# Event Application Form Memorial Park, The Entrance Central Coast Council



#### **Instructions**

Central Coast Council is the consent authority for all events within The Entrance Town Centre area.

You should seek Council approval a minimum of 12 weeks prior to your event commencement date.

All sections of the event application form must be completed to enable assessment of your application.

This form will be required to be completed in its entirety; permission to proceed with your event may be contingent on other additional requirements which are dependent on the event logistics. Those other requirements will be explained once your forms are submitted.

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 and development application. Prior to completing the application form, you should contact Central Coast Council on 1300 463 954 to establish if the venue is available on the proposed date.

In particular Central Coast Council seeks appropriate events that:

- Deliver increased economic benefit in terms of tourist spend.
- Enhance the Central Coast 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.

Return the completed form and all associated documentation to Central Coast Council.						
Email:	events@centralcoast.nsw.gov.au					
Mail:	Central Coast Council - Place Activation					
	PO Box 20, Wyong, NSW 2259					
	Ph: 1300 463 954					

# Memorial Park, The Entrance

# **Central Coast Council**



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#### Part 1

# a) Event information

Event name:	
Event overview:	
Proposed event location:	☐ Memorial Park Fee: \$ 800 GST inclusive
Event start date:	Event end date:
Bump in date: (Bump in and out – dates you will require to set up and dismantle the event. Note that bump in is generally from 8.00am to 9.00pm.)	Bump out date:  (Bump in and out – dates you will require to set up and dismantle the event. Note that bump in is generally from 8.00am to 9.00pm.)
Event start time:	Event finish time:
Expected no of participants:	Expected no of spectators:
<b>NB:</b> If the event is > 8,000 attendees	please provide an Event Management Plan
Will there be an admission fee?*	Yes or No*If yes please complete the below details
Adult cost: Concession cost:	Child cost:
Any other costs?	
b) Event Organiser Details	
Name of organisation:	
Organisation website:	
Postal address:	
Organisation ABN:	
Contact person (1):	Position:
Phone:	Mobile:
Email:	
Contact person (2):	Position:
Phone:	Mobile:

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Email:					
Is this organisation not-for-profit?*	Yes or No				
	Yes				
Does the organisation have Public	*If yes, please supply your certificate Including Name of Event, Naming Central Coast Council as an interested party and a minimum of \$20 million.				
Liability Insurance?*	No				
	*If no, you will need to provide this before your application can be assessed.				
Dout 2					

#### Part 2

#### **Event and site details**

#### Site map

Please update the attached site map (Appendix 1) detailing the location of all the particulars. All structures set up prior to and during the event are the responsibility of the event organiser, including all security of equipment and safety of the public,

Electricity	
-------------	--

Will electricity be used?*	Yes	or	No	*If yes please complete the below details
□Generators				
□Council power				
☐Other – please specify what electr	ical equipr	ment	will be	used:
provide safety standards and procedure area property. If you are using elect	dures for the	ne us ances	se of ec	past Council Standard Electrical Specification (E12B) to uipment of any council controlled developed open space quire that Council Electricians undertake an inspection of

#### Waste minimisation and approval

It is the event organiser's responsibility to arrange the provision, emptying, removal and payment for adequate litter bins for the production. You are required complete the Event Bin application if you are requiring additional Council waste services. Council advise that event organisers will be charged a clean-up fee should there be excess litter remaining on site after the event.

Number of bins already located at Memorial Park?	Waste Bins (12) Recycle Bins (5)
Will you require additional waste removals prior to, during or after the event?	Yes or No *If yes please complete appendix 2
Will you require additional bins for the event	Yes or No *If yes please complete appendix 2

#### Catering and food stalls

All stalls must be approved by Central Coast Council prior to the event to ensure there is no conflict with the local

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businesses. All food businesses shall comply with all of the provisions of the Food Standards Code, the Food Act 2003 (NSW) and Guidelines for food businesses at temporary events published by the NSW Food Authority or the equivalent guideline, Act, Code or Regulation. There is no up-front fee for the food permit; however CCC reserves the right for spot checks at any event. If this occurs \$165.00 fee will be charged directly to the stall holder.

