

BATO Yard Event Application Form 2019

Introduction

Central Coast Council is the consent authority for all development within Central Coast Local Government Area. Development relates to the use of land for the purpose of temporary events, structures and/or permanent change. If you are intending to organise an event at BATO Yard, it means that you must gain Council approval before you proceed with the event as you will be using land under the care and control of Council.

Central Coast Council boasts a coastline of rare beauty, clean waterways, deep rural valleys and an unspoilt mountain backdrop – you can literally swim at popular beaches in the morning and stand atop mountain peaks that afternoon. Central Coast Council also has made significant investments in our many sports facilities and reserves, with quality places and spaces for competitive and recreational sport and leisure activities.

Central Coast Council works in partnership with Central Coast Tourism (CCT) to attract and promote events in the region. We specifically are targeting support for events that increase repeat visitation by off-peak season travellers for short breaks, attract more outdoor, active, affluent and off peak travellers for short breaks and deliver a quality visitor experience that is differentiated and competitive against other NSW regional areas.

In particular Central Coast Council will support appropriate events that:

- Deliver increased economic benefit in terms of tourist spend.
- Enhance Central Coast Council's brand and image through interstate and intrastate media coverage.
- Can lead to regional and local infrastructure improvements.
- Can lead to sports and community development initiatives that benefit both visitors and local participants.

Central Coast Council also recognises the value and role that local events play in the quality of life of its residents. You should seek Council approval a minimum of eight (8) weeks prior to your event commencement date.

Return the completed form and all associated documentation to Open Space Bookings:

Email:	openspacebookings@centralcoast.nsw.gov.au	Fax:	4351 2098	Ph:	1300 463 954
Mail:	Central Coast Council, PO Box 20, Wyong, NSW 2259				

Instructions

All sections of the event application must be completed for Council to assess and approve your event. Part 1 and 2 will be required to be completed in their entirety, though Council permission to proceed with the event may be contingent on other additional requirements which are dependent on the event logistics. Those other requirements will be explained and detailed once parts 1 and 2 have been submitted to Council for consideration.

Additional requirements may include, but may not be limited to, electrical inspection form (E12B), temporary food business application form, special event bin application, traffic management plan, community consultation /engagement plan, development application and an event business plan.

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Part 1

Event Information

Event Name:	Click here to enter text.		
Event Overview:	Click here to enter text.		
Event Location: (Specify if you are looking to book the whole 'Complex' or the 'Competition' bowl, the 'Flow' bowl or the 'Street Plaza') *	Click here to enter text. * A site map can be found on Council's webpage www.wyong.nsw.gov.au/my-community/sport/bato-yard		
Event Start Date:	Click here to enter a date.	Event End Date:	Click here to enter a date.
Bump in Date: (Bump in and out – dates you will require to set up and dismantle the event)	Click here to enter a date.	Bump out Date: (Bump in and out – dates you will require to set up and dismantle the event)	Click here to enter a date.
Event Start Time:	Click here to enter text.	Event Finish Time:	Click here to enter text.
Expected no. of participants:	Click here to enter text.	Expected no. of spectators:	Click here to enter text.
Will there be an admission fee charged? *	Click here to enter text. * If yes please complete the below details		
Adult Cost:	Click here to enter text.	Child Cost:	Click here to enter text.
Concession Cost:	Click here to enter text.	Any other Cost:	Click here to enter text.

