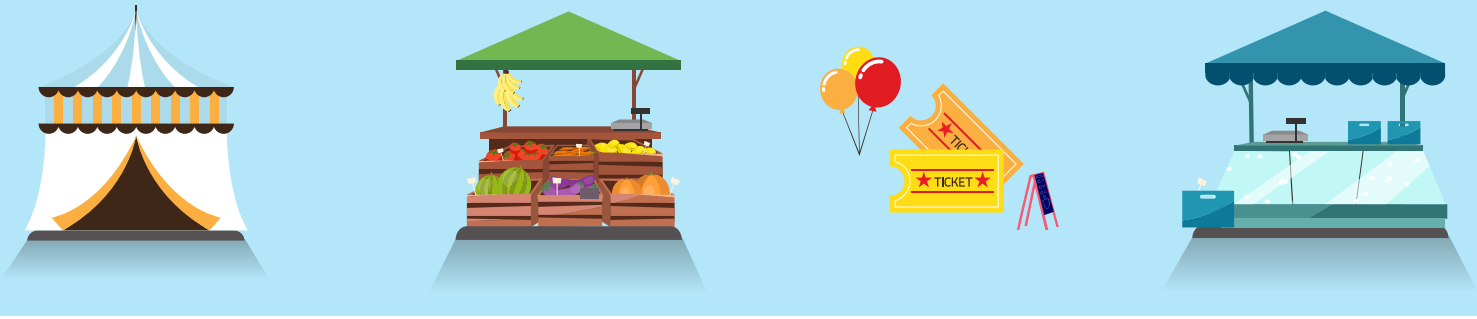
Running a temporary community event

Rules for exempt and complying development



Temporary uses for community events — tents, marquees and booths

This document answers frequently asked questions about what you need to do to set up a temporary community event under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (the Code).

What is the definition of a community event?

A community event is 'a function or event open to the public or section of the public that is a ceremony, cultural celebration, exhibition, fete, fair, gathering, market or sporting event'.

Do I need development consent to set up a temporary community event?

The Code allows you to hold a community event without getting planning approval from the council if you meet all the requirements in the Code. Also, you cannot hold the event on land that is used for residential accommodation and in a residential, rural, or environmental protection zone.

What development standards must I meet before I can hold my community event?

Clauses 2.108, 2.119 and 2.120 of the Code set out the list of development standards you must meet before you can set up and operate your community event.

These standards control the impact of your event on the environment and community. They include:

- You must have the written consent of the landowner.
- You must not restrict parking or access on the land where your event is taking place.
- You must ensure the protection of any trees on the land or adjacent land.
- You must make sure that your event does not redirect any water or sediment into neighbouring properties.
- You must make sure there is separation from rear and side boundaries, as per council standards.
- You must ensure that your temporary structures (booths, tents and the like) meet Australian Standards.
- You must have the right insurance cover for the event.

You should read this fact sheet in conjunction with our Exempt and complying development — FAQs

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How big can my tent, marquee or booth be?

The total floor area of all tents, marquees and booths for your community event must not exceed 300m².

To ensure people can move comfortably around the structures, you should provide at least 1.5 metres of circulation space.

The maximum wall height of tents and marquees is four metres, with an overall height of no more than six metres. You can find more information on the configuration requirements for tent, marquees and booths in Subdivision 7 of the Code.

When can I hold my community event?

Your event can take place from:

- 7.30am to 11.00pm on Monday, Tuesday, Wednesday or Thursday
- 7.30am to midnight on Friday or Saturday
- 8.00am to 8.00pm on Sunday

Event organisers must make sure no tent, booth or marquee remains on the site for more than seven days. They also need to make arrangements to remove the waste and recyclable materials that the event generates.

Things to consider	
✓	**Owner's consent from the:** • owner of the private property or land, or • council, if a public space or road
✓	**Council approval under Section 68 of the Local Government Act 1993 to carry out the following on community land:** • engage in a trade or business • direct or procure a theatrical, musical or other entertainment event for the public on community land • construct a temporary enclosure for the purpose of entertainment • play a musical instrument or sing on community land for a fee or reward • set up, operate or use a loudspeaker or sound-amplifying device on community land
✓	**NSW Food Authority regulates:** • guidelines for any requirements of the Food Act 2003 • appointment of a food safety supervisor — may be required if processing and selling certain food
✓	Notification to enforcement agencies — relevant council and NSW Food Authority
✓	Food Authority licence — certain activities listed in the Food Authority's guideline require a licence (for example, businesses that handle or process meat)

Restrictions	
⛔	Refer to the Code for any land-based exclusions or local variations that may apply to the land.

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What if I want to erect a stage or platform for my event?

If your community event requires a platform or stage, you must meet a number of development controls. You can find a full list of these in Clause 2.123 of the Code.

The platform or stage must:

- Be less than 50m².
- Be at least three metres from any boundary of the land.
- Be put up on the ground and be no more than two metres high.
- Have a notice indicating the actual distributed and concentrated load of the platform or stage.
- Be put up for no more than seven days and must be removed within two days after the event.

More information

Contact the Codes Hotline.

Tel: 02 8289 6600

Email: codes@planning.nsw.gov.au

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