



Events Toolkit

A guide for organising events on public
land within the City of Mitcham

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About the Toolkit

This toolkit has been developed by the City of Mitcham to help Event Organisers to organise and deliver successful community events on public land.

Whether you're coordinating a wedding, birthday party or cultural event, the toolkit provides essential resources, practical tips, and step-by-step instructions to help your event run smoothly.

The toolkit is supported by a Council policy and By-Laws, which can be accessed via the Council's website.

This toolkit is freely available for all Event Organisers to use.

While we aim to keep the information helpful and up to date, we can't always guarantee its accuracy, nor can Council accept responsibility for losses or issues that may result from using it.

Planning your event

Council expects Event Organisers to undertake thorough and timely planning in advance of any proposed event within council land.

Quality planning is essential to ensure public safety, regulatory compliance, effective coordination with Council and external agencies, and the successful delivery of events that minimise disruption to the community.

Event Organisers are expected to:

- commence event planning early
- prepare planning and supporting documentation proportionate to the scale, complexity and risks of the proposed event
- identify suitable locations, dates and formats prior to engaging Council
- allow sufficient lead time for Council assessment, internal referrals and external approvals.

Responsibility for readiness and preparedness rests with the event organiser.

We suggest reaching out early to Council's Event Permit Officer on 1300 133 466 to discuss your next event and to ensure that sufficient notice is provided, all legislative requirements are met, and the event is safe and successful.

Council has prepared a comprehensive [A-Z Guidelines](#) to assist you to plan your event.

Different types and sizes of events will require a Special Use Licence. Categorisation assists Council and Event Organisers to understand expectations and to align planning efforts and assessment with the likely impacts of an event.

Council fees and charges may apply for all event types requiring a Special Use Licence.

Small events (less than 100 people)

Description	Permit Required	Conditions
- Non-exclusive use of parks and reserves between dawn and dusk. - The area for the event occupied on a 'first in, first served' basis. - Less than 100 attendees. - Localised activities with limited impact on Council infrastructure and other council land users. - Examples include birthday parties, small events and/or social club gatherings. - Filming activities and wedding ceremonies are excluded from this classification due to the importance and sensitivities of these events.	Not when aligned with description and all conditions met.	- Shared access of available space and Council infrastructure (including public toilets). - No structures pegged into the ground. - No jumping castles or inflatable attractions. - No animal petting zoos or rides. - No use of Council power or equipment or amplification of music, speech or musical instruments. - No impact to vehicle access or adjoining roads. - No alcohol or external catering (e.g. food truck or coffee van).

A Special Use Licence will be required if conditions are not met.

Medium events (between 100 and 500 people)

Description	Permit Required	Conditions
- Non-exclusive use of parks and reserves. - Area for event occupied on a 'first in, first served' basis. - More than 100 but less than 500 attendees. - Comprising activities that will impact Council infrastructure, require traffic or parking management and coordination, and impact other council land users. - Examples include larger birthday parties, wedding ceremonies, functions, community markets or small fairs (and any filming activities).	A Special Use Licence is required.	- Shared access of available space and Council infrastructure (including public toilets). - Special Use Licence applications must be lodged with Council a minimum of two months before the event (unless traffic or parking management is required, which requires three months). - The application must be supported by the information required as outlined in Council's toolkit and Special Use Licence application form. - Electrical power is available at limited locations for community events and is not to be used for private events. - Schools will require approval for events even if held on council land that is under an existing licence agreement.

Large events (more than 500 people)

Description	Permit Required	Conditions
- A significant event with more than 500 attendees and/or involving a potentially dangerous or high-risk activity. - May have a significant impact on Council infrastructure, require traffic or parking management and coordination, and impact other council land users. - Examples include large festivals and public events.	A Special Use Licence is required.	- Special Use Licence applications must be lodged with Council a minimum of three months before the event. - The application must be supported by the information required as outlined in Council's toolkit and Special Use Licence application form. - Electrical power is available at limited locations for community events and is not to be used for private events.

Event Organisers should contact Council's Event Permit Officer regarding any use of council land for an event if they are unsure about its classification or licence requirements.

The scale, complexity and infrastructure requirements of an event, rather than attendance numbers alone, will determine the level of planning, management and approval required by Council.

A [Temporary Event Food Notification Form](#) must be lodged with Council before any event where food is to be sold. The event organiser must ensure safe food handling practices are always maintained during the event.

Alcohol may only be served or sold with a valid liquor licence, and all activities must comply with its terms.

Council staff will also need to determine site availability for events planned to be held on council land under licence (e.g. to a sporting club) – even if the event is small and does not require a Special Use Licence.

Select your location

Selecting the right site is crucial to the success of your event. Ensure the site meets your expectations in terms of size, location, and available facilities. Consider existing Council infrastructure and park features, such as waterways, fencing, and buildings.

The City of Mitcham has many beautiful community centres, open spaces and reserves to support your next event. [Visit our website](#) for an extensive list of spaces available for use that can support a wide variety of events.

Please note that for smaller events (e.g. a birthday party), if you book an event within our open spaces, these spaces remain available for the general community to use (i.e. they cannot be booked exclusively). However, larger events may be provided with greater rights of exclusive access through the relevant Special Use Licence.

Sports fields and ovals may be available for limited, seasonable use providing they are not under use by a sporting club or school under a lease or licence.

Prepare your application

Supporting Information

The event organiser is responsible for ensuring compliance with all relevant laws, including obtaining any necessary permits and licenses.

