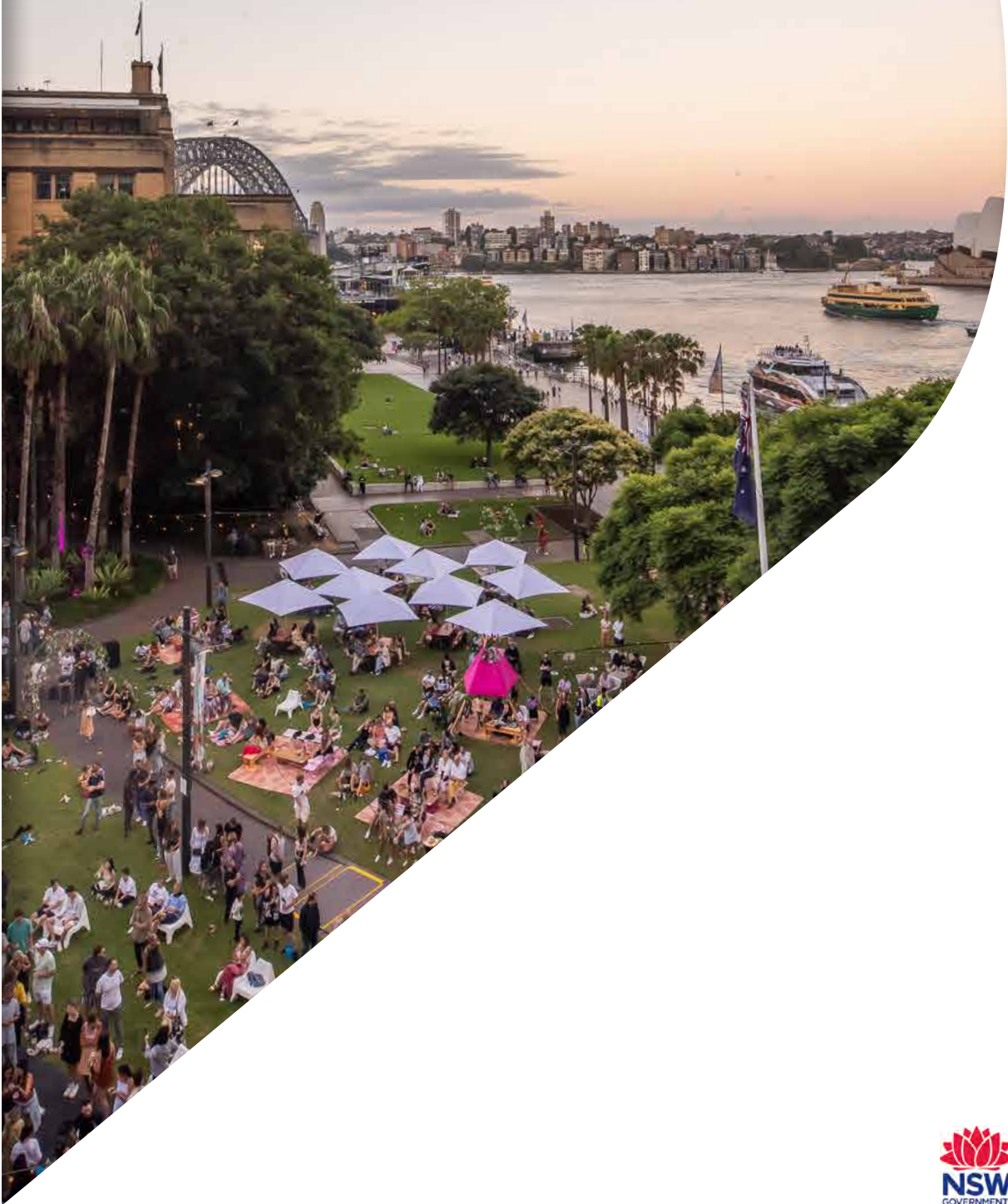


OUTDOOR  
EVENTS  
MANUAL  
**2023**



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# Guidance for event organisers

Introduction

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This manual provides guidance for event organisers to deliver temporary outdoor events in our precincts and should be read in conjunction with the Place Management NSW Outdoor Events Policy 2017.



**Place Management NSW (PMNSW) retains responsibility for licensing filming and photography, activations, promotions and other events in The Rocks, Circular Quay, Darling Harbour and a number of other locations around the harbour waterfront.**

The intention of this manual is to provide event organisers with requirements for the application and approval of both low impact and large scale events in the public realm. It also highlights operational criteria that allow outdoor events to qualify as 'exempt development' or 'complying development', i.e. not requiring a development application, but subject to standard conditions.

All outdoor event applicants are reminded that PMNSW approval as landowner and an open space licence agreement must be obtained prior to the commencement of an event (refer to the Outdoor Events Policy 2017 for further details).

This manual provides information about specific public realm sites within **The Rocks, Circular Quay, Darling Harbour, Pyrmont and Ballast Point** which have been identified as suitable for outdoor events.

The Event Sites guide provides a site-by-site description of The Rocks, Circular Quay, Darling Harbour, Pyrmont Bay and Ballast Point precincts, and details of the individual public realm sites.

These documents also provide a description of each site including facilities and suitable event types, along with the issues that must be considered and standards to be met by any temporary event.

