



CUMBERLAND CITY COUNCIL



CUMBERLAND
CITY COUNCIL

COMMUNITY STREET EVENT RESOURCE KIT

For community members organising street-based events within Cumberland City Council. This kit summarises Council information as at April 2026. Always check the Council website for the latest forms, fees and requirements.

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1. ABOUT THIS KIT

PURPOSE

To give community organisers a clear, step-by-step pathway to run a safe and compliant street-based event in the Cumberland Local Government Area (LGA).

SCOPE

This kit only refers to Cumberland City Council. You must also comply with relevant NSW and Australian laws (e.g. food laws (registering your business with Council), environmental protection laws (pollution), road safety, liquor licensing, child safety, work health and safety).

WHO SHOULD USE IT

Community groups, not-for-profits, informal neighbourhood organisers and small businesses planning a one-off or occasional street-based event (e.g. street party, community fair, fun-run, small festival).

HOW TO USE IT

Work through Steps 1-9 in order, then complete the checklists in the sections that follow. Lodge the required Council forms online using the hyperlinks provided.

2. QUICK REFERENCES

KEEP THESE KEY CONTACTS DETAILS HANDY DURING PLANNING AND ON THE DAY OF YOUR EVENT.

CUMBERLAND CITY COUNCIL

Customer Service: general enquiries, bookings, roads, environmental health

Phone: 02 8757 9000

Email: council@cumberland.nsw.gov.au

Web: www.cumberland.nsw.gov.au

Customer Service Centres:

Auburn Service Centre: 1 Susan Street, Auburn

Merrylands Service Centre: 16 Memorial Avenue, Merrylands

COUNCIL BOOKINGS TEAM

Parks, sports fields, gardens, community centres and other venues

Phone: 02 8757 9000 (ask for the Bookings Team).

Online information: [Venues and Facilities for Hire](#) page on the Cumberland City Council website.

COUNCIL COMMUNICATIONS TEAM

Promote your event on Council's What's On calendar

Phone: 02 8757 9000 (ask for the Communications Team).

Online: [Promote your event](#) page and [Community Event Submission Form](#).

TRANSLATING AND INTERPRETING SERVICE (TIS NATIONAL)

Phone: 131 450 – ask them to call Cumberland City Council on 02 8757 9000.

Use this service if you or your community members need language support.

NSW POLICE

Granville Police Traffic Services (for road closure approvals)

Phone: 02 9897 4199

Provide details of your proposed road closure and Traffic Management Plan when requested.

NSW TRANSPORT MANAGEMENT CENTRE (TMC) – FOR ROAD NETWORK IMPACTS

Phone: 02 8396 1400

Contacted as part of the Traffic Management Plan approval process where required.



Image: Back to Guildford

3. STEP BY STEP CHECKLIST

Use the below checklist to manage each step for your event. More information on each step is in the following pages.



☐ **STEP 1**
Confirm your event
and location



☐ **STEP 2**
Do you need to book
Council land or a venue?



☐ **STEP 3**
Do you need a road
or lane closure?



☐ **STEP 4**
Risk management,
safety and insurance



☐ **STEP 5**
Food stalls and
mobile food vendors



☐ **STEP 6**
Noise, music
and neighbours



☐ **STEP 7**
Waste, toilets, cleaning
and environment



☐ **STEP 8**
Accessibility, inclusion
and working with children



☐ **STEP 9**
Photography
and filming

Step 1 - Confirm Your Event and Location

As the event organiser, you need to confirm your event and location.

Before you approach Council, clearly define:

- Event name and purpose (e.g. neighbourhood street party, cultural celebration, charity fun-run).
- Proposed date(s) and times, including set-up and pack-down.
- Expected number of attendees (participants and spectators).
- Exact location, including the street/s to be used, nearest cross streets, and any adjoining parks or public spaces.
- Whether you will use any Council land such as a park, sports ground, garden or public space as part of the event.

Your event must be held within the Cumberland Local Government Area (LGA). Check Council's online maps or contact Customer Service.

Image: Cherry Blossom festival



Step 2 - Do you Need to Book Council Land or a Venue?

As the event organiser, you need to confirm booking requirements from Council.

Many street-based events also use nearby parks, sports fields, other public spaces or community centres (for example, for entertainment, stalls, or toilets). If your event uses any Council-managed facility, you must make a booking with Council and agree to the terms and conditions for using that space.

