



COUNCIL POLICY

Applications and Enquiries Relating to Events Including Protests, Demonstrations and Special Events on the Road Network

Date 29/01/2019

Council Resolution Date 11/02/2019

Clause Number EDBC19/4

Responsible Position Executive Manager Governance and Internal Control

Branch Governance and Internal Control

Division Executive Services

Version 0.1

TRIM Reference Number ED19/116040

Review Period 3 years

Review Date February 2022

Consultation Not applicable

Document Revision History	
Description	Date
Notes	

POLICY

PURPOSE

This policy provides guidance to Council staff and members of the public regarding the requirements to conduct an event on public roads in the Dubbo Regional Council local government area. This policy also touches on the requirements to book facilities such as parks, ovals or other open space areas when held in conjunction with a road based special event.

It is important to have a structured approach to the management of special events to ensure Council's responsibilities are met with regard to workplace health and safety and the safety of the public. This process also helps to defend Council's position following the increased tendency of Australian courts upholding public liability claims with the increased number of special events incorporating traffic related matters.

BACKGROUND AND RELATED LEGISLATION

At its Ordinary meeting held June 2018, Council resolved that a policy be developed that addresses applications and inquiries relating to events including protests, demonstrations and special events.

This policy is based on the NSW Government document titled "Guide to Traffic and Transport Management for Special Events", Version 3.5 dated 1 July 2018. This document can be found at <https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf>

Disability Discrimination Act 1992

Occupational Health & Safety Act 2000

Occupational Health & Safety Regulation 2001

Protection of the Environment Operations (Noise Control) Regulation 2000

Road Transport (General) Act 1999

Road Transport (Safety & Traffic Management) Act 1999

Roads (General) Regulation 2000

Roads Act 1993

Summary Offences Act 1988

Transport Administration Act 1988

SCOPE

This policy relates specifically to applications and enquiries relating to events including processions, protests, demonstrations and special events that utilise the road network in the Dubbo Regional Council local government area.

POLICY

What is a Special Event?

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches, processions and street market days. The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support.

For the purpose of this policy a protest, or demonstration, shall be treated separately from a special event. A protest can be defined as the act of saying or showing publicly that you object to something while a protest demonstration can be defined as a manifestation of protest by public rally, parade, etc (*Collins Dictionary*).

Traffic and Transport for a Special Event

From a traffic and transport perspective, a special event needs to:

- ensure the safe separation of event patrons, participants and volunteers from traffic, and
- manage the reduced capacity of the road system, and
- minimise the traffic impact on the non-event community and the emergency services, and
- minimise costs.

Risk Assessment and Risk Management Plans

Event owners have a duty of care to safely separate traffic from spectators, contestants or participants, and event volunteers. This requires that a qualified person develop risk management plans (including Traffic Control Plans) to a recognised Australian standard. To reduce costs, with small modifications these plans can be reviewed and reused the next time the event is staged.

Traffic Controllers and Traffic Marshals

Where traffic controllers are used, the *Roads (General) Regulation 2000* requires authorisation from the appropriate roads authority (RMS for classified roads, Council for non-classified roads). The event owner must ensure that traffic controllers and traffic marshals are trained to carry out their jobs for this event and are provided with appropriate safety equipment, for example: high visibility vests and sun or weather protection.

Participants, Contestants, Spectators and Volunteers

The *Work Health and Safety Act 2011* protects participants, contestants, spectators and volunteers. This may require an event owner to provide safety equipment, toilet facilities, water, medical treatment, etc.

Traffic Control Devices, Warning Signs, Cones and Barriers

Traffic control plans call for the use of some combination of traffic control devices, plain English warnings signs, cones and barriers. These are usually rented from a private company. The provision and erection of this equipment is a cost for the event owner. To reduce costs, volunteers may be

used to erect cones, barriers and warning signs provided they receive appropriate direction from a qualified person. There is also a cost associated with the removal of the equipment after the event.

Newspaper Advertising

If the event requires the regulation of traffic, Section 5 of the *Roads (General) Regulation 2000* requires that 7 days notice be given. Either Council or the RMS places the advertisements at the event owner's cost.

Council Costs

Application Costs

Council may charge a processing fee for the application to hold a special event as detailed in Council's Revenue Policy.

Lane Rental Costs

Council may charge lane rental costs where an event closes or restricts the use of a traffic lane as detailed in Council's Revenue Policy.

Equipment Rental Costs

Some Councils may provide cones, barriers and signs, and the labour to install them, at a cost to the event owner as detailed in Council's Revenue Policy.

Preparing Risk Management Plans

Council may prepare risk management and traffic control plans on the event organiser's behalf to be charged as detailed in Council's Revenue Policy.

