

Pitt Street Mall Event Guidelines

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Introduction

This Pitt Street Mall Event Guidelines document is designed to assist applicants with detailing the regulations and procedures associated with staging events in Pitt Street Mall and gaining approvals from the City of Sydney for such events.

From here on the City of Sydney will be referenced as 'the City' for the purpose of this document.

From here on Pitt Street Mall will be referenced as 'Pitt St Mall' for the purposes of this document.

This document provides an outline of the process required to take your event enquiry from application to approval for Pitt St Mall and should be read in conjunction with the City's overarching [Event Guidelines](#) document and other planning provision documents where applicable.

Responsibility as an Event Owner

An event organiser is defined as a legal entity responsible for the event, that is, the entity who has taken out and possesses public liability insurance covering the event and all associated activities (extending to any contracted services with third parties) and the stated applicant detailed on the Event Application submitted to the City. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

The event organiser may or may not also be an employer. An employer has specific duties and responsibilities under Work Health and Safety legislation. All event organisers have a duty of care to provide for a safe event for patrons as well as staff employed to produce the event.

It is a legal requirement that event organisers obtain all relevant statutory and regulatory permits required to stage events within the City through all applicable entities and authorities.

1. Planning Events in Pitt Street Mall

Pitt St Mall is an iconic public space within the commercial retail hub of Sydney and for any event application to be permissible the proposal must be appropriate for the space as assessed against several different factors as well as applicable City Policies and guidelines

1.1. Basic Pre-requisites for Pitt St Mall

- Events must demonstrate a direct connection or benefit to the Central Sydney retail precinct.
- Events must not conflict with the City's Values
- Event proposals should align with the public interest and demand for a particular event type and associated use of the space, enhancing its character, functionality, and with consideration to the possible wider demand for a particular event type and scale in the location proposed.
- All events should be of an appropriate size and scale for the space. This includes feasibility assessments conducted with regard to expected attendance numbers, access requirements for associated infrastructure and patrons, and the likely impact on the normal amenity of the space to be used for the event
- All event-related infrastructure to be brought onsite must be of high-quality construction and aesthetics, as well as meet applicable industry and building code standards. The City may decline an event application if the proposed aesthetics of the event, including the quality of the infrastructure or services being used, is not deemed appropriate for the public space.
- Promotional vehicles or car displays where there is no primary benefit to the public and the vehicles are not intrinsically part of the events operational event infrastructure are not permitted.
- Proposals from Event Operators that have prior experience with successful and compliant events within the local government area or, ideally, Pitt Street Mall will be favorably considered. Any prior compliance issues with an Event Organiser will be taken into account for all event applications.
- All events must provide a public benefit and engagement, and be open to all sectors of the public to participate in. Private invite only events, or events that exclude accessible attendance, for example are not permitted.
- Charitable fundraising as the primary purpose where no larger public engagement activities are included are not permitted.
- Retailing from Pitt St Mall is not permitted, unless it is a minor part of a wider event, festival or market and at the City's discretion.
- Event proposals are reviewed by the City against the overarching Event Guidelines, relevant planning instruments, policies, plans of management and other specific policies where relevant relating to the venue.
- Pitt St Mall is open as a public roadway between 3am to 8am daily for deliveries to the retail stores and centres within the mall. Clear access needs to be maintained for public and emergency vehicles during these times, factoring in the existing permanent infrastructure

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including awnings/pillars, bins, signs, chairs, tree beds, etc., as well as the temporary infrastructure proposed for the event.