- Road-only event: activities are held just on a local street, including the road and footpath. You will need approval to temporarily close the road. You may not need to book a separate venue if you are not using any parks or Council spaces.
- Road plus park: the event uses both a closed street and a park or reserve. You will need a road closure approval and a booking for park or reserve from Council.
- Park-based event with short street impacts: event is mainly held in a Council park or civic square, but also needs some temporary use of street. Book the park or public space and apply for temporary road or traffic approval from Council.

TO BOOK COUNCIL VENUES, PARKS OR SPORTS FIELDS

- Visit the [Venues and Facilities for Hire](#) section on Council's website to review available spaces and online booking options.
- Read the [Hire Arrangements for Parks and Sports Fields – Terms and Conditions](#) before you submit your booking.
- Submit your booking application through Council's online booking system (linked from the [Venues and Facilities for Hire](#) page).
- Wait for written confirmation from Council. A venue being available in the online system does not guarantee approval.

KEY OBLIGATIONS WHEN HIRING COUNCIL PARKS AND SPORTS FIELDS

- Follow the Terms and Conditions of Hire (including behaviour, supervision, risk management and use only for the purpose stated in your application).
- Hold appropriate public liability insurance (generally at least \$20 million cover for incorporated and commercial organisations).
- Use the facility only on the approved date and times, including set-up before event and pack-down after event within the booked period.
- Manage traffic and parking. For very large events (e.g. over 500 attendees), you may need to manage traffic safely. Arrange qualified traffic controllers if required and make sure you have the correct training and insurance.
- Ensure you have cleaned the facility and all waste removed at the end of the booking, or arrange Council's event waste service to assist (fees apply).
- Keep noise under control and respect your neighbours.
- Keep people safe at your event and let Council know straight away if any issues occur.

Step 3 - Do you Need a Road or Lane Closure?

Most street-based events will need some form of temporary traffic management. If you plan to close any part of a public road, reduce traffic lanes, or block or remove parking spaces, you must get approval from Council as the road authority.

SHORT-TERM ROAD CLOSURE (SECTION 138)

If your event needs a temporary road closure for less than 48 hours, you must apply to Council. You will need to complete the *Temporary Roadside (Short Term) Closure or Works Zone – Section 138 Roads Act 1993* [Application Form for short-term closures](#).

WHERE TO FIND THE FORM

Search Council's website for *Temporary Roadside (Short Term) Closure or Works Zone Application* or go to the Council Forms section and locate the [Section 138 road closure form](#).

DEFINITION AND EXAMPLES

- A temporary road closure is when a street is partly or fully blocked for a short time (less than 48 hours). This includes closing a road to vehicles, reducing parking spaces or limiting access along the road.
- Common examples include community fairs, carnivals, parades, fun-runs, festivals or one-off street parties.

MINIMUM LODGEMENT TIMES

- For simple or small events for road closures apply at least 1 week before the closure.
- For larger events such as fairs, carnivals, fun-runs, parades and exhibitions, apply at least 6 weeks before the event. Larger events may also need to be reviewed by the Local Transport Forum.

WHAT YOU NEED TO SUBMIT FOR A ROAD CLOSURE APPLICATION

- A detailed Traffic Management Plan (TMP) showing how traffic can be managed safely, must be prepared in accordance with [Transport for NSW \(RMS\) guidelines](#), by a qualified person with *Traffic Control at Worksites* certification.
- A Traffic Control Plan (TCP) shows signage, detours, barricades and traffic flow for vehicles, cyclists and pedestrians.
- Evidence of NSW Police approval (clearance certificate) for the proposed closure.
- Evidence of approval from the Transport Management Centre (TMC) where required.

- Details of when community consultation was held, through a letterbox drop to all affected residents and businesses, dates of notification and a summary of any feedback or concerns received.
- Evidence of Public Liability Insurance that indemnifies Cumberland City Council (for example, certificate of currency showing at least \$20 million cover).
- Clear description of the location, date, times, type of closure (lane, full road, works zone) and any detour routes.

IMPORTANT CONDITIONS FOR ROAD CLOSURES

- People who live or work in the area (e.g. residents, deliveries) must still be able to get in and out safely, as set out in your traffic plan.
- Activities associated with the event must not create excessive or offensive noise as defined in relevant noise control legislation.
- You are responsible for any damaged caused to roads, footpaths or public areas from the event. You may need to pay for repairs.
- You must follow with any reasonable directions given by Council's staff, rangers or enforcement officers.
- If your traffic management causes major problems for residents or nearby streets, Council may cancel your event approval.

