

Self-Assessable Events Rule



This rule was made under section 35(3) of the *Events Local Law 2022*

Dedicated to a better Brisbane

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Part 1: Introduction

The Self-Assessable Events Rule sets out the process for applying for and obtaining a self-assessment permit for self-assessable events under the *Events Local Law 2022* (the local law).

Part 2: Application

1. Self-assessment checklist

Applications for a self-assessable event permit are to be submitted online via Council's website along with payment of the prescribed fee.

Part A	YES	NO
Is the event a firearm activity?	Assessable Event Permit required	
Is the event a motorsport activity?	Assessable Event Permit required	
Do you expect 10,000 or more people to attend the event over the duration of the event?	Assessable Event Permit required	
Do you expect 5,000 or more people to attend the event at any one time?	Assessable Event Permit required	
Part B	YES	NO
Do you expect more than 1,000 people to attend the event over the duration of the event?	Continue to questions in Part B and then go to Part C	No permit required
(a) Does the event involve the service or consumption of alcohol?	Assessable Event Permit required	
(b) Is there an outdoor musical performance where the sound pressure level is expected to exceed 95dBC when measured 15m from any speaker? Examples of musical performances that are likely to exceed this level include – rock, alternative, progressive, metal, reggae, dub, hip hop, DJ's and electronic production such as electronic dance music, house, trance, dubstep, drum and bass.	Assessable Event Permit required	
(c) Does the event involve road closures or traffic management?	Assessable Event Permit required	
(d) Is the event expected to commence before 7am?	Assessable Event Permit required	
(e) Is the event expected to finish after 10pm?	Assessable Event Permit required	
Part C	YES	NO
Do you expect 2,000 people or more to attend the event over the duration of the event?	Continue to next question	No permit Required

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Do any of the features in Part B (a) to (e) apply?	Assessable Event Permit available	Self-Assessable Event Permit required
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If you have selected:

- 'YES' to any question in Part A then an *assessable event permit* is required via an application to Council in accordance with section 9 of the local law.
- 'YES' to any question in Part B (a) to (e) then an *assessable event permit* is required via an application to Council in accordance with section 9 of the local law.
- 'NO' to all questions in both Part A and Part B (a) to (e) **AND** there is *less* than 2000 people expected to attend your event over the duration of the event, *no event permit* is required.
- 'NO' to all questions in both Part A and Part B (a) to (e) **AND** there is 2000 or *more* people expected to attend your event over the duration of the event, a *self-assessable event permit* is required. An applicant may alternatively apply for an assessable event permit.

2. Submission of application

After submitting your application for a self-assessable event permit and acknowledging your event meets all the eligibility criteria, an event permit, with conditions, will be available to download. A copy of this permit and conditions must be available for inspection by Council officers for the duration of the event.

Part 3: Conditions of permit

All of the following conditions will apply to your self-assessable event permit:

1. Duration and hours of operation

The event must only be undertaken within the hours of 7am and 10pm.

The event must not run for more than a maximum of five consecutive days or a maximum of 30 non-consecutive days.

2. Noise

2.1 Outdoor Musical Performances

For outdoor musical performances at your event, you must comply with the permissible outdoor noise level as specified in the table below.

Distance from speakers to nearest noise sensitive place*	Permissible Amplified Music Level, measured 15m in front of speakers, $L_{eq,5min}$
>15m to 25m	80 dBC
>25m to 35m	84 dBC
>35m to 50m	87 dBC
>50m to 65m	90 dBC
>65m to 80m	93 dBC
>80m	95 dBC

*An outdoor musical performance closer than 15m to a noise sensitive place is **not**

permitted.

2.2 Public Address Systems

You must set the public address system at a suitable level for the locality and proximity of your event to noise sensitive places.

You must manage the location, direction and operation of any public address system to prevent or minimise the impact to noise sensitive places.

A **noise sensitive place** is a childcare centre, a community care centre, a community residence, a detention facility, a dual occupancy, a dwelling house, a dwelling unit, an educational establishment, a health care service, a hospital, a hotel (to the extent the hotel provides accommodation for tourists or travellers), a multiple dwelling, a relocatable home park, a residential care facility, a resort complex, a retirement facility, rooming accommodation, rural workers' accommodation, short-term accommodation or a tourist park.

The definitions of these terms can be found in the Brisbane City Plan 2014 and the *Planning Regulation 2017*.