Event Organiser Details:

Name of organisation:	Click here to enter text.		
Organisation website:	Click here to enter text.		
Postal Address:	Click here to enter text.		
Contact Person (1):	Click here to enter text.	Position:	Click here to enter text.
Phone:	Click here to enter text.	Mobile:	Click here to enter text.
Email:	Click here to enter text.		
Contact Person (2):	Click here to enter text.	Position:	Click here to enter text.
Phone:	Click here to enter text.	Mobile:	Click here to enter text.
Email:	Click here to enter text.		
Is this organisation not-for-profit?*	Choose an item. *If yes, please supply your certificate		
Does the organisation have Public Liability Insurance?*	Choose an item. *If yes, please supply your certificate Including Name of Event, Naming Central Coast Council as an interested party and min. cover of \$20 million		

Part 2 Event Details



Electricity:

Will electricity be used? *	Choose an item. <i>* If yes, please identify source from below options</i>
<input type="checkbox"/> Generators <input type="checkbox"/> Council power <input type="checkbox"/> Other – please specify what electrical equipment will be used: Click here to enter text.	
<p><i>NB. The use of electricity must comply with the Central Coast Council Standard Electrical Specification (E12B) to provide safety standards and procedures for the use of equipment of any council controlled developed open space area property. If you are using electrical appliances we require that Council Electricians undertake an inspection of those appliances prior to the start of the event. You are required to complete the Electrical Inspection form Appendix 1.</i></p>	

Waste Minimisation and Approval

<p><i>It is the event organiser's responsibility to arrange the provision, emptying, removal and payment for adequate litter bins for the event. You are required to complete the Event Bin application if you are requiring additional Council waste services. Council advises that event organisers will be charged a clean-up fee should there be excess litter remaining on site after the event. NB. Waste collection trucks over 4 tonnes GVM are not permitted to drive on grassed areas within parks, reserves or sports fields.</i></p>	
Number of bins already located at site?	Click here to enter text.
Will you require additional waste removals prior to, during or after the event?	Choose an item. <i>If yes please fill out Appendix 2</i>
Will you require additional bins for the event	Choose an item. <i>If yes please fill out Appendix 2</i>

Catering and Food Stalls:

Will the event include the sale / provision of food on site?	Choose an item.
Please describe your proposed Food and Beverage requirements / operations *	Click here to enter text.
<p><i>NB. At the time of your application and/or event, Council may have awarded Permissions and/or Permits to vendors who have met Council's qualifying criteria to supply food and beverages on the property. However, there may be opportunities for temporary vendors to be appointed to your event (depending on your proposed operations detailed above). Council will assess and advise on your request to appoint temporary food businesses. If you are going to be applying for additional service providers to be licensed for your event, you are required to read the 'Food Handling Guidelines for Temporary Events AND complete the application for 'Temporary Food Businesses' if you are providing and/or selling food at the event.</i></p>	

On Site Promotions:

Will you be conducting any on-site promotions e.g. free giveaways, distribution of flyers, outside broadcasting?	Choose an item. <i>*If yes, please specify details below</i>		
Details:	Click here to enter text.		
Will these promotions be advertised in advance of the event?	Choose an item.	How?	Click here to enter text.

Access and Traffic:

Will the event require any road closures around the EDSACC precinct?	Choose an item.
<i>NB. All road closures require Development consent. A Development Application must be submitted a minimum 4 months prior to the event.</i>	
Will the event require any road closures within the EDSACC precinct?	Choose an item.
If yes, explain how?	Click here to enter text.
<i>Internal road closures (within the EDSACC precinct) do not require Development consent but will require approval by the Manager, Open Spaces.</i>	
Will the event restrict access for local residents or other users of adjoining facilities e.g. sports fields, PCYC?	Choose an item.
If yes, explain how?	Click here to enter text.
Will the event increase local traffic movements and volumes?	Choose an item.
By how much - approximately how many additional vehicles?	Click here to enter text.
What roads will be affected?	Click here to enter text.
How will local residents, clubs and general public be able to gain access to facilities/residences during your event? What plans do you have in place to mitigate potential access or traffic problems or issues?	Click here to enter text.
How will you inform local residents, clubs and general public of the area about the event and the potential interruption that the event may cause?	Click here to enter text.
What impact will the event have on the adjoining public parking areas?	Click here to enter text.