- A clear pedestrian thoroughfare must be maintained under the awnings along the eastern and western building lines at all times (min. 3m wide), including under the Westfield air bridge as well as accessible pathways horizontally across the mall.
- Vehicle access to the mall is only permitted for essential vehicles where there is no safe alternative to bump in or bump out associated equipment or infrastructure. Non-essential vehicles that have not been pre-approved by the City cannot access the space at any time and approved vehicles for access cannot remain parked on site outside of approved access times at any time, unless prior approval is provided by the City.
- Vehicles, truck stages etc., are prohibited in the mall between 8am to 7pm (or 9:30pm on Thursdays), unless deemed necessary for security purposes, at the City's discretion.
- Structures should not unduly block site lines, signage boards, pedestrian or vehicular accessways. Entirely enclosed structures should be avoided for this reason. Preference is given to open event spaces or structures with clear roofs and open sides.
- Any event that includes the provision of a product must not reasonably conflict with any existing businesses within the surrounding event space. Certain product giveaways may need to obtain local stakeholder no-objection prior to the event being approved to avoid commercial conflicts.
- Branding/commercial advertisement on visible infrastructure must be deemed appropriate for the space and the events design at the discretion of the City. Overtly branded or commercialised events that do not complement the event space and area will not be approved by the City.
- Cable trays are not permitted in Pitt St Mall due to the high trip hazard. As such, the location of power needs to be considered when selecting a suitable position for the activation within the mall.
- No events should create or cause an unreasonable level of offense, nuisance or public unrest.

1.2. Key Areas of Consideration

There are a number of key areas to consider when finalising a Pitt St Mall proposal in order to ensure it is suitable for the location and in keeping with the requirements of the space.

The type of activities planned are reviewed by the City against the relevant planning instruments and policies, plans of management and other specific policies where relevant relating to the venue. An event has to be considered to be of minimal environmental impact to be approved under available planning instruments for a temporary event approval.

The City will assess the suitability of the event proposal based on factors such as:

1.2.1. The suitability of the event activity

- There are types of event related activities that are generally not supported within Pitt St Mall such as:
 - standalone advertising and/or billboards
 - Overtly branded or commercialised events that do not complement the event space and area will not be approved by the City.
 - pop-up retail stalls that are not part of a wider City supported community event
 - events where the intended number of attendees would create an unsafe environment
 - performance based events, where passers-by stopping to watch would create an unsafe environment

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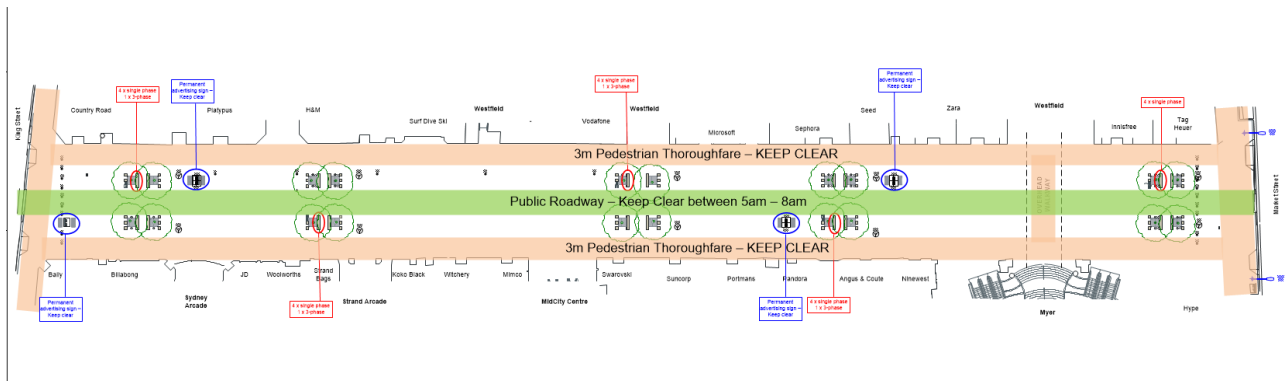
- events that create an unreasonable business or commercial conflict with an existing local stakeholder

