

Activation Guideline

Enquiries

If you have an idea about temporarily activating public or private space for an event in the city please contact –8203 7203 and ask to speak to a Liquor Licensing Officer or email your request to city@adelaidecitycouncil.com

At the time of your enquiry its best to have as much information ready as possible including:

- Type of Event;
- Location & size of space required;
- Proposed dates & times the space will be required;
- Expected numbers of patrons;
- Entertainment & Audio equipment proposed; and
- Existing toilet provisions.

Some activations may require a Development Approval for a temporary change of use or variation to a current approval. If an approval is required, Council may ask you to attend a pre lodgement meeting with Council's Planning and Building team. The Liquor Licensing Officer will assist you in arranging this meeting.

Pre Lodgement Meeting

Council understands that every event is unique; for this reason we schedule a pre-lodgement meeting with a representative of Council's Planning and Building area and yourself prior to submitting a Development Application or Liquor Licensing Application for your proposed event. At this meeting you will be able to explain the proposal in detail and receive advice relating to what information you will be required to submit as part of your Development Application. It is also an opportunity to identify any likely issues or concerns early on to ensure relevant standards (e.g. Building Code of Australia matters or acoustic standards) can be addressed.

This meeting is scheduled no less than **2 months prior** to the event.

Development Approval

Assessment of a Development Application can take up to 8 weeks to determine therefore you should plan ahead and make sure your application is lodged with sufficient time to allow for it to be processed.

To lodge a Development Application for a Fringe event you must submit the following:

- Proof of Landlord Consent
- Completed Development Application form
- Floor plan of event space
- Written statement outlining the number of patrons, type of entertainment, duration and hours of operation.
- Toilet Provisions
- Details of Temporary Structures
- All appropriate fees

The Council Duty Planner is readily available to assist with any enquiries relating to further information on the above details.

Providing all this detail gives Council the best chance of approving your application without delay.

Event Road Closure Approval

For any applications that require a Road Closure, assessments can take up to **3 months**.

To lodge a road closure application for a Fringe event you should submit the following details firstly through to an Event Consultant at Council:

- Event application form
- Floor plan of event space
- Traffic Management Plan
- Risk Management Plan
- Details of Temporary Structures
- Consultation with key Emergency Services e.g. South Australian Police and DPTI (i.e. for areas where there a bus stop may be impacted)
- Proof of public consultation with affected stakeholders
- Completed Development Application form (if required)
- Landlord Consent (if required)
- All appropriate fees

Your allocated Event Consultant will be able to assist you with any enquiries relating to the above information.

Supplying all this detail listed above gives Council's Road Closure Consultant the best chance of approving your application within the allocated timeframes.

Liquor Licensing

If you are organising or hosting an event where alcohol will be:

- sold or supplied,
- consumed,
- or where guests pay a cover charge and alcohol is provided

you must apply for a limited licence through Consumer and Business Services (CBS). This information should be detailed up front to Council at your pre-lodgement meeting or when applying for your Development Application.

CBS states on their website that for large or high risk events (e.g. festivals), applications should be lodged at least 60 days before the first day of the event. All other applications should be lodged at least 14 days before the date of the event – late application fees do apply. Council's Liquor Licensing Officer will be available to assist you with this process.

Site Checklist

Below are some details for consideration when lodging a Development Application. Elements in the red zone require further information and could result in a lengthier assessment process.

Finding a site that ticks a majority of the elements in the green zone will assist a smoother assessment process.

Simple Process

- ✓ NO residents adjoining
- ✓ Toilets available for the capacity
- ✓ Fire exits available
- ✓ Working fire infrastructure in place
- ✓ Acoustic and/or background style entertainment
- ✓ Building well attenuated to reduce noise impacts (if having amplified live entertainment)
- ✓ Hours are within Council's Liquor Licensing Policy
- ✓ Disabled access available
- ✓ Appropriate waste facilities provided
- ✓ Appropriate kitchen facilities on site for preparation and cooking of food

Fees

Fees may be payable for a Development Application and Road Closure Application. These fees will be identified at the pre lodgement meeting.

Fees in relation to Liquor Licensing are applied by Consumer and Business Services.

Further Information

For further information please contact:

City Planning –

Phone - 8203 7185

Email - d.planner@adelaidecitycouncil.com

Liquor Licensing (Council) –

Phone – 8203 7203

Email - city@adelaidecitycouncil.com

Road Closure Events Coordinator –

Phone – 8203 7203

Email - events@adelaidecitycouncil.com

Consumer and Business Services –

Phone – 8226 8555

Email – limitedlicences@agd.sa.gov.au

In person – Customer Service Centre, 91 Grenfell Street, Adelaide SA 5000

Complex Process

- × Residents adjoining
- × NO toilets available
- × NO fire exits available
- × NO working fire infrastructure in place
- × Amplified live entertainment may result in the requirement for an acoustic report
- × Proposed hours are outside Council's Liquor Licensing Policy
- × NO disabled access (if you are leasing entire building – does not relate to outdoor spaces)
- × NO waste facilities available on site
- × Preparation of food on site without appropriate kitchen infrastructure