Air and Noise:

Will the event use amplification equipment?	Choose an item. <i>*If yes, please specify details below</i>
Start time:	Click here to enter text.
Finish time:	Click here to enter text.
What type of amplification will be used? E.g. live music	Click here to enter text.
How will you reduce the effects of the noise for surrounding residents?	Click here to enter text.
Will the event use lighting equipment? Please explain.	Click here to enter text.

Pyrotechnics:

Will the event use pyrotechnics (fireworks)?	Choose an item. <i>*If yes, please specify details below</i>
Name of Company supplying:	Click here to enter text.
Contact Number:	Click here to enter text.
Time of Display:	Click here to enter text.
Length of Display:	Click here to enter text.

Copy of licensed operator's Public Liability Insurance is attached?	Choose an item.
Copy of operator's WorkCover Certificate is attached?	Choose an item.

Portable Toilets:

Will portable toilets be required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of Units :	Click here to enter text.
<i>NB. Council requires that one toilet is available per two hundred and fifty (250) people, including existing toilets on site</i>			

Alcohol:

BATO Yard is an alcohol free facility. Confirm that alcohol will not be sold nor consumed in association with the event.	Choose an item.
	Click here to enter text.

Security:

Has security been arranged? *	Choose an item. <i>* If yes, please specify details below</i>		
Name of Company supplying:	Click here to enter text.	Contact Person:	Click here to enter text.
Mobile:	Click here to enter text.		
Email:	Click here to enter text.		
Security Schedule / Duties:	Click here to enter text.		

Amusement Rides:

Does the event include amusement rides?	Choose an item.
Please outline types of rides.	Click here to enter text.
<ul style="list-style-type: none"> <i>Inflatable rides (eg Jumping castle, mini slides) do not require Development consent in accordance within the Local Government (Approvals) Regulation 1999 (Clause 78)</i> <i>Each amusement device must be registered with the WorkCover Authority as required under the Occupational Health and Safety Regulation 2001, Part 5 and Australian Standard 3533 registration.</i> <i>The ground or other surface on which the devices are erected must be sufficiently firm to sustain the device while in operation, and not dangerous because of its slope or irregularity or for any other reason.</i> <i>The operator will be required to have a Certificate of Currency for Public Liability Insurance (minimum indemnity of \$20m cover) that has Central Coast Council noted as an 'interested party'.</i> 	

Other details:

Will marquees be erected on site?	Choose an item.	Size / Quantity:	Choose an item.
Will stages be erected on site?	Choose an item.	Size / Quantity:	Click here to enter text.

Do you propose to have any additional signage or banners at the event? Please describe in detail.	Click here to enter text. <i>NB. Temporary signage of any description CANNOT be erected on Council space without prior approval from Council. Some brands may be excluded from advertising if Council deems the brand to be unsuitable for association to a public event and / or in conflict with any advertising rights that may have been awarded under contract.</i>
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Marketing:

How do you plan to promote your event? Tick all that relate to your event.	<input type="checkbox"/> Register with Central Coast Tourism <input type="checkbox"/> Load onto Central Coast Council's event program – see website <input type="checkbox"/> Press releases <input type="checkbox"/> Posters (Please list locations) <input type="checkbox"/> Radio <input type="checkbox"/> TV List all other options that might be applicable Click here to enter text.
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Environmental Management:

Please provide a statement regarding the impact of your event on parks and reserves, flora and fauna and pollution.	Click here to enter text.
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Event Recommendation Statement:

Please provide a statement summarising why Council should authorise your organisation to conduct this event.	Click here to enter text.
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References:

Please provide the names and contact details of two referees who are able to verify the quality of events that you conduct and/or support your event.			
Person (1):	Click here to enter text.	Position:	Click here to enter text.
Phone:	Click here to enter text.	Mobile:	Click here to enter text.
Email:	Click here to enter text.		
Person (2):	Click here to enter text.	Position:	Click here to enter text.
Phone:	Click here to enter text.	Mobile:	Click here to enter text.
Email:	Click here to enter text.		

