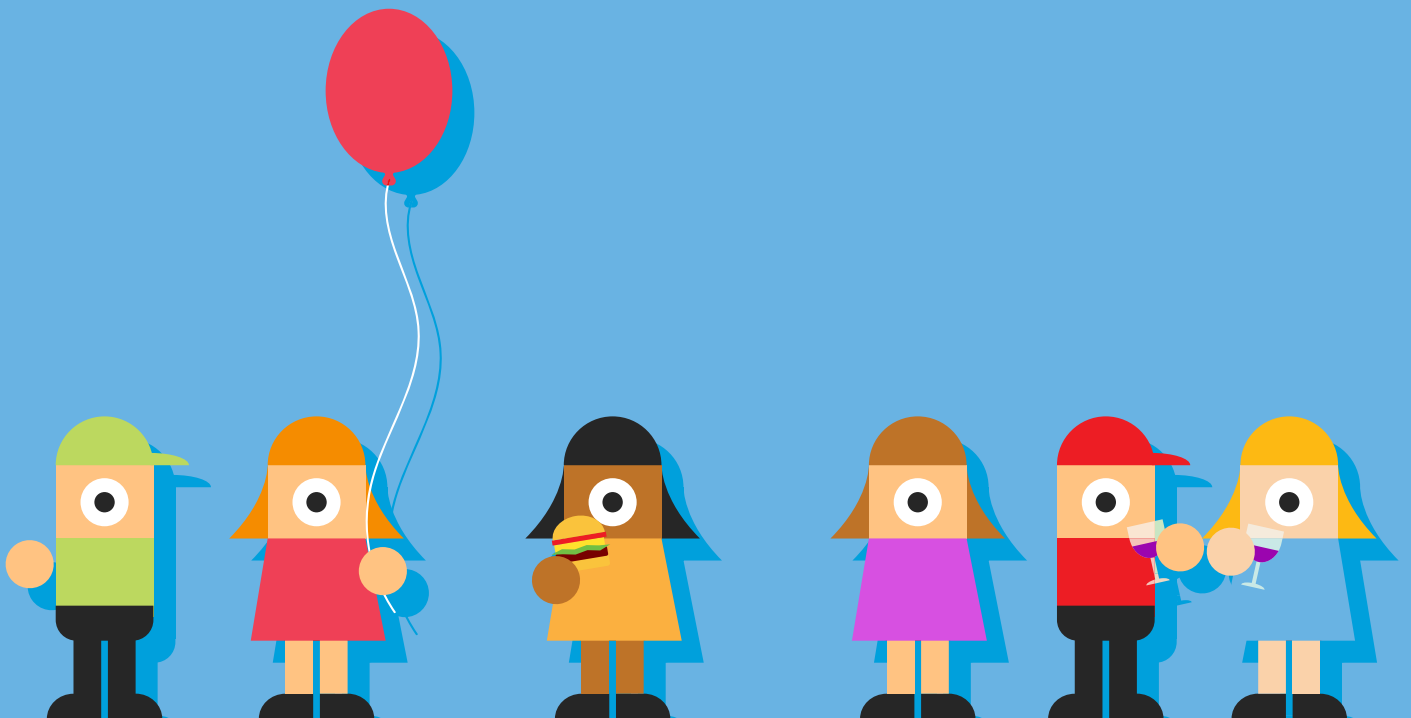


THE CITY of

Unley

Event Planning Toolkit



Event Planning Toolkit

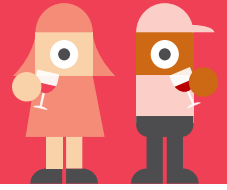
DISCLAIMER

The City of Unley Event Planning Toolkit is to be used as a guide only. It is incumbent on an event organiser to ensure that all laws are complied with including obtaining any necessary permits. The City of Unley accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the toolkit.

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SECTION ONE

Welcome to the City of Unley Event Planning Toolkit



Our Event Planning Toolkit has been designed to assist event organisers in planning successful events and festivals within the City of Unley. In this Toolkit, you will find a comprehensive A-Z Event Planning Guide, templates, checklists, examples and supporting material to assist you every step of the way and ensure that your event runs smoothly and safely.

The Toolkit outlines key responsibilities and any permits or legislative requirements that you may need to be aware of and ensures the sustainable management of our local parks and reserves. Please be mindful that this is a guide only and that there may be additional information or requirements that are not necessarily listed in this document.

We encourage you to explore this Toolkit and recommend that you take advantage of the support and services available through our City of Unley Event Coordinator.

Events & the City of Unley

Our City is recognised for its vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership.

Many of our residents are energetic participants in social and recreational activities and enjoy being active and involved in our community. For many years, the City has showcased a range of sporting, cultural and community events and activities and has provided excellent facilities and public spaces for display and performance. These events, together with our network of community centres, libraries, swim centre and our museum, have helped to foster the City's cultural and social spirit.

Attraction and facilitation of community events are primary goals for the City of Unley, with place making and cultural and artistic diversity being strategic objectives within our Community Plan 2033 and our 4 year plan. Council also has a [Community Event Sponsorship Program](#) that provides financial support

for events and festivals. As such, we encourage and support community groups to hold their own events within the City, helping to grow the diverse range of events on offer to our residents and visitors.

City of Unley Support Staff

Given our commitment to attracting and supporting community events within our City, we have an experienced Event Coordinator whose role it is to both coordinate City of Unley events and provide support for event organisers in staging events in our public spaces.

Our Customer Service team is also available to assist with general enquiries about our parks, reserves and community facilities including the Unley Town Hall. They can be contacted on **8372 5111** from Monday to Friday during business hours. You may also like to speak with our Event Coordinator who can assist you with event planning advice and can be contacted on **8372 5120** or at events@unley.sa.gov.au.

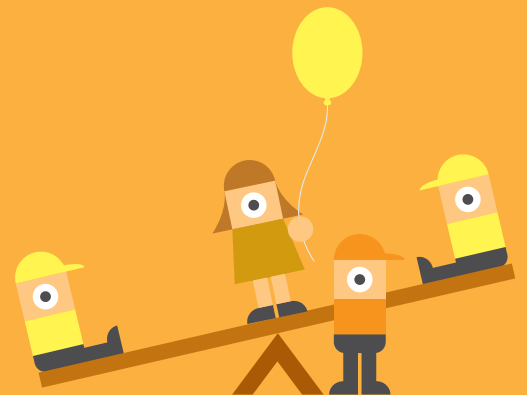
Events at Community Centres, Swimming Centre or Libraries

If you intend to hold an event at one of our community centres, swim centre or libraries, bookings can be made by contacting these facilities directly on the numbers below:

- › **Unley Community Centre: 8372 5128**
- › **Fullarton Park Community Centre: 8372 5180**
- › **Goodwood Community Centre: 8272 7148**
- › **Clarence Park Community Centre: 8293 8166**
- › **City of Unley Library Service: 8372 5100**
- › **Unley Swim Centre: 8372 5456**

SECTION TWO

Planning your Event



Planning is the most important part of running a successful event, and this often means starting well in advance. The most effective way to approach planning is to develop a detailed Event Plan, which includes a project plan and timetable of what needs to be done and when. Council staff will work closely with you throughout the planning process to ensure that it is as smooth and easy as possible.

Where Can I hold my Event?

The City of Unley's parks and open spaces provide a wonderful setting to host your event. Many of our parks have a range of features including toilets, play equipment, sport and fitness facilities, BBQ's, picnic tables and shelters. Some parks and open spaces are able to support medium to large-scale event activity whereas other small parks are more suited for casual, public use.

The [table on page 06](#) provides details about the capacity and facilities of our parks and open spaces to help you choose the most suitable location for your event.