TEMPORARY STRUCTURES APPROVAL

- If you are likely to have temporary structures on your site, you will need a [Section 68 Approval](#) before your event. Temporary structures include, but are not limited to: amusement devices (jumping castles, rides); water/waste storage in a public place; operate a public car park or caravan/camping ground; tents or marquees; speakers; and, PA systems.

RELATED PERMITS

- If your event involves breaking of the road or footpath, you must obtain a [Road Opening Permit](#) from Council before applying for the road closure.
- If your event requires hoarding or scaffolding near a footpath or road, you must obtain a [Hoarding Permit](#) from Council before applying for the road closure.

Step 4 - Risk Management, Safety and Insurance

As the event organiser, you are responsible for the safety of participants, volunteers, contractors and spectators. You must plan ahead by identifying risks and putting controls in place using these Council resources.

RISK ASSESSMENT AND PLANNING TOOLS

- Download the [Risk Assessment Template](#) and [Event Planning Checklist](#) from Cumberland City Council's *Event Support Grant* webpage. Even if you are not applying for funding, these templates provide a useful structure.
- Identify all possible risks at your event, including traffic, crowds, slips and trips, electrical equipment, temporary structures, weather and fire risks, plan how to manage them to keep everyone safe.
- For each risk you identify, assess how likely (likelihood) and serious (consequence) it is, plan how to manage it (control measures) and make sure someone is responsible.

PUBLIC LIABILITY INSURANCE

- If you are an incorporated organisation or operating commercially, you are generally required to hold your own public liability insurance of at least \$20 million per claim for the duration of the event.
- Insurance must indemnify Cumberland City Council and cover loss or damage to Council property, and personal injury or property damage arising from your activities.
- If you hire amusement rides, stages, or other structures, obtain copies of the suppliers' insurance certificates of currency (commonly at least \$20 million) and keep them with your event file.
- Provide copies of relevant insurance documents (as requested) when submitting

venue bookings or road closure applications.

DUTY OF CARE AND SUPERVISION

- You must maintain duty of care for all people at your event, as this cannot be transferred to Council.
- Ensure adequate supervision of children and young people, including suitable ratios of responsible adults.
- If your activities involve child-related work, comply with NSW child protection legislation, including Working With Children Check requirements for staff and volunteers.

INCIDENTS AND EMERGENCIES

- Have a clear emergency plan covering first aid, evacuation, extreme weather, medical emergencies and lost children.
- For serious incidents that require Police, Ambulance or Fire & Rescue attendance, notify Council (02 8757 9000) no later than the next working day.
- Report any injuries requiring medical treatment and any damage to Council property to Council by 4:30pm on the next working day.
- Ensure emergency vehicle access is maintained at all times. Do not block access routes with stalls, stages or parked vehicles.

Step 5 - Food Stalls and Mobile Food Vendors

If your event includes food stalls, temporary food stands, or mobile food vending vehicles, there are additional requirements.

TEMPORARY FOOD BUSINESSES

- Temporary food businesses must register with Council by completing a temporary food registration form (available from Council's website).
- You must have written approval from Council before operating a food stall or structure on public land. Council generally only approves temporary food stalls as part of an approved temporary event.
- Direct stallholders to Council's [Temporary food business](#) and [Food registration](#) pages for registration forms and guidance.
- Ensure all food businesses comply with NSW Food Authority requirements and Council's [Guide for the Design and Operation of a Temporary Food Premises \(Stall\)](#).

MOBILE FOOD VENDING ON PUBLIC LAND

- If you plan to include food trucks operating on public land, they must follow with Council's [Mobile food vending on public land](#) requirements.
- Vendors may need separate approvals in addition to your event approval, and you need to confirm expectations with Council early.

PRACTICAL STEPS FOR EVENT ORGANISERS

- Decide whether food will be sold, given away, or both, and compile a list of all proposed food vendors.
- Provide each vendor with links to Council's temporary food business information and registration forms and set a deadline for them to submit their registration to the event organiser, who collates and submits to Council along with the event application form.



Step 6 - Noise, Music and Neighbours

Street events often involve amplified music, announcements and increased traffic or people noise. You must manage noise to minimise impact on neighbours and comply with Council requirements.