Events requiring a Development Application

Major events will require developmental consent from Council. Central Coast Council defines a 'major' event as any planned activity where any structure (permanent or temporary), open area or roadway will attract a number of persons greater than are normally found in that area or location at any one time. This activity may affect the location or surrounding area prior to, during or after the event.

After your event application has been considered and assessed, Council may require development consent for your event to go ahead. Council will determine this and advise you of the process and what you need to do next.

However, you may wish to gain an understanding of what type of development requires consent. The following information is **intended to be a guide** to assist in determining whether a proposed event constitutes "development" as defined under Section 4 of the Environmental Planning and Assessment Act 1979. The provisions of Clause 26 (temporary use of land) of the Wyong Shire Local Environmental Plan (WLEP) 1991 may, in some circumstances, need to be relied upon if the event is a prohibited use of that land.

Council will determine whether the answers are 'yes' or 'no' to the following questions, though you may like to review them as a guide. If Council determine that the answer to any of the questions is 'yes', development consent may be required. The event will not be permitted unless this consent is obtained through a development application.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the event site adjacent to a main road?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the event site within 20 metres of a waterway?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the event on a bushfire affected property?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the event site a property with known or suspected flora, fauna or other potential adverse environmental impacts?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the event site or the activities with potentially dangerous topographical hazards where safety matters need to be given special consideration (e.g. cliff, fast moving water)?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the event require installation of a stage?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will the event involve more than 2 marquees, exceeding 20 square metres each?)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will the event require the installation or use of sound amplification equipment?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will the event generate noise or vibration that can be transmitted onto adjoining residential properties?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will the event emit offensive odours?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will the event present significant traffic or parking challenges or have a 'Road Closure'?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will public sanitation needs be met? (Generally there should be one toilet and hand washing station for each 250 people. Most sites such as race courses, sport fields, shopping centres already provide ample support).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will the event occur on a regular basis? (E.G monthly, annually?)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the duration of the event greater than two days?

Council will review your event application and advise whether you will require development consent as part of your event approval process.

Checklist

The event applicant/organiser is responsible for liaising with all Council departments and external agencies to gain approvals for all the particulars required for their event. All of this information should be attached to this event form. Until all forms and licences have been reviewed, approval to operate the event will not be given.

The following checklist is intended to guide your preparation of these forms and approvals.

The following must be provided with submission of this form for all events:

please check the box of what you have provided

☐ Certificate of Currency - Public Liability Insurance

☐ Site Plan

May be required in order to assess and approve your event:

☐ Any other licenses from contracting companies e.g firework provider

☐ Electrical inspection form (E12B)

☐ Temporary Food business

☐ Special event bin application

☐ Traffic Management Plan

☐ Community consultation/engagement plan

☐ Development Application

☐ Events Business Plan

BATO Yard Event Application Form 2019

Appendix 1: Electrical Form

CENTRAL COAST COUNCIL

STANDARD ELECTRICAL SPECIFICATION (EI2B)

Installation and Use of Electrical Equipment at Shows, Carnivals and Displays

Prepared: January 2003

Preface

This Standard was prepared by Central Coast Council Electrical Department to provide safety standards and procedures for Sporting Organisations, Volunteer Groups, Committees, Contractors and their staff, Sub-contractors and their staff, Suppliers of equipment and individuals who wish to use electricity on any Council controlled reserve or property.

This latest revision has come about from the need to ensure that when electricity is utilised in a public place, the safety of the General Public is paramount.

Failure to comply with any of the requirements within this document could result in heavy penalties from both Council and WorkCover NSW.