Park maps can be downloaded from the Council's [website](#) which show the layout and facilities for all of our larger parks and open spaces which can be used to assist you with your site planning. You may also like to view our Unley Parks and Playgrounds brochure which is available on our [website](#).

How Much Notice do I Need to Give?

Depending on the size and requirements of your event, sufficient notice is required in order to process your application. This will ensure all requirements are able to be addressed to deliver a safe and successful event. The City of Unley reserves the right to decline an application if insufficient notice is provided.

To ensure the success of your event, applications for

medium scale events must be received no later than 30 days prior to the proposed event date and large scale / high risk event applications must be received no later than 60 days prior. If you wish to submit an application at short notice, please contact Council's Event Coordinator to discuss if your application can be accepted.

Please note

The submission of an application does not imply the booking is confirmed - it is a registration of interest only. This also applies for events that have previously happened on an annual basis.

Events Kit

The City of Unley has an [Events Kit](#) that is available to community event organisers. The kit contains giant games and other useful items. Please contact Council's Event Coordinator to check availability of the kit for your event.

Do I Need an Event Permit?

Depending on the size and nature of the event you wish to stage within the City of Unley, you may require an Event Permit and, in the case of medium to large-scale public events, site and risk management and emergency plans may also be required.

An Event Permit ensures that all activities comply with the necessary requirements and legislation and are undertaken in a safe manner. A permit also clarifies responsibility and liabilities, secures the facility or space and minimises disruption and impact on other users of public spaces.

The time it takes to process and approve your [Event Permit Application](#) will depend on the complexity of the event and your ability to submit the required information. A large-scale event may take several months to assess and permit, whereas a medium-scale event may only take a couple of weeks.

Event Categories

SMALL SCALE EVENTS › Attendance less than 100 people › NO PERMIT REQUIRED

Small scale events have an estimated attendance of less than 100 people and do not require an Event Permit. Examples of small scale events may include a birthday party, wedding or social club gathering. No fees apply for small scale events.

It should be noted that all parks and open spaces within the City of Unley are public space and you cannot be guaranteed exclusive use of any space or facility including shelters, barbecues and play equipment. Groups who do not require an Event Permit must share the public facilities and occupy a space based on a 'first in first served' basis.

We advise you to contact our Customer Service team to check that there are no other medium or large scale event bookings or maintenance works happening in the park that you are planning on using.

Please note the following advice and safety regulations for the below activities and equipment.

- › **Pop-up marquee/shade** – There is to be no pegging in to the grounds whatsoever and all shades and structures must be secured using weights only.
- › **Inflatable amusement/jumping castle** – We recommend that you request a copy of the public liability insurance and a current certificate of plant registration issued by SafeWork SA from the company that you are engaging to provide any type of amusement or inflatable structure. You must also advise the company that there is to be no pegging in to the grounds whatsoever and all structures must be secured using weights only.
- › **Animal petting zoo or rides** - We recommend that you request a copy of the public liability insurance certificate from the company that you are engaging. Hand washing facilities must also be provided.

MEDIUM SCALE EVENTS › Attendance 100-1,000 people › PERMIT REQUIRED

Medium scale events require an Event Permit and have an estimated attendance of between 100 and 1,000 people.

Examples of medium scale events may include a large birthday function, community market or small fair.

Fees apply, please refer to the [Event Fee Schedule](#).

LARGE SCALE / HIGH RISK EVENTS › Attendance 1,000+ people › PERMIT REQUIRED

Large scale / high risk events require an Event Permit and fit within the following guidelines:

An event that:

- › has 1,000 or more people; and/or
- › has significant impact on stakeholders; and/or;
- › involves road closures or speed reductions; and/or

- › impacts on public transport; and/or
- › involves an activity that Council deems as potentially dangerous or high risk.

Examples of large scale events may include a large festival or public event.

Fees apply, please refer to the [Event Fee Schedule](#).

TICKETED EVENTS & EXCLUSIVE USE OF COMMUNITY LAND

If your event is ticketed and needs to be fully fenced, you must liaise with Council's Event Coordinator to obtain a licence (in addition to your Event Permit) which grants you exclusive use of Council land for a nominated period of time as per Section 202 of the Local Government Act 1999. An additional licence fee applies, please refer to the [Event Fee Schedule](#).

OTHER ACTIVITY PERMITS

There are other activities which may require a permit to use our parks and open spaces, including personal training, regular sport training, access to private land, photography, promotions and filming. These are not considered to be events and therefore are not included in our Event Permit. For further information please contact our Customer Service team.

Location	Event/ Booking capacity	Toilets	Play equipment	Fenced play area	Shaded play area	BBQ	Shelter	Fitness equipment	Tennis	Basketball	Cricket nets	Skate facility
Dora Gild Playground Churchill Avenue, Clarence Park	<100 No permit only	1UN	Y	Y	Y							
Everard Park Reserve Hillsley Avenue, Everard Park	<100 No permit only	1UN	Y	Y		Y						
Fern Avenue Reserve Fern Avenue, Fullarton	<100 No permit only		Y	Y	Y							
Fraser Reserve Riverdale Road, Myrtle Bank	<100 No permit only		Y	Y	Y		Y					
Hackett Reserve Kenilworth Road, Parkside	<100 No permit only											
Haslop Reserve Cremorne Street, Malvern	<100 No permit only		Y	Y	Y							
Henry Codd Reserve Windsor Street, Parkside	<100 No permit only	1UN	Y			Y	Y					
Leicester Street Playground Leicester Street, Parkside	<100 No permit only		Y	Y								
McLeay Park George Street, Parkside	<100 No permit only		Y	Y	Y							
Morrie Harrell Playground Ramage Street, Unley	<100 No permit only		Y	Y								
Princess Margaret Playground Byron Road, Black Forest	<100 No permit only	2F 1M 1UR	Y	Y	Y	Y	Y					
Wayville Reserve Le Hunte Street, Wayville	<100 No permit only		Y	Y	Y	Y						
Yeo Avenue Reserve Yeo Avenue, Highgate	<100 No permit only						Y		Y			
Forestville Reserve Ethel Street, Forestville	<1,000 Medium scale	1UN	Y		Y	Y	Y	Y		Y		Y
North Unley Playground Young Street, Goodwood	<1,000 Medium scale	2F 1M 1UR	Y	Y		Y				Y		
Page Park East Avenue, Clarence Park	<1,000 Medium scale	1UN		Y				Y	Y	Y		
Scammell Reserve Culross Avenue, Myrtle Bank	<1,000 Medium scale	1UN	Y	Y	Y	Y	Y		Y			
Heywood Park* Addiscombe Place, Unley Park	<1,000 Medium scale	2F 1M	Y		Y	Y						
Howard Florey Reserve Campbell Road, Parkside	<1,000 Medium scale	1UN	Y		Y					Y		
Soutar Park Albert Street, Goodwood	<1,000 Medium scale	1F 1M 1UN	Y	Y	Y	Y	Y			Y		
Village Green Oxford Terrace, Unley	<1,000 Medium scale	1F 1M										
Goodwood Community Centre Rosa Street, Goodwood	<1,000 Medium scale	2F 1M 1UR	Y	Y	Y							
Fullarton Park Community Centre Fullarton Road, Fullarton	<1,000 Medium scale	2F 1M 1UR	Y	Y	Y	Y	Y					
Goodwood Oval Curzon Avenue, Millswood	>1,000 Large scale	2F 1M 1UR	Y	Y	Y	Y			Y	Y	Y	
Orphanage Park Mitchell Street, Millswood	>1,000 Large scale	4F 2M 1UR	Y	Y	Y	Y	Y		Y	Y		
Ridge Park Barr Smith Avenue, Myrtle Bank	>1,000 Large scale	2UN	Y		Y	Y	Y	Y	Y	Y		Y
Soldiers Memorial Gardens* Thomas Street, Unley	>1,000 Large scale	4F 2M 1UR 1UN										
Unley Oval Trimmer Terrace, Unley	>1,000 Large scale	4F 4M 1UR 1UN	Y	Y	Y	Y	Y				Y	

Toilet Key: F = female cubicle M = male cubicle UN = unisex cubicle UR = urinal

* Please note: additional approval criteria may apply for this park due to its historical significance.