1.2.2. The suitability of the event location

- The approval of an event application will need to consider the suitability of the event within the space with regards to such factors as:
- the usable event space can safely and effectively fit the event activities and associated infrastructure without obstructing access or emergency management requirements;
- does the event require access to power and is this single phase or three phase;
- taking into account restricted access for vehicles - can the event bump in and bump out efficiently and safely.
- Factors such as the size of the event, the availability of the venue and the use of the space by the public will be taken into consideration at this stage. In some instances the venue requested may not be suitable for the staging of the activity.
- Pitt St Mall is a premium iconic public space that requires all event offerings to be of the highest production value and aesthetics across all associated infrastructure. Conformity of style and design of associated infrastructure will be taken into account when assessing any event application and conflicts with the standard of aesthetics could be a reason to deny an application.
- The three general event areas within Pitt St Mall (South, Central and North) have different usable event footprints, service access (power) and different surrounding stakeholders, which need to be considered for any proposal.

1.3. Pitt Street Mall Sections and Plans

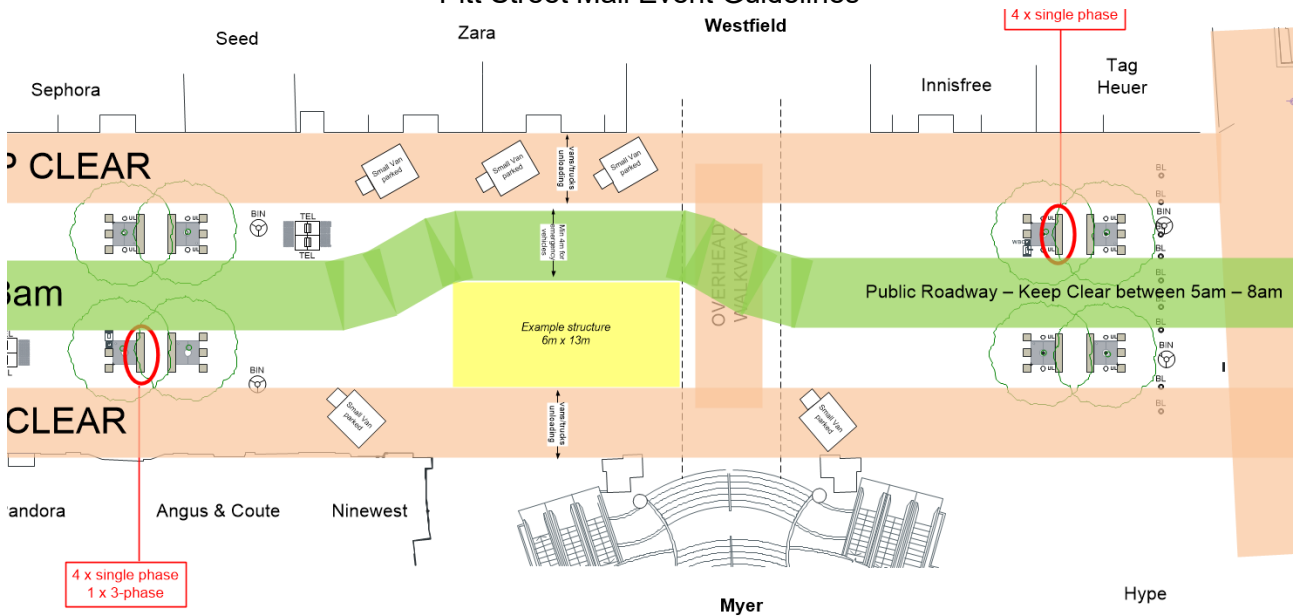
Below is a site plan showing the location of power (red), the permanent signage that needs to be kept clear (blue), the required pedestrian thoroughfares that must be kept clear, and the vehicle access between 3am to 8am.



