

Code For The Planning & Operation Of Events (Health & Safety Requirements) (Code 15) (D&E)

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Responsible Division: Executive

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Definition:

"Event" for the purpose of these requirements, shall include any Fairs, Festivals, Carnivals, Fetes or similar and shall include any sporting, cultural or community events.

1. Temporary Food Premises and/or Vehicles

- 1.1 The construction and operation of *all* temporary food stalls/premises *or* vehicles shall comply with the following Council standards:
 - (a) Stalls/premises - *Temporary Food Premises Code*
 - (b) Vehicles - *Code for the Construction and Operation of Vehicles Used for the Sale of Food* (both documents are available from Council's Development and Environment Division)
- 1.2 Prior to the commencement of trading, *all* food outlets shall be inspected by *Council's Environmental Health Officer* and approved for operation.

Event organisers are responsible for ensuring that *all* food outlets are ready for inspection on the proceeding day to the commencement of the event, *unless* another suitable time has previously been arranged with Council's Environmental Health Officer.

- 1.3 The relevant inspection fee per retail food outlet will be charged by Council (refer to Council's Policy No F6 - Fees & Charges). The inspection must be paid by event organisers at the completion of the required inspections. Failure to meet the prescribed payment criteria will result in the withdrawal of Council's approval for the event.

2. **Noise Pollution**

- 2.1 The sound pressure level produced by public address systems, amplified music and other sounds normally associated with a particular event shall not to exceed 5db(A) above background sound pressure level measured at the nearest residential property boundary, in accordance with the requirements specified in the Noise Control Act, 1975 and associated publications.
- 2.2 Special approval may be obtained from Council to conduct events which exceed the abovementioned criteria.

Special approval will be accompanied by conditions relating to:

- (a) Times of operation; and/or
- (b) Specific sound pressure levels for particular items/equipment;
- (c) Overall sound pressure levels for the event.

Conditions imposed are to be strictly complied with at all times, with organisers complying with directions given by authorised Council officers.

- 2.3 Where Council's officers are required to conduct sound pressure level monitoring during any event, the event organisers will be required to contribute to Council an amount of money equivalent to the cost of employment of the officers required at the event for the duration specified by Council.

3. **Amusement Devices**

- 3.1 Approval for the erection and operation of amusement devices must be obtained from Council, in accordance with the Section 68 (Part F5) of the Local Government Act, 1993. The relevant approval fee will apply.

- 3.2 All mechanically operated amusement devices shall hold current registration certificates issued by the Workcover Authority of NSW.
- 3.3 All mechanically operated amusement devices shall be erected and operated in accordance with:
- (a) All conditions specified on the aforementioned registration certificates; and/or
 - (b) Regulation 157 - (Amusement Devices) of the Construction Safety Regulations, 1950; and/or
 - (c) Any direction given by authorised Council staff.
- 3.4 A device shall not be operated unless there is in force a contract of insurance or indemnity which indemnifies to an unlimited extent (or up to an amount of not less than \$5,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of:
- (a) the operation or use of the device; and
 - (b) any total or partial failure or collapse of the device, against that liability.
- 3.5 Each mechanically operated amusement device shall be, prior to the commencement of its operation:
- (a) At the time of registration, proof of compliance with Clauses 3.2 and 3.4 above is to provided.
 - (b) Inspected by the relevant Council officer. Approval for the operation of any mechanically operated amusement device must be obtained from the inspecting Officer, prior to the commencement of its operation.

4. **Public Stands**

- 4.1 Application for and erection of "Public Stands" shall comply with Hastings Council's Code No 12 - "*Code for the Erection and Design of Public Stands*" (available from Council's Development & Environment Division).

5. **Fire Safety**

- 5.1 Where, in the view of Council, the internal alteration of existing buildings or the erection of structures (including tents/marquee's) in conjunction with the holding of any event, creates unfavourable fire safety conditions, Council may require the upgrading of existing fire safety provisions or the installation of new fire safety equipment deemed to be necessary.
- 5.2 Upgrading of fire safety measures may involve:
- (a) provision of suitable fire extinguishers located as directed;
 - (b) provision of exit signs;
 - (c) designation of fire wardens who have been trained in the correct operation of fire extinguishers and evacuation proceedings.

6. **Provision of Temporary Toilet Facilities**

- 6.1 Additional temporary toilet facilities shall be provided where directed by Council.
- 6.2 Temporary toilet facilities shall be connected to the reticulated sewerage system where a connection point is available. Where a collection point is not available, other approved methods of effluent removal shall be provided.
- 6.3 The location of toilet facilities shall be accessible to all parts of an event site.
- 6.4 Event organisers are responsible for cleaning and disinfecting facilities at frequent intervals, the distribution of toilet paper and the prevention of abuse of the facilities.
- 6.5 Each toilet area is to be provided with an adequate supply of water and washing facilities, wastewater from which is to be disposed of to an approved disposal system.

7. **Provision of Litter Bins/Waste Management**

- 7.1 Additional litter bins shall be provided where directed by Council.
- 7.2 Litter bins are to be regularly serviced so as to avoid surcharge.

7.3 Suitable arrangements are to be made with Council's garbage removal contractor for the removal of collected garbage.

7.4 The placement of handbills and the like on motor vehicles parked in any public place or public reserves, in conjunction with any event, is strictly prohibited by Council. It is the event organisers responsibility to ensure that the placement of handbills and the like does not occur.

8. [Advertising Signs](#)

8.1 The placement of advertising signs/structures on any public reserve or public place in conjunction with the running of any event is strictly prohibited by Council. Event organisers are responsible for enforcing this requirement.

9. [Consultation with Development & Environment Division](#)

9.1 During the organisation of any event, it is suggested that the appropriate Environmental Health Officer be consulted in respect to the matters referred to in this Code.