For medium or large events as described, Event Organisers will need to lodge a Special Use Licence application.

When submitting an application for a Special Use Licence, it is crucial to include all the required information as specified.

To aid in your planning, we have provided templates and examples in the Appendix of this guide. For more details, refer to the [A-Z Guidelines](#).

The Council can provide permit forms, advice and assistance as needed.

Site map

Creating a site map will help you design the layout of your event and ensure there is sufficient space for all elements. Your site map should clearly show the location of all event components, including equipment, activities, permanent and temporary infrastructure, generators, amenities, parking areas, vehicle access routes, water sources, seating, and emergency access points.

For medium and large events, a detailed site map must be provided.

This map will be reviewed by Council for approval before any equipment or infrastructure is placed or installed on Council property.

A series of template [Site Maps](#) for Council reserves has been prepared to assist, detailing existing Council infrastructure. However, Event Organisers are free to use a simple annotated aerial photograph to develop their site map (visit [Location SA Map Viewer for high-resolution aerial photograph access](#)).

Risk Assessment

Every event, regardless of its size, carries risks and it is important that these are identified early and steps taken to reduce them.

The City of Mitcham has developed a Risk Assessment Template to help you capture risks and develop mitigations (refer to [Resources](#)).

All medium and large events will require a risk assessment to ensure proper management and control of these risks.

For large events (including events held in a high bushfire rated area), Council will require that an Emergency and Evacuation Plan is prepared and lodged in support of your application.

Contact list

It is important to prepare a Contact List to have readily available on the day of your event. The list should include contact details for everyone you may need to reach to deliver your event and in case events do not progress as planned.

The list should also include the contact information of your suppliers, staff, volunteers, entertainers, and emergency contacts.

A Contact List will assist you in managing any unexpected incidents by ensuring you have all the necessary details at hand.

Terms and Conditions

All events conducted within the City of Mitcham must adhere to the Special Use Licence Permit Terms and Conditions as detailed in the supplied [Resources](#).

Additional conditions may be applied to your event by Council after review of your application, and these will be listed in your permit.

Application Timings

Depending on the nature of your event, the Council will be required to refer your application internally and externally for consideration and authority.

Event Organisers should allow (on average) a **minimum of 60 to 90 days** to allow for the referral process in support of their application. Example referrals and indicative timeframes include:

Referral	Team Responsible	Time Required
Notification of temporary food and beverage stalls	Environmental Health	14 days prior to your event
Erection of structures and/or signage, letter of support for liquor licence application, change of use	Development	60 days prior to your event
Request to close a road or install temporary parking controls	Traffic Management	90 days prior to your event

Rights of Refusal

Council reserves the right to refuse the Special Use Licence application if the application is not considered to adequately meet this criterion and/or if the application is submitted with insufficient notice to enable assessment or supported by incomplete, insufficient or misleading information.

Council may also refuse the application should the event result in conflicts with events already approved for the area or if it is seen to result in potential negative impacts on the public, residents and businesses.

A-Z Guidelines

The A-Z Guidelines provide useful information to help Event Organisers plan and deliver a safe and successful event.



Refer Contact List

Where contact details are available, these are marked with the following symbol and listed for reference in the **Contact List**.

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Accessibility

The City of Mitcham recognises that people living with a disability are valued members of our community. It is estimated that more than 20,000 people living in the City of Mitcham have access and inclusion needs.

When organising an event, please consider the accessibility needs of all people, especially those with disabilities, to ensure that everyone in the community can engage and enjoy the experience, considering:

- ✓ Including accessible portable toilet facilities and marquees.
- ✓ Ensuring that stalls or performance areas do not obstruct curb ramps or access points.
- ✓ Designing the event layout to facilitate ease of access and mobility.
- ✓ Ensuring priority parking spaces are available close to the event for individuals with disabilities.

Acknowledgement of Traditional Custodians of Land

An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.

An Acknowledgement of Country can be offered by any person and like a Welcome to Country, is given at the beginning of a meeting, speech or event.

The City of Mitcham encourages you to recognise the traditional landowners at your event by including the following statement.

We acknowledge the Kaurna people as the custodians of the lands and waters of the Adelaide region, on which we meet today. We pay respect to elders both past, present, and emerging. We acknowledge and respect the Kaurna people's cultural, spiritual, physical, and emotional connection with their land, waters, and community.

Amusements

An amusement device is a piece of equipment operated for payment that offers entertainment. Examples include jumping castles, rides, climbing walls, giant slides, bumper cars, merry-go rounds and other inflatable amusement devices.



SafeWork SA

If you plan to include an amusement device at your event, you must comply with SafeWork SA regulations, which require that the device not be used or operated without a valid certificate of plant registration issued by SafeWork SA.

Unfortunately, plant registrations from other states are not accepted in South Australia.

All amusement devices must also be supervised to ensure that users abide by the rules. Likewise, the amusement must be properly setup in a safe, flat area, anchored, used within its manufacturer's guidelines and regularly inspected for damage.

Event Organisers are responsible for ensuring that users (both children and adults) safely use the amusement and comply with the relevant Australian Standards, SafeWork SA requirements, and manufacturer guidelines.

Key controls that may be necessary when applying these guidelines include the assignment of a supervisor (a maximum of 1 metre away from the front entrance to the amusement) who is responsible for:

- enforcing rules against roughhousing, climbing on walls and performing dangerous stunts
- preventing people with head, neck, back or other muscular-skeletal injuries or disabilities, pregnant women from using the amusement
- requiring the removal of shoes, jewellery and glasses prior to entry
- groupings users according to similar size
- providing first aid
- helping users to exit quickly and without panic in the case of an inflatable amusement collapse.

