

Local Approval Information

- Under the *Local Government Act 1993* a Local Approval must be lodged for the following activities:
 - operation of street stalls
 - busking
 - operation of a loudspeaker
 - installing movable dwellings/temporary structures (this includes jumping castles, marquees and stages)
 - any general use of community land for public events
 - use of private land for large events
 - Installation of solid fuel or oil heating appliances.
- A Local Approval is required so Council can ensure the property will be used appropriately and that there is minimum impact on the local community and environment
- Local Approvals must be lodged at least 21 working days prior to the event/installation
- Where the Local Approval is for an event, a site plan of the park/reserve including the location and dimensions of any structure to be erected (including shade tents), location of stalls, north point, location of trees and existing buildings, location of car parking and additional toilets (if required) must be submitted with the application
- A Certificate of Currency of Public Liability Insurance to the value of \$20M, naming Shellharbour City Council as an interested party is required from the applicant and **all** stall holders. (This certificate is generally provided free of charge from your insurer, you must request that they name Shellharbour City Council as an interested party.)
- Where stalls will be present at the event, a full list of **all** stall holders, their contact details and copy of their Public Liability Insurance must be supplied. Your application may be lodged without this information but it must be supplied **before** the event.
- All information required for the Local Approval must accompany the application form, as well as payment of the Local Approval fee. Incomplete applications will not be accepted.
- A Risk Plan must be supplied for your event. An example Risk Plan is available by contacting Council's Risk Management Department on 4221 6111.
- Traffic management must also be taken in account. You must prove there will be sufficient parking, pedestrian access, vehicle control measures etc. for your event. This plan may be in writing (for small events) or detailed on a separate map accompanied by an explanation (for large events). The plan should contain: location of signs – regulatory and warning, cones, bollards, marshalls, entry and exit points (for pedestrians and vehicles) etc. Contact Council's Traffic Department for more details.
- A Sustainable Event Management Plan must be submitted with your application. Guidance notes on how to complete a Sustainable Event Management Plan are also available in this section.
- Local Approval application forms can be obtained by contacting Council's Customer Service Department on 4221 6111, collected from Council's Administration Centre at Shellharbour Civic Centre 76 Cygnet Avenue Shellharbour City Centre, or found on Council's website www.shellharbour.nsw.gov.au