SECTION THREE

Preparing your Application & Event Plan



THE APPLICATION PROCESS

- 1 > Determine if you require an Event Permit using the guidelines on [Page 5](#)
- 2 > Read through the [A-Z Planning Guide](#) for tips and tricks on how to plan a safe and successful event
- 3 > Make sure that you understand the [Event Permit Terms & Conditions](#)
- 4 > Select your venue and contact Customer Service to check availability
- 5 > Complete the [Event Permit Application](#) and return it to Council along with the requirements on the Application Checklist
- 6 > Council staff will assess your application and request any further information required
- 7 > Assuming you have met all of the approval criteria, you will be issued an invoice for any applicable fees
- 8 > Your Event Permit will be issued upon payment of your invoice and is final confirmation that all steps required have been completed in preparation for your event
- 9 > Stage your event
- 10 > Invoice issued for any additional fees and charges incurred

Compulsory Application Requirements

When lodging an [Event Permit Application](#), it is essential that you also provide the compulsory information outlined in the Application Checklist. We have provided templates and examples in the [Appendix](#) of this guide to assist you with your planning and more information can also be found in the [A-Z Planning Guide](#). Please note that application forms will not be considered under any circumstances unless they are accompanied by a copy of your current Public Liability Insurance Certificate of Currency.

Terms & Conditions

All events held within the City of Unley must be run in accordance with the [Event Permit Terms & Conditions](#). Please ensure that you have read them in detail prior to submitting your application.

Non Approval of Permit Application

Council has the right to refuse the hire of any park or reserve at its discretion. Such circumstances may include:

- › Submission of an incomplete or misleading and incorrect Event Permit Application
- › Insufficient prior notice provided for Council to assess an application and review required licences, permits, certificates etc
- › Inability of event organiser to provide required licences, permits, certificates etc
- › Impacts on the general public, local residents and businesses
- › Conflicts with other events already approved for the area; and
- › Submission of an application to hold an event that is not consistent with Council's values and objectives

Hire & Bond Fees

A range of fees and charges apply to activities and events conducted in the City of Unley. To determine the Council fees and charges you may incur as part of your event, please refer to the [Event Fee Schedule](#). Please note, our fees are updated annually as part of Council's budget process.

Subject to successful completion of the [Event Permit Application](#) and meeting all necessary requirements, Council will issue your Event Permit upon payment of the Hire Fee. A refundable bond is payable for large scale / high risk events and must be received at least 48 hours prior to the commencement of your event. Bonds will be released within seven (7) business days following the event if there is no misuse, damage or excessive rubbish left on site.

The event organiser will be responsible for any damage caused to Council property which resulted during the hire period. A notice will be issued advising of the cost to repair the incurred damage. The designated amount will be taken from your bond, or you will be issued an invoice.



Cancellation

If you need to cancel your event, please notify Council no later than 10 business days prior to the scheduled event set up date. If an event is cancelled less than 10 business days prior to the approved and scheduled date, any hire fees incurred may be forfeited.

As the event organiser, it is your responsibility to monitor the weather conditions in the lead up and on the day of your event and make the determination whether or not it is safe for your event to proceed.

If an event is cancelled due to extreme weather, all hire fees will be refunded. A refund will not apply where the event was deemed to have commenced prior to cancellation. Extreme weather will be defined as weather that threatens the immediate or long term safety of individuals, as a result of rain, lightning, wind or temperature, you may like to use the table below as a guide.

Weather condition	Extreme weather determinant
Ambient temperature	> 36 degrees Celsius
Temperature in shade	> 30 degrees Celsius
Apparent temperature (wind chill)	< 2 degrees Celsius
Wind speed	> 40 km per hour
Rainfall	> 80mm within 24 hours

The City of Unley reserves the right to revoke an Event Permit or cancel or postpone an event if Council staff determines that:

- › The continuation of the event in extreme weather conditions is likely to cause significant damage to the event area or has to the potential to pose a risk to public safety; or
- › That the event is not consistent with Council's values and objectives.

You will be consulted prior to any determination being made by the City of Unley to revoke the Event Permit or cancel or postpone your event.



Public Liability Insurance

If someone is injured or their property is damaged during an event, legal action may be taken against the organising body to recover losses or for damages. Public liability insurance is designed to help protect you by ensuring that if this does happen, you have adequate cover to fund any successful claim.

Council requires all medium and large scale / high risk events to have Public Liability insurance to a minimum value of twenty million dollars (\$20,000,000) in the legal organisation name or governing body. Private events for under one hundred people do not require Public Liability insurance. The event organiser must ensure that the insurance provides coverage for the specific event location. A copy of a current Public Liability Insurance Certificate of Currency must accompany the application and final approval will not be given until it is received.

Please note

You are responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.

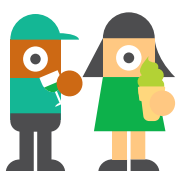
Permits & Licensing

It is the responsibility of the event organiser to ensure that all laws are complied with including obtaining any necessary permits and licences. The table on [page 10](#) lists some of the permits and licences that you may be required to obtain from both the City of Unley and other external bodies.

Further information can be found in the [A-Z Planning Guide](#) and any applicable fees will be listed on the [Event Fee Schedule](#). Council's Event Coordinator can provide council permit forms, advice and assistance as needed.

City of Unley		
Permit type	Description	Time frames
Environmental Health	> Notification of temporary food and beverage stalls	At least 14 days prior to your event
Traffic Management	> Road Closures > Temporary Parking Controls > Footpath Promotions & Display of Goods Permit > Busking Permit > Hoarding Permit	At least 60 days prior to your event
Development & Building Consent	> Building structures > Installing signage > Letter of support for liquor licence application	At least 60 days prior to your event
Special Requests	> Fireworks Display > Helicopter / Balloon Landings > Other	At least 60 days prior to your event

External bodies		
Permit type	Description	Time frames
SA Police	Approvals, permits and road orders for events requiring a road closure	At least 60 days prior to your event
Department of Planning, Transport & Infrastructure (DPTI)	Consent to use or close DPTI declared roads which include: > Greenhill Road > Anzac Highway > South Road > Cross Road > Glen Osmond Road > Fullarton Road > Unley Road > Goodwood Road	At least 60 days prior to your event
Consumer & Business Services	Liquor Licensing	At least 60 days prior to your event
SafeWork SA	Inspections and approvals – fireworks, amusement structures and inflatables	At least 30 days prior to your event
Australian Performing Rights Association (APRA)	Live music licence	At least 30 days prior to your event
Phonographic Performance Company of Australia (PPCA)	Recorded music licence	At least 30 days prior to your event
Country Fire Service (CFS)	Schedule 9 or Schedule 10 Permit for lighting of fires (BBQ's and pizza ovens) on Total Fire Ban days	At least 14 days prior to your event



Risk Assessment and Emergency & Evacuation Plan

Any event regardless of size, will have risks associated with it so it is important that you consider all potential risks and importantly, the measures that will help mitigate the risk. The City of Unley requires all events to undertake a risk assessment to ensure that you manage and control the risks posed by your event. You can download a [Risk Assessment Example](#) and [Risk Assessment Template](#) from the Council's website to assist you in developing appropriate risk mitigation strategies.