STANDARD ELECTRICAL SPECIFICATION (EI2B)

Installation and Use of Electrical Equipment at Shows, Carnivals and Displays

Section 1 - General

1.1 Scope

This Specification details the Council's General, Safety and Installation requirements for the use of Electricity on any Council controlled reserve or property. It includes, but is not limited to, electricity supply for concessions and rides, tents and other temporary structures used for entertainment or displays, shows and carnivals. It includes the use and Safety Requirements when using extension leads, portable generating sets, current operated (core balance) earth leakage circuit breakers (RCD's), hot water urns and lighting equipment. All of the above listed items fall under the heading of temporary installations.

1.2 Compliance with Authorities and Standards

Equipment, all switchgear and control gear assemblies, plugs, leads and their installation shall comply with the requirements and recommendations of the latest relevant "Standards Association of Australia" Standard or Code. The requirements of Central Coast Council Guide to safe electrical work procedures and the requirements of the NSW WorkCover Authority in particular the following:

AS3002	AS3005	AS3112
AS3126	AS3167	AS2790
AS3000	AS3105	
AS3152	AS3190	

All work shall be carried out in accordance with the Service Rules of the Supply Authority, the requirements of Telstra and all relevant Statutory Authorities.

1.3 Abbreviations and Expressions

Where abbreviations and expressions occur in the Specification, they shall mean as follows:

<i>Accepted</i>	Accepted by the Superintendent
<i>Approved</i>	Approved by the Superintendent
<i>Council</i>	Central Coast Council
<i>Directed</i>	Directed by the Superintendent
<i>Supply Authority</i>	The Authority that supplies electricity to the locality of the project
<i>Superintendent</i>	Council's Operations Supervisor (Electrical)
<i>Wiring Rules</i>	The current edition of the SAA Wiring Rules AS 3000
<i>GPO</i>	General Purpose Outlet
<i>IP Rating</i>	Degree of Protection as described in AS 1939
<i>PVC</i>	Polyvinyl chloride
<i>SAA</i>	Standards Association of Australia
<i>Concession</i>	Any booth, display, riding device or any other single entertainment units.
<i>Concession Installation</i>	All the electrical wiring, accessories, luminaries, switchboards, control panels, fittings, consuming devices, control and protective gear and other equipment associated with the wiring of the Concession. The Concession installation shall be deemed to commence at the plug socket, terminals or links provided on the site installation for the connection of the Concession.
<i>Site</i>	Any area used for shows, circuses, carnivals, fairs, temporary entertainment or displays and the like, that is under Central Coast Council control.
<i>RCD</i>	Residual Current Devices (electrical safety devices that provide protection against faults to earth).
<i>Site Installation</i>	All the electrical wiring, accessories, luminaries, switchboards, control panels, fittings, consuming devices, control and protective gear and other equipment associated with the wiring of the site.

1.4 Council Assistance

In an endeavour to assist the Organisers with their various requirements and taking into account the technical and legal requirements now required to conduct an event in a public place, Council will provide an electrical tradesman to the site on the morning prior to the start of the festival/show. Details regarding the provision of this assistance are to be agreed between the organisers and the Superintendent.

- The electrical tradesman will assist in the provision of electricity supply to the site in accordance with the site requirements as previously agreed between the organisers and the Superintendent.
- Any changes to the agreed amount of power required or alteration to the location of extension leads, power outlets etc, are not to be made without the approval of the Superintendent or electrical tradesman.
- It should be noted, that the provision of all temporary electrical equipment such as extension leads, power outlets etc, is the responsibility of the organisers, and that all of the equipment to be used on-site will comply with this document.

Once the electrical tradesman has established electrical supply to the site and is satisfied that all equipment is safe and operating in the manner intended, the on-going electrical safety for the site is the responsibility of the Organisers. The electrical tradesman will then complete the electrical safety checklist as shown in Appendix A.

