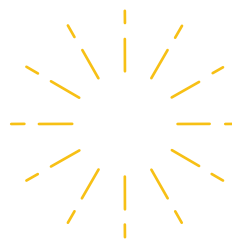
Installation of all rides and giant games are regulated by SafeWork SA. This includes all plant equipment that is operated for entertainment, e.g. climbing walls, giant slides, merry go rounds or bumper cars.

Inflatable Amusement

Bouncy castles and inflatable slides can be a lot of fun, however injuries or even fatalities can happen if they are incorrectly set up, anchored, operated or supervised.

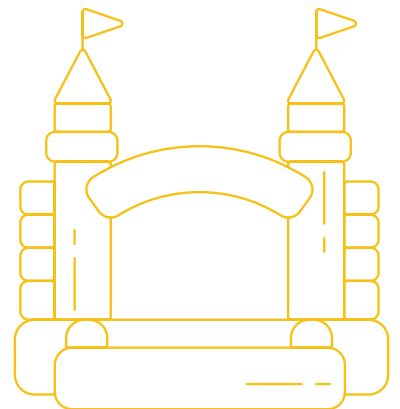
These are regulated by SafeWork SA.

Note: It is essential that all Suppliers have Public Liability Insurance cover for twenty million dollars (\$20,000,000.00) valid for the time of the event. A copy of these will be requested by the Council to support your application.



 Visit

For further details about event safety visit [SafeWork SA's website](#)



Notes (click below to start typing)

Done

Safety



Emergency Services

To ensure the safety of all event patrons, staff and suppliers, the event site must allow emergency vehicles access at any given time. This includes South Australian Police and First Aid providers.

Depending on the scale of the event it is the Event Organisers responsibility to notify the South Australian Police of your event. The South Australian Police have an online portal for you to submit your event using their [Crowded Places Self-Assessment Tool](#).



Risk Management

It is essential to prepare a Risk Management Plan that identifies potential risks and the actions taken to control them.

A few tips for managing risk:

- make sure all trades people/contractors are licensed;
- make sure safe food handling practises are in place;
- look at your crowd safety provisions (e.g security); and
- make sure that you contact SafeWork SA if you are unsure or require any advice about your Work, Health and Safety obligations as an Event Organiser.

For more information visit [SafeWork SA](#) website.

Note: the Council won't endorse the Risk Management Plan or accept responsibility for any unidentified risks at the event.

First Aid

The nature of your event and anticipated attendance numbers will help you to determine whether you will be requiring the services of a First Aid organisation. Your Risk Management Plan will help you to identify the risks of your event and how to best mitigate them.

Smoke Free

The Council has an obligation to promote positive public health outcomes where it provides facilities and services intended to be for the benefit to the Community. The Council therefore will encourage no smoking during events and also within our facilities. We encourage your event to promote Smoke Free events.

Note: universally-recognised signage must be used to indicate to the community of the areas that are smoke-free.



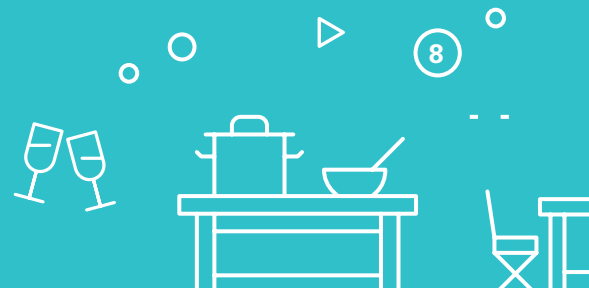
Accessible Events

It is important to make sure your event is accessible for all visitors. A few things to think about are:

- accessible public transport;
- accessible drop off area close to the entrance and exit of your event site;
- access throughout the whole event, for prams, wheel chairs and mobility aid users; and
- accessible amenities, e.g. toilets, first aid.

Notes (click below to start typing)

Food and Alcohol



Food Safety

If your event involves selling or providing food, you must comply with the [Food Act 2001](#) and it is your responsibility to inform all providers of the requirements.

You must comply with the Food Act 2001

A [Temporary Events Notification](#), has been prepared by the Eastern Health Authority (EHA) containing all you need to know about food safety.

This will need to be submitted to EHA no less than 28 days before your event.

The Temporary Events Notification includes information about:



Hand washing facilities



Food packaging and labelling



Waste management and disposal



Cooking and heating facilities



Safe food storage



Sufficient water supply

Liquor Licensing

If your event involves alcohol to be consumed (free or for sale), a Short Term Liquor License is required. Applications must be submitted to the Consumer & Business Services (CBS) at least 30 days prior to the event. The CBS will also require a letter of permission from the Council to be submitted with your application. Please ensure you advise the Council if you require a letter for your application.

Visit the [CBS](#) website to apply.

Apply!

Notes *(click below to start typing)*

Done

Notifications and Marketing



Community Notification

You may be required to notify the local Community about your event. This will require a letterbox drop to residents and businesses within a 1km radius of the event location (Council staff can assist with determining this area), at least two weeks prior to your event.

The letter will need to be approved by the Council's Events Unit at least one month prior to the event, before sending the letter to local residents.

Marketing Through Council

The Council may have opportunities to help support your event through our digital and print platforms. This will be discussed upon application, however this could include marketing through Council:

- website;
- community noticeboards; and
- Council social media.

Event Listing

Make sure you add your event to our [Events and Festivals](#) page to help promote your event further.



The letter will need to include information as set out below:



Date & time of the event



Set-up and pack-down times



Event purpose



The activities involved in your event



Number of expected participants



Any expected disruptions to locals



Road closure details (if applicable)



Contact name and number of Event Organiser if they have any questions

Notes *(click below to start typing)*



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175 The Parade, Norwood SA 5067

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Socials  /cityofnpsp  @cityofnpsp



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