

Application form Temporary use of Market Street Lawn

Information to help you complete this form is included in the Appendix 'Assessing the impact and requirements of your event'

Event name	
Event day and date/s	
Is the date flexible? Y/N	
Registered Business Name or Licensee	
ABN	
Short description of event	
Event time (from - to)	
Bump in time	
Bump out time	
What is the estimated number of people that will attend your event?	
Which classification best applies to your event/or organisation? (see definitions at Attachment 1) Community Registered Charity, not-for-profit or NGO Private Commercial*	
Insurances and registrations Public liability – amount insured Workers compensation – amount insured Details of registration, Charity or NGO (ABN)	
Will your event include ticket sales? If so, what is the approximate cost per ticket?	

<p>Which category of “impact” does your event fit into (low, medium or high)?</p> <p>See Attachment 1 for guidance</p> <p>A maximum of 3000 people can be on Market Street Lawn at any one time depending on the event set-up (booths, stages etc). Please note that the type of activity planned may determine the impact of your event. For example if you are serving alcohol, then you would automatically be classed as a medium impact event even if you were only expecting 500 people. For large scale events, additional documents will be required depending on the type of event (e.g. sound management plan, alcohol management plan).</p>	
<p>Low impact 8am – 8pm. 1-1000 people per day. Monday – Sunday.</p>	
<p>Medium impact 8am – 10pm. 1000 – 3000 people at any one time (no more than 6000 people per day). Monday – Sunday.</p>	
<p>High impact (special conditions apply) 8am – 12am. 6000 – 10,000 people per day. Permitted Friday, Saturday and public holidays only.</p>	
<p>Will you sell food? If yes, please provide details of number of vendors, market stalls, food trucks, etc. Demonstrate compliance with local authorities for food service. E.g. caterers licence or food inspection certificate (mobile food vendors)</p>	
<p>Will you sell or supply alcohol? If yes, please provide details Demonstrate consideration of Newcastle City Council and Liquor and Gaming NSW licensing requirements. An alcohol management plan incorporating RSA and security measures must be provided.</p>	
<p>Do you plan to have amplified sound? If so, what level of sound do you anticipate? (low, medium, high)</p> <p>Low impact PA < 1000 watts</p> <p>Medium impact PA 1000 >5000 watts</p> <p>High impact PA 5000 watts</p> <p>If high or medium impact category, please supply a noise management plan</p>	

<p>Please outline how your proposal aligns with Revitalising Newcastle's <i>vision</i> for Market Street Lawn of "creating an engaging, inclusive and inspiring public space"</p>
<p> </p>
<p>How will your event bring people back to the city centre?</p>
<p> </p>
<p>Does your event align with one or more of Market Street Lawn's themes of connection, culture, engagement or wellbeing? (explain how).</p>
<p> </p>

Please note:

Events with more than 1000 people will require extra facilities such as toilets, general waste and recycling bins.

Market Street Lawn will provide two toilets for low and medium impact events until permanent amenity toilet blocks can be provided.

A fee for the hire of the space will be charged to commercial ventures.

Send your completed application to info@revitalisingnewcastle.com.au

If you have any questions please call (02) 4927 7497.

Attachment 1

Assessing the impact and requirements for your event

Depending on the type of activities and the size and impact of your event, you will need to provide key information for your proposal to be considered. Use the table below to determine what you need to provide. We have created an information sheet to help you understand what is required in an event management plan, stakeholder management plan and risk workbook. This information is designed to assist community groups that have proposed an event. For medium and high impact events you may require professional services to assist you in developing any additional management plans.

Activity proposed	Low	Medium	High
<p>If you would like to use Market Street Lawn, please complete the application form 'Temporary use of Market Street Lawn'</p> <p>If required we can provide you an information sheet regarding what to include in event management plans, stakeholder management plans and risk workbook</p>	<ol style="list-style-type: none"> 1. Complete application form 2. Respond to the risk workbook 3. Prepare Event management plan 	<ol style="list-style-type: none"> 1. Complete application form 2. Respond to the risk workbook 3. Prepare Event management plan 4. Prepare Stakeholder management plan 	<ol style="list-style-type: none"> 1. Complete application form 2. Respond to the risk workbook 3. Prepare Event management plan 4. Prepare Stakeholder management plan
<p>Depending on the type of activity you are planning, you will also need to provide the following:</p>			
<p>Selling food All food sales must be from temporary food structures or vehicles and must adhere to the NSW Food Act of 2003 See also Newcastle City Council Requirements http://www.newcastle.nsw.gov.au/Business/Regulations/Food-drink-business</p>	<p>A caterer's licence or food inspection certificate (mobile food vendors)</p> <p>Number of market stalls or food trucks.</p> <p>Waste management plan as required</p>	<p>A caterer's licence or food inspection certificate (mobile food vendors)</p> <p>Site plan for vendors including number & placement of market stalls and food vendors</p> <p>Waste management plan</p>	<p>A caterer's licence or food inspection certificate (mobile food vendors)</p> <p>Site plan for vendors including number & placement of market stalls and food vendors</p> <p>Waste management plan</p>