#### All food businesses must either:

- a. Hold a current Temporary / Mobile Food Business license issued by Central Coast Council
- b. Hold current food safety certificates
- c. Hold current correct food licenses
- d. Public Liability to a minimum of \$20million dollars

Temporary food Applications must be submitted to Council at least 21 days prior to the event.

www.centralcoast.nsw.gov.au/business/health-and-safety	y/food-safety	<u>'</u>	
Will the event include the sale of food on site?	Yes or	r No	

#### Gas

Will gas be used for cooking?*	Yes	or	No_	*If yes please complete Appendix 4 below		
The stall holder (the person in charge of a vendor site) shall designate a suitably competent and experienced person						
to be responsible for the safe use of	to be responsible for the safe use of LP Gas for the period over which their catering services are provided at the					
event.						
Ensuring that storage and handling of LP Gas is correctly managed, including provision of safety standards, safety procedures and emergency procedures and all vendors and catering vehicles and are fitted with compliance plates with at least a 3 year validity prior to event date.						
All Food Stalls that use gas must proprior to event day (Appendix 4)	ovide a co	mple	ted Ga	as Safety Checklist for Events, Festivals and Markets 4 weeks		

#### **Access and traffic**

Will the event require any road closures?					
<b>NB:</b> All road closures require Development consent. A Development Application must be submitted a minimum 6 months prior to the event.					
Will the event restrict access for local residents, users of the space?	es or No				
If yes, explain how?					
Will the event increase local traffic movements and volumes?					
By how much - approximately how many additional vehicles?					
What roads will be affected?					

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How will local residents, clubs and businesses able to gain access to facilities/residences during your event? What plans do you have i place to mitigate potential access or traffic problems or issues?					
How will you inform local residents, business and other users of the area of the event and potential interruption that the event may cau	the				
Air and noise					
Will the event use amplification equipment?	Yes or No*If yes please complete the below details				
Start time:	Finish time:				
What type of amplification will be used?					
How will you reduce the effects of the noise surrounding residents?	for				
Will the event use lighting equipment? If yes please provide details					
Pyrotechnics					
Will the event use pyrotechnics (fireworks)?	Yes or No*If yes please complete the below details				
Name of company supplying:					
Contact number:					
Time of display:					
Length of display:					
Copy of licensed operator's Public Liability Insurance is attached?					
Copy of operator's WorkCover Certificate is attached?					
9	in The Entrance Chanel, the event organiser is required to apply for east Council approval. Fireworks are not permitted after 9pm.				
Portable toilets	·				
Will portable toilets be required?	NO * if yes please indicate on site plan location of additional amenities				
Number of units:					
NB: There are currently 29 toilets located throughout the town centre area including 8 male toilets, 19 female toilet					

and 2 disabled toilets.

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Security				
Has security been arranged?*	Yes	_ or	No	*If yes please complete the below details
Name of company supplying:				
Contact Number:				
Email:				
Security schedule / duties:				
nuisance on the site by implement	ing appropers	oriate re ny such	esponses incident	y manage any incidences of anti-social behaviour or to such incidences if they occur. The event organiser to reduce the likelihood of such incidences reoccurring
First aid - Required				
Has first aid been arranged?*	Yes	_ or	No	*If yes please complete the below details
Name of company supplying:				
Contact name:				
Mobile:				
Email:				
Stage				
Will stages be erected onsite?	Yes	or	No	
Size and quantity?				_
Signage  Do you propose to have any add	itional sic		b	ve at the avent? Vec or No
	itional sig	nage o	Locatio	
Type:				
Size:	· ·· 6	ANINIOT	Quantit	
Council.	cription C	ANNOI	be erect	ted on Council land without prior approval from
Vehicle access				
Do you require vehicle access on	site?			Yes or No
Number of vehicles:				
Time required:				

**NB:** To ensure patron safety, all vehicles that are entering the park need to be individually walked on. There is a requirement to have 3 personnel undertake this process with 1 stationed at the gate through bump in time

**Reason Required:** 

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checking in each vehicle. 2 personnel are to walk each vehicle on (1 behind and 1 in front of the vehicle.) All personnel are to have fluro vests on at all times.

#### Part 3

#### d) Other Details

#### **Amusement rides**

Pavier Amusements currently has a licence to operate amusement rides in Memorial Park. Please contact Pavier Amusements directly on 0418 433 339 to advise of your event.

