

## LOCAL APPROVALS

Council has developed a local approvals policy focused on events held in Council owned parks, sporting fields and other open space areas and amusement devices proposed anywhere in the Shire.

If you plan to hold an event, you may be required to obtain approval for the entire event, or only for parts of the event like food trucks or amusement rides.

### DOES MY EVENT NEED APPROVAL?

Events which generally do not require Council approval under this policy include

- small scale events with less than 1,500 attendees at any one time
- ANZAC Day and Remembrance Day memorials with a maximum of 5000 attendees
- Vehicle shows or exhibitions with a maximum of 50 vehicles for display
- School fetes (if held on Council land).

These events must

- be planned and operated in a safe manner
- have a valid booking for the site
- provide parking and toilet facilities
- leave the site clean and free of litter following the event.

Note: A safe event may require consideration of security, first aid, evacuation plans and general site safety.

Events and activities requiring Council approval under this policy include

- Large-scale events
- Markets with more than 20 stalls (not including food trucks / stalls) or more than 1000 people attending at any one time
- A circus
- Amusement devices designed for older children and adults
- More than 10 food trucks / stalls

Please see the policy or contact Council for more detail. If your event requires approval under this policy, you will need to lodge a Section 68 Application via the NSW Planning Portal.

### DO I NEED APPROVAL FOR FOOD TRUCKS?

YES. For food safety, if an event includes a temporary food business (food stall) or mobile food vendor (food truck), each vendor is required to:

- be registered with Council's Environmental Health Unit
- show they have public liability insurance for \$20 million

at least 2 weeks prior to the event.

The form for [Temporary Food Business Notification](#) is available on Council's website under "Forms A-Z". A checklist for temporary food stalls is also available.

For all temporary food businesses that are not community groups or not for profits, a copy of a current Food Safety Supervisor Certificate, where required, and a copy of a recent satisfactory inspection – carried out within the last 12 months, should also accompany any application.

### DO I NEED APPROVAL FOR AMUSEMENT RIDES?

Small amusement devices (those designed for children under 12 years of age) and inflatable devices with a platform height less than 3 metres high do not require approval from Council.

While your ride provider can advise if the device qualifies as a small amusement device, you can read [the specific criteria](#) in the NSW Local Government (General) Regulation 2021, Part 2, Division 5, Subdivision 5, Section 75.

If your amusement rides are designed for larger children and adults, or do not comply with the requirements for a small amusement device, they require approval from Council.

These amusement devices will need to lodge an Application for Amusement Device in accordance with s68 of the Local Government Act 1993 at least 2 weeks prior to the event, together with public liability insurance for \$20 million and a copy of a current SafeWork NSW Certificate for each ride.

NOTE: you can include up to 3 rides on each application.

The [Approval for Amusement Device](#) application form is available on Council's website under "Forms A-Z" :

### DO I NEED APPROVAL FOR FIREWORKS?

Fireworks are regulated and require approval under [SafeWorkNSW](#). In addition to obtaining approval from SafeWorkNSW, you will also need to notify Council at least seven working days in advance of the event.

### MORE INFORMATION

If you have any questions about holding an event on Council land generally, or amusement devices and mobile food vendors specifically, contact Council on 4677 1100 or [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au).