

# EVENTS APPLICATION

## LOCAL PLANNING POLICY



### 1. PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

### 2. SCOPE

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

### 3. OBJECTIVE

- 3.1 Promote and encourage events that enhance a wide variety of opportunities to residents and visitors;
- 3.2 Protect the health and safety of persons attending events;
- 3.3 Provide an efficient and timely approval process and response;
- 3.4 Ensure compliance with Regulatory requirements and standards; and
- 3.5 Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties.

### 4. POLICY STATEMENT

#### 4.1 Definitions

'Event' means an occurrence proposed to be held within the Shire of Chapman Valley on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes and shall include but is not limited to:

- Concerts
- Vehicle Rallies
- One off sporting events
- Shows and fairs
- Festivals
- Exhibitions

#### **4.2 Applications Requirements**

Applications for an event are to include at a minimum:

- a. Completed Shire Event Application Form;
- b. Event Checklist which is to be read in conjunction with the Event Application Form;
- c. Applicants to identify approvals and forms as required for the event and attached a copy when submitting application to the Shire;
- d. Event Site Plan and other plans as required or requested;
- e. A copy of Liability Insurance; and
- f. Any other information requested by Shire staff or Council.

#### **4.3 Assessment of Application**

The following issues will be considered by the Shire in the assessment and approval process of event applications:

- a. The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility;
- b. The amenity of the event;
- c. The ability of the facility to accommodate the event at the proposed time (taking into consideration weather and the condition of the land, if on a community reserve or public open space);
- d. The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue);
- e. The availability of the venue at the required time(s) and on the required day(s);
- f. The period of time for which the event will operate and the proposed times of operation;
- g. Conflict or potential conflict with other events in that location or a surrounding location;
- h. The estimated number of participants associated with the special event in relation to the carrying capacity of the facility;
- i. The benefits to the community;
- j. Reputation of the operator; and
- k. Any other factors that may be considered necessary in relation to a particular event.

#### **4.4 Advertising**

- a. Shire staff may advertise the application for a period of not less than 14 days.

- b. At the conclusion of the advertising period should a written, author-identified objection(s) be received, all submissions and the application may be placed before a meeting of Council for consideration.
- c. Should no written, author-identified objection(s) be received the application may be approved under delegated authority.

## **5. REFERENCES AND ADOPTION**

Shire of Chapman Valley Local Planning Scheme No.2  
*Planning & Development Act 2005*

*Adopted at the 19 February 2014 Ordinary Meeting of Council*