



Australian Government
National Capital Authority

Guidelines to Planning an Event

in the Heart of Australia's National Capital

At least seven days notice must be given to the public, by press advertisements, for any road closures. These advertisements are organised by the Authority, but event organisers should allow sufficient time for such advertising.

COSTS

Approval of events involving structures attracts administrative fees, which vary with the costs of works involved. Authority staff provide advice on fee levels. The Authority may, at its discretion, waive fees for charitable and non-profit organisations.

For some events, organisers may be required to lodge a bond calculated to cover the cost of making good possible damage to the venue.

Deposits are required for the loan of any Authority keys.

POWER ACCESS

Most venues have power outlets. Fees are charged for setting-up, connecting, and disconnecting from some power sources.

SPRINKLER SYSTEMS

Irrigation systems at many public venues are programmed. Event organisers should ask that the sprinklers be turned off in the relevant areas for the duration of the event.

WASTE MANAGEMENT

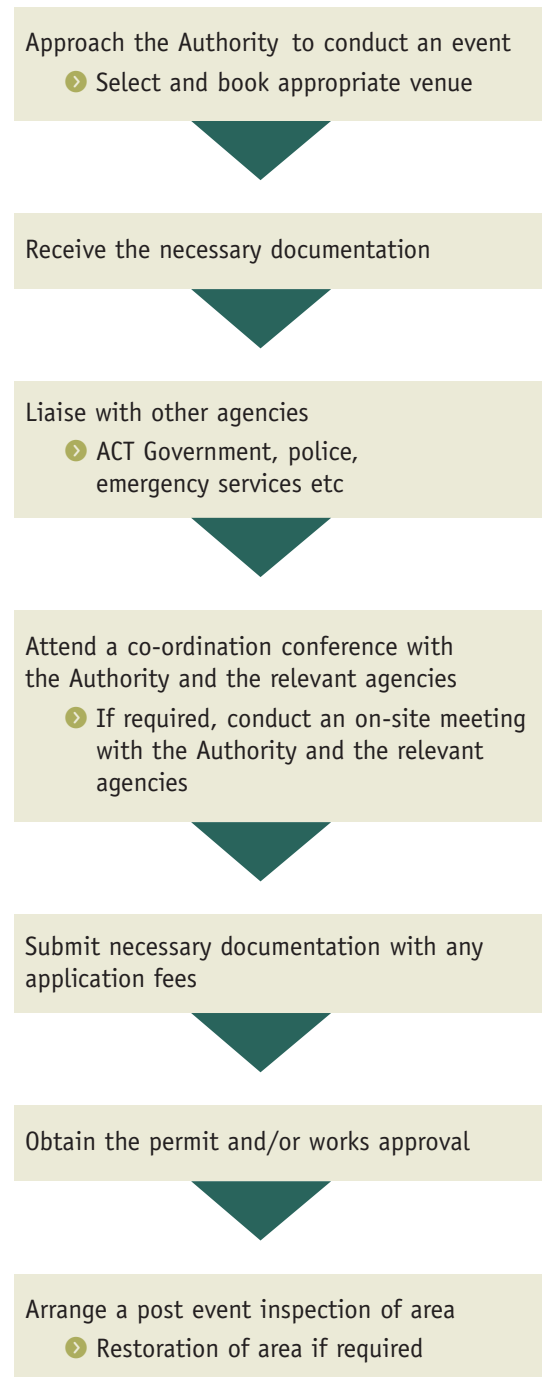
Event organisers are responsible for the cleanliness of the area during the event, as well as for clean-up afterwards. All venues must be left clean and tidy.

If the existing facilities are inadequate for the type or scale of an event, organisers should arrange and pay for additional waste management.

PROTESTS

The conduct of protests is covered in a separate Authority publication *The Right to Protest—A Guide*.

Events Approval Flow Chart





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Further Information

For any query or for further information contact the National Capital Authority –

By visiting

National Capital Authority
(Events Officer)
Treasury Building
Newlands Street
Parkes ACT 2600

By writing to

Events Officer
National Capital Authority
GPO Box 373
Canberra ACT 2601

By email to

events@natcap.gov.au

By telephone or fax

Telephone: (02) 6272 2919
Fax: (02) 6273 4427

By visiting our website at

www.nationalcapital.gov.au

A Great Australian Achievement

Canberra is the seat of Australian Government and the location of many of our national institutions.

It is a beautiful city of Australian character and an inspiring National Capital. Responsibility for planning and development approval in Canberra is shared between the Commonwealth Government and the Australian Capital Territory Government.

The National Capital Authority secures the continuing Commonwealth interest in the planning and development of Canberra and the Territory as the National Capital.