An Emergency and Evacuation Plan will be required for all large scale / high risk events to ensure that you have an appropriate plan in place in the event of an emergency. An [Emergency and Evacuation Plan Template](#) can be downloaded from the Council's website.

Run Sheet

All events should have a run sheet which sets the timing and sequence of activities so that you and other key stakeholders know what is happening and when. A good run sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

Site Map

Producing a site map will assist you to form the layout of your event and ensure that you have allowed adequate space for all of the elements. Your site map must identify the location of all aspects of the event including; equipment, activities, permanent and temporary infrastructure, generators, amenities, parking, vehicle access routes, water, seating, emergency access and so on.

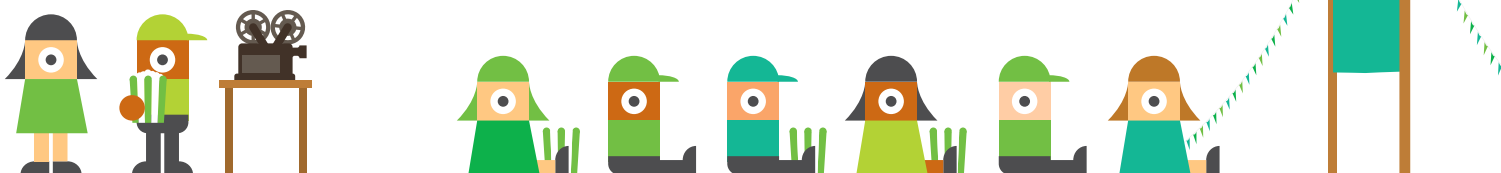
Correct site selection is a critical success factor for an event. Be sure that the site you select matches your expectations of size, location and available facilities.

You should also consider existing Council infrastructure and park features such as waterways, fencing and buildings.

A detailed site map must be provided for medium and large scale / high risk events and will be reviewed for approval by the Council's Event Coordinator prior to placement or installation of any equipment or infrastructure on Council property. Park maps can be downloaded from the Council's [website](#) which show the layout and facilities for all of our larger parks and open spaces which can be used to assist you with your site planning.

Contact List

It is a good idea to create a Contact List to have on hand on the day of your event. The Contact List should have details of all of the people that you may need to contact on the day (preferably mobile numbers) should something not go to plan. List of all of your suppliers, staff, volunteers, entertainers and emergency contact details. A Contact List will help you manage any unexpected incidents on the day by ensuring you have all of the details you need at your fingertips!



SECTION FOUR

A-Z Event Planning Guide



ABORIGINAL ACKNOWLEDGEMENT	→	NOTIFYING RESIDENTS & TRADERS	→
ACCESSIBILITY	→	PARKS & OPEN SPACES	→
AMUSEMENTS	→	PLASTIC STRAW FREE EVENTS	→
ANIMALS	→	POWER & ELECTRICAL CABLING	→
BBQ'S & FIRES	→	PUBLIC ACCESS	→
BUSKING	→	ROAD CLOSURES & TRAFFIC MANAGEMENT	→
DEVELOPMENT APPROVAL	→	SECURITY	→
DOGS	→	SAFework SA REQUIREMENTS	→
EMERGENCY SERVICES	→	SHELTER	→
ENTERTAINMENT	→	SIGNAGE	→
FIREWORKS	→	SIGNIFICANT SITES & MEMORIALS	→
FIRST AID	→	SITE INSPECTIONS	→
FOOD SAFETY & CATERING	→	SMOKE-FREE EVENTS	→
FOOTPATH PROMOTIONS & DISPLAY OF GOODS	→	SPECIAL REQUESTS	→
HOARDING	→	SPONSORSHIP & GRANTS	→
INFRASTRUCTURE	→	SPORTING ACTIVITIES	→
KEY COLLECTION	→	TENNIS COURTS	→
LIQUOR LICENSING & CONSUMPTION OF ALCOHOL	→	TOILETS	→
MARKETING & PROMOTION	→	TRADER INVOLVEMENT	→
MOBILE FOOD VANS	→	USE OF COUNCIL BUILDINGS & STRUCTURES	→
MUSIC LICENSING	→	VEHICLE ACCESS	→
NOISE	→	WASTE MANAGEMENT & RECYCLING	→
		WATER	→
		WEATHER	→

Aboriginal Acknowledgement

The City of Unley respects and recognises the traditional ownership and spiritual connection that the Kurna people of the Adelaide plains have to the City and we encourage you also to acknowledge the traditional land owners at your event by reading the following statement:

“We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.”

Accessibility

The City of Unley has an ongoing commitment to create a thriving, vibrant and liveable City that provides a high quality of life for all generations as they age. We are committed to creating an Age Friendly City by supporting and encouraging positive and active ageing, where the City is accessible for everyone, promotes health and wellbeing, provides opportunities for connection and inclusion including a high sense of belonging, meaning and contribution.

We ask that you carefully consider accessibility at your event for people of all ages and particularly those with a disability to ensure that all members of the community can attend and enjoy the activities.

Below is a list of just some aspects of your event that you should consider:

- › Ensuring the event layout provides for ease of access and mobility
- › Ensuring the location of stalls or performance areas do not block kerb ramps or access points
- › Providing parking spaces close to the event for people with disabilities
- › Installation of portable accessible toilet facilities and marquees.

For more information on how to make your event accessible, please refer to the [Accessible Events: A Guide For Meeting & Event Organisers](#).

Amusements

Amusement devices include any powered equipment that provides entertainment or amusement and includes jumping castles, rides, climbing walls, giant slides, bumper cars, merry-go rounds and some inflatable amusement devices.

If you intend to have an amusement device at your event, you are required to adhere to the SafeWork SA requirements which state that amusement devices must not be used or operated unless a current certificate of plant registration issued by SafeWork SA is provided (please note that interstate plant registrations are not acceptable in South Australia).

All amusement devices must also have:

- › Certificate of annual inspection issued by a professional engineer and qualified electrician
- › Appropriate space and suitable ground surface allocated for each ride, including access and egress for patrons
- › Adult supervision at all times
- › Appropriate fencing surrounding rides
- › Appropriate soft-fall area for inflatable structures
- › Consideration of the location of overhead electric lines, overhanging trees, sloping ground and drainage; and
- › A risk assessment and emergency plan that covers the devices

You will be required to provide a copy of the organisation's Public Liability insurance (minimum \$20 million) to the Council's Event Coordinator at least 14 days prior to your event.



Animals

If you have an animal nursery or petting zoo at your event, it is important to ensure that any animal faeces are removed immediately, so that no health risk or inconvenience arises. In the interest of good hygiene, full hand washing facilities must be provided. You will be required to provide a copy of the organisation's Public Liability Insurance (minimum \$20 million) to the Council's Event Coordinator at least 14 days prior to your event.

BBQ's & Fires

Open fires of any kind (including pizza ovens and kettle BBQ's) are not permitted on days when a total fire ban is declared for the inner-metropolitan area unless you have obtained a Schedule 9 or 10 Permit from the Country Fire Service as per the Fire and Emergency Services Act 2005. Please ensure that all gas BBQ's are kept well clear of any flammable objects, are in good working order and operated by a competent adult at all times. BBQ's should be left in a clean and tidy condition with all waste disposed of in the appropriate bin. More information regarding the use of BBQ's and flames can be found in the [CFS Fact Sheet: Restrictions](#) document or by phoning the CFS Fire Ban Hotline on 1300 362 361.

Busking

If you are planning on having musicians play music in a public place for voluntary donations as part of your event, they must apply for a Busking Permit from Council. Please note that amplification is not permitted by buskers. Further information and the Busking Permit Application Form can be found on the Council's [website](#). Fees apply.

