

# Event Scoping Document

## Form Preview

### EVENT SCOPING DOCUMENT

\* indicates a required field

#### EVENT DETAILS

**Owner of event \***

Organisation Name

**Name of applicant \***

**Name of event \***

Organisation Name

**Start date of event \***

Please enter as dd/mm/yyyy

**Finish date of event \***

Must be a date.

Please enter as dd/mm/yyyy

**Venue \***

**Start time \***

24 hour time only

**Finish time \***

24 hour time only

**Please provide an overview of your event. \***

Word count:

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Must be no more than 200 words.

**Expected number of participants + audience/ spectators? \***

**Do you have a target market? If so, please specify: \***

**Have you tentatively booked the venue? \***

**HAVE YOU GOT A CERTIFICATE OF CURRENCY FOR \$20M PUBLIC LIABILITY AND \$20M PRODUCT LIABILITY INSURANCE \***

☐ Yes ☐ No

**If no, why not?**

*Council will require copies of Certificates of Currency. Council will review the Certificates of Currency as part of the application process. The event owner is responsible for ensuring that vendors, subcontractors and suppliers hold adequate insurance specific to the work or activity being carried out.*

**HAVE YOU STARTED ASSESSING RISK? \***

☐ Yes ☐ No

**If no, why not?**

*Council will require a copy of your Risk Management Plan. The Plan will be reviewed by Council as part of the application process. All plans must also include activities covering bump in and bump out. Considerations should include (but not limited to) safety to volunteers/patrons, damage to property/equipment, incident reporting, wet weather contingencies, wind events, security of cash, potential vehicle/pedestrian clashes and public relations and financial risks.*

**More information:** [Event risk assessment and management - Premier & Cabinet \(nsw.gov.au\)](https://nsw.gov.au)

**Need a template? See link to Event Organiser's Toolbox below.**

**HAVE YOU COMMENCED DEVELOPMENT OF AN EMERGENCY MANAGEMENT PLAN? \***

☐ Yes ☐ No

**If no, why not?**

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*Council will require a copy of your Emergency Management Plan. The Plan will be reviewed by Council as part of the application process. The Plan should include emergency contact number, access for emergency services and an emergency evacuation plan.*

**More information:** [Consider safety and security when organising an event - Premier & Cabinet \(nsw.gov.au\)](#)

### **HAVE YOU COMMENCED DEVELOPMENT OF A SITE PLAN? \***

☐ Yes ☐ No

#### **If no, why not?**

*Council will require a copy of the event's site plan. The plan will be reviewed by Council as part of the application process and Council will want to see location of stages/structures, first aid box/tent, ingress and egress points of participants/attendees and emergency services.*

More information: [Consider safety and security when organising an event - Premier & Cabinet \(nsw.gov.au\)](#)

### **WILL ANY EVENT ACTIVITY OCCUR ON A ROAD OR HAVE AN IMPACT ON THE ROAD NETWORK? \***

☐ Yes ☐ No

*If yes, a Special Event Transport Management Plan is required by Transport for NSW. Applications must be received by Council at least four (4) months prior to the event.*

**More information:** [Traffic and transport issues at major events - Premier & Cabinet \(nsw.gov.au\)](#)

**Need to submit this Plan? See link to Event Organiser's Toolbox below.**

### **WILL THERE BE FOOD VENDORS? \***

☐ Yes ☐ No

*All food vendors must be aware of the Food Handling Guidelines for Temporary Events and be registered with Dubbo Regional Council or their home Council. A food vendor notification form is required.*

**More information:** [Manage the health of all people at your event - Premier & Cabinet \(nsw.gov.au\)](#)

**Need to complete this form? See link to Event Organiser's Toolbox below.**

### **WILL ALCOHOL BE SERVED? \***

☐ Yes ☐ No

*If yes, Council will want to know that you have contacted NSW Police's local licensing sergeant to discuss licensing requirements.*

*For more information regarding a limited license:*

[Limited licence - special event - Liquor & Gaming NSW](#)

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**More information:** [Consider safety and security when organising an event - Premier & Cabinet \(nsw.gov.au\)](#)

**WILL THERE BE A JUMPING CASTLE? \***

☐ Yes ☐ No

*If yes, Council will need to sight the owner's Risk Management Plan to ensure actions to mitigate against risks associated with wind have been included. Approval for use of a jumping castle will be determined by Council upon review of the applicable documents.*

*Installing, securing and operating jumping castles should be in line with Australian Standard AS3533.4.1-2018: Amusement rides and devices: Part 4.1: Specific requirements - Land-borne inflatable devices.*

More information: [Event risk assessment and management - Premier & Cabinet \(nsw.gov.au\)](#)

**WILL THERE BE AMUSEMENT DEVICES? \***

☐ Yes ☐ No

*If yes, small amusement devices do not need the approval of Council. Small amusement devices are defined as 'an amusement device that is designed primarily for the use of children 12 years of age and under and includes such amusement devices as mini-ferris wheels, battery operated cars and miniature railways but in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute. Small amusement devices must be registered with Safework NSW and have a minimum \$10M insurance coverage.*

If an application is required, more information: [Approval to Install or Operate Amusement Devices - Dubbo Regional Council - NSW - Australian Business Licence and Information Service](#)

**Need an Amusement Device Application? See link to Event Organiser's Toolbox below.**

**IS THE TOTAL FLOOR AREA OF ALL YOUR STALLS, TENTS, MARQUEES GREATER THAN 300SQM? \***

☐ Yes ☐ No

**IF YOU ARE HAVING A STAGE IS THE FLOOR AREA LARGER THAN 50SQM? \***

☐ Yes ☐ No

*In some cases large events may require a Development Application (DA) for the erection of temporary structures, which exceed the exempt development size limits contained in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP). A DA can take between 4-8 weeks to process.*

