



## Planning Information Sheet

# PS07 – Events

October 2010

The Shire of Augusta has many exciting and enjoyable events throughout the year such as the Leeuwin Estate Concert, The Margaret River Drug Aware Pro and smaller events such as the Margaret River and Cowaramup Food and Wine festivals. These events are held on private property, parks, reserves or in public spaces. Most of these events require planning approval and a licence. This Information Sheet will assist you in preparing a planning application and guide you through the development application process.

### **Do I need planning approval?**

If the event is open to the public then approvals may be required under State legislation to manage public health and safety risks. However, under Local Planning Scheme No. 1 planning approval is only required for any event that runs for more than 48 hours, or such longer time as the Shire may agree upon.. Events that run for less than 48 hours may still require a licence and will need to comply with the any relevant health and environmental requirements.

Festivals on public land and Council reserves will also require consent from the relevant authority prior to lodging your application. Council's Shire Reserves Information Sheet provides further information on lodging an application for activities conducted on Council reserves. If you are unsure as to the ownership of the land, Council's Planning Officers can be contacted on 9780 5228 for further information.

### **How do I apply for planning approval?**

You will need to submit a planning application form and complete the attached checklist, which will assist you in ensuring that all the required documentation is submitted with your application. Please note that the checklist requires the submission of a detailed statement, which addresses the following criteria:

1. The purpose and compliance with the relevant Town Planning Scheme
2. Compliance with all relevant Council Policies (i.e. PE. 44 Events Assessment Policy) on Shire website; <http://www.amrsc.wa.gov.au/>
3. The impact of the use on adjoining development
4. Maximum number of patrons
5. Maximum number of events per year or other
6. Entertainment proposed
7. Traffic management plan (entries/exits)
8. Fire management plan (exits, meeting areas)
9. Noise management plan
10. Emergency plan
11. Buildings/structures on event site
12. Hours of operation
13. Signage

You should allow at minimum of 90 days prior to the event to allow sufficient time for the application to be processed. Please note that for larger events and other events that have the potential to impact on the amenity of the surrounding properties, this time frame may be extended. Consulting with Council's planners prior to lodging your application and ensuring that all the information that is supplied is clear and accurate may avoid any unnecessary delays.

### **What do I need to know?**

Please note that except where Council grants approval for use of land as a 'designated site' for the holding of event(s), large concerts or large events will generally not be supported on rural zoned land unless they are connected with a current operating land use right, the event is complimentary to that existing use and is connected with the name and marketing strategy of an established rural business and are held on the property of such a business or consist of agricultural field days or the like.

### **Is there anything else?**

Depending on the type of event that is proposed, you may also require a temporary building licence and/or approval from Council's Environmental Health Department. On this basis it is suggested that you consult with Council's Building and Environmental Health Department regarding any other approvals that may be required. Council's Building Department can be contacted on 9780 5214, and Council's Health Department can be contacted on 9780 9232.

**Note: Prior to lodging your application for planning approval you may wish to consider making an appointment with one of Council's Planning Officers to discuss the proposal. Please phone 9780 5228 for an appointment. Applications that do not comply with the relevant standards or contain insufficient information may be refused or take longer to process.**

#### **\*\* DISCLAIMER \*\***

This information sheet is a guide only. Verification with original Local Laws, Acts, Local Planning Scheme No. 1 and other relevant documents is recommended for detailed references. The Shire of Augusta Margaret River accepts no responsibility for errors or omissions.