## 1.1 Outdoor event sites

The following public sites are available for outdoor events:

### The Rocks and Circular Quay

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- ) First Fleet Park
- ) Tallowoladah Lawn
- ) Bligh & Barney Reserve
- ) Hickson Road Reserve
- ) Dawes Point Park (Tar-ra)
- ) Playfair Street, Atherden Street and The Rocks Square
- ) Jack Munday Place
- ) Campbells Cove
- ) George Street North
- ) George Street South
- ) Circular Quay, Eastern Promenade
- ) Circular Quay, East Forest
- ) Circular Quay, Southern Promenade
- ) Circular Quay, Western Promenade

### Birchgrove

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- ) Ballast Point Park

### Darling Harbour

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- ) Tumbalong Park
- ) Darling Quarter Village Green – North
- ) Darling Quarter Village Green – South
- ) Darling Square
- ) Cockle Bay and promenades
- ) Druiitt Landing
- ) Harbourside Amphitheatre
- ) Pyrmont Bridge
- ) International Convention Centre Forecourt
- ) Cockle Bay Lawn
- ) Tumbalong Boulevard
- ) Chinese Garden of Friendship Forecourt
- ) Under Pier Street Overpass
- ) The Goods Line North
- ) The Goods Line South
- ) Wharf 7 Plaza
- ) Pyrmont Bay Park
- ) Metcalfe Park
- ) Ballaarat Park

PMNSW's Venue Hire team has the responsibility for processing and permitting a range of activities and events under certain criteria. They are also responsible for ensuring that activities and events do not adversely affect the interests of PMNSW's stakeholders and tenants.

**For further information about any of the venues listed above, please refer to the Event Sites guide on the PMNSW website or contact PMNSW's Venue Hire department at [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au) or on (02) 9240 8872.**

# Applying for your event

PMNSW can help you ensure that your event is successful and runs smoothly. This document can be used to streamline your approach to applying for and planning for an event by outlining our responsibilities and those of external stakeholders, as well as identifying resources to assist you with your event.

Applying for  
your event

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## 2.1 Types of events in our precincts

This section outlines the event types that operate on public sites. The range of events which may be permissible in the public realm, subject to approval and the appropriateness of the site, include the following:

- ) Movable/transitory events and associated road closures e.g. fun runs, parades, marches, street theatre
- ) Public events including market stalls e.g. community/commercial events and festivals open to the public with free entry
- ) Corporate events, private functions by invitation only and with a registration fee, e.g. corporate launches and/or conferences
- ) Fundraising for registered charities
- ) Filming and photography
- ) Individual ceremonies e.g. weddings, naming days, public openings
- ) Commercial events e.g. product launches, sampling
- ) Live sites – large screens located in the public realm broadcasting major events.

## 2.2 Licensing process

The staging of any event is conditional upon the applicant obtaining relevant licences and consents. Failure to gain any relevant approvals prior to the commencement of an event will result in closure of the site and/or cancellation of the event.

Furthermore, please note that consent may be required from other authorities and agencies. For example, the City of Sydney is the consent authority for all development applications and Liquor and Gaming NSW for alcohol licences.

### **Place Management NSW landowner consent and Open Space Licence Agreement**

All events proposed to take place on any outdoor event site owned or managed by PMNSW must acquire landowner consent prior to the commencement of that event.

Furthermore, an Open Space Licence Agreement is required for all events and temporary structures proposed in the public realm, under the *Crown Lands Act 1989*.

The Open Space Licence Agreement is a legally binding licence agreement, signed by the event organiser and PMNSW. It details the proposed outdoor event, the public site, and relevant conditions.

**You can view a copy of the Open Space Licence Agreement on our website [property.nsw.gov.au](http://property.nsw.gov.au).**

The agreement and relevant payments must be finalised prior to the commencement of an event. PMNSW will determine Open Space Licence Agreements where it is the property owner and/or the managing landowner.

Under the agreement, the applicant will be required to obtain, and forward to PMNSW, copies of all relevant licences and other relevant approvals required by other authorities, at least 10 business days prior to the commencement date of the use of the open space.

### Event Application Process

To apply, the event organiser must submit an outdoor venue hire application form.

In the first instance, it is useful to be able to give an event overview, including any infrastructure or sponsors associated with the proposed event.

You will be advised of the specific documentation and fees and charges required upon application.

**Venue Hire can answer any queries concerning availability on (02) 9240 8872 or at [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au).**