3. Public health

If animals are present at the event, such as petting zoos, you must have:

- suitable hand washing facilities including running water, soap and paper towel, in proximity to the animal enclosure;
- animal petting areas and food outlets and eating areas adequately separated;
- animal waste and other contaminated material removed at regular intervals and disposed of in a safe manner into an appropriate/suitable waste container

4. Public liability insurance

You must obtain a certificate of currency for public liability insurance, in the same name as the permit holder, for an aggregate amount of at least \$20 million.

The public liability insurance must be current for the duration of the self-assessable event. Where the event is held on Council land, the public liability insurance must note Council as an interested party.

The certificate of currency for public liability insurance must be available for inspection by a Council officer for the duration of the event. A copy of the public liability insurance policy must also be available or accessible to view by the Council officer upon request.

5. Safety, security and crowd control

You must provide:

- an adequate number of suitably qualified staff at the event to ensure the safety of the public and to supervise the activities being undertaken;
- adequate ingress and egress points to ensure the safe entry and exit of event patrons;
- an appropriate communications system and equipment to manage emerging issues, including emergencies.

6. Toilet facilities

You must provide a sufficient number of toilet facilities for an event, as indicated in the table below. The table provides the minimum standard for toilet facilities at self-assessable events. The number of toilet facilities required is calculated on the maximum number of people expected to attend at the busiest time of the event. For example, if you expect 4000 people to attend at the busiest time, then you need to provide toilet facilities for <5000 in the table below. However, if you expect 4000 people to attend your event, but less than 500 at the busiest time, you may provide toilet facilities for <500 in the table below.

Attendees (at the busiest time)	Males	Females
<500	1 Toilet, 2 Urinals, 2 Hand basins	6 Toilets, 2 Hand basins
<1000	2 Toilets, 4 Urinals, 4 Hand basins	9 Toilets, 4 Hand basins
<2000	3 Toilets, 8 Urinals, 6 Hand basins	12 Toilets, 6 Hand basins
< 3000	4 Toilets, 15 Urinals, 10 Hand basins	18 Toilets, 10 Hand basins
< 5000	5 Toilets, 25 Urinals, 17 Hand basins	30 Toilets, 17 Hand basins

The standard for toilet facilities may be reduced for shorter events. Refer to the below table to determine the quantities required based on the duration of the event.

Duration of event	Quantity required
> 8 hours	100%
6 to 8 hours	80%
4 to 6 hours	75%
< 4 hours	70%

Adapted from the Australian Disaster Resilience Manual 12: Safe and Healthy Mass Gatherings, 1999, Australian Institute for Disaster Resilience CC BY-NC

You must provide at least one unisex disability access toilet.

All toilet facilities must be maintained and in good working order for the duration of the self-assessable event.

All toilet facilities must be cleaned and restocked at regular intervals throughout the duration of the self-assessable event.

7. Sustainability

You must incorporate sustainable practices into your event (for example: limit bringing plastic straws, balloons, single use plastic drink bottles and plastic bags into the event).

8. Traffic, transport parking and pedestrian management

The self-assessable event must not have an impact on traffic in a way that requires road closures or traffic management.

You must implement any advice received from a qualified Traffic Management Designer (TMD) in relation to the self-assessable event.

You must ensure that event patrons can access, enter and exit the event safely.

You must ensure that the ingress and egress of patrons to or from the event does not restrict access for road users (including vehicle traffic, cyclists, public transport users or pedestrians) or unduly impede access to neighbouring businesses or properties.

9. Water supply

You must ensure that an adequate supply of drinking water is available. All drinking water provided must be potable water suitable for human consumption that meets the requirements of the *Australian Drinking Water Guidelines*.

10. Waste and litter

You must ensure that sufficient waste containers are provided and maintained, in accordance with the table below. The table provides the minimum standard for waste containers at self-assessable events and does not include existing bin infrastructure. At least one third of the total number of waste containers must be for recycling, with the remainder for general waste, as listed in the table below.

The number of waste containers required is calculated for the maximum number of people expected to attend in the period since the waste containers were last emptied. For example, if you expect under 4000 people to attend your event over two days (but less than 2000 people are expected to attend per day), and your waste containers will be emptied at the end of each day, then you need to provide waste containers for <2000 in the table below. However, if you expect under 4000 people to attend your event in a single day and waste containers are only emptied at the end of the day, then you need to provide waste containers for <4000 in the table below.