More information: [Temporary uses and structures | Planning Portal - Department of Planning and Environment \(nsw.gov.au\)](#)

**WILL YOU BE ARRANGING ADDITIONAL TOILETS ON SITE? \***

☐ Yes ☐ No

**If no, why not?**

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*The number of toilets required will depend on the expected crowd and whether or not alcohol is being provided.*

**More information and handy matrix:** [Manage the health of all people at your event - Premier & Cabinet \(nsw.gov.au\)](#)

### **HAVE YOU COMMENCED WORK ON A WASTE MANAGEMENT PLAN? \***

☐ Yes ☐ No

#### **If no, why not?**

*The event owner is responsible for collecting and disposing of waste. Bins located on site are not to be used to collect waste from event activity. You can order bins from Council via the booking form which will be sent to you following submission of this form.*

*As a guide, minimum number of additional bins for attendee use (not including existing public bins) at events are:*

- 1 x 240L bin per 100 attendees (if no food or drinks served/sold)
- 2 x 240L bin per 100 attendees (if food or drinks served/sold)

*For events over 1,000: add 2 x 3m front load skip bins.*

**More information:** [Consider safety and security when organising an event - Premier & Cabinet \(nsw.gov.au\)](#)

### **HAVE YOU COMMENCED WORK ON AN ACCESSIBILITY PLAN? \***

☐ Yes ☐ No

#### **If no, why not?**

*Council expects that all events held on public land are supported by actions to meet the needs of participants/attendees with special needs. Considerations include (but not limited to) accessible parking and toilets.*

More info: [Accessibility of major events - Premier & Cabinet \(nsw.gov.au\)](#)

### **HAVE YOU COMMENCED WORK ON A SUSTAINABILITY PLAN? \***

☐ Yes ☐ No

#### **If no, why not?**

*In 2022, the NSW Government is banning certain single use plastics. Including ban on single use plastic straws, stirrers, plates, bowls and expanded polystyrene foodware.*

More info: [Plastics ban nsw | Social Pinpoint \(mysocialpinpoint.com.au\)](#)

More info: [Sustainability at major events - Premier & Cabinet \(nsw.gov.au\)](#)

### **DO YOU INTEND TO ENGAGE A DRONE OPERATOR TO TAKE IMAGES OF YOUR EVENT? \***

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☐ Yes ☐ No

*If yes, Council will need a copy of the drone operator's Certificate of Currency and a copy of the operator's licence.*

*Must be operated within CASA regulations - <https://www.casa.gov.au/drones/drone-rules/drone-safety-rules#>*

*Must be operated outside No-Fly Zones - <https://www.curouav.com/flight-advisory>*

*The Drone Operator must be aware of the following of controlled air space within the Dubbo Regional LGA ([Remotely piloted aircraft operator's certificate | Civil Aviation Safety Authority \(casa.gov.au\)](#)) and know where to fly and what to film as set in the Drone Operators Licence. Drone must not be operated over built up areas, crowds of people or residential premises.*

### **WILL THERE BE FIREWORKS? \***

☐ Yes ☐ No

*If yes, Council will require the fireworks notification at least 7 days prior and confirmation in writing that all related documentation for the pyrotechnician contains and considers the SafeWork operational conditions.*

### **WILL THERE BE HELICOPTER ACTIVITY? \***

☐ Yes ☐ No

*If yes, approval to operate on Council land is required. Council will need to a copy of the operator's license and a site and event specific risk assessment covering the helicopter activity (including flight paths and pilot check for landing areas).*

### **WILL THERE BE LIVE MUSIC AT THE EVENT? \***

☐ Yes ☐ No

*Please refer to: [APRA AMCOS](#)*

*More information: [Music and performers at major events - Premier & Cabinet \(nsw.gov.au\)](#)*

### **WILL ANY PARTICIPANTS BE WORKING DIRECTLY WITH CHILDREN? \***

☐ Yes  
☐ No

*If yes, the Working with Children Check is a requirement for anyone who works or volunteers in child-related work in NSW.*

**More information:** [Apply for a Working with Children Check | Service NSW](#)

## RESOURCES AND TEMPLATES

### **EVENT ORGANISER'S TOOLBOX:**

#### **Templates:**

[Event Management Plan](#)

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[Risk Management Plan](#)

### Forms:

[Food Vendor Notification Form](#)

[Transport for NSW Special Event Transport Management Plan](#)

### Resources:

[NSW Premier's Event Start Guide](#)

[Temporary Event Signage Guidelines](#)

[Media contacts](#)

[Toolkit for Accessible and Inclusive Events](#)

## Your contact details

### Name

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Phone Number

Must be an Australian phone number.

### Email

Must be an email address.

**Please complete and submit this Event Scoping Document 4-6 months prior to the event.**

Once submitted, Council will arrange one of the following:

- A 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 process/assess the documentation.

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

All documentation as requested by Council must be received six (6) weeks prior to your event.

Should Council receive any documentation within 6 weeks of the event, a 'Processing Fee' will apply.

>> Processing fees: Commercial events - \$203.00 (inc GST) | Not-for-profit events - \$111.00 (inc GST)

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**QUESTIONS:** Dubbo Regional Council, Events Unit : 6801 4128 |  
regionalevents@dubbo.nsw.gov.au