

Policy

Temporary Events



Policy Number

LPP 5.21

Policy Type

Local Planning Policy

Policy Purpose

This purpose of this policy is to:

- (1) Provide development standards for proponents seeking to establish temporary events on both public and private land.
- (2) Provide guidance to event operators and not for profit entities on the requirements of the City in issuing approvals for events.
- (3) Ensure that events held within the City do not adversely impact on local businesses, are successful, sustainable and appropriately accessible to the public.

Policy Statement

This policy applies to all temporary events as defined in Section (5) below but does not apply to events that involve no physical works (such as run clubs, play groups or social gatherings).

- (1) Low frequency events

Events of between one(1) and (5) occasions per calendar year are classed as **low frequency events** and are subject to the following provisions:

- 1.1 Low Frequency Events are exempt from requiring Development Approval under the Town Planning Scheme No.3.
- 1.2 Low Frequency Events will require a *public building approval* in accordance with the *Health Act 1911* from the City's Public Health Services.
- 1.3 Low Frequency Events held on City-owned reserves will require a booking to be made with the City's Recreation Services, to ensure the event is available.

- (2) High Frequency Events

- 2.1 Events of six(6) or more occasions per calendar year are classed as **High Frequency Events** and are subject to the following provisions:
- 2.1.1 High Frequency Events require Development Approval under the Town Planning Scheme No.3.
 - 2.1.2 High Frequency Events are solely permitted to operate for a maximum term of twelve(12) months. Following expiry, additional Development Approval will be required.
 - 2.1.3 A *public building approval* from the City's Public Health Services is also required and may be undertaken concurrently to the Development Approval process.
 - 2.1.4 Notwithstanding Clause (1) (1.1) above, a development approval will not be required if the proposed event is held on privately owned zoned land and that is otherwise exempt pursuant within the planning framework.
 - 2.1.5 High Frequency Events will generally only be supported on passive reserves, with priority given to community groups and sporting clubs over private commercial ventures.
 - 2.1.6 High Frequency Events on City-owned reserves will require a booking to be made with the City's Recreation Services, to ensure the event space is available.
 - 2.1.7 High Frequency Events will be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* as part of the assessment of the development application.
 - 2.1.8 The granting of a development approval does not exempt the proponent from any other planning, building or health requirement.

(3) The following General Provisions apply to both High and Low Frequency Events:

- 3.1 The City may require the proponent to submit additional information in support of the event. This may include the following:
- 3.1.1 A traffic management plan/parking management plan that demonstrates access to the site and sufficient parking to meet anticipated demands.
 - 3.1.2 A waste management plan to demonstrate that waste generated on site shall be disposed of appropriately.
 - 3.1.3 Details of sufficient ablution, power and water facilities.
 - 3.1.4 A noise management plan demonstrating that the potential impacts on neighbouring sensitive land uses can be appropriately managed.
 - 3.1.5 An operation management plan that governs the operations, behaviours and actions of vendors and operators.
 - 3.1.6 Any other information as deemed necessary by the City.

- 3.2 The city encourages event organisers to seek the use of the more 'passive reserves', wherever possible, to limit impacts to existing activities scheduled on highly active City managed reserves.
- 3.3 In relation to Markets, the City will require the event operator to notify residents within 100m and compatible businesses within 1km of the event details as per the City's notification template.
- 3.4 Events proposed on City managed reserves may attract a bond to cover the costs of land degradation as a result of privately operated events. The bond shall be charged at a rate determined by the City and shall be calculated on a case-by-case basis in consultation with the applicant.
- 3.5 The City will require event organisers to hold and maintain for the duration of the event valid public liability insurance (including product) to the value of 20 million dollars, imposed as a condition of development approval or licence.
- 3.6 In making a determination on a low or high frequency event proposal, the City shall have regard to the following factors:
 - 3.6.1 Community expectations and amenity impacts.
 - 3.6.2 Economic completion with existing nearby '*brick and mortar*' businesses and the viability of established commercial centres.
 - 3.6.3 Environmental Impacts.
 - 3.6.4 Financial implications for the City.
 - 3.6.5 Size and scale of the event and impacts to the broader locality.
 - 3.6.6 Any other matter as outlined in Clause 67 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

(4) Definitions

Active Reserve: public open space that is used for organised sports, generally hired by sporting clubs.

Booking: single date of an event or series of events.

Compatible Businesses: Businesses which are similar in function to a market or market stall holder (e.g. shop).

Event: is a gathering of people brought together for a common purpose by a pre-arrangement and includes but is not limited to, sporting events, fairs, festivals, craft shows, open days, celebrations, cultural performances, concerts, exhibitions, street parties and car boot sales.

Event Space: a local or regional reserve managed by the City or public authority, or zoned land privately owned by the City or a private entity. Does not include events held within Community Halls, City Facilities or Recreation Centres where the building is already approved for event hire.

High Frequency Event: Events of six (6) or more occasions per calendar year.

Low Frequency Event: Events of between one (1) and five (5) occasions per calendar year.

Market: premises used for the display and sale of goods or provisions of services from stalls by independent vendors.

Passive Reserve: public open space not used for organised sports.

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