#### **WHS & Public Safety**

- All activities associated with the proposed events must comply with the Work Health and Safety Act 2011, Work
  Health and Safety Regulation 2011 and any reasonable direction of an authorised officer of the NSW
  WorkCover Authority. First aid facilities must be clearly identified and be located to ensure emergency vehicles
  can access.
- Emergency vehicle access/egress must be maintained. Emergency vehicles and personnel must not be obstructed or prevented from conducting their necessary duties. A clear passage of minimum 4 metres width, without any height restrictions must be available with the site for emergency vehicles during the event.

#### **Notification to emergency services**

The event manager must notify the local Police Service, Fire Brigades and Ambulance about the event..

#### **Alcohol**

Please note The Entrance Town Centre is an "Alcohol Free Zone". If you are looking to have alcohol at your event you will need to get approval from;

Central Coast Council

Licensing Police

Liquor and Gaming

Please contact Central Coast Council to discuss further.

#### Referees

Please provide the names and contact details of 2 referees who are able to verify the quality of events that you conduct and/or support your event.

Contact person (1):	Position:	
Phone:	Mobile:	
Company/organisation:	Email:	
Contact person (2):	Position:	
Phone:	Mobile:	
Company/organisation	Email:	

#### **Central Coast Support**

Central Coast Council staff may provide the following support services if required. Please indicate which services

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you	u would like, to enable further discussion with Central Coast Council Staff:
	Unlock the gate to Memorial Park on the day of the event.
	Unlock power in the park and on the stage on the day of the event.
	Lock up at the end of the event.

#### **Event organisers responsibility**

#### The following tasks are the responsibility of the event organisers

- 1. Complete all items within this document including booking of contractors and third party organisations.
- 2. Book all equipment and support facilities for the event activities.
- 3. Provide flyers for the Visitor Information Centre.
- 4. Closer to the event provide CCC with a final site map, contact list and extensive run sheet.
- 5. Notify CCC if you are bringing any infrastructure onsite for storage prior to your event day.
- 6. Notify Central Coast Council immediately on 1300 463 954 if the event is cancelled or there is a change to event format, due to inclement weather .
- 7. Stage room must be left clean after the event.

#### **Event organiser 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 to guide your preparation of these forms and approvals.

Must	be provided for all events with the submission of this event application form
1	Site Plan- refer to appendix(1) for template. Please identify location of all event structures and activities.
2	Certificate of Currency - Public Liability Insurance
3	Any other licences from contracting companies. e.g. firework provider
4	Risk assessment
5	Stallholder list
May b	e required in order to assess and approve your event
1	Electrical inspection form (E12B)
2	Traffic Management Plan
3	Development Application
4	Organisation ABN
5	Special Event bin application
6	Event Management Plan

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	USE	

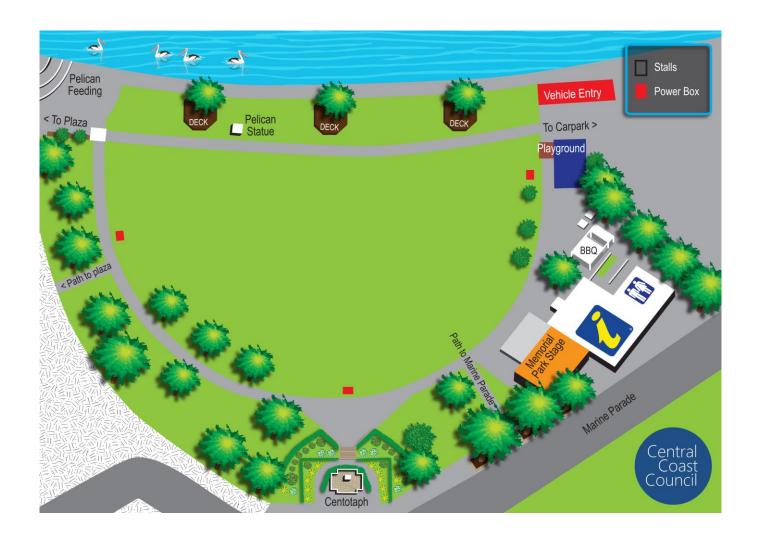
Received and assessed by:	
Date:	
Comments / feedback:	
Recommendations	

**Appendix 1: Site Plan** 

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# **Appendix 2: Electrical Form**

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#### STANDARD ELECTRICAL SPECIFICATION (EI2B)

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

Prepared: January 2003 Reviewed: March 2016

#### **Preface**

This Standard was prepared by Central Coast Council Facilities Management 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.