NOISE LIMITS AND EXPECTATIONS

- Keep noise levels to a minimum near residential properties, particularly in the early morning and late evening.
- For events in parks and sports fields, Council's terms specify that general event noise should not exceed the equivalent of normal conversational levels at the boundary of the event area.
- Excessive noise may lead to loss of security bond for hired facilities and possible fines or legal action under environmental protection legislation.

NEIGHBOUR CONSULTATION

- Well before the event, letterbox-drop information to surrounding residents and businesses, including dates, times, road closures, contact details and any amplified music plans.
- Provide a contact number for a responsible person during the event so neighbours can raise any urgent concerns.
- Consider finishing amplified music earlier than the legal maximum time to maintain good community relationships.



Step 7 - Waste, Toilets, Cleaning and Environment

You are responsible for ensuring the event area, including the street and any parks or facilities, is left clean and tidy after the event.

WASTE AND CLEANING

- Estimate the number of attendees and plan sufficient general waste and recycling capacity (bins and collections). Council recommends 1 x 240L waste and 1 x 240L recycling bins per 100 attendees.
- Encourage vendors to minimise packaging and to use recyclable or compostable materials where possible.
- Arrange for all rubbish to be removed from the site at the end of the event. If you need additional services, contact Council's Bookings Team on 8757 9000 about event waste disposal (fees apply).
- If the area is left in an unacceptable condition, Council may charge you for cleaning and waste removal, and may withhold all or part of any security bond.

TOILETS AND AMENITIES

- Estimate the need for toilets based on expected crowd size, event duration and whether alcohol is served.
- If existing public toilets are not enough or not nearby, arrange hire of portable toilets and ensure they are positioned safely, and are accessible to everyone, including people with disability, and cleaned and serviced as required.
- Provide adequate hand-washing or sanitising facilities, especially where food is being served.

ENVIRONMENTAL CONSIDERATIONS

- Protect trees, gardens and grassed areas from damage by staging, vehicles or heavy equipment.
- Avoid open fires, noting that portable barbecues may be allowed in some areas but must comply with fire safety requirements and any fire bans.
- Discourage litter by providing visible bins and regular site checks during the event.
- Any wastewater must be lawfully disposed.



Image: Back to Guildford Festival

Step 8 - Accessibility, Inclusion and Working with Children

Cumberland City Council emphasises inclusive and safe events. Ensure you have measures to address accessibility, cultural inclusion and child protection in your planning and delivery.

ACCESSIBILITY

- Maintain accessible paths of travel for people using wheelchairs, mobility aids or prams.
- Ensure any ramps, stages and viewing areas have safe access and are not obstructed by stalls or vehicles.
- Reserve some accessible parking or drop-off spaces near the event, where possible.

INCLUSION

- Design your event so it is open to all members of the public, in line with Council's expectations for community events.
- Consider providing multilingual signage or information where appropriate and promote the availability of the Translating and Interpreting Service (131 450) for enquiries.

WORKING WITH CHILDREN

- If your event includes activities specifically for children (under 18 years), or involves child-related work, ensure that all relevant individuals hold valid and verified Working with Children Check clearances, where required under NSW legislation.
- Have clear procedures for lost and unattended children, including a designated meeting point and staff briefed on the process.
- Ensure the event is child safe with considerations around: risk assessments and controls; parent/carer supervision of children; responding to children at risk; and, plan for child protection allegations and reportable conduct.
- Children's employment NSW legislation must be adhered to when it comes to children and young people performing, providing entertainment or in photography.



Step 9 - Photography and Filming

Professional filming and photography in Cumberland LGA require a booking.

The [Photography and Filming Application Form](#) needs to be submitted at least 10 days prior to photography or filming.

Visit the [Fees and Charges](#) page to find out more about the photography and filming charges.

Image: Connect and Celebrate Cumberland



4. OPTIONAL CONSIDERATIONS

There are some optional considerations that may be of interest in Council or community events.

GET INVOLVED IN COUNCIL'S EVENTS

Cumberland City Council is proud to represent one of Sydney's most culturally diverse and rapidly growing communities. Each year, we host a vibrant calendar of exciting events that attract over 150,000 attendees, assisting with developing the local identity, celebrating our communities' strengths, and showcasing everything that makes Cumberland City so unique.

Our events really come to life with the support of the incredible vendors, performers and volunteers who take part. Explore the different ways you can get involved in our events.