NOTE: There are low awnings on each side of the mall with pillars that are not illustrated on the above site plans

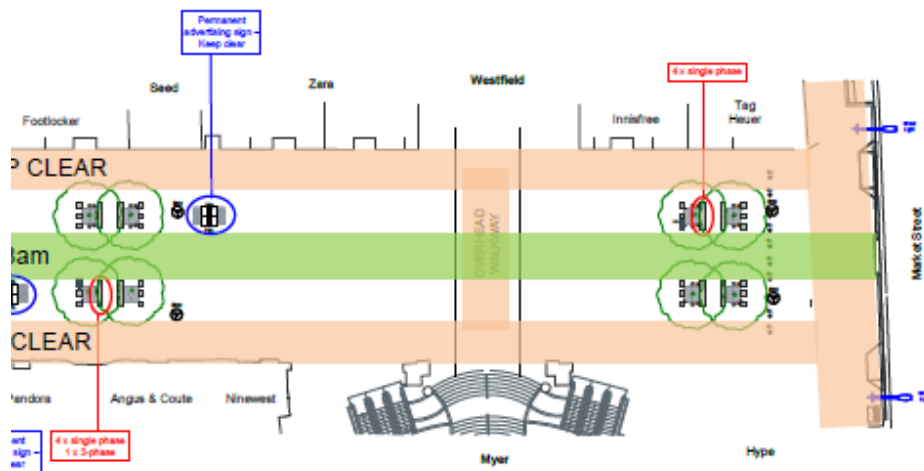
In some sections, vehicles may be diverted around a structure where there is enough room for a larger vehicle (e.g. a delivery truck) to safely straighten up before proceeding between the trees to the next section. An example is below.

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NOTE: the pre-approved example above is a maximum event footprint. Approval for the use of the maximum event footprint in this location is indicative on submission of event infrastructure specifications and site plans

1.3.1. Pitt Street Mall Southern Section



Site Limitations

- The Westfield overhead 'skybridge' has a maximum height clearance of 4.9m.
- The southernmost power access point only supplies four x single phase power. All other power access points have four x single phase and one x three phase.
- Cable trays are not permitted, alternate cable protection methods must be advised.

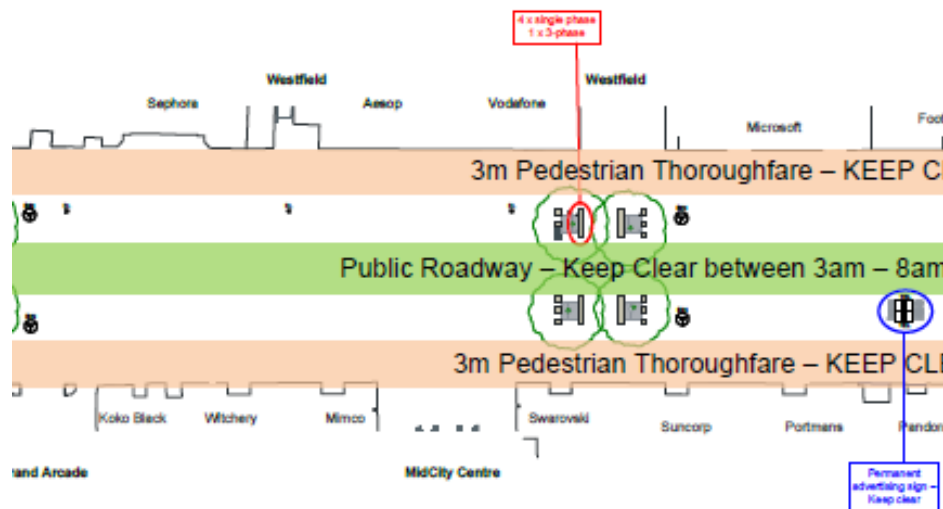
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- Noise levels must be strictly controlled
- Avoid infrastructure that will block sight lines to shop fronts.
- The maximum width of a structure is 6m wide to allow for a safe vehicle thoroughfare between 3am to 8am

Busking

- There are three busking pitches within Pitt St Mall, located in the Southern section, central section and northern sections of the mall. Licensed busking occurs between 11am and 10pm seven days a week.
- Arrangements can be made to close busking pitches when an event/activation is booked into that location where sufficient lead time is provided for the event approval.