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# STANDARD ELECTRICAL SPECIFICATION (EI2B) Installation and Use of Electrical Equipment at Shows, Carnivals and Displays

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#### 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	AS3126
AS3000	AS3152
AS3005	AS3167
AS3105	AS3190
AS3112	AS2790
AS3760	

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:

Accepted	Accepted by the Superintendent
Approved	Approved by the Superintendent
Council	Central Coast Council
Directed	Directed by the Superintendent
Supply Authority	The Authority that supplies electricity to the locality of the project
Superintendent	Council's Operations Supervisor (Electrical)
Wiring Rules	The current edition of the SAA Wiring Rules AS 3000
GPO	General Purpose Outlet
IP Rating	Degress of Protection as described in AS 1939
PVC	Polyvinyl chloride
SAA	Standards Association of Australia

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Concession	Any booth, display, riding device or any other single entertainment units.
Concession Installation	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.
Site	Any area used for shows, circuses, carnivals, fairs, temporary entertainment or displays and the like, that is under Central Coast Council control.
RCD	Residual Current Devices (electrical safety devices that provide protection against faults to earth).
Site Installation	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.

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#### **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 the Central Coast Local Government Area 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 Facilities Management at Long Jetty Depot 7 days prior to the event – fax number (02) 4334 6703.

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 <u>before being brought onto site</u>. The only form of inspection duration accepted by Council is <u>3 monthly</u>. These inspections must be verified by an appropriate electrical tag. 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 itself available the week prior to the event in 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 <u>before being</u> <u>brought onto site</u>.

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#### 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.

Overhead wiring shall:

- i) Be arranged so as to not obstruct persons walking in the vicinity.
- ii) Be located or provided with suitable protection so they are not subject to mechanical damage or damage by abnormal temperatures.

The clearance of cables from the ground shall be as follows:

- i) Around concessions, rides or any movement amusements 6 metres.
- ii) Where used across vehicular access or roadways where cranes, high load or heavy machinery may travel 6 metres. **NOTE**: Two additional flagged cables must be installed across the access way on either side of the overhead wiring, located 6m along the access way from the overhead wiring, and at a minimum of 0.6m below the lowest point
- 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. In the interest of safety, underground wiring is preferred.

#### 4.2 Underground

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

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

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.

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#### 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: <u>All joints will</u> 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.

#### 4.6 Maximum Cable Length

Maximum lengths of flexible cords for various cables are outlined in the following table:

1	2	3	4	
<b>Cord Extension Set</b>	<b>Conductor Area</b>	Maximum Length of Flexible Cord		
Rating		General Use	For equipment with high starting currents that may affect the safe operation of equipment	
(A)	(mm <sup>2</sup> )	(m)	(m)	
	1.0	25	15	
10	1.5	35	25	
	2.5	60	40	
	4.0	100	60	
	1.5	25	15	
15/16	2.5	40	25	
	4.0	65	45	
20	2.5	30	20	
	4.0	50	30	

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#### Section 5 - Switchboards

All electrical equipment within a switchboard shall be located not more than 2.0 m above the relevant ground, floor or platform level.

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 - Generating/Inverter Plant

#### **6.1** 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 <u>before being brought onto site</u> as detailed in Section 3.

#### 6.2 Inverters

All inverters used on shows and carnival sites shall be:

- i) RCD protected inverters (RCDP inverter) with a maximum rated residual current of 30mA; or
- ii) Isolated inverters complying with the requirements of AS/NZS 4763.

Isolated inverters shall only be used for the connection of a single item of Class I (exposed conductive parts) electrical equipment, or one or more items of Class II (double insulated) electrical equipment.

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#### **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
- i) 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.

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Electrical portable outlet devices and the socket-outlet or cord extension socket to which the supply lead is attached shall be installed under appropriate cover so as to provide a degree of protection equivalent to IPX4

#### **Section 8 - Riding Devices**

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

- a) <u>Extra Low Voltage</u> (not exceeding 32 volts AC or 115 volts DC)

  The extra low voltage supply shall be obtained from the unearthed secondary winding of a transformer complying with AS 3126
- b) <u>Low Voltage</u> (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 or structural metalwork.
- b) no lamp holder is within 2.7m of the ground or any place where a person is likely to stand, unless:
  - i) the lamp holders 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.