Development Approval

Development approval is required for a change in the use of land or building work within the City of Unley. This could include the temporary use of a building for a performance or exhibition space, a bar, or for placing a banner sign on a building or fence. If your event requires any changes to the use of a building or land, alterations to a building, erection of temporary buildings or structures or the installation of signage, then development approval may be required. Council's Event Coordinator will facilitate communication with our Development Team to seek any necessary approvals.

Dogs

Dogs are welcome in all City of Unley parks and open spaces however different restrictions apply to each site and signage regarding on and off-leash areas must be obeyed at all times. For more details please visit the Council's [website](#).

Emergency Services

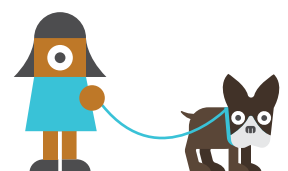
Public safety is the key priority of any event and it is vital that SA Police and the Metropolitan Fire Service are notified of any large scale / high risk events occurring within the City of Unley. Your site map must account for access and egress by emergency services, for example, this may mean the inclusion of a dedicated emergency lane within a road closure. You will be required to work with the Council's Event Coordinator to notify emergency services and ensure a quick and effective response in the event of an emergency.

Entertainment

Please ensure that you have engaged family-friendly entertainment for your event. Our parks and reserves are public places and we ask that you respect neighbours and other users by refraining from engaging any entertainment that could be deemed inappropriate or offensive.

Fireworks

Requests to hold a fireworks display at approved events within the City of Unley will be assessed on a case by case basis. A request will not be considered unless the display is being conducted by a licensed pyrotechnician. The pyrotechnician will also be required to provide evidence of their current public liability policy (minimum \$20 million). Fines of up to \$5,000 (enforced by SafeWork SA) apply for possessing or using fireworks without a licence. For further information please visit the SafeWork SA [website](#).



First Aid

It is recommended for all medium and large scale / high risk events that you have First Aid in attendance. St John's volunteers are able to provide First Aid response and pre-hospital care at your event to ensure that it is a safe and enjoyable experience for all. First aiders need to have access to a facility in which they can work and maintain patient confidentiality and dignity which may require you to provide a dedicated room or marquee for them at your event.

St John's do not charge for attending events, however they are a charitable not-for-profit organisation that is dependent on community support. In order to continue to assist the community they ask for a contribution to their service. You can book their services via their [website](#).

Food Safety & Catering

It is the responsibility and requirement of all food vendors to comply with food safety practices, as determined by the City of Unley Environmental Health team, in line with the Food Act 2001 and Food Safety Standards. A detailed list of requirements can be found in the [Food Safety at Outdoor Events Fact Sheets](#) which relate to all food operations where any food or beverage is intended to be sold, according to the definition of 'sale' under the Act.

You must complete and return the [Temporary Food Stall Notification Form](#) to Council's Event Management Specialist at least 14 days prior to your event. This also applies to temporary food outlets trading on private land. Please note that each food stall must be registered with their local Council to be able to legally operate a food business at an event. Inspections of food handling practices at food and beverage stalls may be conducted by the City of Unley Environmental Health team.

We encourage you wherever possible to consider using local businesses to support your event. The City of Unley is home to some of Adelaide's finest cafes and restaurants, many of whom are able to cater for small or large-scale events. The Council's Event Coordinator will be able to suggest several local businesses and service clubs that would love the opportunity to partner with you.

Footpath Promotions & Display of Goods

If you would like to undertake promotional activity on a Council road or footpath as part of your event you will need to apply for a street trading permit. Details can be found on the Council's [website](#). Fees apply.

Hoarding

If you need to store material on Council land you will require a Hoarding Permit, which includes roads, footpaths and nature strips. This permit is required to ensure public safety and the proper placement and storage of material and equipment in public spaces, including building materials. Details can be found on the Council's [website](#). Fees apply.

Infrastructure

If you are planning on installing any type of infrastructure at your event (tent, stall, marquee, staging, jumping castle, inflatable structure or any other type of equipment) you must apply for an Event Permit.

There is to be no pegging in to the ground under any circumstances, as many of our parks and open spaces have underground irrigation systems that use recycled water. All structures must be weighted to ensure that underground services are not damaged.

Depending on the size and nature of infrastructure relating to the event, developmental approval may be required prior to erection of any infrastructure or advertising display as per the Development Regulations 2008.

Council's Event Coordinator will discuss this process with you to ensure that all guidelines and policies are met. A certificate from a qualified installer or engineer confirming that the temporary structures have been erected in accordance with appropriate specifications may also be required prior to the start of the event.



Key Collection

You will be notified if you are required to collect any keys to access the park or any facilities where you are holding your event. Keys can be collected from our Customer Service team at the Civic Centre, 181 Unley Rd, Unley between 8:30am – 5:00pm Monday to Friday. Where your event falls outside of these hours or on the weekend, keys can be collected after 3:00pm on the business day prior. Please note, failure to return keys will result in a deduction from your bond or you will be issued an invoice.

Liquor Licensing & Consumption of Alcohol

As outlined in the Liquor Licensing Act 1997, a Limited Liquor Licence is required if the service or supply of liquor is intended as part of your event. Limited Licence applications must be approved by Consumer & Business Services in conjunction with Council's Event Coordinator and the South Australian Police.

All licensed areas must be fully fenced and manned by a licensed security guard to ensure that no alcohol can be carried in or out of the licensed area. Adequate security personnel will need to be employed to manage the entry/exit points of the consumption area. All drinks must be served in plastic shatter-proof cups that are ideally fully compostable and wine must not be served for consumption by the bottle.

Where a liquor licence is in effect, the Office of the Liquor and Gambling Commissioner may specify additional security requirements as part of your licence conditions.

You will need to demonstrate to the Council's Event Coordinator that you have all of these arrangements in place in order to be issued with a letter of support from our Planning Department which will need to accompany your application to **Consumer & Business Services**.

There are no declared 'Dry Zones' within the City of Unley which means that people may bring their own alcohol for consumption at small, private gatherings in parks & open spaces.

Marketing & Promotion

Event promotion and marketing is one of the most important aspects of planning your event. It is important to get event information out to your target audience well in advance. You will need to consider the most effective way to advertise and promote your event while keeping in mind your budget. Common forms of media include local newspapers and radio, posters, flyers, letter box drops, websites, social media, and direct mail including email. You may like to develop a Marketing Plan which outlines your target audience, the type of media promotion you will carry out, when it will happen, and how much it will cost. This will help to guide your marketing and ensure you stay within your budget.

The City of Unley may be able to assist with promotion of your event to the local community through a variety of mediums including the City of Unley website, social media platforms and Unley Life magazine. It will be at the discretion of the City of Unley Communications team to determine how your event is promoted. All requests for promotional assistance and any promotional material or images should be emailed to communications@unley.sa.gov.au at least 30 days prior to your event.

If the City of Unley is sponsoring your event, we must be appropriately recognised and acknowledged with the use of the City of Unley sponsor logo on all printed and electronic promotional material. The City of Unley's Style Guide and Branding Guidelines must be adhered to and Council's Communications team will need to approve all material during production allowing a 3 day turnaround for approval.

Space for over-street banners on Goodwood, King William and Unley Roads can be booked by community organisations for a fee. For further information regarding the booking of over street banners, please visit our [website](#) or phone the Customer Service team.

Mobile Food Vans

The City of Unley operates under **Mobile Food Vendor Location Rules**. This legislation applies to food vans that want to trade from Council land, to see if you need to arrange permits for food vans at your event please consult these **Guidelines** or call 8372 5111.

These rules apply to the operation of a mobile food vending business on a road only. It is an offence under the Council's Local Government Land By-law to operate a mobile food vending business on Local Government land without permission from the Council.