1.3.2 Pitt Street Mall Central Section



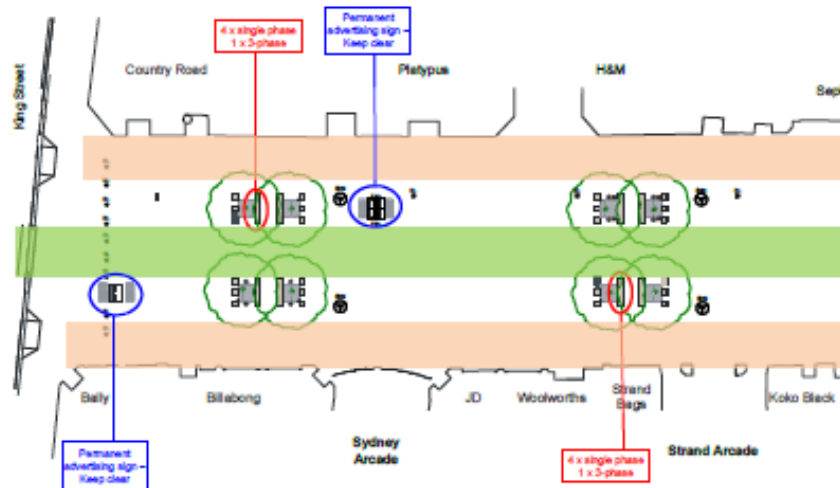
Site Limitations

- Cable trays are not permitted, alternate cable protection methods must be advised.
- Noise levels must be strictly controlled
- Avoid infrastructure that will block sight lines to shop fronts.
- The maximum width of a structure is 6m wide to allow for a safe vehicle thoroughfare between 3am to 8am

Busking

- There are three busking pitches within Pitt St Mall, located in the Southern section, central section and northern sections of the mall. Licensed busking occurs between 11am and 10pm seven days a week.
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1.3.3 Pitt Street Mall Northern Section



Site Limitations

- Cable trays are not permitted, alternate cable protection methods must be advised.
- Noise levels must be strictly controlled
- Avoid infrastructure that will block sight lines to shop fronts.
- maximum width in this location is 5m wide or less. The length will be assessed based on the location, type of structure, site lines to business and permanent signs, and pedestrian thoroughfares

Busking

- There are three busking pitches within Pitt St Mall, located in the Southern section, central section and northern sections of the mall. Licensed busking occurs between 11am and 10pm seven days a week.
- Arrangements can be made to close busking pitches when an event/activation is booked into that location where sufficient lead time is provided for the event approval.

1.3.4 Catenary Lighting System

There is a catenary lighting system that sits over Pitt St Mall. This can be used for events at the organisers cost. Organisers will need to liaise with a programmer directly. Preferred Osram programmer contacts can be provided by the Outdoor Events and Filming Team on request.

2. Event Application Process

All event organisers need to complete and submit an Event Application form with accompanying public liability insurance covering the applicant and event as a pre-requisite for any provisional booking and assessment to be made for Pitt Street Mall.

Where possible, an Event Application should be submitted to the City's Outdoor Events & Filming Team up to 16 weeks prior to the proposed date for major events and six weeks for minor events. This will provide the event organiser with sufficient time to apply and receive approval from the City and any other relevant authorities as required to stage the event.

Further details on required timelines are detailed in Section 2.2.

All applicants should follow the application process outlined below:

Call the Outdoor Events & Filming Team to discuss the broad details of the event (02 9265 9333)

1. **Review the City's overarching Event Guidelines** and other applicable policies and documents applicable to the event proposal.
2. **Event Application submitted**, along with accompanying Public Liability Insurance Certificate of Currency and Site Plan as a minimum.
3. **Event Application assessed** by the City and ancillary details and/or documentation required for approval confirmed *in principle approval determined (*non-binding assessment feedback. Final approval is subject to receipt and acceptance of all required event documentation and information where applicable)
4. **Submission and review of Event Plan documentation** (further information on details to be included within the Event Plan are stated in Section 2.3).
5. **Payment of any fees and charges** once all pre-requisites are met and the event is accepted.
6. **Approval is issued** on receipt and acceptance of all documentation and payment of applicable fees and charges.

