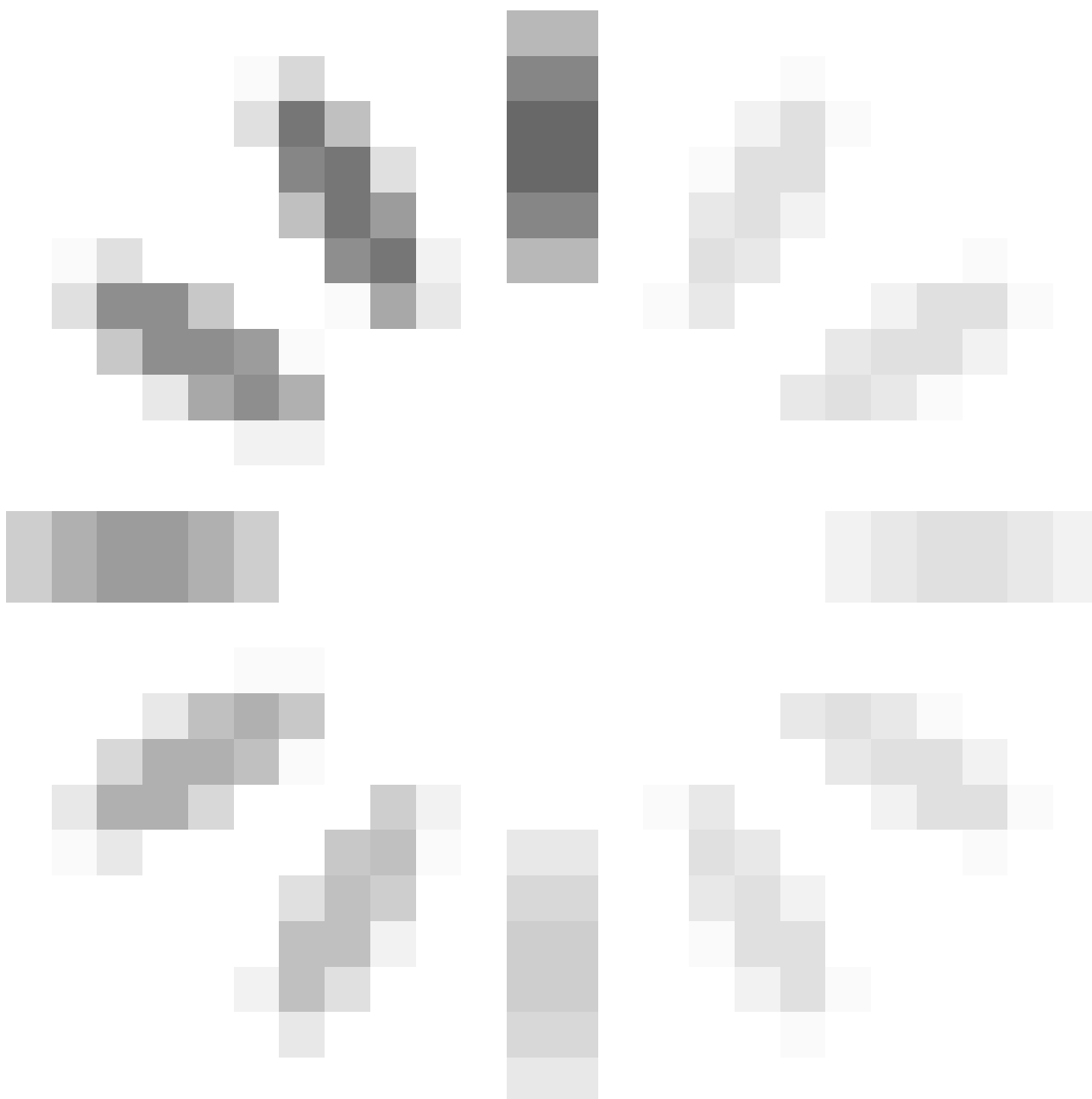




# EVENT ORGANISERS TOOLBOX



The Event Organisers Toolbox is your one-stop-shop for planning an event in the Dubbo Region. Expand the sections below to get started.

