



Event Impact
Assessment

All public events will be assessed using the framework displayed below to ensure an appropriate level of requirements is applied based on the potential impact of the event. This framework should be read in conjunction with the Events Policy.

ENVIRONMENTAL HEALTH - EVENTS GUIDELINE AND FRAMEWORK

**Event Impact
Category**

**NOT CONSIDERED AN
EVENT**

LOW IMPACT EVENT

**MEDIUM IMPACT
EVENT**

HIGH IMPACT EVENT

Event Impact Category	Impact Criteria	Minimum Lodgment Timeframe	Approval Documents
Not considered an event	<ul style="list-style-type: none"> Less than 50 attendees at any one time; No amplified noise; No amusement rides; No marquees over 18m², spectator stands or stage >1m above ground level; No changes to traffic conditions and impacts on the normal use of roads; and No alcohol. 	<p>10 BUSINESS DAYS</p> <p>No event application required If trading activities or food vendors involved, trader's permit and/or food business application required 10 business days prior to trading.</p>	<p>i IF REQUIRED</p> <p>Trader's permit and/or food business application (by food vendor)</p>
Low Impact Event	<ul style="list-style-type: none"> 50-199 attendees at any one time; No amplified noise; No amusement rides; No alcohol; No changes to traffic conditions and impacts on the normal use of roads; No marquees over 18m²; and May involve less than 5 stalls and/or food vendors. 	<p>21 BUSINESS DAYS</p> <p>Application required 21 business days prior to the Event</p>	<ul style="list-style-type: none"> Event application Site plan Public liability insurance <p>i IF REQUIRED</p> <ul style="list-style-type: none"> Advice of installation of temporary structure (>10m²) Trader's permit and/or food business application (by food vendors)
Medium Impact Event	<ul style="list-style-type: none"> 200-999 attendees at any one time; and May involve: <ul style="list-style-type: none"> multiple food and other trading activities; alcohol; amusement rides; amplified noise; and/or road closure or impacts on the normal use of the roads. 	<p>45 BUSINESS DAYS</p> <p>Application required 45 business days prior to the Event</p>	<ul style="list-style-type: none"> Event application Site plan Public building forms Public liability insurance Risk Register <p>i IF REQUIRED</p> <ul style="list-style-type: none"> Trader's permit and/or food business application (by food vendors) Structural Engineers certificate and design specification (>55m²) Advice of installation of temporary structure (>10m²) Traffic management plan (on-road or off-road events) Building approval for temporary structures and stages Noise exemption application
High Impact Event	<ul style="list-style-type: none"> 1,000+ attendees at any one time; and May involve: <ul style="list-style-type: none"> food and alcohol sales; amplified noise; road closures or impacts on the normal use of the roads; and/or fireworks / pyrotechnics. 	<p>60 BUSINESS DAYS</p> <p>Application required 60 business days prior to the Event</p>	<ul style="list-style-type: none"> Event application Site plan Public building forms Public liability insurance Emergency management plan Risk management plan <p>i IF REQUIRED</p> <ul style="list-style-type: none"> Trader's permit and/or food business application (by food vendors) Structural Engineers certificate and design specification (>55m²) Advice of installation of temporary structure (>9m²) Traffic management plan (on-road or off-road events) Building approval for temporary structures and stages Noise exemption application Medical plan Crowd control plan Fireworks Event Notice

Note: The Director of City Development and Sustainability has discretion to classify events that do not meet the above criteria.