The City's [Event Application Form](#) can be downloaded from the [Holding outdoor events webpage](#) of the City's website.

This webpage also provides further booking information and guideline documents relating to the production of events on City of Sydney land which also need to be considered for all proposals and include pre-requisites for approvals.

Namely:

- [Event Guidelines](#) (parent guidelines document that details all pre-requisites for events within the City)
- [Guidelines for Single Use Items – Reducing Waste from Events & Services](#) (guidelines for sustainability and waste management requirements applicable to all events within the City)

Once contact is made with the Outdoor Events & Filming team, specific site plans of Pitt Street Mall can be provided in either PDF or DWG file formats.

In some cases, a development application (DA) may be required for the staging of events if the activities and/or infrastructure involved does not qualify under the State Environmental Planning

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Policy (Exempt & Complying Development Codes) 2008 provisions (or other applicable provisions under delegation of the City's approving officers) as exempt. A DA process can take up to 14 weeks or more from the time of submission to the City's Planning Department. It is the responsibility of the event organiser to submit all relevant documentation to the City for a DA with appropriate lead time for assessment and determination prior to a proposed event.

The DA process is a separate process to the event application approval. Where a DA is required, development consent where granted will be issued by the Planning Department, and would be required in addition to the Event Activity Approval issued by the City's Outdoor Events & Filming team.

2.2 Timeframes for Applications and Approval

ITEM	TIME REQUIREMENT	RELEVANT LINKS (if applicable)
Event Application	Up to 16 weeks pre event for major events Up to 6 weeks pre event for minor events	Application Form
DA Application	Min 14 weeks pre event	More Information & Guide
Traffic/Road Closure Application	Min 12 weeks pre event	Application Form
Temporary Liquor Licence	Min 12 weeks pre event	ILGA
Draft Final Event Plan	Min 12 weeks pre event for major events Up to 4 weeks pre event for minor events	Event plan template provided by Council after application submitted. See Section 2.3 for further information
Temporary Food Vending Permit	Min 4 weeks pre event	Application Form Requirements for the operation of a Temporary Food Stall
Music Copyright licences	Min 2 weeks pre event	One Music Australia
Final Event Plan (incl. any other documentation)	Min 2 weeks pre event	Event plan template provided by Council after application submitted.
Payment of Fees and Charges	As per invoice requirements – generally payable prior to the event	Issued by the City
Outdoor Events & Filming Approval Issued	Upon completion of the above	

ITEM	TIME REQUIREMENT	RELEVANT LINKS (if applicable)
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Note: Any applications received with less than the minimum lead times required prior to the proposed event date may be rejected.

2.3 Submission and Review of Event Plan Documentation

Upon the City determining that the proposed event is suitable (in principle) to be staged in Pitt Street Mall, the Outdoor Events & Filming Team will provide the applicant an Event Plan Template to assist in developing event plans and production details required for submission to the City as part of the application assessment process.

This document steps through the areas of information required for the final approval of an event. The details and documents included within an Event Plan should represent the operational details required to run your event on the day.

Depending on the event, we may accept Event Plan's in a format produced by the applicant.