Music Licensing

If there will be live music performed at your event by a musician who was not the original artist, you must apply for an APRA (Australasian Performing Right Association Ltd) licence. This is to cover the copyright in the songs (lyrics, composition etc). A PCCA (Phonographic Performance Company of Australia Limited) licence is required for the broadcast, communication or public playing of recorded music (e.g. CDs, records and digital downloads) or music videos.

It is the responsibility of the event organiser to obtain the relevant music licences, contact details for APRA and PCCA can be found in [Useful Contacts](#). Fees apply.

Noise

Managing noise levels is an important part of the City of Unley's commitment to providing a liveable, supportive environment for all. As the event organiser, it is your responsibility to control noise levels at your event. The majority of noise complaints received during events are due to excessive low frequency bass music noise levels and noise that continues into the evening. All reasonable measures must be taken to ensure minimal disturbance to residents and businesses within the surrounding area of your event.

As a minimum, you will be required to distribute a notification letter to surrounding properties at least one week prior to your event that includes a mobile phone number for the event site manager. Some events may also need to apply for an exemption to the Local Nuisance and Litter Control Act 2016. Please refer to [Factsheet 11 Nuisance \(Noise\)](#) for further information relating to noise nuisance and exemptions.

As a guide, any event capable of causing noise nuisance that may adversely affect the health and wellbeing of the community will require the event organiser to submit a Nuisance Management Plan to Council to gain an exemption from the Act. Generally, this would be events with activity (in particular live music or public address) planned to occur before 7am or after 7pm.

Council will be able provide you with the necessary guidance and advice with regards to applying for and seeking an exemption.

Please note failure to apply for an exemption for an event when required is a breach under the Act that may result in expiation, withdrawal of power supply and loss of bond (where applicable).

Notifying Residents & Traders

In order to minimise any impact on surrounding stakeholders, communication with nearby residents and businesses is vital to the success of your event.

Where advised by the Council's Event Coordinator, you must produce and circulate an approved resident and business notification letter to surrounding local residents and businesses. The Council's Event Coordinator will supply you with a distribution map. Notices must be delivered a minimum of one week prior to the event. It is your responsibility to ensure that adequate stakeholder notification is conducted.

Your letter must include:

- › The name, date and location of your event (including set up and pack down times)
- › The purpose of the event
- › The expected number of participants
- › Activities being conducted as part of the event
- › Any likely disruptions to residents and businesses with respect to noise, transport, fireworks, road closures and parking restrictions
- › A contact number for further information or queries
- › The Council's Event Coordinator details as a secondary contact.

You can download an [Event Stakeholder Notification Example Letter](#) from the Council's website that could be used for a letter box drop.



Parks & Open Spaces

The City of Unley is committed to maintaining its parks and open spaces to a very high standard including trees, garden beds, shrubs, turf and facilities. This level of amenity must be protected at all times.

The following strategies may help to reduce damage to the turf:

- › Protective boards/flooring
- › Raising infrastructure from the turf
- › Minimising vehicle movements
- › Avoiding areas of boggy/wet ground

Trees are susceptible to damage over time if appropriate event management plans are not adopted. The negative impacts of inadequate supervision may not be immediately apparent, but are cumulative and very difficult to remediate after the damage has been sustained. Root damage is the most common cause of damage to trees on event sites, as roots are far more extensive and closer to the surface than commonly thought. The root zone of a tree generally extends to its drip line and may extend well beyond it.

Vehicle movements or vehicle parking within the root zone of trees are not permitted as:

- › Vehicle tyres can damage the surface roots of trees
- › Sub-surface roots can be damaged over time due to soil compaction
- › Vehicle movements can result in damage to tree canopies.

To avoid soil compaction, the placement of heavy event infrastructure such as containers, staging and toilets blocks is not permitted within the root zone of trees. Under no circumstances are nails, screws or other fixtures to be used on any part of a tree. No signage or event infrastructure can be affixed to trees at any time. The digging of holes or trenches in parks and reserves is strictly prohibited.

Access to any park or open space must be strictly in accordance with the designated entry/exit point advised by Council to prevent damage to trees through soil compaction. No tree pruning is permitted by event organisers. Any queries relating to trees within the event site should be directed to Council's Event Coordinator.

Where remediation of a park or reserve is required as a result of event activity, this remediation can occur in one of two ways:

- › Event organiser remediates according to Council's instructions and to the satisfaction of Council within agreed time frames; or
- › Event organiser pays Council to remediate the site.

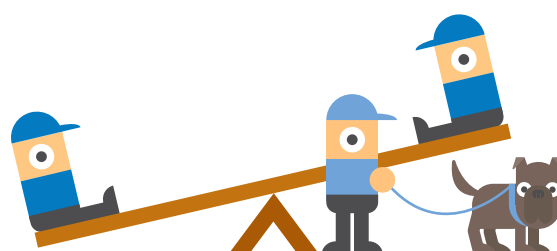
Remediation will be charged to event organisers on the basis of the direct cost to the City of Unley, including all labour, materials and out-of-pocket expenses. Adequate rest periods between events are essential to ensure our parks and open spaces can be maintained to an acceptable and sustainable standard. Parks may be unavailable at certain times to allow remediation works to take place or simply to allow a park's natural recovery from previous events.

Please note

You are responsible for all costs associated with remediating the site to its pre-event condition and this responsibility extends to all event staff, contractors and attendees.

Plastic Straw Free Events

The City of Unley has made a commitment to ensure that all events held within the City are 'Waste Wise'. From the 1st of January 2019, all events sponsored by the City of Unley or those held in Council venues (including parks, reserves and roads) must be plastic straw free. Where required, non-plastic straws may be dispensed e.g. those made from paper or other emerging sources. Dispensation from this plastic straw ban may be given to those people in genuine need due to health issues and disability.



Power & Electrical Cabling

As the event organiser, it is your legal requirement to engage a licensed South Australian electrician to install, test and certify all electrical installations at your event. Only licensed electricians can do work on electrical installations in South Australia. If you do electrical work without a licence, you may receive a fine. It can also be extremely dangerous for you and result in serious injury, or even death. Insurance companies may not cover fire or personal injury claims caused by do-it-yourself electrical work. If you do not engage a licensed South Australian electrician, Council reserves the right to shut down your event. Your electrician will provide you with an electrical certificate of compliance that must be forwarded to Council's Event Coordinator within 48 hours of your event.

Council recommends that you contact the [Office of the Technical Regulator](#) for further information and assistance, important information can also be found in the [Electrical Safety at Festivals and Events](#) handbook.

If the event requires a larger amount of power than is already provided on site, then it is the responsibility of the event organiser to coordinate an alternative supply using generators. **Fees apply** for use of power in public spaces. Council's Event Coordinator will be able to advise you if power is available at your event site.

Public Access

Whilst large-scale events add to the vibrancy of the City they also have the potential to temporarily exclude the community from public spaces for their normal use. Event organisers are permitted reasonable timeframes for building and dismantling event infrastructure. In the interests of protecting the community's on-going use of the public spaces, and to reduce the length of time that event infrastructure remains on site, we ask that you minimise build and dismantle timeframes as much as possible. Public access must be provided during build and dismantle, except where safety or security necessitates closing part or all of a site.

Where necessary it is your responsibility to provide exclusion zones to protect people from falling objects when building and dismantling your event site.

Road Closures & Traffic Management

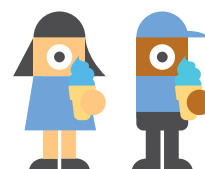
All requests for road closures or traffic management in relation to your event must be included in the [Event Permit Application](#). Temporary road closures have specific times of operation and conditions and will be implemented in accordance with Section 33 of the Road Traffic Act. Temporary road closures must be advertised in a newspaper and depending on the size of the event, this may be The Messenger and/or The Advertiser. Fees will apply for the advertising, implementation and supervision (if required) of traffic management and/or temporary road closures. A quote will be provided once your application is received and has been assessed by our Traffic Department.