## EVENT APPLICATIONS

**PUBLIC EVENTS HELD ON PUBLIC LAND | Parks, reserves,**

## **sporting facilities, footpaths and roads**

Please note if you would like to book the Church Street Rotunda – please complete the Footpaths, Public Space and Busking Application (266.7KB). There is no need to follow steps below. Simply complete and return to [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au).

If you're considering holding your event on public land - park, reserve, sporting facility, footpath or road - and the event is open to the public, please complete the following steps:

**Step 1 |** Contact Council's Recreation Coordinator on 02 6801 4000 to enquire regarding availability of parks, reserves and sporting facilities OR contact Council's Regional Events Branch on 02 6801 4000 regarding footpaths and roads.

**Step 2 |** Complete this Event Scoping Document at least four (4) months prior to the event.

Once submitted, Council will arrange one of the following:

- An event scoping meeting to discuss your event and documentation required by Council; or
- An email providing an outline of any documentation required by Council, including deadlines to enable Council to assess/process the documentation.

## **KEY TIMELINES**

**At least 4 months prior to your event |** Submit the Event Scoping

Document. Please allow Council seven (7) working days to respond.

**4 months prior to your event** | If your event is being staged on a road, or your event has the potential to impact the road network, an additional application to Transport for NSW is required. This application is reviewed by Transport for NSW, NSW Police and Council. Applications must be received by Council at least four (4) months prior to the event.

Applications received less than four (4) months prior run the risk of not obtaining appropriate approvals. Download and complete the **Special Events Transport Form** ( 1.8MB)

**6 weeks prior to the event** | All documentation including certificates of currency, plans and supporting applications must be received by Council. Failure to do so will result in a processing fee being payable.

## **MARKET APPLICATION | Markets held on public land**

Market owners wishing to conduct activity on public space (parks, footpaths and reserves) across the Dubbo Region Local Government Area are required to submit an application form.

Application to Conduct Market Activity 2023 -2024 ( 1.5MB)

## **TEMPLATES**

**Event Management Plan and Site Plan Template** ( 15.7KB)

**Risk Management Plan ( 36KB)**

**Food Vendor Notification ( 43.5KB)**

**RMS Special Events Transport Form ( 1.8MB)**

## **RESOURCES**

The NSW Premier and Cabinet's Event Starter Guide is the ideal reference for event owners providing important information and guidance to support and assist you to arrange and deliver your event in the Dubbo Region.

Before you begin | Key factors to consider early including costs, timing, permits and plans

Who you should talk to | Key contacts for APRA, Liquor Gaming and Racing and emergency services

Documentation and record keeping | What you need to plan for and what you need to consider in your budget

Risk | Considerations in the development of your risk management plan

Safety and Security | What elements you need to consider when developing emergency plans

Event Services and Venues | A list of local event venues and event services to assist you in delivering your event including ticketing, audio, catering, equipment hire and security

Communication | Internal and external communications and protocols

Health | Food safety and a handy matrix to calculate toilet facilities required for your event

Traffic and transport | Plans of management to support traffic, transport and pedestrians

Accessibility | Your obligations to provide access for people with a disability

Accessibility | Check if your event is accessible

Sustainability | Key areas to consider environmental and social impacts

Volunteers | Best practice to help manage volunteers

Music and performers | Protecting the rights of artists and your obligations

Fundraising | Applying through NSW Fair Trading

Sponsorship | How to best leverage sponsorship support

In the lead up and on the day | Development of an Event Management Plan

Evaluating your event | Methods to use to evaluate your event

Community Groups | Cultural and Multicultural Community Groups

WHS Checklist ( 149.7KB) | To assist in managing WHS at your event

JEV and Public Event Risk Assessment ( 264.3KB) | To assist in managing risk of Japanese Encephalitis Virus

Temporary Event Signage Guidelines ( 462.1KB) | Important information for event owners regarding banner placement across the Dubbo Region

Media Contacts – Dubbo Region ( 576.6KB) | Email addresses for local print, radio and broadcast media

Last Edited: 14 May 2024