

COMMUNITY EVENT POLICY

Responsible Department:	Corporate and Community Services
Responsible Section:	Tourism Cultural Facilities
Responsible Officer:	Manger Tourism Cultural Facilities

Objective

The objective of this policy is to:

- 1.1. Clarify Council's support of Community Events held on Council managed land
- 1.2. Clarify the procedure for community groups or individuals to apply to host an event
- 1.3. Set a framework for events managed and supported by Council
- 1.4. Effectively manage risks inherent in events and to ensure financial and service delivery obligations are fulfilled

It is the intent of Narrabri Shire Council to coordinate and support high quality community events that celebrate diversity, showcase creativity, and recognise sporting achievements.

Introduction

Well managed events are an important part of the development of vibrant, sustainable local communities contributing to the community's social fabric and local economy.

Initiation, facilitation, and support for special events can contribute to Council achieving its long term social, environmental, economic and civic leadership strategic objectives. Council has an important role in identifying opportunities, providing support and resources, and ensuring that events are conducted in a way that is safe and environmentally sustainable. Council is committed to supporting local events and this policy details the requirements expected of event organisers to seek Council approval.

This policy relates to events held within the Narrabri Local Government Area which:

- 1.1. Are delivered by Narrabri Shire Council
- 1.2. Are community events and require certain approval from Narrabri Shire Council
- 1.3. Are either delivered or endorsed with partnership from Narrabri Shire Council
- 1.4. Attract funding or sponsorship from Narrabri Shire Council

Policy

1. What is an event?

- 1.1. For the purpose of this Policy, an event is any planned public or social occasion that takes place wholly or partly on public land including public car parks, roads (excluding State Highways), footpaths, parks,

Council venues, community facilities and sports grounds. It should be noted that some events that take place on private land may also require Council approval.

- 1.2. Events range from small functions to large, complex experiences, involving thousands of people. Events can be private affairs with attendance by invitation or public occasions with attendance open or by ticket.
- 1.3. Regardless of size, events have many requirements including planning and organisation, risk management, securing approvals, community participation and transparency and probity in the allocation of support and resources.
- 1.4. Generally, events will require some form of approval from Council and or other government agencies. The scale of some events may require the lodgement of a development application under the *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*.
- 1.5. Please note: Events that are exempt from this policy include seasonal sporting events and other bookings for sports using Council designated sporting complexes and sporting ovals.

2. Community Event Manual

2.1 Council has developed a Community Event Manual to assist event managers to:

- (a) Define the strategies and actions needed to achieve successful events that help to deliver Council and the community's vision for Narrabri Shire.
- (b) Provide an easy-to-use resource that aims to address planning and risk management issues associated with events in Narrabri Shire.
- (c) Provide a clear guide for Council, the community, and key stakeholders on how events will be developed and managed, with templates for event planning.
- (d) The Community Event Manual can be downloaded from Council's website at www.narrabri.nsw.gov.au.

3. Community Events Application Form

3.1. People and organisations wishing to hold an event may need to complete a community Events Application Form and provide all necessary information for Council to assess the request.

Applications will require the following information where relevant:

- (a) Completed Council's Community Events Application Form
- (b) Site Plan
- (c) Public Liability Certificate of Currency
- (d) Approved request for Suspension of Alcohol-Free Zones
- (e) Transport Management Plan
- (f) Section 68 Application
- (g) Food Safety Requirements (Food Act 2003)

3.2. Applications for events can only be considered if submitted on the appropriate Council form and accompanied by the required fees when necessary.

3.3. Council's Event Representative (CER) will assist community members navigate their way through Council's various procedures and permits.

3.4. Please note: Monthly events such as Markets are required to submit their application once for a twelve-month period.

