

## Third-Party Precinct Activity Application

### Introduction – Third Party Events at Sydney Olympic Park

Sydney Olympic Park is Australia's leading events precinct known for sporting, cultural, environmental, and recreational visitor experiences and major events. We aim to build on this legacy to enrich, activate and build the identity of Sydney Olympic Park through the **voices and vision** of the people of Sydney and the Park's fast growing local community.

The following principles and objectives provide information on how the Park's Events & Activation Program seeks to enrich the visitor and community experience at Sydney Olympic Park. We acknowledge that our vision for a program of daily vibrancy will only be achieved through meaningful collaboration with energetic and creative third-party partners who share our commitment to activating this unique public space in innovative and imaginative ways.

- **CULTURAL** – Innovative events and activations that help shape the Park's identity as a place by celebrating culture.
- **CIVIC** – A strong sense of community belonging and participation.
- **ECONOMIC** – Economic development opportunities for local businesses and our event partners.

### Our Objectives

- ✓ To encourage event producers, corporate and community partners, existing events, festivals, charities, special interest organisations and others to bring their big and small ideas for events and activations to the park so that together we can optimise our chances of success.
- ✓ To deliver a program of events that is nationally acclaimed and locally loved by visitors and our communities of interest.
- ✓ To maximize economic opportunities that can enhance and sit alongside the community opportunities and can help to sustain those areas of the Program that are not by nature revenue generating.
- ✓ To enhance the visitor experience by making the Park dynamic and attractive, thereby increasing visitor growth, retention, and economic development within the park.
- ✓ To deliver regular activations and events for our 25,000 daily local community of residents, workers, and students.
- ✓ To create memorable experiences that result in people continuing to want to come to Sydney Olympic Park and recommend that others do so as well.
- ✓ To continue to be an inspirational public place that delivers world-leading, people-centric experiences that are inclusive, innovative, and fun.

## Application Information & Conditions

- This form must be completed in full. Incomplete applications will be returned to you and may result in approval delays.
- This form is a Third-Party Precinct Activity Application ONLY. If you are after private Parklands Site Hire, please refer to <https://www.sydneyparklands.com.au/hire-a-space>
- Any personal information that you voluntarily provide to the Sydney Olympic Park Authority (5 Olympic Boulevard, NSW 2127) will be held in a data base shared with the Office of Sport and Venues NSW. You have the right to access and correct the information. Please click on the link for full details of the Privacy Policy at <https://www.sopa.nsw.gov.au/privacy-policy>.
- This form must be submitted at least 3 months prior to the event date to allow for processing time.
- Fees and charges applicable to the Activity will be applied in accordance with SOPA's current Fees and Charges - <https://www.sydneyparklands.com.au/about-us/resource-centre#fees>. SOPA will advise the relevant fees, and if a bond is payable for this activity.
- Any changes to an event date, times or location must be approved by SOPA in writing.

## Part 1: Contact Details

**Name of Organisation / Association / Company:**

**Type of Organisation / Association / Company:**

**Commercial**

**Independent**

**Not for Profit**

**Charity**

**Other:**

**ABN:**

**Contact name:**

**Contact position:**

**Phone:**

**Email:**

**Business address:**

**Company website:**

## Part 2: Activity / Event Details

Name of proposed activity / event:

Date(s) of proposed activity / event:

Preferred venue / location:

Detailed description of proposed activity / event:

Has this event occurred at Sydney Olympic Park before?

Yes

No

If yes, please provide date and location of previous event:

Date:

Location:

Expected attendance / maximum capacity:

Preferred site access/bump in date(s):

Time access required: From:

To:

Preferred trading / activity time: From:

To:

Preferred bump out date(s):

Time access required: From:

To:

**Part 3: Vehicle Access** – *Applications that require vehicle / machinery access may be required to provide further documentation and information.*

How many essential vehicles need access to your site?

<b>Please provide detail for why these vehicles are required:</b>
<b>NOTE:</b> Registration numbers and on-site contacts for all vehicles MUST be provided to SOPA no later than 5 business days prior to site access. Any delay in providing these details may result in a delay accessing your site.
<b>Will any essential vehicles be required to stay on site during the event / activity?</b>
<b>Yes                      No</b>
<b>Please provide detail for why the vehicle is required during the event / activity:</b>
<b>NOTE:</b> SOPA must approve any vehicle that is remaining on the event / activity site during the trading / activity time.

<b>Part 4: Event Infrastructure</b>		
<b>Will there be Hockers / Marquees / Fete stalls / Amusements or other temporary structures at your event / activity?</b>	<b>Yes</b>	<b>If yes, please provide details (supplier, size etc):</b>
	<b>No</b>	Applicants and their contractors must refer to and comply with " DCP Guidelines for Events Held Within Sydney Olympic Park " as amended from time to time (see SOPA website: <a href="https://www.sydneyolympicpark.nsw.gov.au/about-us/resource-centre">https:// www.sydneyolympicpark.nsw.gov.au/about-us/resource-centre</a> ) A structural engineer's certificate is required prior to the end of the bump in period – refer to above Guidelines
<b>Will there be food and beverage sales or service?</b>	<b>Yes</b>  <b>No</b>	<b>If yes, please provide details on the costs, food type, reparation method and refrigeration type for this sale/service.</b>

Do you require use of SOPA existing power (where available)?	Yes  No	If yes, please provide estimated number of connections required below:  Single Phase (10 or 15 amp) Three Phase (32 amp)  Dates required:
Will you be using a third-party generator or alternative power source?	Yes  No	If yes, please provide proposed hours of use, reason for use, supplier details and proposed silencing measures.
Do you require use of SOPA existing water (where available)?	Yes  No	If yes, please provide details on what your requirements are and what it will be used for.
Do you require any other service or asset from SOPA?		