Police Costs

Section 40 Application Costs

Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999* requires the Police Commissioner's approval to conduct a vehicle race on a road or road related area. Currently, the Police do not charge an application fee.

User pays

Police charge user pays fees where *"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."*

RMS Costs

Reserving road space

The RMS/Transport Management Centre (TMC) reserves the road space for the event when the event is held on a road managed by the RMS/TMC. Currently, there is no cost for this service.

User pays

The RMS/TMC has a user pays policy similar to the Police. The RMS/TMC may charge if additional RMS/TMC staff are needed to manage an event, for example: extra staff are required to conduct operations at the event.

Permanent variable message signs (VMS)

Any Council can request traffic management messages be displayed on RMS/TMC VMS in support of an event. There is currently no charge for this service.

Special event clearways

For safety or traffic management reasons, some events require the installation of special event clearways. Only the RMS and TMC (under delegated authority) is empowered to install special event clearways.

Special event clearways are expensive, as the regulatory signs usually need to be manufactured, as do the warning signs installed in advance of the clearway going into operation.

If a special event clearway has not previously been installed, it may require the erection of posts to support the signs.

A special event clearway also requires a tow truck on standby.

RMS assets

RMS assets are certain bridges, viaducts and freeways. Within the Dubbo Regional Council local government area, these include State Highways including the Newell, Mitchell and Golden Highways and infrastructure such as (but not limited to) the LH Ford Bridge, Emile Serisier Bridge and the Macquarie River Bridge in Wellington. Generally, these assets are **not** available for special events except for Government-sponsored events such as New Year's Eve celebrations or where special arrangements have been made through the Premier's Department's Office of Protocol and Special Events.

Classification of Events

Events may be classified as Class 1, Class 2 or Class 3 Special Events, Class 1 being the largest impact on the road network with Class 3 being minimal impact of the road network. Class 4 events exist however these are fully under the control of NSW Police. The RMS document titled "Guide to Traffic and Transport Management for Special Events", Version 3.5 dated 1 July 2018 found at the following webpage address contains details on the features and process specific to each event class.

<https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf>

Public Assemblies and Processions

A public assembly is defined as "*an assembly held in a public place, and includes a procession so held*" under the Summary Offences Act 1988. A procession also includes a protest or demonstration.

The *Summary Offences Act 1988*, which, in part, relates to public assemblies, controls assemblies in public places and includes processions.

If an assembly or procession is to be conducted, a *Notice of Intention to Hold a Public Assembly* addressed and served on the Commissioner is required as per Schedule 1 of the Act. This form is attached as **Appendix 2** to the policy.

Under the *Summary Offences Act 1988*, intent to conduct an assembly or procession requires the Commissioner's approval.

Police request that the notice be served at a Police Station within the Local Area Command in which the event is to take place.

The notice must be served on the Commissioner at least seven (7) days before the event. If not, permission requires court approval under Section 26 of the Act.

NSW Police support responsible protests and demonstrations and will provide a presence for the safe conduct. Where it is deemed necessary, NSW Police will use police special powers to close roads from a safety perspective. It is the responsibility of the event owner to liaise with NSW Police to ensure that the *Notice of Intention to Hold a Public Assembly* has been lodged and any traffic control measures required from a safety perspective have been arranged.

It must be noted that Council does not provide approval for a public assembly and procession on the road network. This includes protests and demonstrations.

Before holding preliminary discussions with the Police, and depending on the scale of the event, the Police may require the following details about the proposed event.

- Crowd
- Duration
- Electricity
- Emergency management planning and coordination including emergency vehicle access
- First Aid
- Food, beverage and amusement devices
- Impacts
- Insurance
- Location
- Noise
- Parking
- Public transport
- Safety
- Security
- Timing
- Toilets
- Traffic
- Transport
- Waste and recycling.

In addition, where it applies, the Police also require:

- The names of VIPs and invited dignitaries and their arrival times
- emergency management procedures (such as evacuations, emergency vehicles, etc.)
- media control procedures
- marshals for crowd control
- risk assessment.

Public Liability Insurance

Applies to:

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: All Class 3 events

Class 4: Where Police employed on "User Pays" basis

Overview

The Event owner has a duty of care to arrange Public Liability Insurance.

Public authorities are not required to support the event without adequate Public Liability Insurance and their being named as "interested parties" on the policy.

Council

Council will name the amount of liability insurance to be carried as part of the *Schedule of Conditions* supplied to the Event owner. The amount varies depending on Council's assessment of the risks involved however Council will have a minimum requirement of \$20million. The Policy must name the Council/s as an interested party.

RMS

If the event uses an RMS asset such as a bridge, freeway or viaduct, the RMS will not support the event unless the Event owner arranges \$20,000,000 public liability insurance. For the purposes of public liability insurance, main roads and highways (other than freeways) are not RMS assets.