Section 2 – Site Loading

In order to assist the Organisers with their requirements Council needs to know what the intended electrical load may be, as there are parks and reserves throughout Central Coast Council that have only limited power and not established to cater for heavy demands. It is the responsibility of the organising committee to obtain from each participant the electrical ratings of their concession, ride, stall, tent, etc to enable Council to ascertain the maximum current requirement for the venue. Information required on each piece of electrical equipment should be listed on Addendum "A" and forwarded to the Electrical Workshop at Charmhaven Depot 7 days prior to the event – fax number (02) 4392 5393.

Voltage	=	240 volts or 415 volts
Current	=	in amps
Power	=	watts or kilowatts
Motor Rating	=	Horse Power / Kilowatts
(if electric motors are being used)		

Section 3 – Equipment Tagging

All extension leads, portable RCD's, portable generators, hot water urns, and plug-in type appliances shall be inspected, tested and tagged by a licensed electrician before being brought onto site. The only form of inspection tag duration accepted by Council is Monthly – 3 monthly inspection tags will not be accepted. Each month will have a different coloured tag as detailed below.

January/September	=	Red
February/July	=	Blue
March/November	=	Orange
April/August	=	Green
May/December	=	White
June/October	=	Yellow

These tags will show the following information:

- i) Date of inspection.
- ii) The plant number or inspection number of the item inspected.
- iii) The name of the testing company.
- iv) The licence number and signature of the electrician.

Council will make staff available the week prior to the event to view and give advice to the organisers on any intended equipment they envisage using, provided reasonable notice is given. It should be noted that in the interest of public safety, it is a requirement of WorkCover NSW that all electrical equipment used in a public place shall be inspected, tested and tagged by a licensed electrician before being brought onto site.

Section 4 – Cabling

4.1 Overhead

Overhead wiring for a temporary site installation shall consist of stranded, insulated and sheathed type heavy duty flexible cords. Bare conductors are unacceptable. The clearance of cables from the ground shall be as follows:

- i) Around concessions, rides or any movement amusements – 4.5 metres.
- ii) Where used across vehicular access or roadways – 5.5 metres.
- iii) Where used over other areas – 2.5 metres.

Where an overhead span exceeds 13 metres, cables shall be fixed to a catenary wire. The maximum acceptable distance of an overhead span without an intermediate upright support is 45 metres.

4.2 Underground

Cables may be buried either direct in the ground or in appropriate underground enclosures with a minimum depth of:

- a) for areas subject to vehicular traffic 150mm
- b) for other areas 75mm

Permission must be obtained in writing from Council's Open Space and Recreation Manager before any park or reserve area has temporary cables of the nature described above, buried in it.

4.3 On ground

Cables shall not be laid on the ground in areas accessible to the public. In all other situations cables may be laid on the ground for short distances provided that suitable means of protection is provided. The suitability of protection will be determined by the Superintendent or Council's on-site electrical tradesman.

4.4 Joints in Cabling

Where possible, cable runs shall be free of joints and continuous over their entire length. If joints are required, they will be enclosed in junction boxes or other suitable enclosures. Conductors shall be joined within junction boxes or suitable enclosures by means of connectors, soldering, crimping or approved compression fittings. Joints shall be suitably insulated and taped. Provision shall be made to remove any tension from all joints. Temporary joints installed underground shall be sealed to prevent the entry of moisture.

In all cases, joints in cables shall be inspected by Council before being sealed, closed, buried underground etc. NOTE: All joints will be inspected before supply is connected.

4.5 Flexible Cords/Cables

All flexible cords/leads shall be heavy duty sheathed type having a minimum current carrying capacity of 15 amps.

All flexible cords/leads shall be inspected, tested and tagged in accordance with the requirements of Section 3 before being allowed to be put into use.

