

# Event Management Pathway Guide

## Events

How many people are expected to attend the event?  
**< 1000 persons – complete Covid-Safe Plan**  
**> 1000 persons – complete Covid Management Plan**

### Public Event on Public Land

### Private Event on Public Land

### Private Event on Private Land

Have you got **Public Liability Insurance?** (\$10M minimum)

**Is liquor to be served (inc. BYO)?**  
 If yes, you will need a **Liquor Licence** – contact Council’s Development Team

**Is food to be served?**  
 If yes, all food vendors will need to hold a **Food Business Notification** - contact Council’s Environmental Health Officer

**Is there going to be amplified noise?** – You may require a management plan - contact Council’s General Inspector

Are you expecting a **large crowd?**  
 You may require additional **toilet facilities**

Depending on your events size and location, you may require a **Traffic Management Plan** (including road closures)

Have you prepared a **Risk Assessment** and associated **Emergency Response Plan?**

Are you having **Amusement Rides (e.g. jumping castles)?** If yes, provider details required (inc. insurances)

If all of the above information has been prepared, you are ready to **lodge your completed Event Application** with Council’s Community Development

Have you considered...

**Public Liability Insurance**

**Liquor Licence** – contact Council’s Development Team

**Food Businesses** – contact Council’s Environmental Health Officer

**Additional Toilet Facilities?**

**Risk Management Planning?**

**Traffic Management Planning?**

**Are you having amplified noise?** - contact Council’s General Inspector

**Have you contacted local Emergency Services?**