

## GUIDE NO.7

# development applications for events

The holding of an event may require the lodgment of a development application to Council.

Generally, if an event is to be held on land that is not normally used for the same purpose as the event an application will be required to enable a temporary use of the land. Examples of events that require a development application include:

- markets that are held on land that is otherwise used as a car park or a recreation area
- music events within parks

Applicants should ensure that their applications are lodged with plenty of time to enable an assessment to occur and condition requirements to be met prior to the event being held. As a minimum, applications should be lodged three months prior to the date of the event.

If the event is to be held on land that is owned by Wagga Wagga City Council, the consent of Council will be required in writing and the development

application signed by the appropriate Council Officer. Otherwise you need the consent of owners.

A booking may be required for the use of Council land such as the Music Bowl at the Botanic Gardens. The booking to use Council land is a separate process to the development application. Both the booking terms and development application will impose conditions to ensure that Council's assets are not damaged and that the impact of the event being held is minimised.

Council has prepared a checklist which outlines the required plans and documents that need to be lodged with an application for an event. These can be viewed on Council's website [www.wagga.nsw.gov.au/eventsguide](http://www.wagga.nsw.gov.au/eventsguide) and on the following two pages.

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# development applications checklist

Checklist for DA No. \_\_\_\_\_



Wagga Wagga  
City Council

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## DEVELOPMENT APPLICATION CHECKLIST

### Entertainment Venue / Events

This checklist has been prepared in order to assist both the applicant and Council's Customer Service Staff to ensure that the development application to be submitted is complete. Failure to provide the requested information will delay processing of the development application and may result in the application being returned to you for completion.

Applicant to tick	Item	No. copies	DA Guide reference	CSO (office use only)
<b>Fees and Administration</b>				
	Completed Development Application Form	1	p11	
	Payment of Application Fees	-	-	
	Owners Consent	-	p12	
	Cost Summary Report (s94A) <i>When: when estimated cost of works is \$100,001 or greater</i>	1	2.20	
	I have read and understood the information regarding the GIPA Act 2009 contained in Appendix 2 of the DA Guide	-	2.23	
<b>Always Required</b>				
	Statement of Environmental Effects	6	3	
	Site Analysis Plan to scale of 1:100 or 1:200	6	2.1	
	Plans, Elevations and Sections to scale of 1:100 or 1:200	6	2.3	
	Reduced Plans and Documents (A4 or A3) or Electronic Copy	1	2.10	
<b>May Be Required</b>				
	Landscape Plan to scale of 1:100 or 1:200 <i>When: works impact on garden or tree removal required</i>	6	2.5	
	Tree Reports <i>When: development involves the removal of trees or impacts on trees to be retained.</i>	6	2.6	
	Statement of Heritage Impact <i>When: development is of a certain type and involves an item of environmental heritage, is located within the conservation area or is within the vicinity of an item of environmental heritage</i>	6	2.15	
	Disclosure statement of political donations or gifts <i>When: a reportable political donations and/or gift has been made</i>	1	2.21	
	Risk/Emergency Management Plan <i>When: Events/Development that involves alcohol, live entertainment or large patron numbers</i>	6	-	
	Structural/BCA Compliance Report <i>When: Temporary structures and/or use of building are required</i>	6	-	

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	<b>Fire Safety Information</b> <b>When:</b> Temporary structures and/or Entertainment venues are required	<b>6</b>	-	
	<b>Traffic/Pedestrian Management Plan</b> <b>When:</b> Temporary structures are required, existing ingress/egress points are altered or new proposed, loss of parks, impact on current pedestrian/traffic movements	<b>6</b>	-	
	<b>Security Management Plan</b> <b>When:</b> Events that involve alcohol, live entertainment or large patron numbers	<b>6</b>	-	
	<b>Noise Management Plan</b> <b>When:</b> Events that contain live entertainment or in close proximity to residential tenancies	<b>6</b>	-	
	<b>Waste Management Plan</b> <b>When:</b> Events take place outside of existing premises without existing and capable waste management systems	<b>6</b>	-	

  

<b>Applicant Declaration</b>	
I/We declare to the best of my/our knowledge and belief, that the particulars stated on this checklist are correct in every detail and that the information required has been supplied. I/We acknowledge that the development application may be returned to me/us if information is found to be missing or inadequate.	
Applicant's name/s (Printed)	
Applicant's signature/s	
Date	

  

**Important Notes:**

- Please reference Appendix 2 of the DA Guide to ensure that all documents/plans required to be submitted are correct and include the necessary information.
- If you believe that a particular item is not required in relation to your development proposal due to specific circumstances, please discuss this matter with a development assessment officer prior to lodgement of the application.
- You will need to complete multiple DA checklists for the Development Application where more than one checklist is relevant to the development/works that are proposed.
- Where multiple checklists are required to be completed, additional copies of the required plans/documents will not be required for each checklist submitted.

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**When compiling your documentation listed in the Entertainment Venue / Events checklist you will need to consider the following information to provide in the Statement of Environmental Effects. This will help ensure that the requirements of the Environmental Planning and Assessment Act 1979 are met and will allow Council to assess the application against the relevant considerations.**

The level of detail provided in the Statement of Environmental Effects should be consistent with the size and scale of the event along with the likely impacts of the event.

### Event:

Name of event

### Date/s and Times:

Event date/s and exact times – include bump in and bump out times.

### Location:

Venue, including street names and boundaries. Is the event being held in a Heritage Listed or a Heritage Conservation Area? Mention ease of access of location, especially for those with disabilities.

### Numbers:

Approximate attendance at your event and if this figure includes guests, visitors, performers, contractors etc.