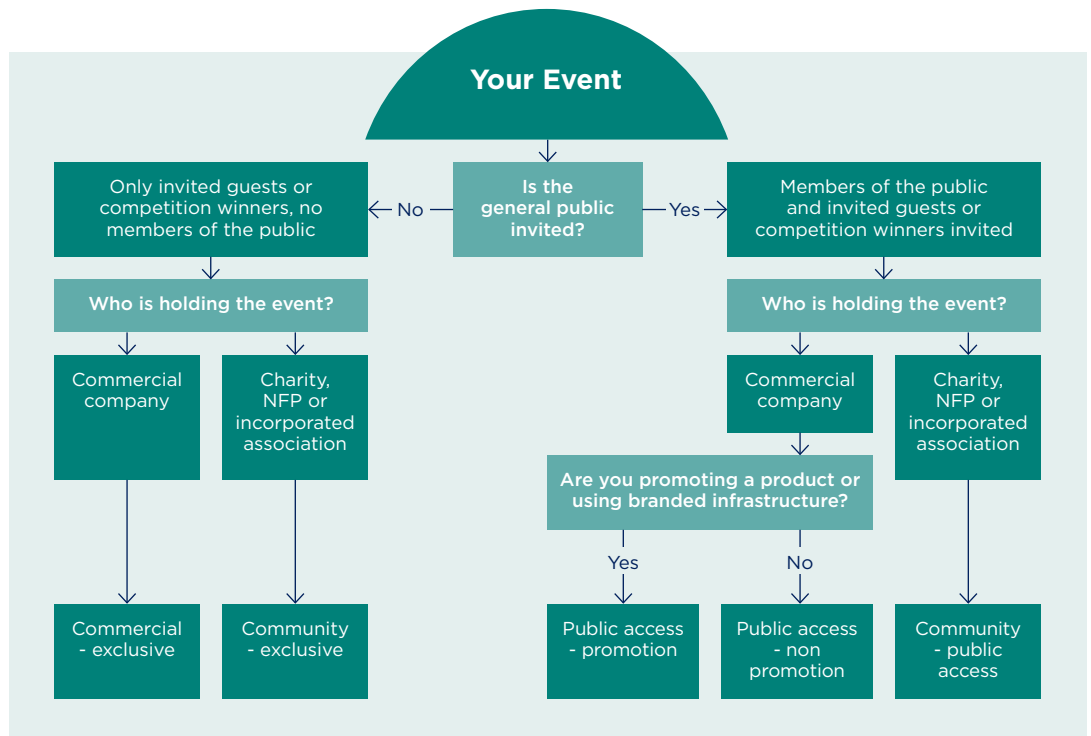
## 2.3 Licence types

### Applying for an event licence

Applicants are required to submit a venue hire application form and check with the Venue Hire department whether development consent may be required.

**The flowchart below indicates the type of licence you may require for your event.**

You can find relevant hire rates on the rates card on our website. Please note the chart is indicative only and your final licence and hire rates may be different.



**Venue hire rates do not include:**

- ) Technical services or equipment
- ) Staff labour including security
- ) Site infrastructure requirements including toilets and fencing
- ) Waste management services
- ) Noise monitoring costs
- ) Any other goods or services not specifically included in the venue hire agreement.

## 2.4 Development application process

### Development applications and State Environment Planning Policies

The Rocks, Circular Quay and Darling Harbour are declared as major event sites under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP-ECDC).

Some events held on major events sites may require development consent to be obtained from the City of Sydney. However, many outdoor events may be classified as 'exempt development' as defined by SEPP-ECDC.

Various types of community and commercial events, complying with the development standards of the SEPP-ECDC, may be held on PMNSW land without the need to obtain development consent from Council.

Division 3 of the SEPP-ECDC identifies which temporary event structures such as stages, signage and marquees can be carried out as 'exempt development' (i.e. not requiring development consent, but still requiring landowner's consent).

Outdoor event applications that are not classified as 'exempt development' must lodge a development application (DA), and obtain development consent from the City of Sydney.

Both 'exempt development' and outdoor events requiring development consent will require landowner's consent from Place Management NSW.

Below are some of the development standards that events classified as 'exempt development' need to satisfy.

Please note that this is not a comprehensive list of all planning considerations for 'exempt development' and that applicants should refer to part 3 of SEPP-ECDC for further details.

- ) The event must take place between:
  - 7.30am and 11pm Monday to Thursday
  - 7.30am to 12am Friday and Saturday
  - 8am to 8pm Sunday (community events)
- ) Must not run prior to 6am or later than 12am, except New Year's Eve which can run until 2am
- ) From set up to bump out the entire event period cannot be longer than 60 consecutive days



- › For street markets, time periods are limited to 3 consecutive days and no more than 120 days per year
- › Any stages cannot be larger than 50m<sup>2</sup>.

## 2.5 Road closures

An application for an event that requires the temporary full closure of a street will need to be referred to the Sydney Traffic Committee for approval.

### **PMNSW can assist event organisers in submitting a proposal to the Local Pedestrian Cycling and Traffic Calming Committee chaired by the City of Sydney.**

Event applications involving road closures will also incur a fee for the use of the roadway, erection of barricades, redirection of traffic and security management.

Fees may also be applied by Transport NSW for media advertisements for road redirections, and by NSW Police for management of road closures.

Event organisers are advised that the timeframe for proposing a road closure is a minimum of 14 weeks.

## 2.5.1 Traffic management plan

A traffic management plan (TMP) is required if road closures are needed. The plan must be produced by a licensed traffic control provider. All full road closure proposals are subject to approval by PMNSW, City of Sydney Local Pedestrian Cycling and Traffic Calming Committee, NSW Police and the Transport Management Centre (TMC).

### **Partial road closures on PMNSW managed roads may be approved by PMNSW subject to a review of the following items:**

- › Detailed traffic control plans
- › Qualified traffic controller and User Pay Police requirements and roster
- › Other agency consultation and notification schedule e.g. NSW Police, TMC
- › Road closure and clearway timings
- › Communication strategy for Place Management NSW tenants and other affected stakeholders e.g. The Rocks Markets
- › Anticipated impact to precinct operations and mitigation strategies
- › Infrastructure requirements and placement e.g. variable messaging signs (VMS), water filled barricades, crowd control barriers
- › Detour access maps may be requested for stakeholders such as markets, residents etc.
- › Ongoing consultation with the TMC is required for approved full road closures and all Road Occupancy Licences.

A clear passageway of at least 4 metres wide must be maintained at all times within road closures for emergency access and all services such as fire hydrants must be kept free of any obstruction.





## 2.6 Alcohol licence and management plan

For all events that propose serving alcohol, an alcohol licence must be obtained from the Liquor and Gaming NSW. Applicants must comply with and possess the prescribed licence under the *Liquor Act 2007* (as amended) and produce a copy to PMNSW prior to the commencement of the event.

### In order to lodge an application for a liquor license, you need to first obtain approval from PMNSW.

PMNSW must be provided with an alcohol management plan which will demonstrate responsible service and management of alcohol and patrons. Once approval is provided in principle, applicants should seek relevant licence approval from NSW Police and ILGA.

