

# Event Management Plan: Guidelines for the Application Process

Woollahra  
Municipal  
Council



Please consider the below criterion for your event. All relevant information needs to be submitted, in writing, along with your application form and any other documentation. Applications for special events may take up to 2 weeks for a preliminary assessment.

1. **Introduction**
  - a. Summary of the event
  - b. Key contacts
2. **Risk Management**
  - a. Risk assessment
  - b. Current Public Liability Insurance - \$20 million (attach copy)
3. **Traffic Management**
  - a. Parking/Traffic/Pedestrian Control
  - b. Road closures
4. **Temporary Structures & Amusement Devices**
  - a. Location map/site plan (attach copy)
  - b. Size and quantity
5. **Details on any proposed amplification, entertainment or performances**
6. **Details of any additional or portable toilet facilities**
7. **Details on any proposed food/beverage sales**
8. **Waste Management Plan**

For special events please contact Steven Fisher at least 2 weeks prior to your event on 9391 7968 or email [Steven.Fisher@woollahra.nsw.gov.au](mailto:Steven.Fisher@woollahra.nsw.gov.au)
9. **Notification**
  - a. Letter to residents
  - b. Notification to Police – *Notice of Intention to hold a Public Assembly*
10. **Application Forms**
  - a. *Public event/entertainment park hire form*
  - b. *Amusement devices activity approval form*
  - c. *Temporary structures form*