Factors such as weather conditions should be considered before the operation of the amusement and contingency plans enacted for adverse weather.

Animals

Managing a petting zoo or animal-based amusement carries risks including potential injury from animal bites or scratches, allergic reactions and the health hazards of animal waste if not promptly and properly removed.

It is essential that animal areas are supervised and supported with handwashing facilities, including soap, running water and hand drying facilities.

[Animal Contact Guidelines](#) prepared by SA Health provide advice for managing safe animal contact practices.

The Event Organiser is encouraged to contact a City of Mitcham Environmental Health Officer should they require more advice and support.



BBQs and Fires

BBQs, pizza ovens, kettle BBQs or open fires of any kind are prohibited on days when a total fire ban is in effect for the inner-metropolitan area.

A Schedule 9 permit for the use of BBQs during Fire Danger Season is available from Council under the *Fire and Emergency Services Act 2005*.

All gas BBQs must be kept at least four metres away from flammable materials, be in good working condition, operated by a responsible adult and be provisioned with a fire extinguisher.

Council BBQs should be cleaned thoroughly and waste disposed of in the designated bins. The City of Mitcham only provides a weekly BBQ clean on a Monday during cooler months and on Sunday and Monday during warmer months. We cannot guarantee a clean BBQ for your event.

Community Facility Use for Events

The City of Mitcham has several facilities to hire for community and commercial use. These venues are suitable for a variety of different functions.



Further information can be found visiting our website <https://www.spacetoco.com/host/cityofmitcham>.

Access to any Council buildings or facilities must be discussed with the Council. This will be assessed on a case-by-case basis and may not always be possible due to security and access issues. Additional fees may apply. Please do not attach or hang anything of significant weight from any shelter, handrail, building or structure, this includes the use of such facilities for fitness activities such as pull-ups and chin-ups etc.

Council Member Invitations and Protocols

For significant events and events that have received funding support from the City of Mitcham, Event Organisers are encouraged to invite the City of Mitcham Mayor and Councillors via e-mail at least **one month prior** to the event. You can find their contact details on our website at [Meet your Council Members | City of Mitcham](#)

If you would like the Mayor or a Councillor to take part in the official proceedings at your event or to make a speech, please indicate this in your invitation and specify the role required for the Mayor's consideration.

Development Approval

Development approval is required for any change in the use of land or building work.

This includes the creation of a temporary use such as a performance or exhibition space, a bar, or the placement of banner signs on buildings or fences.

If your event involves changes to the use of a building or land, alterations to a building, the erection of temporary structures, or the installation of signage, you may need development approval.

Dogs

Dogs are welcome in most of the City of Mitcham parks and open spaces. Information about dog management, including leashed and dog free areas, is published on our website at <https://www.mitchamcouncil.sa.gov.au/our-services/animals/dogs-in-the-city>.

It is important that you review the various restrictions that apply to each site and obey signage regarding on and off-leash areas.

Emergency Services

Large-scale events within the City of Mitcham will need to be supported by plans for emergency access and egress, such as a dedicated emergency lane in areas with road closures.



SA Police – Events
Section

CFS & Metropolitan
Fire Services

In particular, for large-scale events it is essential that Event Organisers notify SA Police and the Metropolitan Fire Service to ensure a swift and effective response in case of any emergency.

Council reserves the right to cancel a permit to hold an event should it be on a declared Catastrophic Fire Danger Day or subject to impending inclement weather.

Likewise, Event Organisers are expected to monitor approved emergency service alerts for weather forecasts and cancel or postpone the event in accordance with its risk management plan should inclement weather be expected.

Entertainment

Please ensure that your event features family-friendly entertainment. As our parks and reserves are public spaces, we ask that you respect neighbours and other users by avoiding any entertainment that could be considered inappropriate or disruptive.

More detail about what is considered inappropriate or offensive is outlined in our [By-Law No.3](#), which governs the use of local government land and the need to avoid nuisance to the local community.

Event Funding and Sponsorship

The City of Mitcham may provide access to event funding or sponsorship through the My Mitcham grants program. It's important to note that the provision of Council grant funding is often conditional and does not imply or grant permission to conduct the event within Council land. All applicable permits, licenses, and approvals specified within your Grant Funding Agreement must be obtained before a decision to permit your event on Council land can be made.

Community groups may be awarded in-kind or fee discounts for some or all of costs associated with Council's support of a community event run by a not-for-profit community group (including fees associated with the Special Use Licence).

To qualify for in-kind or fee discounts, the community group must demonstrate that the event is aligned with Council's strategic objectives, is not expected to generate profit **and** addresses at least one of the following criteria:

- will attract broad participation from within the community
- supports the operation of community services (e.g. CFS, SES training)
- will encourage increased visitation to the area
- will support cultural or heritage initiatives that celebrate community identity
- promote health, wellbeing or environmental sustainability
- support the development of community capacity.

Discounts are generally not available for direct costs to Council (e.g. cleaning or traffic management delivered by Council contractors).

In-kind support from Council (such as through the provision and collection of waste bins, installation of event signage, promotion through its media channels, basic traffic management support by staff, etc.) must form part of a grant funding application

Council retains full discretion when to provide in-kind support and for discounts to any fees, and will only do so in support of events that strongly align to its strategic objectives.

Fireworks

Event Organisers must comply with relevant state legislation governing the storage, transport and discharge of fireworks.