#### The alcohol management plan should include:

- › Key contact list including licensee, supervisor and security provider
- › Security roster and management plan
- › Bar operating times including final alcohol service time
- › Capacity of licensed area
- › Control measures used to manage access to, and capacity of, the licensed area
- › Responsible Service of Alcohol measures.

## 2.7 Food catering and vendors

Food catering may be permitted in association with specific approved events subject to obtaining a PMNSW open space licence agreement, and full compliance with the terms and conditions of that agreement.

#### Applications for food catering facilities should include the following information:

- › Precise location, number and dimension details of all catering facilities
  - › Methods of erecting and stabilising all catering facilities and structures
  - › Process for the removal and disposal of all rubbish, cooking oil, wastewater and associated products, in accordance with Environmental Protection Authority requirements: [epa.nsw.gov.au](http://epa.nsw.gov.au)
- Please note: wastewater is only allowed to be disposed of to a sewer. The disposal of such waste to any stormwater drain is an offence under the *Protection of the Environment Operations Act 1997*
- › Adequate protection of all grassed and paved surfaces
  - › Adequate management of leads, wires and obstructions in compliance with Australian Standards
  - › Compliance with food safety regulations for all food preparation requirements
  - › Prior approval for a temporary food stall permit must be sought from the City for the sale or distribution of any food to the general public

Privately catered events, where food is not sold or distributed to members of the general public, may not require a temporary food stall permit.



## 2.7.1 Other certificates and permits

Temporary outdoor events may also need to obtain special permits, or prove compliance with external statutory requirements. If your event requires additional permits, your event licence will not be issued until these permits have been approved and provided to PMSNW.

**Additional permits that may be required include:**

|  | Description   | Issued by   | Timeframes                                  |
|--|---|---|---|
| <b>Approval for use of roads/road closures</b> | To apply to temporarily close a road  | City of Sydney<br>May require consultation with the Traffic Management Committee and NSW Police | Up to 14 weeks                              |
| <b>Development application</b>                 | For events not classified as "Exempt Development"   | Landowner's consent required from PMNSW<br>City of Sydney                                       | Minimum 3 weeks<br>Minimum 12 weeks         |
| <b>Alcohol licence</b>                         | Required for events where alcohol will be served  | Liquor & Gaming NSW<br>Other stakeholders are City of Sydney, PMNSW and NSW Police              | Up to six weeks                             |
| <b>Temporary food permit registration</b>      | Necessary for a temporary food stall to operate   | City of Sydney  | At least 28 days                            |
| <b>Heritage exemption</b>                      | Required for events that impact heritage listed infrastructure including projecting on a building   | PMNSW   | Minimum 3 weeks                             |
| <b>Insurances</b>                              | <ul style="list-style-type: none"> <li>a. Public liability insurance of \$20 million unless otherwise agreed, with PMNSW listed as an interested party</li> <li>b. Worker's compensation insurance for any employee of the applicant</li> <li>c. Volunteer's insurance if applicable</li> </ul> | Your insurer  | Submit with PMNSW outdoor event application |

**Please note:**

Timeframes for external agency approval are current at the time of document publishing and subject to change. Please contact the relevant agency for current processing timeframes.

# Planning your event

The majority of PMNSW's outdoor event spaces are created from the public realm and are located in Sydney's most iconic and highly pedestrianised and visited locations. As such events that occur on these spaces are unique in the specific details of their site configuration, audience and event management plans.



Planning  
your event

3

**Every event must be managed carefully, with consideration given to other events, activities and tenants in the precinct.**

One of the most important things to consider to ensure the successful staging of your event is the timeframe in which to develop your plans and the early consultation and communication with PMNSW's Venue Hire and Event Delivery teams.

## 3.1 Event management plan

Outdoor event applications should be accompanied by an event management plan. The detail required can vary depending on the complexity of the event. The general information required is outlined below.

### 3.1.1 Event summary

The summary will include a description of the event, expected audience demographic and attendance numbers, key event times, event stakeholders (including potential sponsors) and their relationship to the event.

### 3.1.2 Event site layout plans

An accurate scale plan of the proposed event site detailing all structures, infrastructure and other additions to the site.

### 3.1.3 Production schedule

A detailed production schedule which includes hours of operation, all vehicle movements, staff times, bump in and out details, and event start and end times.

### 3.1.4 Risk assessment

All events require a tailored risk assessment demonstrating that the event organiser has considered the risks associated with the event and developed mitigation plans to address the risks.

**The event organiser must submit a risk register which includes:**

- ) An event overview
- ) Description of all risks and the risk owner
- ) Risk rating and all related risk matrices, consequence table and likelihood table
- ) Mitigation plan or controls for each risk and control owner.

Large scale events and hazardous activities, such as fireworks or activities around water, will require the engagement of appropriately qualified and accredited risk professionals. Risk documents may require sign off by an accredited risk professional.

### 3.1.5 Power supply and generators

The open space hire fee generally includes the use of existing power supply depending upon load and period of use.

Where modifications are required to supplement existing power supplies, the use of generators, cabling, and general setup of these facilities requires prior authorisation and will be at the event organiser's expense.

Excessive site power usage, either by duration or load, may be billed to the hirer.

**Temporary cabling for an event will be subject to the following conditions:**

- ) Test and tagging of all temporary leads, plug-in distribution and electrical appliances
- ) Cables, lines and hoses are to be held overhead clear of pedestrians and vehicles by catenary lines wherever possible
- ) Where this cannot be achieved, weatherproof cable trays that conform to Australian Standards must be used

### 3.1.6 Lighting

Event lighting will be controlled so that it does not affect the safety or amenity of road, water and air users, the general public or occupants of any premises.

### 3.1.7 Contact list including suppliers/contractors

This list will include names, roles and contact information for key event personnel, including third party suppliers and contractors.