3.5. The application form and relevant documents need to be emailed to council@narrabri.nsw.gov.au.

4. Referral to Other Approving Bodies

- 4.1. Council will refer requests for events to other authorities if required including (but not limited to):
- (a) Narrabri Shire Council Local Traffic Facilities Committee
 - (b) Narrabri Shire Council Planning and Compliance department
 - (c) Liquor and Gaming NSW
 - (d) NSW Police
 - (e) Safework NSW
 - (f) NSW Health
 - (g) NSW Food Authority

5. Application Processing Timeframe

- 5.1. A number of Council departments and at times, external approving bodies are involved in processing requests for events therefore the Community Events Application Form and related documents need to be submitted to Council with ample time to assess the application. See below for the mandatory timelines:
- (a) Applications and all related documents for events that do not require Traffic Management Plans, road closures or Development Applications, need to be submitted to Council eight (8) weeks prior to the proposed event date.
 - (b) Applications and all related documents for events that require Traffic Managements Plans, road closures and or Development Applications, need to be submitted to Council fourteen (14) weeks prior to the proposed event date.
- 5.2. If an application for a complex event is received less than fourteen (14) weeks prior to the proposed date of the event, the application will not be accepted.

6. Event Venues and Facilities (including Community Kiosk)

- 6.1. Council manages land for community use and has identified a number of Council facilities and venues that can accommodate community events. These are listed in Council's Community Event Manual and Community Directory.
- 6.2. As a number of Council managed sites are on Community land, holding an event at these locations may not entitle the Event to have exclusive usage of the site e.g. Narrabri Lake. Please note that fencing off sections may be an option if needed.
- 6.3. For all Community Kiosk Bookings, the Community Kiosk Booking Form must be completed and related documents need to be submitted to Council with ample to process the request,

7. Traffic Management Plan (TMP)

- 7.1. It is important to understand what classification your event is aligned with, especially when assessing the impact, it may have on traffic and the surrounding environment. Our Community Event Manual outlines these classifications in the Traffic Management chapter. Events are not categorised by the amount of people attending but more so by the impact and complexity of the event.
- 7.2. Traffic Management Plans may vary in complexity due the size and layout of the event. As TMPs must be approved by the Local Traffic Facilities Committee, it is imperative that these are lodged at least

14 weeks prior to the event.

- 7.3. Please note, the TMP is to be developed, implemented and managed by a qualified person or company and show currency of within 6 months of the event date. This cost is the responsibility of the event organiser.

8. Risk Management

- 8.1. Risk management is the process of identifying risks, risk analysis and evaluation. By determining a level of risk of an event, event organisers can prioritise risks to ensure they can either be eliminated or minimised.
- 8.2. To determine a risk, you should consider:
- (a) The consequence of the risk – what could happen and what could the extent of the harm be.
 - (b) The likelihood or possibility of the risk occurring.
- 8.3. When conducting a risk assessment, consult the people who will be involved in undertaking the task. As part of any good planning process, risks need to be identified, assessed, and addressed to minimise the potential harm or injury of any person attending the event. Events can vary vastly in regard to their size and nature however, all events require a risk assessment to be undertaken. Undertaking a risk assessment further ensures compliance with relevant legislation and regulation.
- 8.4. Event organisers are required to apply a risk management approach that provides a safe environment for people participating in the event. A risk management approach also ensures compliance with relevant legislation and regulations. Risk assessments should again be undertaken at least two (2) weeks prior to the event commencing to ensure no new risks have arisen.
- 8.5. The [Community Event Manual](#) has a chapter on Risk Management to help organisers identify and address risks that may be relevant.

9. Public Health

- 9.1. Event organisers need to ensure their events are aligned with the requirements and conditions of the latest NSW Public Health Order.

10. Public Liability Insurance

- 10.1. Event organisers are required to hold public liability insurance of \$20 million for the entire period of the event. This certificate must be lodged with Council prior to the event.
- 10.2. If the event is run in conjunction with Narrabri Shire Council a copy of the certificate of currency with Council noted as an interested party is required at the time of lodging the Community Events Application Form. If Council is nominated as an interested party this approval must be approved by the General Manager for approval prior to the event.

11. Accessibility and Inclusion

- 11.1. When planning an event, it is a legal requirement to consider the access needs of people with a disability. With over 20 per cent of the NSW population living with disability, making your event accessible is also an important commercial decision. Promoting an event's focus on accessibility may also be an attractive prospect for supporting partners or sponsors. You can access the "Toolkit for

accessible and inclusive events” developed by the NSW Government [here](#). Narrabri Shire Council has also developed a [Disability Inclusion Action Plan](#).