It is the responsibility of the event organiser to produce and circulate a Council approved advance notice to local residents and businesses. The Council's Event Coordinator will supply you with a distribution map. Notices must be delivered a minimum of one week prior to the event. It is the applicant's responsibility to ensure that adequate stakeholder notification is conducted.

You can download an [Event Stakeholder Notification Example Letter](#) from the Council's website that could be used for a letter box drop.

If your event is held on a road, you will be required to ensure that the area is left clean and free of debris before the road is reopened to traffic. Council's Event Coordinator will be able to organise for the street and footpaths to be cleaned following your event for which a fee applies.

Should your event require reserved parking or parking restrictions, arrangements can be made via Council's Event Coordinator. A nominated number of Temporary Parking Permits will be issued to the event organiser. Failure to display this permit may result in a fine being issued. No fines will be waived for failure to display a permit.



Safework SA Requirements

If you are a PCBU (a 'person conducting a business or undertaking' is a legal term under WHS laws for individuals, businesses or organisations that are conducting business), you must comply with the Work Health & Safety Act, 2012 and Regulations. If you are planning, setting up or conducting a public or community event, either as an event organiser or on-site operator, you have legal obligations to ensure the safety of anyone working there as well as everyone attending.

Some of the common requirements of PCBUs for events such as amusement rides, first aid and emergency plans have been covered in this guide separately; however there are many additional requirements for event organisers and on-site operators under the WHS legislation. Chemical management, including LPG storage, fire prevention, scaffolding, staging, rigging and other issues may also need to be considered for your event.

Council strongly recommends that you contact SafeWork SA on 1300 365 255 for detailed guidance on your responsibilities for workers, which includes employees, contractors and volunteers. You may be required to complete the [SafeWork SA Public Events Assessment Checklist](#).

Security

Safety is of paramount importance to the City of Unley. The nature of your event and anticipated crowd numbers will determine the type of security you require. The main responsibilities of security staff are likely to include crowd management, asset protection and managing lost children. If event infrastructure and/or equipment remains on site overnight Council suggests that you engage a security guard to prevent theft or vandalism. Depending on the size and scope of your event, volunteer event marshalls may be used in place of security.

If you are serving alcohol, you must engage a licensed security guard who has the relevant endorsements in relation to Responsible Service of Alcohol and Crowd Control.

Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers may be located for an extended period of time and where weather conditions dictate that it is required.

This may include:

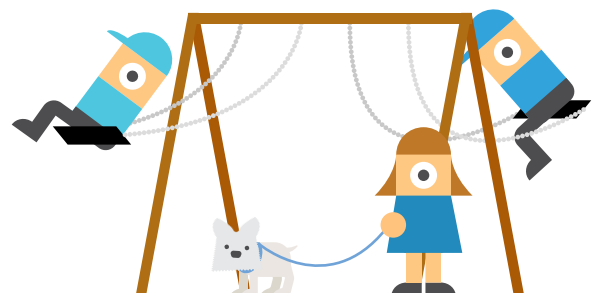
- › Transport pick up and set down areas
- › Spectator and official viewing areas
- › Seated eating areas
- › Pedestrian thoroughfares
- › First Aid areas
- › Competitor and official marshalling areas
- › Entertainment change rooms
- › Entrances and ticketing areas; and
- › Optional area for patrons when needed.

Signage

Advertising is not permitted on Council property without written permission from the City of Unley. Approved advertising is displayed at the risk of the event organiser.

Development approval may be required for large, moving or flashing signs. Council's Event Coordinator will be available to assist you with the process.

You are not able to use Council's logo without permission. Applications for use of the logo must be made in writing to the Communications team at communications@unley.sa.gov.au.



Significant Sites & Memorials

Event organisers are asked to respect significant sites and memorial structures within the City of Unley's parks and open spaces by ensuring that any event infrastructure is kept well clear and event patrons are not allowed to interfere or climb on structures.

The Soldiers Memorial Gardens is a particularly significant site and Council asks that all event activity is kept well clear from the memorial structures, arch and surrounding areas. Special permission will be required for any event activity in this park two weeks before and after Anzac Day and Remembrance Day out of respect for the men and women who have and continue to serve in defence of our country. We encourage you to acknowledge the significance of the site in any official proceedings at your event. Event Permit Applications for the Soldiers Memorial Gardens and Heywood Park may be subject to additional approval criteria given the significance of these sites.

Site Inspections

The Council's Event Coordinator is available for site meetings during the planning process. This can be useful in identifying the services available and any limitations of the site that need to be taken into consideration.

Smoke-Free Events

The City of Unley encourages event organisers to hold smoke free events. By applying to make your outdoor event smoke-free you can directly improve the health of our community and patrons. At the same time you will be promoting a positive health message and creating a cleaner, safer environment.

Legislation under the Tobacco Products Regulation Act 1997 allows Local Government and other incorporated bodies, to identify and apply to have a particular outdoor area or a specific event, declared smoke-free. 'Declared' smoke-free areas are public outdoor spaces where smoking has been banned. These areas can be created to address a passive smoking risk or to support the management of smoking at an event. As enforcement of a smoke-free area is likely to require the support of Council, please contact the Council's Event Coordinator if you would like to discuss applying to make your event smoke-free. Further information can also be found on the [SA Health](#) website.

Special Requests

From time to time event organisers may have special requests such as hot air balloon or helicopter landings. Council's Event Coordinator will manage all special requests on a case by case basis and will liaise with the relevant Council departments to seek approval of such activities.

Sponsorship & Grants

The City of Unley recognises that events play an important part in the City's wellbeing and cultural diversity by helping to activate precincts, raise the City's profile, increase visitation, assist in building relationships, deliver economic benefit and enliven the city. To help build Unley's reputation as a leading destination for events in South Australia, the City of Unley has a [Community Event Sponsorship Program](#) to assist event organisers. The purpose of the program is to encourage active citizenship, community capacity building and to support community members to respond to local needs by providing assistance to individuals, community groups and organisations. Applications will be considered for festivals and events that demonstrate social, environmental, economic and cultural benefits for the City of Unley. Please visit the Council's [website](#) for further information on grants and sponsorships.

Sporting Activities

For the safety of the general public, sporting activities such as javelin, discuss, hammer throwing, golf (excluding mini golf) etc are not permitted to be played in any open space within the City of Unley to prevent injury to other users.

Tennis Courts

There are a number of tennis courts throughout the City of Unley that are available for casual use when they are not being utilised by sporting clubs who hold an ongoing licence or lease. Tennis Courts are unable to be booked for casual use and groups must share the public facilities and occupy a space based on a 'first in first served' basis. Tennis courts must not be used for activities such as go-carting, roller skating, BMX riding and remote controlled toys and vehicles.

Toilets

It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and the general public, and to maintain these toilets in a clean and stocked condition for the duration of the event.

Your site plan must show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women generally require more facilities than men), whether there is service of alcohol and the event duration. Disabled toilets must be available and all facilities must be well lit to avoid security and safety hazards, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly.

Please refer to the table on [page 06](#) for a list of parks with public toilet facilities. All Council facilities are accessible and offer a baby change table.

Council's public toilet facilities are unlocked and cleaned on a daily basis (excluding Christmas Day and Good Friday) between 6am-8am. All public toilet facilities automatically lock at 8pm every evening. If you require the toilets to remain unlocked after 8pm, this must be arranged with the Council's Event Coordinator. If you require additional toilet cleaning outside of the normal service provision this can be arranged and will be charged as per the [Event Fee Schedule](#). Should the toilets be left in an untidy manner and require special attention following your event, an additional cleaning fee will be deducted from your bond or you will be issued with an invoice.

