

Events and Festivals

Guidelines



**CITY OF
PARRAMATTA**

A DJ is seen from behind, standing on a small stage and performing at a night festival. He is wearing a dark blue t-shirt with a white graphic, light-colored shorts, and a patterned bucket hat. His hands are raised in the air. In the background, a large crowd of people is gathered on a checkered dance floor. The city skyline is visible in the distance, with a prominent skyscraper illuminated. A red crane is also visible. The scene is lit with warm festival lights and the cool blue of the night sky. A large red circle in the upper right corner contains white text.

Events and festivals
offer significant
benefits in developing
community pride
and adding
to social cohesion.

OVERVIEW



City of Parramatta encourages events and festivals that contribute to the vibrancy and cultural life of the public domain. Council values the rich diversity of entertainment and experiences that public events can bring including parades, sporting events, concerts and festivals. Events and festivals of all types and scale are invited to make Parramatta their home, including both community-based or commercially-focused activities.

Economically they can enhance awareness of Parramatta, attract visitors, promote Parramatta for return business, and support local enterprise.

Any activity held in the public domain must comply with Council’s guiding principles to ensure it is consistent with the City’s vision.

PURPOSE OF THIS GUIDE

This Guide has been created to encourage and manage high quality street activity such as events and festivals that can complement existing community, retail and commercial activities, and balance the needs of local residents and the public.

It also seeks to maintain and enhance the character, heritage, ambience and safety of the public domain, enriching both the community and visitor experience.

OBJECTIVES

- Promote a high quality environment and experience for visitors, workers and the local community, where a diverse range of festivals and events provide positive contribution.
- Ensure that public safety and amenity is observed by encouraging appropriate management and operational practices.
- Ensure that festivals and events are compatible with businesses within the public domain, and that it does not excessively disrupt neighbouring business or community uses.

WHERE DOES THIS GUIDE APPLY?

This Guide applies to public domain across the Parramatta Local Government Area, including but not limited to public streets, footpaths, laneways, malls, squares, plazas and car parks.

This Guide does not apply to parks or reserves located across the Parramatta Local Government Area.

DEFINITIONS

'Event' and 'festival' are any activity, private, community or commercial, organised for a particular locations or a series of places, and at a particular time with a considerable number of persons attending. Any event or festival that makes use of a public domain such as a footpath, laneway, mall, square, plaza and car park must apply for an event and festival permit. This may include parades, large-scale street parties, public concerts, sporting contests or other activities.

'Event Coordinator' is a nominated individual person who has decision-making responsibility and accountability for an event or festival, who is either directly on-site or present through delegation, and who represents the entity presenting the event.

Council has divided events into three categories of scale:

- Major event: an event of 2000 plus people.
- Medium event: an event of 200-2000 people.
- Minor event: an event of 0-200 people

Community festivals, fetes and fairs: Local business chambers and community groups may seek to organise festivals, fetes or fairs. In many cases these events wish to close roads or extend beyond their private property, into the public domain.

Large scale public festivals: Such events deliver high quality, large scale performances, installations, displays, parades and events. In many cases these events will need to close roads or set up stages, equipment or infrastructure within the public domain. Such events can, considering the location and duration, have a high impact on amenity.

Fun runs and walkathons: Most fun runs and walkathons involve a number of participants running, jogging or walking along a prescribed route. In many cases these events wish to close roads or set up infrastructure in the public domain.

Parades, processions and marches: Parades, processions and marches usually involve a number of participants walking along a prescribed route via public thoroughfares. These events may involve outsized vehicles, non-registered vehicles, and large numbers of participants.

Races – bicycle or foot: Events of this type, such as competitive cycling or running races, will often utilise, in part, the public domain such as footpaths, walking tracks, public roads, cycling paths.

Religious and cultural celebrations: Religiously-based cultural celebrations may seek to utilise public spaces as venues for their celebrations with wide community interest and engagement. The impact of these events varies greatly and will be assessed on a case-by-case basis, looking at on location, scale and specific content.



HOW TO APPLY

- Visit cityofparramatta.nsw.gov.au/street-activity and see the User Guides, Application Forms, Terms and Conditions and other important information for an application form, a list of terms and conditions and other important information.
- Complete the event and festival application form and all required supporting documentation.
- The application form and supporting documentation must be received at least six weeks prior to the intended commencement date.
- Allow four weeks for assessment of application.
- Approvals and other correspondence will be issued via email. In the event of an unsuccessful application Council may, at its discretion, provide feedback to assist future submissions.

PERMIT AND FEES

Any permit issued will allow for a continuous twelve hour period and the use of the nominated location in the public domain.

Current fees for Events and Festivals can be found at cityofparramatta.nsw.gov.au/street-activity and follow the link to Fees and Charges.

Please note that these fees may be adjusted according to Council's Schedule of Fees and Charges.

INSURANCE

All events and festival applications should provide evidence of current public liability insurance with a minimum cover of \$20,000,000.

City of Parramatta Council must be named as an additional third party insured under the policy for its respective rights and interests.

PRINCIPLES

Council's decision to approve a permit for this activity will be based on the following five guiding principles. Council will refer to these principles in the decision-making process to ensure each application conforms to the Policy and is assessed fairly, consistently and appropriately.

Appropriate location

- Council seeks events and festivals in an appropriate location in order to promote economic growth, cultural benefits and social integration while still appreciating the needs of local businesses, adjoining properties and other users of the public domain.
- The location should contribute positively to an area's sense of place and character.
- Events and festivals can be an extension of the area's current activities and services or may align with community events, cultural and sporting celebrations, and forthcoming plans for the area.

Engaging and high quality

- Council supports original and creative events and festivals that encourages community participation, is innovative or distinct, adds to the life of the place and offers a connection to our rich cultural surroundings.
- The activity should aim to engage with the surrounding public domain and people.

Safety and accessibility

- Events and festivals should be delivered without compromising the safety of people or places.
- Events and festivals should ensure that responsible and appropriate measures are in place to minimise risk and danger.
- Events and festivals should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

Public amenity

- Events and festivals should be designed to create a safe atmosphere for the community and never compromise public amenity.
- Events and festivals should add to, rather than disrupt the community's engagement with the public domain.
- Council seeks events and festivals that ensure pedestrian access through the area and are attractive and clean.

Management and operations

- Council will approve events and festivals that demonstrate sound management practices such as timeliness, reliability and professionalism.
- Any proposed activity should consider operational matters such as but not limited to, safety, traffic, noise, waste and access before, during and after each activity.



As a permit holder, your understanding of your responsibilities and the community's expectation is important.

Please ensure you have read and understood the terms and conditions. Please visit cityofparramatta.nsw.gov.au/street-activity and download the relevant Application Form for your activity, with the Terms and Conditions attached.

The Local Government Act gives Council the power to assign special terms and conditions to any permit issued for an activity in the public domain. These conditions will be specified in any written approval or permit granted by Council.

MORE INFORMATION

For more information about Events and Festivals in the Parramatta LGA please visit cityofparramatta.nsw.gov.au or call 9806 5050.

CITY OF PARRAMATTA
STREET ACTIVITY POLICY

cityofparramatta.nsw.gov.au