### 3.1.8 Event processes and policies

This should include information on what will happen in case of event cancellation, wet weather, lost children, and other incidents.

### 3.1.9 Command, control and communication structure

Often shown as a flow chart, this document will specify the command, control and communication structure in both normal and emergency situations, including radio channel listing, key personnel and role allocations.

### 3.1.10 Event workforce roster

Roster of staff working at your event with all start and end times.

### 3.1.11 Other required documents

**Additional documents may be required to licence your event, including:**

- ) Alcohol management plan
- ) Crowd management plan
- ) Traffic and parking control plan
- ) Pedestrian management and access plan
- ) Cash handling, movement and security plan
- ) Infrastructure requirements plan
- ) Wet weather contingency plan
- ) Catering and public amenities plan
- ) Waste collection, recycling facilities and methods of waste disposal
- ) Access to adjoining sites plan
- ) Security and emergency services plan
- ) Entertainment program
- ) Signage plan
- ) Details of any anticipated source and level of noise generation, and a sound management plan to mitigate noise pollution to adjoining residents, tenants and the public in general
- ) Request for any of PMNSW's services and/or facilities
- ) Any proposed sale of products or services.

## 3.2 Public address and sound systems

The use of amplifiers is only permitted in specific PMNSW public realm sites between 10am and 10pm, unless otherwise authorised. Amplification and speakers must be suitably oriented to minimise noise projection to the adjacent area.

The Environmental Protection Agency (EPA) is the regulatory authority for outdoor entertainment activities that involve more than 200 patrons and include sound amplification equipment, in association with concerts, festivals, cinematic and theatrical events, sporting events, and any rehearsals.

**All events must comply with relevant EPA guidelines and requirements: [epa.nsw.gov.au](http://epa.nsw.gov.au).**

If an approved event has sound amplification, PMNSW and the EPA reserve the right to control the noise levels of any equipment used on site. An applicant may be required to have their event monitored by an acoustic consultant at their own expense.

Applicants should refer to the provisions of the *Protection of the Environment Operations Act 1997* and Protection of the Environment Operations (Noise Control) Regulation 2017.



### 3.3 Accessibility considerations

It is important to note that many of PMNSW's public places (roads, footpaths and open space areas) were designed and built many years before the need to provide accessible access was properly understood. In addition, the precinct's topography (particularly in The Rocks) also imposes limitations.

Consequently, there are a large number of public places where the provision of accessible travel paths may be difficult due to physical, technical, topographic and other constraints.

Nevertheless, PMNSW continues to improve accessible access and facilities in its precincts.

### The provision of equitable access for all patrons to events is an essential requirement for event organisers to consider.

Accessible facilities are identified on the individual site sheets, however additional facilities may be required to supplement the permanent facilities.

Applicants are encouraged to discuss any accessibility requirements with PMNSW's Venue Hire department prior to selecting an event site.

### 3.4 Access and circulation

#### Public transport

Event organisers shall inform event staff and patrons of existing public transport services to and from events, and encourage public transport use in event marketing and publicity.

#### Vehicle access

**Vehicles are not permitted onto any PMNSW public site, except as authorised via the open space licence agreement and with the following conditions:**

- › All vehicles must be escorted by a PMNSW representative, PMNSW Ranger or person inducted in the PMNSW Event Vehicle Induction
- › No vehicle will be permitted to operate in the public realm without an inducted escort
- › Access is permitted for short term loading and unloading of equipment only
- › A speed limit of 5km/h (walking pace) applies, using hazard lights, on all PMNSW sites
- › Pedestrians have the right of way at all times.

#### Parking

Event organisers should note that street parking is limited in Circular Quay and The Rocks precincts and generally not available in the Darling Harbour precinct.

There are commercial car parks in The Rocks and Darling Harbour. The Event Sites guide indicates nearest available facilities.

#### Pedestrian access

Temporary events and event structures should maintain pedestrian access to and circulation around the Sydney Harbour foreshore.



### 3.5 Waste management plan

Event sites must be left in the same state that they were found. Pre- and post-event site inspections will be arranged to ensure that venues are returned in a clean, safe and tidy state. For smaller events, the applicant must remove all waste from the event site. Excessive waste generated as a result of your event will require the engagement of PMNSW's cleaning provider. All costs associated with waste removal will be at the expense of the event organiser.

For larger events, the applicant is responsible for the cleanliness of the site prior to, during and after the event, and may engage PMNSW's cleaning provider at the applicant's expense.

The applicant will prepare a waste management plan that considers recycling. This should include demonstrating the separation and collection of recyclable materials from general waste and the means of removing waste as it accumulates during the event in accordance with relevant Environmental Protection Authority requirements and to the satisfaction of PMNSW.

**Your waste management plan should consider:**

- ) Recycling
- ) Food waste
- ) Removal of waste
- ) Staffing
- ) Site cleaning.

### 3.6 Event signage

Event signage may be permitted within the public realm subject to the applicant obtaining a PMNSW open space licence agreement, and relevant approvals, prior to the commencement of an event.

All event signage should follow our precinct-wide 80/20 rule. This demands that 80% of the signage is dedicated to the event, with 20% of the space or less dedicated to event sponsors.

Event organisers and applicants must submit a package of all proposed signage associated with an event proposal for PMNSW approval. This includes wayfinding signage locations and artwork examples for all signage being used onsite.

**The following types of signage are prohibited:**

- ) Non-event related general and third-party advertising
- ) 'A' frame signage
- ) Signage involving the use of dye on grass (unless approved by PMNSW)
- ) Obscene, offensive, derogatory and defamatory signs.