BECOME A STALLHOLDER

If you wish to showcase your products, food or services at our lively events, visit the [Get involved in our events](#) page and keep an eye out for stallholder applications for our events. Refer to the [Stallholder Terms and Conditions](#) for conditions applying to all stallholders participating in Council's events.

BECOME A PERFORMER

Complete and submit the Performer and Creative Application form if you would like to register your interest in performing at Council's events. Submit the [Performer Application form](#) available on Council's website.

APPLY FOR AN EVENT SUPPORT GRANT

Cumberland City Council's Event Support Grant can help with the costs of eligible community events that foster social cohesion and participation.

Key considerations:

- Funding of up to a specified maximum amount per applicant (check the current guideline on Council's website, search [Event Support Grant](#)).
- Applicants must provide at least 25% co-investment (which can include in-kind support) as outlined in the guidelines.
- Events must align with Council's priorities, such as celebrating cultural diversity and strengthening community connections.
- The Event Support Grant webpage provides the [Event Support Grant Guidelines](#), [Risk Assessment Template](#) and [Event Planning Checklist](#), plus a link to the online application portal.
- Carefully read the guidelines for eligibility, assessment criteria, key dates and acquittal requirements before applying.

BECOME A VOLUNTEER

You can express your interest in becoming a volunteer at Council's events. Enquire now to volunteer at one of our events by emailing Council at volunteer@cumberland.nsw.gov.au.

PROMOTE YOUR EVENT VIA COUNCIL'S WEBSITE

Community groups delivering events in Cumberland City are encouraged to promote upcoming events on Council's [What's On](#) events calendar via the [Promote your event](#) page.

Eligibility to be listed on the Council website:

- The event must be delivered within the Cumberland LGA.
- The event must be open to all members of the public, either as participants or spectators.
- Events should generally be free to attend, or any charges should only cover the cost of materials.
- Residents of Cumberland City must be the primary beneficiaries of the event.
- Local community organisations and not-for-profits are particularly encouraged to submit events.

If your event is on Council property:

- Ensure your park, sports ground or venue booking is fully confirmed by Council before submitting your event for promotion.
- You are responsible for arranging insurances, event facilities, stalls, entertainment, crowd control and rubbish removal.
- Any damage to Council property resulting from the event may incur additional charges.

How to submit your event for promotion:

- Go to the [Promote your event](#) page on the Council website.
- Complete the online [Community Event Submission Form](#) with event details and images.
- Allow up to 10 working days for Council's web team to review and upload your event listing.
- For questions, contact Council's Communications Team on 02 8757 9000.

5. APPROVALS AND FORMS

TEMPLATE FORMS

Use this checklist to ensure you have identified and lodged all required approvals. Not all items will apply to every event.

- ☐ Event details
- ☐ Production schedule/run sheet
- ☐ Site plans
- ☐ Communication strategy
- ☐ Toilets/amenities
- ☐ Temporary infrastructure/amusement devices

Core approvals and bookings

- ☐ [Council venue/park/sports field booking](#) (if using any Council facility).
- ☐ [Temporary Roadside \(Short Term\) Closure or Works Zone – Section 138 Roads Act 1993 Application](#) (for any road or lane closure, or reduction in parking).
- ☐ [Road Opening Permit](#) (if digging into the road or footpath, where applicable).
- ☐ [Hoarding Permit](#) (if installing hoarding adjacent to footpaths or roads, where applicable).
- ☐ [Waste Management Plan](#)
- ☐ Noise
- ☐ Live and recorded music

Risk, safety and insurance

- ☐ [Risk Assessment completed](#) (using Council's template or your own equivalent).
- ☐ [Event Planning Checklist](#) completed.
- ☐ Public liability insurance obtained (event organiser and key contractors such as amusement device operators).
- ☐ Traffic Management Plan and Traffic Control Plan prepared by a suitably qualified person (where road impacts occur).
- ☐ Security Management Plan
- ☐ Pedestrian Management Plan
- ☐ First aid and public health

Food and trading

- ☐ [Street Trading/Temporary Food Stall Applications](#)
- ☐ List of all food and drink vendors compiled. Each temporary food business has completed the registration form and the event organiser complies with all the requirements and submits the details along with the event application. Mobile food vendors operating on public land have obtained required approvals. Stallholders have appropriate food safety training and understand waste and recycling expectations.
- ☐ Alcohol Management Plan/Liquor licencing

Promotion and grants (optional)

- ☐ [Event Support Grant](#) guidelines read and, if applicable, application lodged by the advertised closing date.
- ☐ Event listed on Council's [What's On](#) calendar via the [Community Event Submission Form](#).
- ☐ Promotion plan developed (eg: social media, flyers, community networks).