Police

If the Event owner is contracting Police under the Police "User Pays" policy, the insurance policy must name the Police as an interested party.

Other Government Trusts and Authorities

If the event uses a facility managed by a Government trust or authority, they may also require being named as an interested party on the policy.

How Do I Organise an Event on the Road Network?

The types of events that can be held on the road network vary greatly and may impact on many services or facilities in the community. If you wish to conduct an event on the road network you must first contact Council's Senior Traffic Engineer to discuss your plans. Council will be able to assist you in completing the requirements to conduct the event with regard to accessing the road network.

It is recommended that you familiarise yourself with the RMS document "Guide to Traffic and Transport Management for Special Events", Version 3.5 dated 1 July 2018 that can be found on the RMS website at the webpage address mentioned previously in this policy prior to contacting any of the authorities. This will allow you to consider all the elements of an event and also be able to answer questions posed by the relevant authorities in the preliminary stages. A Special Event Transport Management Plan Template has been included as **Appendix 1** to this policy which provides as a checklist for all items that will be required with the application.

How Do I Organise a Larger Scale Event on Which Includes Activities on the Road Network?

It is quite common for large scale events that are based in recreational areas such as parks and reserves or sporting grounds to incorporate aspects of the event including a procession or the use of the road network to conduct a static event. In these cases, Council is again the first point of contact and applicants should discuss their proposed plans with Council's Marketing, Events and Partnerships Team Leader. This role will liaise with the other relevant areas within Council and assist with the planning of your event with regard to Council's requirements.

It is again recommended that you familiarise yourself with the RMS document “Guide to Traffic and Transport Management for Special Events”, Version 3.5 dated 1 July 2018 that can be found on the RMS website at the webpage address mentioned previously in this policy prior to contacting any of the authorities.

Council also has an extensive library of documents on its website to assist with the planning of this event that can be found at <https://www.dubbo.nsw.gov.au/Community-and-Groups/Events--Community-and-Awards/support-for-your-event>. This will allow you to consider all the elements of an event and also be able to answer questions posed by the relevant authorities in the preliminary stages.

When Should I Start Planning the Event?

As these events potentially require the approval and interaction of various government agencies, you should start planning your event and discuss with Council at least six (6) months prior to conducting the event. Council is unable to commit to assessing and approving events by the required date for events applied for within six (6) months of the proposed event date.

APPENDICES

Appendix 1 - Special Event Transport Management Plan Template

Appendix 2 - Notice of Intention to Hold a Public Assembly

APPENDIX 1 – SPECIAL EVENT TRANSPORT MANAGEMENT PLAN

Special Event Resources

Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

1. EVENT DETAIL

1.1. Event Summary

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Time: Event Pack down Finish Time:

Event is off-street on-street moving on-street non-moving

Event is held regularly throughout the year (calendar attached)

1.2. Event Summary

Event Organiser*:

Phone: Fax: Mobile:

Email:

Event Management Company (if applicable):

Phone: Fax: Mobile:

Email:

Police:

Phone: Fax: Mobile:

Email:

Council:

Phone: Fax: Mobile:

Email:

Transport Management Centre
(if Class 1 – Sydney Metropolitan Area):

Phone: Fax: Mobile:

Email:

Roads & Maritime Service
(if Class 1 – regional NSW and Class 2 event):

Phone: Fax: Mobile:

Email:

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

1.3. Brief description of the event (one paragraph)

2. RISK MANAGEMENT TRAFFIC

Class 1	Class 2	Class 3	
Class 1	Class 2	Class 3	2.1. Occupational Health & Safety – Traffic Control
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			2.2. Public Liability Insurance
			<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
			2.3. Police
			<input type="checkbox"/> Police written approval obtained
			2.4. Fire Brigades and Ambulance
			<input type="checkbox"/> Fire brigades notified <input type="checkbox"/> Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT

Class 1	Class 2	Class 3	
Class 1	Class 2	Class 3	3.1. The route or location
			<input type="checkbox"/> Map attached
			3.2. Parking
			<input type="checkbox"/> Parking organised – details attached
			<input type="checkbox"/> Parking not required
			3.3. Construction, traffic calming and traffic generating developments
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
			3.4. Trusts, authorities or Government enterprises
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			3.5. Impact on/or Public Transport
			<input type="checkbox"/> Public transport plans created - details attached
			<input type="checkbox"/> Public transport not impacted or will not impact event
			3.6. Reopening roads after moving events
			<input type="checkbox"/> This is a moving event - details attached.
<input type="checkbox"/> This is a non-moving event.			
3.7. Traffic management requirements unique to this event			
<input type="checkbox"/> Description of unique traffic management requirements attached			
<input type="checkbox"/> There are no unique traffic requirements for this event			
3.8. Contingency plans			
<input type="checkbox"/> Contingency plans attached			