**As a guide, signage is limited to the following conditions:**

- ) The number of signs per entry/access point to the event site, and the dimensions of these signs, are to be approved in the open space licence agreement
- ) Event signage is not permitted on event fencing, barricades and outdoor furniture, unless approved by PMNSW
- ) Essential directional signage is permitted as approved by PMNSW. Directional signage can incorporate temporary finger signs, ground decals or small flags immediately surrounding an event site. Directional signs must not be installed more than 24 hours prior to the event and must be removed within 24 hours of the event closing, unless specific authorisation for alternative arrangements have been granted by PMNSW.

### 3.7 Communication and marketing plan

In relation to communication and marketing, event organisers must provide documentation addressing the points below.

- ) Communication strategy for PMNSW tenants
- ) Marketing, public relations and social media plan, including key contacts for event information and on event day
- ) Crisis communications plan, including targeted responses for key identified risks.

On occasion and at the discretion of PMNSW, precinct marketing channels may be used to communicate the event.

### 3.8 Event structure certification and engineering documentation

The following section provides a guide to the installation of physical structures typically associated with an event.

#### 3.8.1 Structures, marquees and stages

Temporary event structures, marquees and stages may be erected in the public realm in association with an approved event.

**Applications for events using structures, marquees and stages should include the following details:**

- ) Purpose of the structure
- ) Scaled plans detailing size and dimensions of the structure
- ) Precise location
- ) Methods of erecting and stabilising the structure, including loading capacity
- ) Protection of public realm surfaces, especially grassed and paved surfaces
- ) Information on safety and fire rating of materials
- ) Demonstration that the public realm is not unnecessarily obstructed by the location of the structure
- ) Demonstration that the structure's location will not impede the passage of emergency vehicles
- ) Demonstration of compliance with relevant Australian Standards.





**All temporary event structures including marquees and stages shall:**

- ) Be appropriately positioned to the satisfaction of PMNSW
- ) Be structurally sound and erected in accordance with manufacturer’s specifications and relevant Australian Standards
- ) Receive an engineer’s sign off once erected and complete
- ) Be secured in a manner that prevents them from collapsing or being dislodged by wind or adverse conditions

Structures incapable of withstanding extreme wind conditions must be removed as soon as it becomes apparent that such conditions are likely to develop, or as directed by PMNSW

- ) Have a wind management plan
  - ) Not be attached to any building or tree
  - ) Be generally limited to a maximum of 7 metres in height
  - ) Be weighted for stability on any surface by water or concrete weights
- The use of pegs and stakes is prohibited without prior approval in writing
- ) Be set up a maximum of 24 hours prior to the event and removed within 24 hours after the event, unless alternative hours have been specifically agreed to by PMNSW.

**Tree protection**

A minimum 1.5 metre radius protection zone is to be maintained around all trees within the public realm during the staging of any event, unless otherwise indicated on event maps or agreed by PMNSW. Structures erected in public realm sites must remain clear of this zone, unless special permission is justified, and granted by PMNSW.

**3.8.2 Outdoor seating and furniture**

**Temporary outdoor seating and furniture for an event may be permitted in the public realm.**

**PMNSW will review all applications for temporary outdoor seating and associated structures, on the merit of the proposal, and in particular against the following criteria:**

- ) The seating area is contained within the approved PMNSW licenced area
- ) Proposed seating capacity
- ) The maintenance of public safety
- ) Avoidance of unnecessary obstruction to circulation areas for the general public and allowance for the passage of emergency vehicles
- ) Removable furniture (chairs, tables, umbrellas) should be limited to models already certified in accordance with Australian Standards
- ) Method of erection and stabilisation of any tiered or elevated seating and associated furniture structures.
- ) Proposed duration of outdoor seating/ furniture installation, including bump in and bump out periods
- ) Methods for protecting public realm surfaces (grass, paving).

General advertising on outdoor seating and furniture is prohibited, unless otherwise approved by PMNSW.

**3.8.3 Fencing**

**Temporary fencing is appropriate for certain events and can include crowd control barriers, prestige fencing, or road barriers.**

All fencing shall demonstrate structural integrity and be certified by a qualified engineer or fencing supplier. Scrimming or covering of fencing is only permitted if it presents a clean and structured appearance, and the cover does not include any unauthorised signage or supplementary structures.

Fencing which has signage or scrim installed may require additional bracing (E-frames or similar) to allow for wind loading.

PMNSW reserves the right to request an event organiser to clean up, re-align, or remove any unauthorised or unsightly fencing.

### 3.8.4 Toilets

Each of the outdoor event sites listed in the Event Sites guide identifies the location of nearby public toilet facilities. PMNSW may require the applicant to provide additional temporary toilet facilities sufficient to cater for that event, in accordance with the requirements of the Building Code of Australia or relevant Australian Standards.

Temporary toilet facilities will be located in an area designated by PMNSW, and must be grouped to minimise visual obstruction in the public realm and provide safe, convenient access for patrons and service personnel.

A guide for the number of toilets that may be required is shown below.

### 3.9 Place Management NSW - Precinct signage hire opportunities

Event organisers may also want to hire PMNSW banner poles, pylon banners or metrolights located throughout The Rocks, Circular Quay and Darling Harbour to promote their temporary event.

The hire of these banners is subject to availability and PMNSW's authorisation.