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#### **Decorative lighting outfits**

Decorative lighting outfits shall comply with AS 3152 and may incorporate flexible cords having conductors not smaller than 0.75mm<sup>2</sup> provided that the flexible cord, lamp holders, connections and other parts of the system are suitable for outdoor use.

Installation of Electrical	<b>Equipment at Shows,</b>	<b>Carnivals</b>	& Displays
Checklist EI2B			

te: This checklist is to be completed by a Central Co future reference.			J
CATION:[	DATE:		
ENT:			
NCESSION PROVIDER:			
IECKLIST IS BASED UPON COMPLIANCE WITH C	ENTRAL COAS	T COUNCIL I	ELECTRICAL SP
В			
	ОК	N/A	NOT OK
ITE LOADING AS PER SECTION 2			
QUIPMENT TAGGED AS PER SECTION 3			
VERHEAD CABLING AS PER SECTION 4.1			
NGROUND CABLING AS PER SECTION 4.3			
DINTS IN CABLING AS PER SECTION 4.4			
LEXIBLE CORDS/CABLES AS PER SECTION 4.5			
WITCHBOARDS AS PER SECTION 5			
ORTABLE GENERATORS AS PER SECTION 6			
ORTABLE OUTLETS AS PER SECTION 7.1			
IDING DEVICES AS PER SECTION 8			
IGHTING AS PER SECTION 9			
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#### Addendum A

Revised March 2016



Central Coast Council

The information below, is for the

# Facilities Management - Electrical Requirements for Shows, Carnivals & Displays

(Name of Event)

Could you please complete the form below and fax it to: Facilities Management (Fax: 02 4334 6703)

This event is to be held	I on/	/	_		(Name of Event)		
		(Date of Ev	ent)				
An Bectrician is requir	ed on site at		a	ım/pm.			
·			nter Time R				
		Voltage		]		Motor Rating	
Stall Holder	Appliance	240V	415V	Current	Kilowatt	HP	KW
				Rating	Rating		

**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 (El2B)
Installation and Use of Electrical Equipment
At Shows, Camivals and Displays

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

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# **Appendix 3 – 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

Above charges are current for the period 1 July 2016 – 30 June 2017

To order bins return this form to Council via fax (02) 4351 2098 or email <a href="mailto:ask@centralcoast.nsw.gov.au">ask@centralcoast.nsw.gov.au</a> 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.

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# Appendix 4 – Gas checklist

**Events. Festivals. Markets** This check list is for use by stall holders and authorised personnel. The check list should form part of the stall holder's safety plan **Event Name Stalls Holders Name** Mobile Catering Vehicle Compliance Number Stall Holders Signature: Date: **Appliances** Yes No Action if No Yes No Action if No Cylinders Can proof of certification be Are all cylinders to be used provided for each appliance? in good condition? Are all gas appliances in Have all cylinder connections good working order? been checked for leaks? Are all appliance taps and knobs Are all cylinders to be used stable clearly marked and in good condition? and correctly secured? Are all portable gas appliances correctly Are all cylinders to be used installed secured and placed on non-combustible on a firm, level, non-combustible base, surfaces? and not resting on soil? Are all portable and installed gas appliances Is the floor or base on which cylinders are adequately ventilated according to the installed, constructed so that water cannot requirements of this Code of Practice? gather within any enclosure or recess? Are all LP Gas cylinders in use located Are all cylinders to be used located outside or in accordance with Table 1? away from flammable materials and Are appliances marked for use at ignition sources? pressures not exceeding 3kPa? Are walkways and egress routes clear of Hoses and consumer piping No Action if No obstructions including LP Gas cylinders? Are all hoses in use in good condition? Is the quantity of cylinders to be used correct for the structure type? Are all hoses in use protected from accidental damage? Is the size of cylinders to be used appropriate for the structure type? Are all hoses in use less than 3m in length? Are all cylinders to be used within Is the consumer piping in good condition? their test date period? Regulators **Action if No** Are all regulators in good condition? **Example of Compliance Plate** Are all regulators in use protected from accidental damage? Authority name who viewed this form: Gas Supply (Consumer Safety) Regulation 2012 Non-network connected gas installation for use with LPG PROPANE □ BUTANE □ NG-METHANE □ Certificate of Inspection No.\_ Date: Date of Test:\_\_\_

\_(License No.)

\_\_(Qual. Supervisors Cert.)

Signature:

Tested by:\_\_\_

Contractor:\_

Appliance Code/s:\_