Section 5 – Switchboards

Where a temporary switchboard having connection facilities is installed within 2.5 metres of the ground in an area accessible to unauthorised persons the switchboard shall:

- a) have no exposed live parts
- b) be enclosed within a cupboard or box fitted with a door or lid provided with facility for locking. Such a cupboard or box shall be:
 - i) constructed to permit the opening or closing of the door or lid without the removal of, or damage to, any cables or flexible cords attached to the connection facilities; and
 - ii) provided with a tie-bar or similar arrangement for the anchorage of the cables or flexible cords in order to prevent strain at the termination of the cables or cords.
- c) Each plug socket shall:
 - i) be individually controlled by a switch which interrupts all live conductors.
 - ii) incorporate an earthing contact which shall be connected to the earthing conductor of the supply flexible cord.

Every connection facility or outlet device shall be protected by a Residual Current Device (RCD) over current circuit breaker with a rated tripping current not exceeding 30 mA. Every connection facility shall be connected to a separately protected final sub circuit.

Section 6 – Portable Generators

All portable generating sets up to 25 kilowatts in rating shall comply with the performance and construction requirements of AS 2790. The power outlets on all portable generating sets shall be protected by core balance earth leakage device (RCD) with a rated tripping current not exceeding 30 mA. All portable generating sets shall be inspected, tested and tagged before being brought onto site as detailed in Section 3.

Section 7 – Connection to Supply

7.1 Portable Outlets

Electrical portable outlet devices shall be connected to a site installation or generating set by means of plug and plug socket connection facilities.

- Where the supply flexible cord or cable attached to the device is of insufficient length to permit an unbroken connection, approved heavy duty sheathed cord extension sets, or sheathed cables fitted with plug and socket connection facilities, shall be permitted. Supply for the device shall not be obtained from another electrical portable outlet device.
- Electrical portable outlet devices shall be adequately supported by a rigid section of the concession structure and shall not be laid on the ground. The device shall not be installed within 1 metre of flammable materials unless provided with a suitable cover.
- All plugs sockets provided on an electrical portable outlet device shall be protected by one or more current-operated (core balance) earth-leakage circuit breakers complying with AS 3190 or other earth monitoring devices such as RCD's.
- Single phase and multiphase electrical portable outlet devices shall comply with the relevant requirements of AS 3105.
- All portable outlet devices shall be constructed of suitable impact resistant and durable material.

7.2 Concession Installation

Concession installations shall be connected to the site installation or to generating sets by means of cables or flexible cords and suitable plugs or connecting devices. Each consuming device within the concession shall be connected to the supply by either:

- a) an independent cable or flexible cord connected to the site installation or generating set.
- b) an electrical portable outlet device.

However, where only two consuming devices are installed within a concession, connection to the supply may be made by means of a plug-socket adaptor provided that the adaptor is:

- i) located within the concession; and
- ii) not laid in contact with the ground or exposed to the rain.

In determination of the number of consuming devices in a concession, each system of festoon lighting and each decorative lighting outfit shall be considered as one device for each plug provided for connection to the supply.

Section 8 – Riding Devices

Electrical equipment installed on riding devices shall be supplied by one of the following methods:

- a) Extra Low Voltage (not exceeding 32 volts AC or 115 volts DC)

The extra low voltage supply shall be obtained from the unearthed secondary or a transformer complying with AS 3126.

- b) Low Voltage (exceeding extra low voltage but not exceeding 1000 volts AC)

The low voltage supply source shall be protected by a current operated (core balance) earth leakage device (RCD) with a rated tripping current not exceeding 30 mA.

Section 9 – Lighting

9.1 General

All lighting, whether festoon, general or flood shall comply with the requirements of AS 3000 wiring rules. Light fittings designed for indoor use only shall not be used in an outdoor situation.

9.2 Floodlights

Due to the amount of heat generated from various types of floodlights, all floodlights will not be mounted or positioned within 300mm of any flammable material. Where the organiser wishes to use a floodlight for display purposes, suitable support bracketry will be required to ensure a minimum of 300mm is maintained.

