

Event Application – Supporting Documents Checklist

The requirements for your event application may vary depending on the size, type, and potential impacts of your event. It is recommended that organisers speak with Murray River Council's Economic Development Team to discuss specific requirements before submitting an application. Some documents may not be required for smaller events, while larger or higher-risk events may require additional approvals.

[Complete the Venue & Event Application Form](#)

[View the Murray River Council Events Guide](#)

MANDATORY FOR ALL EVENTS:

- Completed Venue and Event Application
- Risk Management Plan - covering all event activities and associated risks.
- Public Liability Insurance Certificate - minimum \$20 Million in coverage
- Site Plan- showing all infrastructure, activities, waste facilities, and any other relevant aspects.

ADDITIONAL DOCUMENTS (IF APPLICABLE):

The following documents are required **if your event includes any of these activities or event elements**. Please review each section carefully and provide the necessary documentation for any applicable items.

Amusements

Provide the following (if applicable):

- Copy of Operator's Public Liability Insurance
- Site map showing amusement locations and clearance
- Copy of Registration certificate of the ride/ device with SafeWork NSW

Fireworks

Provide the following (if applicable):

- Copy of Operator's Public Liability Insurance
- Copy of Pyrotechnician's licence
- Copy of Fireworks Licence issued by SafeWork NSW
- Site map showing display area and exclusion zone
- Risk Management Plan – addressing all fire, noise & safety hazards with control measures
- Evidence of notification to NSW Police and Rural Fire Service
- Copy of SafeWork NSW Fireworks Notification Form approval
- Copy of CASA approval if using drones or aerial fireworks

Lasers, Strobe Lighting or Ultraviolet

Provide the following (if applicable):

- Copy of Operator's Public Liability Insurance
- Copy of Pyrotechnic Licence/certificate (NSW)
- Site map showing display area and laser source positions
- Lighting Assessment – including glint and glare impact
- Risk Management Plan – addressing hazards such as reflection, interference, and power failures

Food

Provide the following (if applicable):

- List of all food vendors with contact details
- Copy of Food Business Registration details or Temporary Food Stall Notification to Council
- Copy of Public Liability Insurance for each vendor
- Waste Management Plan for food and beverage waste (if over 200 attendees)

Alcohol

Provide the following (if applicable):

- Copy of Liquor Licence (temporary or full)
- Evidence of notification to NSW Police
- Risk Management Plan – addressing all alcohol-related hazards and control measures

Note: It is the event organiser's responsibility to ensure all food and beverage vendors hold the appropriate Food Safety Certificates, RSA-certifications, and comply with the NSW Food Authority for safe food service and handling.

Temporary Structures

Temporary structures include marquees, tents, stages, booths, and other similar infrastructure. The approval requirements depend on the size and location of the structures. If the structures exceed the following State Environment Planning Policies (SEPP) Guidelines, a separate Development Application (DA) will need to be lodged via the NSW Planning Portal. If the structures do not exceed these guidelines, then no DA is required, however a site map showing all temporary structures, including locations, sizes and access is required.

SEPP Guidelines

- In residential areas: total marquee/tent floor space is over 200m²
- In other areas: total marquee/tent floor space is over 300m²
- Staging exceeds 50m² or is more than 2 metres high

Traffic Management

A Traffic Management Plan and Traffic Guidance Scheme **is required if your event:**

- Involves road closures or partial road occupation
- Impacts vehicle or pedestrian traffic flow
- Includes parades, processions, or large crowds

Provide the following (if applicable):

- Traffic Management Plan (TMP) prepared by accredited traffic controller
- Traffic Control Plan or Traffic Guidance Scheme – including detours, signage, parking restrictions
- Evidence of NSW Police notification for parades, large gatherings, or road closures.
- Road closures:
 - For an NSW Arterial (state) Road: Copy of a Road Opening Licence via Transport for NSW
 - For a local, council road: Copy of a Road Opening Permit via Murray River Council Planning Portal

Water-based Activities

Provide the following (if applicable):

- Copy of Aquatic Events Licence
- Water Safety Management Plan
- Risk Management Plan – addressing all water-based hazards and control measures

Noise and Amplified Sound

Provide the following (if applicable):

- Acoustic Assessment (if sound exceeds 55dB at property boundary)
- Site plan showing speaker locations and buffer zones
- Evidence of notification to nearby residents

Waste Management

Provide the following (if applicable):

- Waste Management Plan (if more than 200 attendees)
- Number of bins (general, recycling, organic)
- Bin placement on site map
- Waste removal/changeover frequency

Camping

Provide the following (if applicable):

- Site plan showing camping areas

What's Next

After reviewing this checklist, organisers should begin gathering all required documentation for their event application.

Lodgement: You may submit your application with minimum mandatory documents to begin the assessment process.

Recommended: For faster and smoother approval, compile and submit all applicable documents at the same time.

Missing documentation: If certain documents are not yet available at the time of lodgement, you may email them to admin@murrayriver.nsw.gov.au as soon as they are ready.

Processing time: The minimum processing time for event applications is 1 month. Please plan ahead to ensure your event receives approval in time for the event. Larger, more complex applications can take up to 3 months to process, particularly those requiring external agency approval.

Disclaimer:

1. Approvals cannot be issued until all required documents are received.
2. This checklist only applies to approvals required by or through Murray River Council.
3. The documentation listed is what is required by Murray River Council in order to approve an event to proceed under NSW legislation. Further approvals and compliance with other authorities may be required and are the responsibility of the event organiser.

Resources:

[Liquor & Gaming NSW - Liquor License Application](#)
[NSW Police – Event Notification \(Notification of Intention to Hold a Public Assembly\)](#)
[State Environmental Planning Policy – Temporary Structures](#)
[Aquatic Events Licence](#) NSW Roads and Maritime Services

Templates

The following templates are available online:

- Risk Management Guidelines
- Risk Management Template
- Waste Management Guidelines
- Waste Management Plan