12. Waste Management

12.1. Events can generate significant volumes of waste and Event organisers are responsible for making arrangements with Council to manage and dispose of waste. Public Park bins are not permitted for use for events. Waste and recycling bins are mandatory at events. Please refer to [Council's Fees and Charges](#) for Costs of waste management for events.

13. Fees and Charges

13.1. [Council's Fees and Charges](#) details Council's adopted fees and charges in relation to events and related activities.

14. Event Confirmation

14.1. The event is considered 'confirmed' once all Council departments are satisfied with the application and the Terms and Conditions have been signed. A letter of approval, highlighting any conditions will be sent to the applicant upon approval.

14.2. Please note: the proposed event is not to be advertised until full approval has been given.

15. Event Cancellation

15.1. If an event is cancelled or postponed, the Event Organiser needs to contact the Council Event Representative to ensure all Council departments are aware of this decision.

15.2. **Please Note: some fees are not refundable**

Appendices

- Appendix A – Community Events Application Form
- Appendix B – Community Kiosk Booking Form

References

- Narrabri Shire Council Fees and Charges.
- Narrabri Shire Council Community Event Manual.
- Narrabri Shire Council Event Terms and Conditions.

Review

This policy will be reviewed within 12 months of an Ordinary Council Election or from time-to-time on an as-needs basis.

Revision

Version	Date	Description of Change
1	27 June 2025	Minor amendments and changes to formatting. Inclusion of Appendices.

History

Minute Number	Meeting Date	Description of Change
140/2022	24 May 2022	Endorsed for Public Exhibition
233/2022	26 July 2022	Adopted
155/2025	20 August 2025	Endorsed for Public Exhibition
220/2025	15 October 2025	Adopted

Appendices

Appendix A – Event Application Form



Narrabri Shire Council
46-48 Maitland Street
PO Box 261, Narrabri NSW 2390

P. (02) 6799 6866
F. (02) 6799 6888
E. council@narrabri.nsw.gov.au



COMMUNITY EVENTS APPLICATION FORM

Disclaimer: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Privacy Management Policy or in special circumstances, where Commonwealth Legislation requires or where you give permission for third party access.

Before submitting this application:

- ☐ You will need to submit this form up to twelve (14) weeks prior to your event date.
- ☐ You can access Council's Event Manual on Council's website at www.narrabri.nsw.gov.au
- ☐ Your event will not be confirmed until Council receives all relevant information
- ☐ Fees may apply to this booking. Refer to Council's website www.narrabri.nsw.gov.au

Applicant Details

Applicant Name

Organisation Name

ABN

Address

Town

State and Postcode

Phone Number

Email Address

Location Details

In which town would you like to hold your event?

What is the address or location of where you would like to hold your event?
(e.g. is it a park, open space area, facility etc)

Event Details

Event Name

Event Purpose (e.g. fundraiser, entertainment etc)

Event Description

Start Date

End Date

Bump In Time

Start Time

Finish Time

Bump Out Time

How many people do you expect will be at your event?

Additional Requirements

(Fees may apply)

Requirement	Y	N
Will you be playing music? (Live or recorded)		
Will there be use of PA systems or loud speakers?		
Do you require the use of power?		
Date: Start Time: End Time:		
Do you require the use of flood lights?		
Date: Start Time: End Time:		
Do you require the use of toilets, showers, canteen, dressing sheds, gates etc?		
Date: Start Time: End Time:		
Do you propose to erect marquees, shade structures or fete stalls, or the like? (Location/s must be noted on site map)		
Will alcohol be sold, supplied or consumed?		
Do you propose to sell food? Will the food be pre-prepared/packaged or will there be cooking?		
Provide vendor list and note location on site map.		
Do you intend to have fireworks? (Notifications of pyrotechnic usage must be submitted to Council for review)		
Date: Start Time: End Time:		
Will you be using amusement rides or devices? If so, what type of ride/device, size and how many? (Location/s must be noted on site map)		
Do you propose to display advertising boards/banners?		