**For full details, including hire locations and signage design guide, refer to PMNSW Commercial Signage hire opportunities: [property.nsw.gov.au](http://property.nsw.gov.au).**

#### Toilet facilities for events where alcohol is not available

| Patrons | Males   |    |             | Females |             |
|---------|---------|----|-------------|---------|-------------|
|         | Urinals | WC | Hand basins | WC      | Hand basins |
| < 500   | 2       | 1  | 2           | 6       | 2           |
| < 1000  | 4       | 2  | 4           | 9       | 4           |
| < 2000  | 8       | 4  | 6           | 12      | 6           |
| < 3000  | 15      | 6  | 10          | 18      | 10          |
| < 5000  | 25      | 8  | 17          | 30      | 17          |

#### Toilet facilities for events where alcohol is available

| Patrons | Males   |    |             | Females |             |
|---------|---------|----|-------------|---------|-------------|
|         | Urinals | WC | Hand basins | WC      | Hand basins |
| < 500   | 8       | 3  | 2           | 13      | 2           |
| < 1000  | 10      | 5  | 4           | 16      | 4           |
| < 2000  | 15      | 9  | 7           | 18      | 7           |
| < 3000  | 20      | 10 | 14          | 22      | 14          |
| < 5000  | 30      | 12 | 20          | 40      | 20          |

**Please note:**

The organiser must consider the expected demographic of the event when considering their requirements for this infrastructure.

Source: Australian Emergency Manual (Safe and Healthy Mass Gatherings)

# General standards for events

The following general standards apply to all event sites and must be satisfied for an event application to be considered by PMNSW. PMNSW considers the cumulative impact of staged events on public realm sites, which may limit the frequency of events.



## 4.1 Additional information

Information to assist event organisers preparing their application is set out in sections 4 and 5 of the Outdoor Events Policy 2017.

## 4.2 Ecologically sustainable development principles

**Events should be planned and conducted with regard to the principles of ecologically sustainable development.**

**Including:**

- ) Minimising resource consumption and generation of waste
- ) Conserving water
- ) Conserving energy and reducing greenhouse gas emissions.

## 4.3 Special case events

Applicants are advised that some events and activities require special consideration in terms of their impact on the amenity of the site, public safety, and the condition and management of the precinct.

**PMNSW will consider the merits of each application and reserves the right to conditionally approve or refuse any of the following activities:**

- ) Use of pyrotechnics
- ) Helicopter landings and parachuting
- ) Carnival rides and side show activities
- ) Hot air balloon landings
- ) Use of drones
- ) Events involving animals
- ) Any activity which adversely affects the environment
- ) Any activity adversely affecting PMNSW's stakeholders and tenants
- ) Events or activities with security implications.

The distribution of inflatable balloons is generally prohibited.

## 4.4 Compliance with operating management guidelines for multi-media digital displays

If your application includes staging multi-media digital displays (MMDDs), you will be required to comply with PMNSW's operating management guidelines.

**The following type of appropriate content is preferred for display:**

- ) 'Live site' major event simulcasts from around Australia and the world that have popular appeal or significant and appropriate niche appeal
- ) Event program and sponsor content
- ) New media content which does not primarily rely on audio
- ) Highly interactive and engaging visual content
- ) Appropriately executed promotions and advertising of 'what's on' in the precinct or surrounding tenants
- ) Appropriate television broadcasts with an iconic status and broad appeal
- ) Appropriate visual backdrop for stage-based events to amplify visibility to large audiences.

**The following content will not be permitted:**

- ) Poor quality production material
- ) Content relying heavily on audio, unless part of an overall program
- ) Advertising and promotions that do not align with principles outlined in this document or are considered tactical advertisements
- ) Standard commercial music video clips (unless they are part of an approved event/activation)
- ) Brand and product advertising during public events that conflict with any event sponsor.

Third party advertising (excluding event sponsors) is not permitted on MMDDs for events. However, PMNSW will consider special circumstances during free-to-air broadcasts where third party advertising is unavoidable due to regulations in the *Broadcasting Services Act 1992* (Cth).

MMDD's audio output will only be permitted when it is used in conjunction with an approved public realm event or during free-to-air broadcasts. When it is used for general approved advertising the audio must be muted.

A copy of PMNSW's guidelines on MMDDs will be made available on request.

## 4.5 Public notification

Depending on the nature of the proposed activity, PMNSW may require the applicant to notify emergency services, local council, residents, tenants and the general public of the event at their own expense.

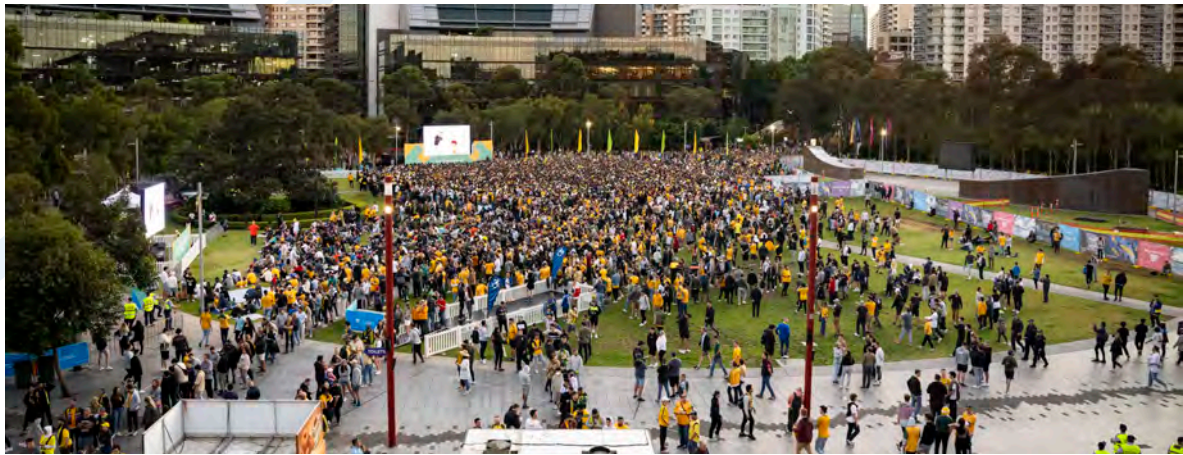
This may also be required for temporary road closures or the prolonged or regular use of a public site.