In South Australia, this includes requirements administered by SafeWork SA under the Explosives Act and associated regulations.

Only licensed pyrotechnicians are permitted to conduct fireworks displays. Council will consider requests for fireworks on an event-by-event basis.

Event Organisers will be required to provide:

- Evidence of the pyrotechnician's current licence.
- A detailed fireworks display plan and site diagram.
- Copies of relevant permits and regulatory approvals.
- Confirmation of compliance with fire danger season restrictions declared by the Country Fire Service (or a **Permit For Use** within the Fire Danger Season).

A site-specific risk assessment must be undertaken by the licensed operator and integrated into the event's overall event plan. Matters to address include:

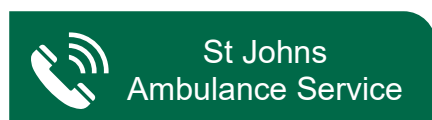
- Fallout radius and minimum separation distances from buildings, vehicles, vegetation, critical infrastructure and spectators.
- Exclusion zones, fencing and security controls.
- Crowd density and emergency egress routes.
- Wind thresholds and weather monitoring protocols.
- Misfire procedures and unexploded ordnance management.
- On-site fire suppression capability (e.g. water trucks, extinguishers, fire crew standby).

Fines of up to \$5,000 are enforced by SafeWork SA for possessing or using fireworks without a license.

First Aid

For all medium and large-scale events, it is recommended to have First Aid services on site.

First aiders require a private space to work and maintain patient confidentiality and dignity, so you may need to provide a dedicated room or marquee for them at your event.



St John's volunteers can provide First Aid response and pre-hospital care to help ensure a safe and enjoyable experience for everyone.

Council will require a detailed assessment of risk and alternative arrangements to be provided should Event Organisers not intend on providing First Aid.

Food Safety and Catering

All food vendors are required to adhere to food safety practices in accordance with the Food Act 2001 and Food Safety Standards.

For a comprehensive list of requirements and a guide to stall design, refer to the [Food Safety at Temporary Events](#), which apply to all food operations where food or beverages are sold.

Temporary food premises may not be able to meet some of the requirements due to their temporary nature. However, all practicable steps must be taken to ensure food is safe and suitable during the event. This includes having adequate hand-washing facilities, temperature control and protection from contamination during storage, transportation and processing.

Potable (drinkable) water must be used in all food preparation.

Please contact the Environmental Health team for specific food safety advice relating to your event. Further, Event Organisers must complete and submit the [Temporary Food Stall Notification Form](#) to the Council at least 14 days before your event.

This requirement also applies to temporary food outlets operating on private land. Note that each food stall must be registered with their local Council to legally operate at the event. The City of Mitcham Environmental Health team may conduct inspections of food handling practices at food and beverage stalls.

Infrastructure

If you plan to install any type of infrastructure at your event, such as tents, stalls, marquees, stages, jumping castles, inflatable structures, or other equipment, you must apply for a [Special Use Licence](#).

Pegging into the ground is generally prohibited, as many of our parks and open spaces have underground irrigation systems. All structures must be weighted to avoid damaging these underground services.

Where pegging of infrastructure is necessary and agreed to by Council, staff will ensure that irrigation is marked-up prior and liaise with the Event Organiser to facilitate safe pegging practices.

Depending on the size and nature of the infrastructure, developmental approval may be necessary before erecting any structures or advertising displays. The Council will guide you through this process to ensure compliance with all guidelines and policies.

Additionally, you may need to provide a certificate from a qualified installer or engineer confirming that the temporary structures are erected according to the appropriate specifications before the event begins.

Key Collection

If required, keys collection will be arranged from Council's Depot:

- 5 Winston Court, Melrose Park from 9-5pm Monday-Friday.

A replacement cost fee will be applied if keys are not returned within a reasonable timeframe.

Liquor Licensing and Consumption of Alcohol

As stipulated by the *Liquor Licensing Act 1997*, a Limited Liquor Licence is necessary if liquor is to be served or supplied at your event.

Applications for a Limited Licence must be approved by Consumer & Business Services, in coordination with the Council and the SA Police.

All licensed areas must be fully enclosed with fencing and supervised by a licensed security guard to prevent alcohol from being brought into or taken out of the area.

Adequate security personnel must manage the entry and exit points of the consumption area.

Drinks must be served in plastic shatter-proof cups, ideally fully compostable, and wine must not be served by the bottle.



The Office of the Liquor and Gambling Commissioner may impose additional security requirements as part of your licence conditions.

You will need to provide evidence to the Council that these arrangements are in place to receive a letter of support from our Planning team, which must accompany your application to Consumer & Business Services.

There are currently no declared 'Dry Zones' within the City of Mitcham, so people may bring their own alcohol for consumption at small, private gatherings in parks and open spaces. However, if Dry Zones are introduced, these will be marked by signage by the City of Mitcham within the relevant reserve (and must be adhered to).

Marketing and Promotion

Event promotion and marketing are crucial components of your event planning. It is important to reach your target audience in advance of your event to increase the likelihood of attendance.

Common media options to promote your event include advertising in local newspapers, radio, posters, flyers, letterbox drops, websites, social media and email.

Developing a Marketing Plan can help you outline your target audience, promotional strategies, timelines and costs, guiding your efforts and ensuring you stay within budget.

Council banners are generally only approved for events that receive grant funding and coordinated through the Grants Officer.

Mobile Food Vans

The City of Mitcham enforces Mobile Food Vendor Location Rules, which apply to food vans trading on Council land.