6. PLANNING TIMELINES

For event organisers, planning timelines in preparing for your event are provided below.

ITEM	TIME REQUIREMENT	RELEVANT LINKS AND DETAILS
Event Application	Up to 12-14 weeks pre event	- Define event concept and locations. - Check dates. - Discuss initial idea with Council. Identify if a road closure and/or venue booking will be required. Consider applying for Event Support Grant (if appropriate). - Submit application form
Section 68 Approval	Minimum 14 weeks pre event	Required for temporary structures on your site. Temporary structures include, but are not limited to: - Amusement devices (jumping castles, rides). - Water/waste storage in a public place. - Operate a public car park or caravan/ camping ground. - Tents or marquees. - Speakers, PA systems
Traffic/Road Closure Application	Minimum 6 weeks pre event	- For events involving road closures such as fairs, parades or fun-runs, lodge your Temporary Roadside Closure application (with Traffic Management Plan and supporting documents). - Start booking any Council facilities needed by using the form required.
Draft Final Event Plan	Minimum 4 – 6 weeks pre event	- Confirm event budget, insurance, key suppliers and volunteers. - Begin draft risk assessment and event plan.
Temporary Liquor Licence	Minimum 4 weeks pre event	Visit the NSW Independent Liquor and Gaming Authority page for Guidelines in applying for a temporary liquor licence.
Street Trading/ Temporary Food Stalls	4 weeks pre event	Each temporary food business has completed the registration form and event organiser complies with all the requirements and submits the details along with event application.

ITEM	TIME REQUIREMENT	RELEVANT LINKS AND DETAILS
Music Copyright licences	2 weeks pre event	Application can be found through the APRA AMCOS PPCA link.
Final Event Plan (Including any other documentation)	2 weeks pre event	- Finalise venue bookings and approvals. - Confirm on-the-day staffing and volunteer roles. - Confirm waste management and toilet arrangements. - Undertake letterbox-drop to neighbours.
Prepare signage, equipment and a file of approvals.	1 week pre event	- Reconfirm all suppliers and volunteers. - Review risk assessment and emergency plan. - Ensure signage and equipment are ready. - Keep a file of all approvals and insurance certificates.
Payment of Fees and Charges	No later than 1 week prior to the event	Payment to be undertaken as per invoice requirements.
Venue management approval	Pre event	Upon completion of the above
Event	On-the-day(s)	Prepare and operate the event.
Post-event checklist	After the event	- Clean the site thoroughly. - Remove all structures and equipment. - Report any incidents or damage to Council. - Complete any funding acquittals if you received a grant.
Note: Any applications received less than 4 weeks prior to the scheduled date of the event may be rejected based on the time frame required for event approval.		

7. ON-THE-DAY OPERATIONAL CHECKLIST

For event organisers, the on-the-day operational checklist is provided for your reference.

- Carry printed or digital copies of all approvals (venue bookings, road closure permits, Traffic Management Plan/Traffic Control Plan, insurance certificates).
- Ensure all road closure and detour signage, barriers and cones are installed exactly as per the approved Traffic Control Plan.
- Brief volunteers and staff on safety, emergency procedures and communication channels at the start of the day.
- Check that access for emergency vehicles and local residents is maintained where required.
- Monitor noise levels, crowding, weather conditions and any emerging risks throughout the event.
- Ensure toilets, waste bins and key facilities are serviced regularly and are kept clean.
- At pack-down, make sure the road and any facilities are left clean and undamaged and that all signage and equipment are removed.



Image: Back to Guildford Festival

8. FINAL REMINDERS

For event organisers, here are some final reminders.

- Start early, especially for any event that needs a road closure or Council grant funding.
- Keep written records of all approvals, correspondence and risk assessments.
- If in doubt, contact [Cumberland City Council](https://www.cumberland.nsw.gov.au) on 02 8757 9000 or email council@cumberland.nsw.gov.au for clarification before committing significant costs.
- Always refer back to the latest information on Council's website, as forms, fees and processes can change.



Image: Nowruz Merrylands Road



CUMBERLAND
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COMMUNITY STREET EVENT RESOURCE KIT

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160

T: 8757 9000 W: cumberland.nsw.gov.au E: council@cumberland.nsw.gov.au

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