3.9. Heavy vehicle impacts

- Impacts heavy vehicles – RMS/TMC to manage
- Does not impact heavy vehicles

3.10. Special event clearways

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES



4.1. Access for local residents, businesses, hospitals and emergency vehicles

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

4.2. Advertise traffic management arrangement

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3. Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

4.4. Permanent Variable Message Signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

4.5. Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.
-

6. APPROVAL

TMP Approved by: _____ Event Organiser _____, Date _____

7. AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ Council _____, Date _____

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RMS/TMC _____, Date _____

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (*Roads Act, 1993*). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approval	Police Fees	Council Fees	RMS/TMC Fees
1	<p>A Class 1 Event</p> <ul style="list-style-type: none"> Impacts major traffic & transport systems disrupts the non-event community over a wide area requires the involvement of Police or more Councils and the RMS/TMC. requires detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience 	<p>A Class 1 event may</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport Management Centre involve the NSW Trains, Sydney Trains and State Transit, involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share) involve private bus and coach organisations impact the road transport industry require RMS/TMC to provide Special Event Clearways require RMS/TMC to provide heavy vehicle detour routes require the RMS to adjust traffic signals require RMS/TMC to manage Variable Message Signs depending on the nature of the event, invoke the Police "Use Pay" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney or an event that reduces capacity of the main highway through a country town or a bicycle race that involves the Sydney Harbour Bridge 	<p>Minimum 4 months from first approach to Council to proposed start date</p> <p>6 months for vehicle races</p>	<p>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RMS/TMC provides quote</p> <p>Asset rental: refer to RMS/TMC</p>
2	<p>A Class 2 Event</p> <ul style="list-style-type: none"> Impacts local traffic and transport systems but does not impact major traffic & transport systems disrupts the non-event community in the area around the event but not over a wide area Requires the involvement of Police and Local Council Requires a detailed Transport Management Plan Requires advertising the event's traffic aspect to the local community 	<p>A Class 2 event may</p> <ul style="list-style-type: none"> Be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve the NSW Trains, Sydney Trains and State Transit, involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share) involve private bus and coach organisations depending on the nature of the event, invoke the Police "Use Pay" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway a motor rally on local country roads 	<p>Minimum 3 months</p> <p>3 months for vehicle races</p>	<p>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>	
3	<p>A Class 3 Event</p> <ul style="list-style-type: none"> does not impact local or major traffic & transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualified as Class 3 is never used for vehicle races 	<p>A Class 3 event, depending on Local Council policy may</p> <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas depending on the nature of the event, invoke the Police "User Pay" policy require advertising the event's traffic aspects to the community 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party 	<p>Minimum 6 weeks</p>	<p>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>	
4	<p>A Class 4 Event is intended for small on street events and</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RMS/TMC or Council consent does not require advertising the event's traffic aspect to the community does not require a Transport Management Plan does not require the involvement of other Government agencies 	<p>A Class 4 event may</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council or RMS/TMC to assist when requested by Police depending on the nature of the event, invoke the Police "User Pay" policy 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort 	<p>Minimum 1 month</p>	<p>Charges apply where: "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large"</p>		

Event Class	Transport Management Plan	Risk Management Plans (Traffic Control) under OH&S Act 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway, Heavy Vehicle Detour	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency Planning
1	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council, TMC & Police (if police user Pays in force) named on policy. Also RMS if using RMS asset Certificate of currency required	RMS arranges if required RMS provides quote	Promote where practicable	Required. Refer to TMP	May be required. Need to consider parking for disabled persons	Recommended
2	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required		Promote where practicable	Required. Refer to TMP	May be required. Need to consider parking for disabled persons	Recommended
3	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required			Required. Refer to TMP		
4				Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required			Required. Refer to TMP		

APPENDIX 2

Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

Summary Offences Act 1988

To the Commissioner of Police

1 I,
Name
of
Address
on behalf of
Organisation
notify the Commissioner of Police that on the
Day
of
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately
.....persons which will assemble
Number
at
Place
at approximateam/pm
Time
and disperse at approximatelyam/pm
Time

or

(b) a public assembly, being a procession of approximately
Number
persons which will assemble at
Place
at approximatelyam/pm
Time
and at approximatelyam/pm the procession will
commence and shall proceed.....

.....
.....
Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is.....
.....
.....
State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be(number) of vehicles and/or* floats involved and their type and dimensions are as follows:

.....
.....

* (ii) There will be (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly

.....
.....

* (iv) Other special characteristics of the proposed assembly are as follows:

.....
.....

4 I take responsibility for organising and conducting the proposed public assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address:
.....
..... Post Code.....

Telephone:

Signed:

Capacity/Title

Date

Delete as applicable