Attendees since waste containers emptied	If food/drink is consumed			If no food/drink is consumed		
	Number of 240 litre general waste bins	Number of 240 litre recycling bins	Number of 3m ³ bulk waste containers	Number of 240 litre general waste bins	Number of 240 litre recycling bins	Number of 3m ³ bulk waste containers
< 500	2	1	0	1	0	0
< 1000	4	2	0	1	1	0
< 2000	8	4	0	3	1	0
< 3000	13	6	1	4	2	0
< 4000	16	8	1	6	2	0
< 5000	21	10	1	7	3	0

For self-assessable events involving animals you must provide appropriate equipment and sealed bags or containers for the immediate collection and disposal of any animal waste.

You must ensure that all waste and litter generated from the event is removed and appropriately disposed of.

11. Restricted activities

The self-assessable event must not include any of the following:

- motorsport activities;

- firearm activities;
- service or consumption of alcohol.

12. First-aid and medical services

You must ensure that sufficient first-aid and medical services are available to event patrons, in line with the table below. The number of first-aid and medical services required are calculated on the maximum number of people expected to attend at the busiest time of the event. For example, if you expect 4000 people to attend at the busiest time, then you must provide first-aid and medical services for <5000 in the table below. However, if you expect 4000 people to attend your event, but less than 500 at the busiest time, you may provide first-aid and medical services for <500 in the table below.

Attendees (at the busiest time)	First-Aid Personnel	First- Aid Posts
< 500	2	1
< 1000	3	1
< 2000	6	1
< 5000	8	2

All first-aid posts must be clearly signed and identified by illuminated sign at night. Posts must be clearly marked on the event layout map and easily accessible to patrons and emergency personnel.

First-aid personnel must have a minimum qualification of 'Provide First Aid' from a nationally accredited training course or an equivalent level of training.

13. Emergency response, evacuation and event cancellation

You must develop and implement an emergency response and evacuation plan that considers the potential emergencies that could occur, the response required and the roles and responsibilities of event staff or volunteers during an emergency.

A documented procedure for event cancellation or postponement must be developed prior to the event. This is to include details on when a decision is made (both in the lead up to and during the event), who makes the decision and how the decision is communicated to event patrons, staff and volunteers.

Evacuation routes and assembly areas must be identified on the event layout map. You must give consideration for how emergency services will have access to and throughout the event if required.

14. Stakeholder notification

You must notify all stakeholders in reasonable time prior to the date of the event. This could be in the form of:

- emails to identified relevant stakeholders, including:
 - [Queensland Ambulance Service](#)
 - [Queensland Police Service](#)
 - [Queensland Fire and Emergency Services](#)
 - [the local Councillor](#)
- letter drops to all residents and businesses within a 1 km radius of the event

- regular updates on websites and social media advising of all upcoming events

The notification must include the provision of a contact number for questions or complaints (the Event Hotline).

You must maintain a log of all complaints received and actions taken. This log must be retained and provided to Council officers upon request.

15. Documentation

The following documents must be available for inspection by Council officers for the duration of the event and for a minimum of 20 business days after the event:

- a detailed site plan drawn to scale
- copy of the event notification letter, or similar (including the time, date, place of the event and the Event Hotline) sent to all affected residents and businesses
- evidence of consultation with the relevant stakeholders (i.e. Queensland Fire and Emergency Services, Queensland Police Service, Queensland Ambulance Service, the local Councillor, surrounding residents and businesses)

Additional documentation required for the self-assessable event is dependent on the activities undertaken at the event and may include:

- a list of all food stall holders and their food business licence numbers
- certification for ride/s and other temporary structures
- permits for activities regulated by other agencies, such as
 - work health and safety
 - electrical safety certification
 - signs and advertising
 - firework displays
 - structural engineer certifications for temporary structures
 - food safety
 - animal welfare

The Department of Transport and Main Roads has published [Event Traffic Management Design Guidelines](#) that provides information for event organisers to prepare a traffic management plan. It is recommended all event organisers consider seeking a temporary traffic management risk assessment for their event.

Part 4: Resources

Useful standards and documents

- Queensland Government's *Events in Queensland – Best practice guidelines for event delivery in Queensland*
- Department of Transport and Main Roads – *Queensland Guide to Temporary Traffic Management*
- Department of Transport and Main Roads – *Event Traffic Management Design Guidelines*
- Queensland Health's *Animal Contact Guidelines – Reducing the risk to human health 2014*