



Procedure and Protocols Manual (Environment Local Law)

Refers to the Environment Local Law, 3 of 2002 (as amended 15 May 2007)

**Procedures and Protocols applying to the exercise of functions by the Council
under the Local Government Act 1989 and Environment Local Law, No. 3 of 2002.**

Part 1 - EVENT OR OCCASIONAL EVENT (Clause 12, Environment Local Law No. 3 of 2002)

1. Information to be provided by the applicant

In making an application for an event or occasional event the applicant **may** be required to provide the following information.

- (a) Details of the event in the format required by the Council detailing such things as, but not limited to:
 - (i) entertainment to be provided;
 - (ii) expected noise (including music) levels; and
 - (iii) patron numbers.
- (b) Advice of any potential security or emergency issues for the police and other emergency service organisations such as SES, St Johns Ambulance.
- (c) Advice of any potential police and emergency services personnel resource issues.
- (d) A proposed traffic plan for the event area with access details for emergency vehicles and road closures, proof of notification and approval from any other relevant authorities.
- (e) A copy of any extended liquor license application.
- (f) A copy of any extending trading hours application.
- (g) A proposed disaster plan for the event or occasional event area.
- (h) A certificate of currency indicating that the applicant has at least \$10m public liability insurance.
- (i) Evidence of a current licence with Australian Performing Rights Association for the public broadcasting of copyrighted music.

2. Additional approvals

Prior to granting approval for an event or occasional event, the Council may require:

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- (a) additional applications for permits for extended street trading; and
- (b) additional applications for liquor license from licensed premises for the consideration by the Council's Statutory Planning Branch.

3. Additional Notification

Where the Council grants a permit for an event or occasional event and having regard to the type of event or occasional event that is to occur, it must:

- (a) provide specific details to affected residents and businesses in writing on the extent of traffic closures and other measures to be taken relating to the event or occasional event; and
- (b) undertake any other notification that the Council considers relevant to the circumstances or that is required by the Environment Local Law No. 3 of 2002 or this protocol.

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