

Event/Activity Impact Matrix

Use this matrix to ascertain the approvals required and the impact your event will have on surrounding stakeholders and the community.

| Factors | Private Gathering | Low Impact Event | Medium Impact Event | High Impact Event |
|--|---|---|---|---|
| Notification period | No notification required | Require 10 business days prior to the event | Require 3-6 months notice | Require 6-12 months notice |
| Number of attendees | Less than 50 people permitted | Less than 1000 people permitted | 1000-5000 people permitted | 5000+ people permitted |
| Temporary structures (tables, chairs, marquees, stage, bouncy castle, portable grandstands, amusement rides) | Tables, chairs, marquee no greater than 3x3m, small bouncy castles permitted. Other structures not permitted | Tables, chairs, marquee no greater than 3x3m and small bouncy castles permitted. Approvals required for other temporary infrastructure | Tables, chairs, marquee no greater than 3x3m and small bouncy castles permitted. Approvals required for other temporary infrastructure | Tables, chairs, marquee no greater than 3x3m and small bouncy castles permitted. Approvals required for other temporary infrastructure |
| Public building (enclosed space, fencing, marquee greater than 3x6m) | Public buildings not permitted | Public buildings permitted with approval | Public buildings permitted with approval | Public buildings permitted with approval |
| Road closures | No road closures permitted | No road closures permitted | Low impact on roads and minor closures permitted with approval | High impact to roads, and/or multiple closures permitted with approval |
| Waste management | Use of existing bins in the area or remove rubbish | Use of existing bins in the area or remove rubbish | Additional bins required | Additional bins required |
| Alcohol (sale, supply) | Alcohol sale not permitted, alcohol consumption permitted with approval | Alcohol sale permitted with licensing approval | Alcohol sale permitted with licensing approval | Alcohol sale permitted with licensing approval |
| Food (sale, supply) | Food supply permitted, food sale not permitted | Food sale or supply permitted with approval | Food sale or supply permitted with approval | Food sale or supply permitted with approval |
| Noise / amplified music | Low noise levels permitted | Low noise levels permitted | Noise and amplified music permitted with approval | Noise and amplified music permitted with approval |
| Impact to general public (surrounding residences, businesses and people) | No impact to general public | Low impact to general public, no notification requirements | Medium impact to general public, requiring notifications | High impact to general public, requiring notifications |
| Toilets | No additional toilets | No additional toilets | Additional toilets may be required | Additional toilets will be required |
| Site plan | Site plan not required | Site plan required | Site plan required | Site plan required |
| Risk management plan | Risk management plan not required | Risk management plan not required | Risk management plan required | Risk management plan required |
| Event Application | Event application not required | Event application required | Event application required | Event application required |
| Examples of activities / events | Birthday party, corporate events, family BBQ, picnics, celebrations. | Community events/activities, markets, festivals, fairs, rally. | Music concerts, community events, markets, festivals, major sporting events, fairs, events on roads, rally. | Music concerts, community events, markets, festivals, major sporting events, fairs, events on roads. |
| Likelihood of hospital presentations | Unlikely | Possible | Likely | Very likely |