For one-time events such as a birthday party or a sporting event, a mobile food van located on a Council reserve or on another Council property (but not a road) will need to apply for a Special Use Licence.

For longer-term arrangements, the vendor will need to adhere to specific rules that govern mobile food vending on roads. Operating a mobile food vending business on Council land without permission is a violation of the Council's By-laws.

All mobile food vans must be registered with their local Council and adhere to the relevant Food Safety Standards.

Music

If your event will feature live or recorded music performed by musicians other than the original artists, you must obtain a OneMusic licence.

Commonwealth legislation requires permission (a licence) from the creators of any copyright music used.



A OneMusic licence streamlines this process by covering the necessary permissions from composers, songwriters, music publishers, recording artists, and record labels.

It is the responsibility of the event organiser to secure the appropriate music licence and fees apply.

Noise

Event Organisers are responsible for controlling noise levels at their events. Most noise complaints arise from excessive low-frequency bass music and noise that persists into the evening. Organisers must take all reasonable steps to minimise disturbances to residents and businesses in the surrounding area.

At a minimum, Event Organisers are required to send a notification letter to nearby properties at least one week before the event and provide a contact mobile phone number for the event site manager.

Depending on the nature of the event, an exemption from the *Local Nuisance and Litter Control Act 2016* may also be required.



For more details, please visit the website on noise nuisance and exemptions, and refer to Factsheet 11: Nuisance (Noise).

Events that have the potential to cause noise nuisance affecting community health and wellbeing typically require a Nuisance Management Plan to be submitted to Council for an exemption from the Act. This generally applies to events with activities (particularly live music or public addresses) planned before 7am or after 7pm.

Council can provide guidance and advice on applying for and seeking an exemption. Note that failing to apply for an exemption when required is a breach of the Act and may result in penalties, including expiation, withdrawal of power supply, and loss of bond (where applicable).

Notifying Residents and Traders

To minimise the impact on surrounding stakeholders, effective communication with nearby residents and businesses is crucial for the success of your event.

If advised by the Council, Event Organisers must create and distribute an approved notification letter to local residents and businesses.

The Council will provide a distribution map.

Notices must be delivered at least one week before the event and should include:

- ✓ The name, date, and location of your event, including setup and takedown times.
- ✓ The purpose of the event.
- ✓ The expected number of participants.
- ✓ Activities taking place during the event.
- ✓ Any potential disruptions to residents and businesses, such as noise, transportation changes, fireworks, road closures, and parking restrictions.
- ✓ A contact number for additional information or enquiries.
- ✓ Contact details for the Council as a secondary contact.

An **Event Stakeholder Notification Example Letter** is available in the **Resources**.

Parks and Open Spaces

The City of Mitcham is committed to upholding high standards for its parks and open spaces, including trees, garden beds, shrubs, turf, and facilities. Ensuring the preservation of this quality is crucial at all times.

To help reduce damage to the turf, consider the following strategies:

- ✓ Use protective boards or flooring
- ✓ Elevate infrastructure off the turf
- ✓ Minimise vehicle movements
- ✓ Avoid areas of wet or boggy ground

Trees can be particularly vulnerable if proper event management plans are not implemented. Root damage, which often extends beyond the visible drip line of a tree, is a common issue. Roots are extensive and closer to the surface than typically assumed.

Vehicle movements or parking within the root zone of trees are prohibited due to:

- ✓ Potential damage to surface roots.
- ✓ Soil compaction affecting sub-surface roots.
- ✓ Possible damage to tree canopies.

To prevent soil compaction, heavy event infrastructure such as containers, staging, and portable toilets should not be placed within the root zone of trees. Nails, screws, or any other fixtures must not be used on trees, and no signage or event infrastructure may be attached to them. Digging holes or trenches in parks and reserves is strictly prohibited.

Access to parks or open spaces must be through designated entry/exit points as advised by the Council to avoid soil compaction and tree damage. Tree pruning by Event Organisers is not allowed. For any questions regarding trees within the event site, please contact the Council.

If park or reserve remediation is required due to event activities, it will be addressed in one of two ways:

- ✓ The event organiser performs remediation according to Council's instructions and within specified time frames to the satisfaction of the Council; or
- ✓ The event organiser pays the Council to perform the remediation. Costs will cover all direct expenses to the City of Mitcham, including labour, materials, and other out-of-pocket costs.

Adequate rest periods between events are crucial for maintaining parks and open spaces sustainably. Parks may be unavailable during certain times for remediation or natural recovery from previous events.

Event Organisers are responsible for all costs related to site remediation to its pre-event condition, which includes responsibilities for all event staff, contractors, and attendees.

Power and Electrical Cabling

The Event Organiser is legally required to hire a licensed South Australian electrician to install, test, and certify all electrical work at the event.

Only licensed electricians are permitted to perform electrical installations in South Australia.

Performing electrical work without a license can result in fines and pose significant safety risks, including serious injury or death.

Additionally, insurance may not cover claims related to electrical work that has not been performed by a qualified professional.

Failure to use a licensed electrician may lead to your event being shut down by the Council.

Your electrician will issue an electrical certificate of compliance, which must be submitted to the Council within 48 hours of your event.



For more information and guidance, the Office of the Technical Regulator can provide assistance, and the *Electrical Safety at Festivals and Events handbook* offers valuable details.

If your event requires more power than what is available on-site, you are responsible for arranging an alternative power supply, such as generators. Fees may apply for the use of power in public spaces. Council can confirm if power is available at your event site noting that not all sites will have power access.

Public Access

Whilst large-scale events enhance the vibrancy of the City, they can temporarily restrict public access to spaces typically used by the community. Event Organisers are allowed reasonable timeframes for setting up and dismantling event infrastructure. To protect ongoing community use of public spaces and minimise the duration that event infrastructure remains in place, we request that you keep build and dismantle periods as short as possible.

Public access should be maintained during these times, except when safety or security requires partial or full site closures.

If needed, you are responsible for establishing exclusion zones to protect people from potential hazards such as falling objects during the setup and teardown of your event.

Public Liability Insurance

Event Organisers are responsible for ensuring the safety of event participants and spectators.

The Council does not (and will not) accept liability for any personal injury, loss, or damage that may occur to participants, third parties, or their property as a result of the event.

Public liability insurance is designed to protect Event Organisers by providing coverage for successful claims. The Council requires all medium, large-scale events to have public liability insurance with a minimum coverage of twenty million dollars (\$20,000,000) in the name of the legal organisation or governing body.

A current Public Liability Insurance Certificate of Currency must be submitted with the application, and final approval will not be granted until it is received.

The Event Organiser must ensure that the insurance covers the specific event location.

Any third parties attending the event (e.g. food vendors, stall holders, entertainers, volunteer groups, amusement provider, petting zoo, pyrotechnician, etc.) will also need to have their own current public liability insurance to the minimum level (i.e. \$20 million) sighted by the Event Organiser and Council through the application for a Special Use Licence.

Low risk, private events with fewer than one hundred people may not require public liability insurance but only under strict circumstances and with Council's authorisation. Any third parties attending the event (e.g. food vendors, stall holders, entertainers) will still require public liability insurance.

Road Closures and Traffic Management

All requests for road closures or traffic management related to an event must be included in the [Special Use Licence Application](#).

Any road closures will require the Event Organiser to supply a Traffic Guidance Scheme (TGS) along with your Special Use Licence Application.

Temporary road closures have specific operating times and conditions, as outlined in Section 33 of the *Road Traffic Act 1961*. These closures must be advertised in a local newspaper, with associated fees for advertising, implementation, and supervision (if required).

A quote will be provided after your application is reviewed by Council's Traffic team.

The Event Organiser is responsible for distributing an approved advance notice to local residents and businesses.

An Event Stakeholder Notification Example Letter is available for download in the resource section.

If the event takes place on a road, the Event Organiser must ensure the area is cleaned and free of debris before reopening to traffic.

SafeWork & WHS requirements

Event Organisers must adhere to the *Work Health & Safety Act 2012* and its Regulations. Whether you are planning, setting up, or managing a public or community event, you have a legal duty to ensure the safety of both workers and attendees. This toolkit covers some specific requirements, such as amusement rides, first aid, and emergency plans, but the WHS legislation encompasses many additional obligations.

Considerations under WHS legislation may include chemical management (such as gas storage), fire prevention, scaffolding, staging, rigging, and other related issues. SafeWork SA offers advisory services to help Event Organisers implement all necessary safety measures.



Council strongly recommends contacting SafeWork SA and making use of the resources available on their website.

Security

Safety is a top priority for the City of Mitcham. The type and extent of security required for your event will depend on its nature and anticipated attendance.

Key responsibilities of security personnel typically include crowd management, asset protection, and handling lost children.

If event infrastructure or equipment will be left on-site overnight, Council recommends hiring a security guard to prevent theft or vandalism. For some events, volunteer marshals may be sufficient instead of professional security, depending on the event's size and scope.

If alcohol will be served at your event, it is essential to hire a licensed security guard with the appropriate endorsements for Responsible Service of Alcohol and Crowd Control.

Council will need to consider a detailed risk management plan and the expected effectiveness of alternative solutions should Event Organisers intend not to use security personnel.

Council's Community Safety team may attend before or during events to ensure compliance with parking restrictions and Council By-Laws.

Signage

Event Organisers can apply to display a temporary banner or sign at one of Council's permanently designated locations through this online form [Application to Place a Banner on Council Land](#):

- ✓ corner Weemala Street and Old Belair Road, **Mitcham**
- ✓ corner Shepherds Hill Road and Northcote Road, **Eden Hills**
- ✓ corner Gladstone Road and Shepherds Hill Road, **Blackwood**
- ✓ Watahuna Avenue, **Hawthorndene**
- ✓ Goodwood Road entrance to Avenue Road, **Westbourne Park**

For more information call 1300 133 466.

Significant Sites and Memorials

Event Organisers are requested to show respect for significant sites and memorial structures within the City of Mitcham's parks and open spaces by ensuring that event infrastructure remains well clear of these areas and that patrons do not interfere with or climb on these structures.

All event activities must be kept away from the memorial structures, arches, and surrounding areas. Special permission is required for any event activities in this park during the two weeks before and after Anzac Day and Remembrance Day, in honour of those who have served and continue to serve our country.

We encourage acknowledging the significance of the site in any official proceedings at your event.

Smoke Free Events

The City of Mitcham encourages Event Organisers to hold smoke free events. "Smoking" includes the use of traditional tobacco, e-cigarettes and vaping products.

By applying to make your outdoor event smoke-free you can directly improve the health of our community and patrons. At the same time, you will be promoting a positive health message and creating a cleaner, safer environment.

Legislation under the *Tobacco Products Regulation Act 1997* allows local government and other incorporated bodies to identify and apply to have a particular outdoor area or a specific event, declared smoke-free.

'Declared' smoke-free areas are public outdoor spaces where smoking has been banned, including within 10 metres of any public playground.

As enforcement of a smoke-free area is likely to require the support of Council, please contact the Council if you would like to discuss applying to make your event smoke-free.



SA Health

Further information can also be found on the SA Health website.

Sporting Activities

To ensure public safety, activities such as javelin, discus, hammer throwing and golf (excluding mini golf) are generally not allowed in any open space within the City of Mitcham.

These restrictions help prevent injury to other users and damage to playing surfaces and Council infrastructure.

In some circumstances, education providers will be granted permission to hold sporting carnivals and competitions within Council's ovals and sporting fields under supervision and only with prior agreement.

Sustainability

Depending on the size of your event, you may be able to adopt sustainability measures. These can include:

- ✓ Avoid any materials (including) liquid from entering the stormwater system. The stormwater system includes creeks, rivers, wetlands as well as roads and gutters.
- ✓ Digital only avenues for promotion and ticket sales. If printed advertising is required, consider using recycled paper.
- ✓ If using temporary toilet facilities, explore the use of water efficient toilet facilities or waterless urinals.
- ✓ Local suppliers of food, beverages and equipment, limiting travel.
- ✓ Using green power sources.
- ✓ Encourage and facilitate attendees to walk, ride or catch public transport to your event.
- ✓ Utilise water refill stations to encourage people to drink water and purchase less plastic.
- ✓ Consider the location and accessibility of your event in terms of the localised flora and fauna.

The goal is not to be perfectly sustainable but to put efforts in to limit impacts.

Toilets

As the Event Organiser, you are responsible for providing sufficient toilet facilities for event attendees and the general public, and for ensuring these facilities remain clean and well-stocked throughout the event.

Your site plan must detail the location and number of public and accessible toilets provided. The required number of toilets will depend on expected crowd size, patron gender (women typically need more facilities than men), the availability of alcohol, the event duration and the nature of attendance (e.g. attendees staying for several hours or passing through).

Accessible toilets must be provided and all facilities should be well-lit to prevent safety and security issues. Toilets should be equipped with soap, hand drying equipment and cleaned and restocked regularly.

Most of Council's public toilets are cleaned and unlocked daily (excluding Christmas Day and Good Friday) between "dawn and dusk" (e.g. open 7.30 am each morning and locked 7.30 pm each evening).

If you require public toilets to remain open beyond these times, you must arrange this with the Council through your Special Use Licence.

Council cannot guarantee that the public toilet near your event is clean when your event commences.

Additional toilet cleaning services and cleaning outside normal hours can be arranged and will incur charges in accordance with Councils Fees and Charges Schedule.

Similarly, if toilets are left in poor condition and require extra cleaning after your event, an additional cleaning fee may apply and be invoiced to you.

The Department of Health *Guidelines for the Management of Public Health and Safety at Public Events* determines the number of toilets required for your event based on the number of patrons attending at any one time.

Alcohol-free events					
		Male		Female	
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17
Alcohol available events					
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Trading on Council Land

If you wish to conduct promotional activities on a Council road or footpath as part of your event, you will need to apply for a Trading Table Permit.

For more details, please visit the Council's [permits and applications website](#).

Use of Council Buildings and Structures

Access to any Council buildings or facilities must be discussed prior to the event. This will be assessed on a case-by-case basis and may not always be possible due to security and access issues.

Additional fees may apply.

If a building is used as part of an event, please be sure not to attach or hang anything of significant weight from any shelter, handrail, building or structure. This includes the use of such facilities for fitness activities such as pull-ups and chin-ups etc.

Vehicle Access

Vehicles are the primary cause of damage to turf and trees during events. As such, it is crucial to restrict vehicle movements to protect our parks and open spaces.

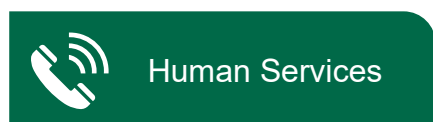
Vehicles may be permitted on the event site for the specific purpose of unloading and loading goods and equipment. This will be assessed by Council with consideration to the number of vehicles, weight, vehicle loads, expected number of movements, etc. to be explained and assessed through the Special Use Licence application.

After unloading or loading, vehicles must be removed from the site and parked in designated public parking areas. Only essential vehicles, such as catering vans and food trucks, are allowed to remain on the event site. It is the Event Organiser's responsibility to inform all attendees about traffic and parking conditions, which may include speed restrictions (e.g. walking pace), hazard lighting, spotters in high visibility clothing, and limited access only during pre and post-event times and off-peak times within the relevant reserve, etc.

Vehicles should stay on designated paths or hard surfaces whenever possible. During periods of vulnerable ground conditions, such as after heavy rain, Council will consult with you about any additional restrictions that may be necessary. Vehicle movements during event hours should be minimised to ensure the safety of patrons. Council will liaise with the Event Organiser on the relevant procedure for access through gates and bollards.

Volunteers

Event Organisers are responsible for the safe clearance, training and induction of volunteers.



Human Services

The Department of Human Services provides a wide range of resources for managing volunteers.

Waste Management

Council strives to embed sustainable waste management practices across all events in the council area. Event Organisers will need to indicate on their Special Use Licence application form if they need Council to provide bins for your event.

Council offers a three-bin waste and recycling system for use in community events:

1. Food Organics and Garden Organics (FOGO).
2. Recycling.
3. Landfill bins.

Subject to availability, the table below can help to determine the number of bins required. Council can supply bins for events with up to 2,500 attendees.

Recommended bins for events over a single mealtime and double mealtime.

No. of People	Number / Type of Bins (Single Mealtime)		
	Landfill	Recycling	Food & Organics
250	1	1	3
500	1	1	3
1000	2	2	3
1500	2	2	4
2000	2	2	6
2500	2	2	7

No. of People	Number / Type of Bins (Single Mealtime)		
	Landfill	Recycling	Food & Organics
250	2	2	4
500	2	2	4
1000	2	2	6
1500	2	2	6
2000	3	3	8
2500	4	4	10

For larger events, you may require a more comprehensive waste management approach. This may include the use of skip bins, bin storage areas, bin monitors/staff and/or cordoned-off waste areas to maintain aesthetics and safety.

If you are not requesting event bins due to smaller events, you are required to take the waste with you and dispose of it at home.

South Australian legislation prohibits the use of many single use plastics. This includes straws, polystyrene food packaging and plastic cutlery. You are required to meet these

requirements through the use of reusable or compostable materials. For more information, please visit <https://www.replacethewaste.sa.gov.au/>.

Event bins are colour coded and contain information on what can go into each bin. Please familiarise yourself with this information. More information can be found at <https://www.eastwaste.com.au/>.

Any hazardous (oil, gas bottles) or flammable (charcoal) materials must not be placed into any event or public place bin. You must take these items home for correct disposal.

Most party decorations are not recyclable or compostable. If you are unsure, please place these items into the landfill bin. This includes biodegradable items as they are not compostable and cannot go into the green FOGO bin.

At the end of the event, Event Organisers must ensure Council bins are stored in the agreed place ready for collection. If the bins are contaminated, the Council's Operations Support team will need to be notified to arrange for the right waste truck to service the bins.

The event site must be left clean and tidy, with all debris—including cable ties, bottle caps, ice cream sticks, and food scraps—removed immediately after the event. Failure to clean the site will result in Council employing cleaning contractors to cleanup, with costs charged to the event organiser.

Council bins in parks and open spaces are for public use and not for event waste.

Water

It is common for parks and open spaces to use recycled water for irrigation. You are strictly prohibited from connecting to any irrigation or recycled water lines.

Designated potable (drinking) water outlets are available in certain areas.

The Council can provide information on the location of these outlets, and you should coordinate with them to access potable water.

In areas where potable water is not available, you are responsible for providing your own water.

Weather

Outdoor events are subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur.

All events should consider contingency plans for weather and ensure that this is part of your risk management planning. We recommend that you monitor long range forecasts on the Bureau of Meteorology website in the lead up to your event.

The City of Mitcham reserves the right to revoke an application or cancel or postpone an event if Council staff determines that the continuation of the event in adverse weather conditions is likely to cause significant damage to the event area or has the potential to pose a risk to public safety. This includes the declaration of an Extreme or Catastrophic Fire Danger Day.

You will be consulted prior to a determination being made by the City of Mitcham to revoke the application or cancel or postpone the event.

Resources

Resource List	Links
Temporary Banner and Sign Application	
East Waste – What Bin Resources	
Electrical Safety at Festivals and Events	
Event Stakeholder Notification Example Letter	
Food Safety at Outdoor Events	
Local Nuisance and Litter Control Act 2016 – Fact Sheet 11 – Nuisance (Noise)	
Replace the Waste	
Risk Assessment Template	
Special Use Licence – Application Form and Terms and Conditions	
Temporary Food Stall – Notification Form	
Trading Table Permit	

SafeWork SA	
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Contact List

Organisation	Telephone	Website
CFS Fire Ban Hotline	1800 362 361	
City of Mitcham	1300 133 466	www.mitchamcouncil.sa.gov.au
Consumer and Business Services	131 882	www.cbs.sa.gov.au
Department Infrastructure and Transport (DIT)	1300 872 677	www.dpti.sa.gov.au DIT arterial roads in City of Mitcham includes South Road, Cross Road, Fullarton Road, Goodwood Road, Belair Road, Old Belair Road, Blythewood Road (between Belair Road and Old Belair Road), Main Road Blackwood, Shepherds Hill Road, Springbank Road, Daws Road, Fiveash Drive, Ayliffes Road, Sturt Road, Upper Sturt Road, Sheoak Road (between Old Belair Road and James Road), Russell Street, Belair and McLaren Street
Department of Human Services (DHS)	1800 867 008	https://dhs.sa.gov.au/how-we-help/volunteering/volunteering-resources
Environment Protection Authority	8204 2004	www.epa.sa.gov.au
Local Government Association of SA		https://www.lga.sa.gov.au/_data/assets/pdf_file/0018/471033/LNLC-Act-Factsheet-11-Nuisance-Noise.pdf
Office of the Technical Regulator	8226 0551	www.sa.gov.au/topics/energy-and-environment
OneMusic Australia	1300 162 162	www.onemusic.com.au
Metropolitan Fire Service	8204 3600	www.mfs.sa.gov.au
SA Ambulance	1300 136 272	www.saambulance.com.au
SafeWork SA	1300 365 255	www.safework.sa.gov.au
SA Health	1800 022 222	https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/public+health
SA Police – Events Section	7322 3342	www.sapolice@sa.gov.au
St John Ambulance	1300 360 455	www.stjohn.org.au

City of Mitcham

131 Belair Road, Torrens Park SA 5062

Phone: 1300 133 466

Website: www.mitchamcouncil.sa.gov.au