2.4.1 Event Plan Templates

- Depending on the scale of the event, Event Plan Templates will include the following:
- Primary Event Details (dates, times and locations)
- Production Schedule / Run Sheet (incl. bump in and bump out logistics)
- Site Plans illustrating the event site and the infrastructure to be positioned within
- Temporary Infrastructure / Amusement Devices list and information (dimensions, type etc.)
- Signage Plan, illustrating the branding and advertising signage to be used (banners, signs, printed logos on infrastructure etc.)
- Communication Strategy, detailing public communication channels as well as well as who is responsible for communications to public and authorities where required
- Emergency & Safety Management Plan
- Risk Management Plan
- Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool, required for all public space events to determine whether assistance from NSW Police is required for event planning
- Security Management Plan
- Pedestrian Management Plan, detailing how attendees can access and navigate the event site, but also how non-event going public can access around or through the event without obstruction and unreasonable risk
- Medical Plan (First Aid and Public Health)
- Alcohol Management Plan / Liquor Licensing, required for any event that includes the service of alcohol, whether for free or for sale
- Waste Management Plan, detailing how the waste generated from the event will be managed
- Noise Management Plan, required for events that include the use of amplified sound above background levels
- Live and Recorded Music Licence Numbers, for certain events that include live performance or amplified recorded music

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- Street Trading / Temporary Food Stall Applications, for food and beverage services
- Toilets / Amenities, detailing what services are available, using existing or additional services depending on the type and capacity of the event

2.4.2 Additional Approvals

- An event proposal may also require additional approvals, permits or services from external organisations and authorities. Applications for the following services are to be made direct to each respective authority with associated approvals or permits, where applicable, provided to the City as part of the ancillary documentation required for event applications:
- Temporary Event Liquor Licences (Liquor and Gaming NSW)
- User Pays Police requests and allocations (NSW Police)
- Effect on Sydney Buses services (Customer Journey Planning, Transport for NSW)
- Road Occupancy Licence, Special Event Clearways or road closures on State roadways (Transport for NSW)
- Effect on Sydney Trains services (Sydney Trains, Transport for NSW)
- Use of Taxi Zone spaces (Taxi Council NSW)
- St John Ambulance New South Wales or other first aid provider
- NSW Ambulance Service
- Music licenses (APRA AMCOS and PPCA – under One Music Australia)

2.5 Event Approval

Once all necessary applications and documentation have been received, pre-requisites met, and in-principle approval determined, the event organiser/applicant will need to pay the applicable City fees, which will be invoiced and issued to them by the Outdoor Events and Filming Team.

On receipt of the payment of all applicable fees, the City will issue the Event Approval. Event approvals may be issued in different formats based on the activity, from a temporary use approval, a hire agreement of a Licence Agreement issued under the Local Government Act 1993. Once an approval from the City has been issued in the required format, the event is ready to proceed as per the details of such approval.

2.6 Fees and Charges

- A schedule of applicable fees and charges for outdoor events can be found [here](#) and on the [Holding Outdoor Events webpage](#).

Fees and charges applicable for temporary events generally include:

- Event application fees (applicable to all event applications)
- Venue hire fees (where applicable)
- Overnight fee (where infrastructure remains in the space overnight)
- Power access fees (where applicable)
- Site supervision fees (where applicable)
- Security bonds (where applicable)

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- Temporary food stall inspections (this will be invoiced by the Health & Building unit where applicable)
- Essential vehicle access fees (where applicable for certain vehicle types)
- Removal of bollards (where applicable)

In addition to this, event organisers are responsible for all operational costs associated with conducting their event, including third-party costs for additional permits or approvals that may be required from authorities other than the City.

If there is damage to the space or additional cleaning required as a result of the event, these costs will be charged to the event organiser.

The City's Fees and Charges Schedule which includes all City fees and charges can be found [here](#).

Fees are subject to change each financial year.

2.7 Event Activity – Standard Approval Conditions

A full list of standard approval conditions can be found within the full [Event Guidelines](#) document available in the download section of the [Holding Outdoor Events webpage](#).

3. Further Details and Contacts

For further details about the Event Guidelines document and/or to make an application to stage event activity in Pitt St Mall, please contact the Outdoor Events & Filming team of Venue Management on +61 (02) 9265 9333 or via email on openspacebookings@cityofsydney.nsw.gov.au.