9.3 Festoon Lighting

Festoon lighting shall be located and support so that:

- a) no lamp is within 150mm of flammable material
- b) no lampholder is within 2.5m of the ground or any place where a person is likely to stand, unless:
 - i) the lampholders are installed immediately below a ceiling or fixed to a structure, in a position not exposed to mechanical damage, or
 - ii) precautions are taken to prevent inadvertent contact by members of the public, and
- c) no part of the lighting system is within 5.5m of the ground in areas subject to vehicular traffic.

Loading of final sub circuits

The number of lighting points per festoon lighting final sub circuit shall be limited only by the total loading of the final sub circuit which shall not exceed 15A.

Decorative lighting outfits

Decorative lighting outfits shall comply with AS 3152 and may incorporate flexible cords having conductors not smaller than 0.75mm² provided that the flexible cord, lampholders, connections and other parts of the system are suitable for outdoor use.

Installation of Electrical Equipment at Shows, Carnivals & Displays

Checklist EI2B

Note: This checklist is to be completed by WSC Electrician and returned to Charmhaven Workshop for future reference.

LOCATION:	
DATE:	
EVENT:	
CONCESSION PROVIDER:	

CHECKLIST IS BASED UPON COMPLIANCE WITH CENTRAL COAST COUNCIL ELECTRICAL SPECIFICATION WSC EI2B

	OK	N/A	NOT OK
SITE LOADING AS PER SECTION 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT TAGGED AS PER SECTION 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERHEAD CABLING AS PER SECTION 4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONGROUND CABLING AS PER SECTION 4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOINTS IN CABLING AS PER SECTION 4.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLEXIBLE CORDS/CABLES AS PER SECTION 4.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWITCHBOARDS AS PER SECTION 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PORTABLE GENERATORS AS PER SECTION 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PORTABLE OUTLETS AS PER SECTION 7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RIDING DEVICES AS PER SECTION 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIGHTING AS PER SECTION 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRIC MOTOR SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTROL SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUPPLY AUTHORITY METER READINGS:

COMMENTS:

INSPECTION CARRIED OUT BY:

Signature: _____ Print Name: _____

Date: _____

Electrical Section

Electrical Requirements for Shows, Carnivals & Displays

Please complete the form below and email to: wsc@wyong.nsw.gov.au

The information below, is for; _____

(Name of Event)

This event is to be held on ____/____/____

(Date of Event)

An Electrician is required on site at; _____

(Enter Time Required)

[illegible]

Note: ALL leads, appliances, etc MUST be checked by a qualified electrician and tagged with the current month's Test Tag, before being brought onto site, as per:

Standard Electrical Specification (EI2B) Installation and Use of Electrical Equipment at Shows, Carnivals and Displays

**PLEASE COMPLETE THIS FORM AND RETURN IT
NO LATER THAN SEVEN (7) DAYS PRIOR TO EVENT**

Appendix 2: Special Event Bin Application Form

Event bin application

Event bins can be ordered for your event:

- 240 litre Mobile event waste bins cost \$42.00 each per day
- 240 litre Mobile event recycle bins cost \$35.00 each per day

To order bins return this form to Council via fax (02) 4351 2098 or email ask@centralcoast.nsw.gov.au

You will be contacted to discuss bin arrangements such as delivery, service and removal.

Please provide a minimum of five working days notice to allow sufficient time for bins to be delivered.

Event information

Event name:	Click here to enter text.
Date of event:	Click here to enter a date.
Location of event:	Click here to enter text.
Number of 240L waste bins required:	Click here to enter text.
Number of 240L recycle bins required:	Click here to enter text.

Contact information

Name:	Click here to enter text.
Phone:	Click here to enter text.
Mobile:	Click here to enter text.
Email:	Click here to enter text.

Invoice information

Name of person or company:	Click here to enter text.
Address:	Click here to enter text.
ABN (if applicable):	Click here to enter text.
Type of Legal Entity:	Click here to enter text.

Contact Central Coast Council's Waste Officer on (02) 4350 1329 for further information.