The following guidelines can be used to determine the number of toilets required at your event:

Alcohol-free Events					
Patrons	MALE			FEMALE	
	WC	Urinals	Hand basins	WC	Hand basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
Alcohol available Events					
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

The figures in the previous two tables may be reduced as follows for events of shorter duration:

Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

Trader Involvement

Unley is a premier shopping destination and home to some of the best retail shopping districts in South Australia. Among the big name boutiques are many smaller fashion houses offering original, funky fashion. The region offers a wide range of international, quality, gourmet restaurants offering fine dining experiences that sit alongside fun and fabulous cafes.

The City of Unley's economy is underpinned by five Mainstreet Precincts: Unley Road, King William Road, Goodwood Road, Fullarton Road South and Glen Osmond Road. These precincts are the lifeblood of the local communities surrounding them, providing essential goods and services, meeting places, attractions for visitors, as well as providing linkages across the City of Unley from southern areas to the Adelaide CBD. They are the home to approximately 1,200 businesses, of which many are unique, independent operators.

Event organisers are encouraged wherever possible to include and utilise businesses from within the City of Unley to help boost the local economy and support small business which helps to create a thriving and vibrant community.

Use of Council Buildings & Structures

Access to any Council buildings or facilities must be discussed with the Council's Event Coordinator. This will be assessed on a case by case basis and may not always be possible due to security and access issues. Additional fees may apply.

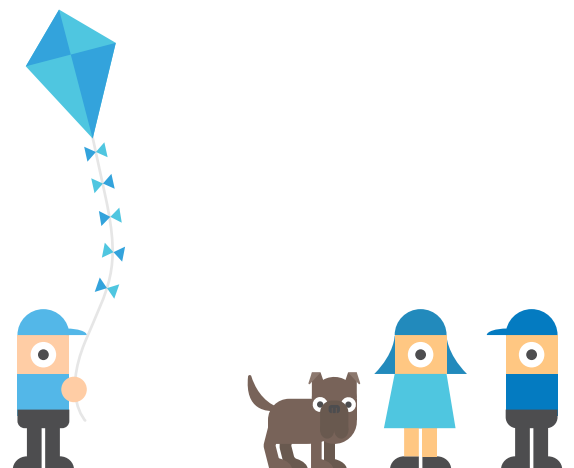
Please do not attach or hang anything of significant weight from any shelter, handrail, building or structure, this includes the use of such facilities for fitness activities such as pull-ups and chin-ups etc.

Vehicle Access

As vehicles are the single biggest cause of damage to turf and trees during events the restriction of vehicle movements is imperative to protect our parks and open spaces.

Permission is granted for vehicles to access the event site, as required, for the specific purpose of conveying goods and equipment – unloading and loading only. Once a vehicle is unloaded/loaded it must be driven off site and into allocated public parking areas. The only vehicles allowed to remain on the event site are those that are physically required to such as catering vans and food trucks. It is the responsibility of the event organiser to ensure that all persons attending the event are made aware of the above conditions regarding parking.

Vehicles must stay on formal paths or hard surfaces wherever possible. During times of vulnerable ground conditions, such as after heavy rain, Council will discuss with you any extra restrictions that may need to apply. Vehicle movement during event operating hours should be limited to protect patrons.



Waste Management & Recycling

The City of Unley has a responsibility to consider the impact that events have on the environment and has made a commitment to ensure that all events held within the City are 'Waste Wise'. This includes green purchasing and the implementation of waste, energy and water reduction measures.

It is a requirement of Council that you provide a three bin recycling system which separates general waste, co-mingled recycling and organic/compostable waste. All food and beverage stalls must use fully compostable products that can be disposed of in the green organics bins, there are many suppliers who offer these products. All events held in council reserves, roads or venues must be plastic straw free.

Council is able to supply bins for events with up to 1,000 people in attendance). Large scale / high risk events that anticipate attendance greater than 1,000 will need to engage an external waste management contractor (see [Useful Contacts](#)) to supply bins and manage waste disposal to Council's required standard.

Council is able to supply bins as follows:

101-300 attendees	up to 9 bins
301-500 attendees	up to 15 bins
501-1,000 attendees	up to 30 bins

Please indicate on your booking form if you require Council to provide bins for your event. The Council's Waste Management Officer will contact you to confirm delivery and collection arrangements. Fees apply for the provision of Council bins at your event as outlined in the [Event Fee Schedule](#).

If you are required to set up a waste management compound on or adjacent to the event site for larger skip bins, this area must be surrounded by temporary fencing covered in black plastic or hessian to shield the area from the general public for aesthetic and safety reasons.

The event site must be left in a clean and tidy condition and all debris, especially cable ties, bottle caps, ice cream sticks and food scraps etc, must be removed immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the event organiser.

Existing Council bins in the parks and open spaces are designed for on-going general public use and not event waste. You must ensure that rubbish is completely removed from the event site, so that existing Council bins are available for public use.

Water

Most parks and open spaces are irrigated with recycled water. Under no circumstances are you permitted to plumb into irrigation or recycled water lines. Designated potable (drinkable) water outlets are available in some areas.

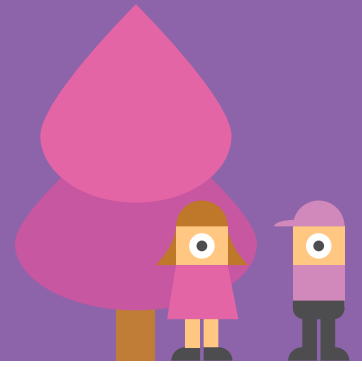
The Council's Event Coordinator will be able to advise the location of the outlets and you must liaise with them for access to a potable water supply. In areas where there is no access to potable water, you must supply your own.

Weather

The City of Unley's public places are outdoor sites and as such, events will be subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur. Planning for a public street parade will differ from a private corporate function within a park, however all events should consider contingency plans for weather and ensure that this is part of your risk management planning. We recommend that you monitor long range forecasts on the Bureau of Meteorology [website](#) in the lead up to your event.

The City of Unley reserves the right to revoke an Event Permit or cancel or postpone an event if Council staff determines that the continuation of the event in adverse weather conditions is likely to cause significant damage to the event area or has the potential to pose a risk to public safety. You will be consulted prior to a determination being made by the City of Unley to revoke the Event Permit or cancel or postpone the event.

Appendices



.....
EVENT PERMIT APPLICATION
.....

USEFUL CONTACTS
.....

EVENT PLANNING CHECKLIST
.....

RISK ASSESSMENT EXAMPLE
.....

RISK ASSESSMENT TEMPLATE
.....

EMERGENCY & EVACUATION
PLAN TEMPLATE
.....

TEMPORARY FOOD STALL
NOTIFICATION FORM
.....

STAKEHOLDER NOTIFICATION
EXAMPLE LETTER
.....

COMMUNITY EVENT FEES
& CHARGES
.....

EVENT KIT BOOKING FORM
.....

EVENT PERMIT TERMS & CONDITIONS
.....

.....
PARK MAPS

FULLARTON PARK

GOODWOOD COMMUNITY CENTRE

GOODWOOD OVAL

HEYWOOD PARK

HOWARD FLOREY

ORPHANAGE PARK

RIDGE PARK

SOLDIERS MEMORIAL GARDENS

SOUTAR PARK

UNLEY OVAL

VILLAGE GREEN
.....

SAFework SA PUBLIC EVENTS
ASSESSMENT CHECKLIST
.....

ELECTRICAL SAFETY AT
FESTIVALS & EVENTS
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FOOD SAFETY AT OUTDOOR
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ACCESSIBLE EVENTS: A GUIDE FOR
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