### Contact:

Who the event is being organised by (such as a Committee) and the main point of contact, this person's position (e.g. Events Coordinator) and contact details (land line, mobile and email address if possible).

### Temporary Structures:

Include information here if you are erecting temporary structures or utilising an existing building. Discuss how many, locations and uses for all of these. Discuss site re-instatement and if there will be minimal impact on the site (e.g. are there temporary structures being erected for a short period of time etc.).

### Stallholders:

Include information if you will be having food & beverage or market stalls at your event. State what these are and how they comply with regulations regarding OH&S and if they are going to supply public liability and insurance certificates. If alcohol is being served, mention that RSA certificates have been requested. Do you need to apply for a temporary on-licence? If employing staff / volunteers to serve alcohol, RSA certificates must be obtained.

### Entertainment:

Include information about the type of entertainment you will be offering (bands, soloists, roving entertainers etc) at your event and the times of these performances. Mention the impact on the surrounding environment and what you will do to assist with this (such as letters to the surrounding households). Will you have any facilities for performers such as dressing rooms, toilets, marquees, hospitality etc.

### Amenities:

What existing facilities will you be using (toilet blocks etc) or will you be hiring port-a-loos? The Building Code of Australia provides details on the amount of toiletry facilities required for events.

### Security:

Is a professional security firm being employed for your event? If so, who will it be, how long are they employed for and what are they responsible for (crowd control, noise control).

### Parking:

Include information about what parking and disabled parking facilities the event location offers.

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Is the event centrally located? Is the location easily accessible by public transport? Are guests able to walk and/or get lifts. The Building Code of Australia provides details on requirements for car-parking widths and areas.

### Lighting:

Include information about lighting if your event is being held during the evening / night. What lighting does the venue offer.

### Power:

Will you be using the existing power and outlets available at the venue. You should also let Council know if you will be using generators.

### Fencing:

Is this required and if so, where will it be used? Remember to mention that it will not be blocking exits and space will be kept for emergency evacuations.

### Risk Management:

If held on Council land, a complete risk management assessment will be conducted before (event) and will be distributed to all relevant stakeholders including the Committee, performers, contractors, security and local emergency response teams. What procedures do you have in place in the event of an emergency evacuation and mention any structural hindrances.

### Road Closure:

If road closures are required, write them down and mention what processes you have followed to ensure the safety of this aspect of the event. Be sure to mention the street names that will be affected and the closing dates and times.

### Suspension of Alcohol Free Zone:

Does this need to be requested? Provide as much detail as possible including dates, times and locations.

### Public Liability Insurance:

Who holds the policy – the committee, the event, an individual.

Please find enclosed three copies of each of the following documents:

- List as applicable

## STATEMENT OF ENVIRONMENTAL EFFECTS

### Likely impacts

What impact will the proposed development have upon the local environment (for example flora, fauna, Aboriginal land, and use of water)?

What impact will the proposed development have upon the local economy?

What impact will the proposed development have on the local community?

What types of development exist on surrounding land?

Will the development increase the amount of noise, vibration, light or any other form of disturbance on adjoining lands? (If yes, describe the expected disturbance)

If the answer to question 1.5 was yes, describe what will be done to reduce the affects of that disturbance on neighbours (eg a thick screen of vegetation will be planted at the front of the block to reduce disturbance in the area arising from noise and light associated with the development).

Will the development increase the amount of traffic in the area?



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### Environmental assessment

Any archaeological sites that may be affected by the proposed development? (If yes, provide details)

Any historical or heritage sites that may be affected by the proposed development? (If yes, provide details)

Any cultural sites that may be affected by the proposed development? (If yes, provide details)

Any threatened species of flora that are likely to be affected by the proposed development? (If yes, provide details)

Any threatened species of fauna that are likely to be affected by the proposed development? (If yes, provide details)

Any possible reduction in the current recreational or community uses of the area as a result? (If yes, provide details)

If you are unsure of any details required in the Statement of Environmental Effects please refer to Appendix 3 of Councils Development Application Preparation and Lodgment Guide which can be found at [www.wagga.nsw.gov.au/eventsguide](http://www.wagga.nsw.gov.au/eventsguide)



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# how to complete application for development form

Below is a guide to assist you with completing Wagga Wagga City Council's Development Application Form which can be downloaded from Councils website [www.wagga.nsw.gov.au/eventsguide](http://www.wagga.nsw.gov.au/eventsguide) or collect in person at Council.

### Select the Approval you require:

Development Application

### Applicant Details:

Complete in full

### Site Details:

This is the information of the address where your event will be held. If you are erecting a marquee or temporary structure on Council property, ask at the Wagga Wagga City Council Customer Service desk for the correct address.

### Estimated Cost:

Complete the Development Box only.

### Description of your Proposal:

Temporary Change of Land Use

### Provide Description of the Development:

Provide a brief description of what the event is being held, dates, times etc and refer to your attached documentation for further information.

### Special Consideration:

Leave blank unless it relates to your event

### Undertaking the Work:

This will only need to be completed if you are erecting a temporary structure for your event. If so, indicate the name of the hire company.

### Inspections:

A qualified certifying authority. Wagga Wagga City Council is a qualified certifying authority.

### Consent of all Owners of the Subject Property:

If it is a Wagga Wagga City Council venue you are using, a staff member at Customer Service can help you locate the relevant person. If using an existing building, you must have all the owners' signatures.

If you are unsure of any details on the form, please refer to page 11 of Councils Development Application Preparation and Lodgment Guide ([www.wagga.nsw.gov.au/eventsguide](http://www.wagga.nsw.gov.au/eventsguide)).