The Authority is committed to ensuring that the National Capital is a source of pride for all Australians—a place that embodies our heritage, aspirations and values.

Canberra's buildings and landscapes, dramatic vistas, formally planted central spaces, and backdrops of wooded hills provide the setting for the institutions, symbols and ceremonies of our federal parliamentary democracy. They also provide the setting and venues for a vast range of events which bring vitality to Australia's Capital city.

The National Capital Authority encourages recognition of the role of the Capital as a place for significant national and international events. A Capital which—as host to a broad range of cultural, recreational and ceremonial occasions—Australians want to visit.

Venues for Events in the National Capital

The heart of the National Capital provides unique venues for cultural and ceremonial occasions of local, national and international interest, commemoration of community and national anniversaries, community celebrations, displays and exhibitions, theatre, gatherings





of people with common interests, parties, wedding ceremonies, and a myriad of other events.

Most of the popular public venues in the heart of the National Capital are managed by the National Capital Authority. Areas in which National Capital Authority approval is required for events and any associated structures include:

- Lake Burley Griffin and the islands;
- Commonwealth and Kings Parks;
- Acton Peninsula and Yarramundi
- Anzac Parade; and
- Parliamentary Zone.

Other areas used for events include:

- the Parliamentary Zone, the 'place of the people,' which is managed by the National Capital Authority, but where major events may require Parliamentary approval in addition to approval by the National Capital Authority;
- a number of public parks and gardens along the foreshore of Lake Burley Griffin which are managed by the ACT Government. Permission from the Territory Government is required to use land for events. Approval from the National Capital Authority is required for temporary structures associated with such events;
- the Parliament House Precinct. This area is managed by the Presiding Officers of the Parliament.

The National Capital Authority encourages and facilitates events which contribute to Canberra as the National Capital. The Authority also assists those

planning smaller community events which add to the vitality of the National Capital.

The Authority regulates events ranging from major events to smaller events. Some commemorative events (such as the Anzac Day march) and certain minor public activities are not regulated unless they involve the erection of structures for which works approval is required.

What to do

Events in the heart of the National Capital—those areas which have the special characteristics of the National Capital—require National Capital Authority approval and, sometimes, a range of other approvals and permits.

Those planning an event in these areas should:

- talk to the National Capital Authority about the suitability of various venues for a particular type of event, and the range of facilities available at different venues;
- select a preferred venue, and discuss it with the Authority (depending on the complexity of the event, a co-ordination meeting and/or a meeting on site may be required);
- submit to the National Capital Authority a completed event application form;
- complete and submit to the Authority a separate application form for any structures associated with the event, such as tents, marquees, sun shelters, temporary huts or sheds, jumping castles, towers for cameras or sound systems, scaffolding, signage, flags and banners, portable toilets, pickets, stakes and fences, amusement rides (including slides and swings), and platforms or stages.

An application must include a map or plan of the area showing the location of key activities and all structures.

No work may be undertaken on site until the approval of the National Capital Authority has been given in writing.

Inspections

To ensure no unexpected claim for damage to Commonwealth property, it is important that organisers of events inspect the site with an officer of the Authority before event preparation commences,

and also when the area has been cleared after the event. Staff of the Authority are available for inspections at mutually convenient times.

Other approvals

Depending on the size and nature of the event proposed, other approvals may be required in addition to those of the National Capital Authority.

Additional approvals could include, for example:

- Environment ACT—for outdoor events involving amplified music in a venue capable of holding 2,000 people or more;
- Environment ACT—for motor sports (on land or water);
- ACT Government agencies—for traffic management plans, liquor licensing, sale of goods, engineering safety, and public safety.

This list is not exhaustive. While National Capital Authority staff may offer advice, it is the event organiser's responsibility to obtain other approvals needed for a particular event.

Risk and Indemnity

All events involve some degree of risk.

Organisers conducting events on land managed by the National Capital Authority are required to complete a form indemnifying the Commonwealth or its agents against all claims that may result from the event. An indemnity form is available from the Authority.

Event organisers will normally be required to show evidence of appropriate public liability insurance.

Depending on the size, complexity and nature of the proposed event, the organisers may also be required to prepare a risk management plan.

Other Issues

TIME

Event organisers are encouraged to talk to the National Capital Authority in plenty of time before an event—allow sufficient time to plan properly.

The National Capital Authority endeavours to handle all applications promptly, however, some applications require the Authority to consult with other agencies which have their own timeframes and priorities.



• Permission from the National Capital Authority is required to use land for events.



• Permission from the Territory Government is required to use land for events.

Approval from the National Capital Authority is required for all temporary works associated with events in all of these areas.