Waste Management

Are you providing any additional toilet facilities for your event?
(Location must be noted on site plan)

Are additional (general waste and recycling) bins required?

Traffic Management

Do you need to temporarily close any roads for your event?

Y ☐ N ☐

If yes, which roads and why?
(Please note road/s on site plan)

Do you need to use parking spaces for your event?
(Both on-street and off-street parking)

Y ☐ N ☐

Does your event temporarily increase traffic?
(e.g. traffic may be required to queue when entering the event)

Y ☐ N ☐

Does your event require the use of unregistered vehicles?
(e.g. bike race, billy-cart, antique vehicles etc)

Y ☐ N ☐

Site Plan

Please provide a basic site plan detailing location of structures, toilets, car parking, emergency access, waste management services, food and alcohol stalls.

Submission Checklist

- ☐ **Site Plan** detailing location of structures, toilets, car parking, emergency access, food and alcohol stalls ect
- ☐ **Certificate of Currency** for Public Liability Insurance for not less than \$20M any one event.
- ☐ **Request for Suspension of Alcohol Free Zones** if alcohol is to be consumed (must be submitted 14 weeks prior to event date for processing/approval)
- ☐ **Risk Management Plan**
- ☐ **Relevant Firework Permit and Approvals**
- ☐ **Transport Management Plan** (if relevant)
- ☐ **Development Application - Section 68 Approval for Temporary Structures** (if applicable)
- ☐ **Request for the use of amusement rides.** A separate approval is required for amusement rides. Refer to the Application for Approval – Land Use Application form on Councils website: www.narrabri.nsw.gov.au

⬡ Email completed form to council@narrabri.nsw.gov.au, post to PO Box 261, Narrabri NSW 2390 or drop form into Council's Administration Building at 46 - 48 Maitland Street, Narrabri.

Any required documents not provided at the time of submission will delay the processing of your application

Certification

Signature

Date

OFFICE USE ONLY

Date Application Received

CRM Reference No.

Council Representative

Appendix B – Community Kiosk Booking Form



Narrabri Shire Council
46-48 Maitland Street
PO Box 261, Narrabri NSW 2390

P. (02) 6799 6866
F. (02) 6799 6888
E. council@narrabri.nsw.gov.au



COMMUNITY KIOSK BOOKING FORM

IMPORTANT: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Privacy Management Policy or in special circumstances, where Commonwealth Legislation requires or where you give permission for third party access.

Applicant Details

Organisation Name:

Contact Name:

Contact Number:

Email:

Booking Details

Date:

Time:

Purpose:

Deposit Details

Deposit payment is refundable upon return of the key.

Amount Received:

Date Paid:

Council Representative (print name):

Signature:

Checklist and Declaration

In submitting this booking form, I acknowledge that:

- I accept full responsibility for the key issued to me as set out above.
- I will not provide this key to any other person without the permission of Council's Manager Parks and Open Spaces.
- Should this key be misplaced, stolen or damaged I will immediately inform Council's Manager Parks and Open Spaces on (02) 6799 6866 and in writing. Notifications should be addressed to the Manager Parks and Open Spaces, Narrabri Shire Council, PO Box 261, Narrabri NSW 2390 or emailed to council@narrabri.nsw.gov.au.
- I agree to return the key at the conclusion of my booking at which point I will have my deposit refunded.
- I understand that any costs for replacement or repairing of the Community Kiosk may be charged to me as a result of improper use.
- I agree to ensure the Community Kiosk is cleaned prior to returning the key and understand that cleaning fees will be charged if it is not left in an appropriate state.
- I understand it is my organisations responsibility to ensure any NSW Government health restrictions in place at any time are adhered to.



I have completed this booking form in full; including contact information and purpose of my booking.

I confirm that the information I have provided in the 'Community Kiosk Booking Form' is accurate and complete. I have filled in all the necessary details to the best of my knowledge, and I hereby acknowledge this by appending my signature below.

Signature of Applicant:

Date:

Office Use Only

DATE KEY RETURNED:

AMOUNT REFUNDED:

COUNCIL REPRESENTATIVE (PRINT NAME):

SIGNATURE: