

### Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approval	Police Fees	Council Fees	RMS/TMC Fees
1	<p>A Class 1 Event</p> <ul style="list-style-type: none"> <li>Impacts major traffic &amp; transport systems</li> <li>disrupts the non-event community over a wide area</li> <li>requires the involvement of Police or more Councils and the RMS/TMC.</li> <li>requires detailed Transport Management Plan</li> <li>requires advertising the event’s traffic aspects to a wide audience</li> </ul>	<p>A Class 1 event may</p> <ul style="list-style-type: none"> <li>be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve Transport Management Centre</li> <li>involve the NSW Trains, Sydney Trains and State Transit,</li> <li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>impact the road transport industry</li> <li>require RMS/TMC to provide Special Event Clearways</li> <li>require RMS/TMC to provide heavy vehicle detour routes</li> <li>require the RMS to adjust traffic signals</li> <li>require RMS/TMC to manage Variable Message Signs</li> <li>depending on the nature of the event, invoke the Police “Use Pay” policy.</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>an event: that affects a principal transport route in Sydney or</li> <li>an event that reduces capacity of the main highway through a country town or</li> <li>a bicycle race that involves the Sydney Harbour Bridge</li> </ul>	<p>Minimum 4 months from first approach to Council to proposed start date</p> <p>6 months for vehicle races</p>	<p>Charges apply where: <i>“it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large</i></p>	<p>As described in Council’s Special Events Policy</p> <p>Asset rentals: refer to Council</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RMS/TMC provides quote</p> <p>Asset rental: refer to RMS/TMC</p>
2	<p>A Class 2 Event</p> <ul style="list-style-type: none"> <li>Impacts local traffic and transport systems but does not impact major traffic &amp; transport systems</li> <li>disrupts the non-event community in the area around the event but not over a wide area</li> <li>Requires the involvement of Police and Local Council</li> <li>Requires a detailed Transport Management Plan</li> <li>Requires advertising the event’s traffic aspect to the local community</li> </ul>	<p>A Class 2 event may</p> <ul style="list-style-type: none"> <li>Be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve the NSW Trains, Sydney Trains and State Transit,</li> <li>involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi &amp; ride share)</li> <li>involve private bus and coach organisations</li> <li>depending on the nature of the event, invoke the Police “Use Pay” policy.</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway</li> <li>a motor rally on local country roads</li> </ul>	<p>Minimum 3 months</p> <p>3 months for vehicle races</p>	<p>Charges apply where: <i>“it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large</i></p>	<p>As described in Council’s Special Events Policy</p> <p>Asset rentals: refer to Council</p>	
3	<p>A Class 3 Event</p> <ul style="list-style-type: none"> <li>does not impact local or major traffic &amp; transport systems</li> <li>disrupts the non-event community in the immediate area only</li> <li>requires Local Council and Police consent</li> <li>is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac</li> <li>requires Police agreement that event qualified as Class 3</li> <li>is never used for vehicle races</li> </ul>	<p>A Class 3 event , depending on Local Council policy may</p> <ul style="list-style-type: none"> <li>require a simplified Transport Management Plan</li> <li>not be available in all Council areas</li> <li>depending on the nature of the event, invoke the Police “User Pay” policy</li> <li>require advertising the event’s traffic aspects to the community</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>an on-street neighbourhood Christmas party</li> </ul>	<p>Minimum 6 weeks</p>	<p>Charges apply where: <i>“it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large</i></p>	<p>As described in Council’s Special Events Policy</p> <p>Asset rentals: refer to Council</p>	
4	<p>A Class 4 Event is intended for small on street events and</p> <ul style="list-style-type: none"> <li>requires Police consent only</li> <li>is within the capacity of the Police to manage on their own</li> <li>is not a protest or demonstration</li> <li>is always an on-street event</li> <li>does not require RMS/TMC or Council consent</li> <li>does not require advertising the event’s traffic aspect to the community</li> <li>does not require a Transport Management Plan</li> <li>does not require the involvement of other Government agencies</li> </ul>	<p>A Class 4 event may</p> <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the non-event community</li> <li>cross Police Local Area Commands (LACs)</li> <li>cross Local Government Areas (LGAs)</li> <li>require Council or RMS/TMC to assist when requested by Police</li> <li>depending on the nature of the event, invoke the Police “User Pay” policy</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>a small ANZAC Day march in a country town</li> <li>a small parade conducted under Police escort</li> </ul>	<p>Minimum 1 month</p>	<p>Charges apply where: <i>“it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large</i></p>		

Event Class	Transport Management Plan	Risk Management Plans (Traffic Control) under OH&S Act 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway. Heavy Vehicle Detour	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency Planning
1	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council, TMC & Police (if police user Pays in force) named on policy. Also RMS if using RMS asset  Certificate of currency required	RMS arranges if required  RMS provides quote	Promote where practicable	Required. Refer to TMP	May be required.  Need to consider parking for disabled persons	Recommended
2	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required		Promote where practicable	Required. Refer to TMP	May be required.  Need to consider parking for disabled persons	Recommended
3	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended  Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation  Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required			Required. Refer to TMP		
4				Required with Council & Police (if police user Pays in force) named on policy.  Certificate of currency required			Required. Refer to TMP		

### Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

#### Summary Offences Act 1988

To the Commissioner of Police

1 I, .....  
Name

of .....  
Address

on behalf of .....  
Organisation

notify the Commissioner of Police that on the .....  
Day

of .....  
Month/Year

it is intended to hold:

**either:**

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble  
Number

at .....  
Place

at approximate .....am/pm  
Time

and disperse at approximately .....am/pm  
Time

**or**

(b) a public assembly, being a procession of approximately .....  
Number

persons which will assemble at .....  
Place

at approximately .....am/pm  
Time

and at approximately ..... am/pm the procession will

commence and shall proceed .....

.....  
.....

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

**2** The purpose of the proposed assembly is.....  
 .....  
 .....  
 State purpose

**3** The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\* (i) There will be .....(number) of vehicles and/or\* floats involved and their type and dimensions are as follows:

.....  
 .....

\* (ii) There will be ..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

\* (iii) The following number and type of animals will be involved in the assembly

.....  
 .....

\* (iv) Other special characteristics of the proposed assembly are as follows:

.....  
 .....

**4** I take responsibility for organising and conducting the proposed public assembly.

**5** Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: .....

.....

..... Post Code.....

Telephone: .....

Signed: .....

Capacity/Title .....

Date .....

Delete as applicable