Activity proposed	Low	Medium	High
<p>Serving or supplying alcohol If you are serving alcohol, you will need to meet Newcastle City Council requirements and have appropriate licences and approvals from Liquor and Gaming NSW. See also Newcastle City Council Requirements http://www.newcastle.nsw.gov.au/Explore/Things-to-do/Event-Planning</p>	<p>No alcohol</p>	<p>Meet Newcastle City Council requirements</p> <p>Liquor licence</p> <p>Alcohol management plan</p> <p>Liquor/gaming approvals</p> <p>Security plan</p>	<p>Meet Newcastle City Council requirements</p> <p>Liquor licence</p> <p>Alcohol management plan</p> <p>Liquor/gaming approvals</p> <p>Security plan</p>
<p>Using a PA System or amplifier If you are planning on using amplified sound, to manage noise we require the following details</p>	<p>Details and duration of amplified sound</p> <p>Speakers should face in a northerly direction away from residential area</p> <p>Compressor/limiter on amplifier units</p>	<p>Sound management plan</p> <p>Speakers should face in a northerly direction away from residential area</p> <p>Compressor/limiter on amplifier units</p> <p>Stakeholder engagement plan</p> <p>Letter box drop</p> <p>Mechanism to handle noise complaints</p>	<p>Sound management plan</p> <p>Speakers should face in a northerly direction away from residential area</p> <p>Compressor/limiter on amplifier units</p> <p>Stakeholder engagement plan</p> <p>Letter box drop</p> <p>Mechanism to handle noise complaints</p>

Activity proposed	Low	Medium	High
<p>Amusements Amusements such as jumping castles, pony and animal rides and other low impact amusements can be used on Market Street Lawn for low and medium impact events.</p>	<p>Low impact, up to two amusements</p> <p>Engineering certificate</p> <p>Safety inspection</p>	<p>Medium impact, three to ten amusements</p> <p>Engineering certificate</p> <p>Safety inspection</p>	<p>High impact events – no amusements</p>
<p>Light displays Light displays are permitted for specific events. All lighting needs to be designed to ensure no detrimental impacts to neighbouring residents and passing traffic.</p> <p>Lighting plans must meet the conditions of our DA consent and respect Newcastle City Council requirements for residential areas.</p>	<p>Lighting plan</p>	<p>Lighting plan</p>	<p>Lighting plan</p>
<p>Temporary structures Temporary structures are permitted to provide protection from the weather.</p> <p>Extra facilities such as lighting and toilets can be brought onto the site. They would need to be detailed in your site plan.</p>	<p>As required.</p> <p>All temporary structures need to be adequately secured</p> <p>Site plan</p>	<p>Site plan</p> <p>All temporary structures to be adequately secured</p> <p>Any steel frame structure required to be erected requires an engineering certificate.</p>	<p>Site plan</p> <p>All temporary structures to be adequately secured</p> <p>Any steel frame structure required to be erected requires an engineering certificate.</p>

Activity proposed	Low	Medium	High
Road closures If you need to close Wharf Road or Scott Street you will need to meet Newcastle City Council requirements for traffic and pedestrian management	N/A	Traffic management plan Traffic control plan Pedestrian management plan	Traffic management plan Traffic control plan Pedestrian management plan
Waste management Disposal of rubbish and recycling must be implemented in accordance with Newcastle City Council's waste management requirements for temporary events	Bins for general waste and recycling must be provided as required	Bins for general waste and recycling must be provided as required	Waste management plan developed in consultation with Newcastle City Council
Site Security, Event Security, People Security Consider whether you will need to secure any temporary structures set up on the site, and/or provide security for people attending or working at an event. Event Security is required when alcohol is being served	As required	Security required when alcohol is served	Security required when alcohol is served

Definition of Organisation	
Community	an organisation to benefit the community (eg Mothers Group, Mens Shed, Lions Club, Rotary Club)
Not-for-profit (NFP)	an organisation that does not operate for the profit, personal gain or other benefit of particular people
Registered charity	must supply ABN and certificate or registration
Non-governmental organisation (NGO)	not-for-profit organisation that is independent from states and international governmental organisations
Commercial	an organisation that operates for profit. This could include outdoor entertainment, recreation facility (outdoor), retail premises, food and drink premises, kiosks, markets, shops, take away food
Private	Private – non-public or family gathering (eg wedding)