## 4.6 Air quality

No gases, vapours, odours, dust or other impurities which are a nuisance or hazardous to health shall be emitted as part of any event. This includes but is not limited to smoke from cigars, cigarettes, e-cigarettes and/or vapes.

# Risk and security management

In the early planning stages, you will need to determine the likelihood of security and risk issues arising before, during or after your event.



## 5.1 Security and crowd management

**For large events, security will be required for crowd management, general event presence or overnight asset protection.**

The event organiser should engage the services of PMNSW's security provider or a NSW licensed provider approved by PMNSW. The cost of these services will be at the event organiser's expense.

PMNSW reserves the right to refuse access for unauthorised security personnel.

**Applicants will be required to submit a risk management plan and security assessment for the event which will address:**

- ) Capacity of the event site and methodology used
- ) Expected crowd numbers, including peak numbers and timings

- ) Crowd monitoring and capacity management processes e.g. gates, capacity reporting
- ) Crowd demographic and expected crowd behaviour
- ) Infrastructure inclusions and locations used for crowd management e.g. variable message signs, crowd control barriers, water filled barricades
- ) Security roster and roles including the security supervisor's contact details
- ) Crowd flow rates and diagrams for ingress, egress and circulation
- ) Other agency integration e.g. NSW Police, Transport Management Centre, Government Control Centre (GCC), Transport NSW
- ) Evidence of consultation with NSW Police regarding the current National Threat Assessment Level and in line with Australia's Strategy for Protecting Crowded Places from Terrorism: [nationalecurity.gov.au](http://nationalecurity.gov.au).

## 5.2 Emergency management and medical plan

The emergency management and medical plan shows that the event organiser has considered and addressed the following:

- ) Emergency procedures
- ) Command, control and communication structure for emergency situations
- ) Chief and Deputy Warden responsibilities and contacts
- ) Evacuation corridors
- ) Emergency assembly locations
- ) First aid locations, roster and management plan
- ) Stop show procedure (where relevant).

## 5.3 Work Health and Safety and contractor management

The event organiser will be required to provide documentation that demonstrates their understanding of current WHS legislation and their capacity to manage event-related WHS including, but not limited to:

- ) Site induction and management processes such as signed induction forms and copies of relevant high risk work licences
- ) Safe work processes to be used by the principle organisation and all third-party contractors e.g. Safe Work Methods Statements for high risk construction work, gas storage, working at heights, safe work zones that provide a physical barrier where necessary
- ) Certificates of currency for workers compensation and public liability for the principle organisation and all third-party contractors.

Event organisers may wish to consider using the SafeWork NSW Small Business Safety Pack or reviewing the How to Manage Work Health and Safety Risks Code of Practice.

Please refer to SafeWork NSW [safework.nsw.gov.au](https://safework.nsw.gov.au) for resources and assistance with Work Health and Safety requirements.

## 5.4 Statement of Environmental Effects

A Statement of Environmental Effects is required for:

- ) Any event requiring PMNSW's landowner consent to lodge a development application
- ) A heritage exemption under Section 57 of the *Heritage Act 1977*.

The Statement should include:

- ) A description of the proposed use of the site
- ) A detailed description of the site
- ) A detailed list of all structures, production equipment and key stakeholders
- ) Timings including bump in, bump out and the event period
- ) Environmental impacts associated with the activity including noise, water, air and mitigation strategies
- ) Waste management strategies
- ) Anticipated heritage impact and mitigation strategies.

## 5.5 Dangerous goods

**No flame, explosive, fuel, ammunition, firearm, flammable liquid or other dangerous item shall be brought onto any PMNSW public sites as part of an event, except as authorised in the open space licence agreement.**

Any authorisation requires a specific risk assessment and management plan for review and approval.

# Frequently Asked Questions

## Can I use domestic pop-up marquees?

As our precincts are subject to high wind gusts, domestic pop-up marquees are not permitted.

Marquee specifications including maximum wind speeds must be supplied before a licence is issued, and marquees must be weighted, with structural sign off given on installation. The sign off will indicate the maximum wind speed for the weight applied to the structure.

When hiring a marquee, ensure that the supplier can provide this for you.

## Can I use pegs instead of weights for structures?

PMNSW only permits weighting of structures, pegging is not permitted.

## Can I hand out flyers, stickers or balloons?

Distributing flyers, stickers or balloons is generally not permitted in order to maintain the cleanliness of our precincts and protect the environment and visitor experience.

Please see the Outdoor Events Policy 2017 for more information.

## Are drones permitted in The Rocks, Circular Quay or Darling Harbour?

Drone activity is generally restricted as our precincts are densely populated areas.

**Each drone application is individually assessed and approved on a case by case basis depending on:**

- ) Location
- ) Time of day
- ) Impact on stakeholders and the public domain (flight paths and exclusion zones)
- ) Risk assessments
- ) Type of drone including redundancy capabilities
- ) Height of operation
- ) Ability to set up a safe work site
- ) Privacy implications
- ) Certificates, licences and insurances.

## Can I bump in before 6am or after 12am?

Under the SEPP, events and activations in our precincts must operate between the hours of 6.00am and 12:00am.

Activity outside of these hours requires development application approval.

**Note that PMNSW manages several sites where activity is not permitted after 10:00pm with consideration for our surrounding tenants and residents.**