### Part 5: Environmental Sustainability

Waste Management Plan	Yes  No	<b>NOTE:</b> Applicant is responsible for the collection and removal of any waste produced from the event.
Will there be amplified sound?	Yes  No	If yes, please provide details and whether a Sound Management Plan is in place:
Will there be Advertising and Promotional Material?	Yes  No	If yes, please provide details below (type, size, material, quantity, distribution method, etc):

## Part 5: Environmental Sustainability

(e.g. flyers, brochures, balloons, etc)

## Part 6: Documentation – Please include the following documents with your application. All required documents must be provided prior to commencement of the bump in period.

<b>Proposed Site Plan</b>	<b>Yes</b> <b>No</b>	<b>Notes:</b>
<b>Event Risk Assessment / Risk Management Plan</b>	<b>Yes</b> <b>No</b>	<b>Notes:</b>
Risk management plan (incorporating work health safety matters) in relation to the activities for the Event. SOPA may require the plan to incorporate other operational matters relevant to the Activity. The Applicant must comply with work health safety and environmental laws applicable to the proposed Activity		
<b>Safe Work Method Statements (if required)</b>	<b>Yes</b> <b>No</b> <b>N/A</b>	<b>Notes:</b>
<b>Public Liability Insurance – Certificate of Currency (min \$20 million)</b>	<b>Yes</b> <b>No</b>	<b>Notes:</b>
<b>Workers Compensation – Certificate of Currency</b>	<b>Yes</b> <b>No</b>	<b>Notes:</b>
Evidence of the above insurances in relation to the Activity. The Applicant will indemnify and keep indemnified SOPA from and against any claims or actions, liability, loss, damage, costs, charges and expenses SOPA may pay, suffer or incur or be liable for as a result of any damage to, or loss of, property or death or injury to any person which may be suffered or sustained during the Applicant's occupation of any part of the Sydney Olympic Park precinct for the Activity.		
<b>Working with Children Checks Statement (if required)</b>	<b>Yes</b> <b>No</b> <b>N/A</b>	<b>Notes:</b>
If the Applicant or its employees intend to have direct contact (physical or face to face contact) with children (persons under 18) in relation to the Activity then child protection legislation may apply. If 'child-related work' applies, then the Applicant must provide a statement in relation to working with children checks and other matters under child protection legislation. Refer to SOPA's Child Protection Policy: <a href="https://www.sydneyolympicpark.nsw.gov.au/about-us/resource-centre">https://www.sydneyolympicpark.nsw.gov.au/about-us/resource-centre</a> Refer to legislation - Child Protection		

(Working with Children) Act 2012 (NSW) – including s6 (Child-related work), s8 (Restrictions on engaging in child-related work), s9 (Employers must require clearance or current application)

**Traffic Management Plan (if required)**

**Yes**  
**No**  
**N/A**

**Notes:**

If your Activity involves vehicular movement on public roads or thoroughfares, you must provide a TMP, which must be authored by a person holding either a current Orange Card (qualified to design and inspect TCPs) or a current Red Card (qualified to select and modify TCPs).

For reference:

- **Traffic Control Plan (TCP)** - a diagram showing signs and devices arranged to warn traffic and guide it around, past or, if necessary, through a work site, activity or temporary hazard. The TCP shall detail the location, spacing and sizes of all signs and devices, the location and lengths of tapers, all pavement markings and delineators, any containment or safety fencing, flashing arrow signs, portable traffic signals, variable message signs, roadwork speed zones and, if necessary, pedestrian routes.
- **Traffic controller** - a trained person whose duty it is to control traffic. This control is normally exercised using STOP/SLOW bats, but may be by manual control of traffic signals, or other devices.
- **Traffic Management Plan (TMP)** – a plan detailing the activity or work to be undertaken and describing its impact on the general area, especially its impact on public transport and passengers, cyclists, pedestrians, motorists, and commercial operations, which needs to describe how these impacts are being addressed and which may also contain detailed TCPs and VMPs.
- **Vehicle Movement Plan (VMP)** - a diagram showing the preferred travel paths for vehicles associated with a work site, activity or temporary hazard entering, leaving, or crossing the through traffic stream. A VMP should also show travel paths for trucks at key points on routes remote from the work site such as places to turn around, accesses, ramps, and side roads. A VMP may be combined with or superimposed on a TCP.

## Part 7: Next Steps

SOPA will assess your Activity/Event Application and will advise if the event is permissible and what time frames/permits are required to seek final approval. The event/activity organiser will then need to provide a detailed Event Plan which may include the following, if relevant to your event;

- Insurance Details
- Noise Management
- Communication Strategy
- Temporary Food Vending Approvals
- Venue/Site Plans
- Promotional Material/Fundraising
- Traffic Management
- Health services/Toilets/Amenities
- Pedestrian Management
- Temporary Structures
- Security and emergency Management
- Water Management
- First Aid and Public Health
- Risk Management Plan
- Alcohol Management including (liquor licensing)  
Power/Lighting, including efficiency measures
- Venue Management Plan/Park Management
- Waste Management, including waste minimisation and recycling

**Final approval will be issued via an Event Licence that will outline all terms and conditions of the agreement.**

## Part 8: Applicant Declaration

By signing this application, the Applicant:

- certifies that they are the Applicant or is authorised by the Applicant to make this application;
- certifies that the information in this application is true and correct;
- undertakes to promptly advise SOPA should there be any alterations or additions to the information supplied;
- acknowledges that if this application is approved, SOPA will enter into a Licence Agreement or Licence Permit with the Applicant, which will be subject to terms and conditions of use.

**Applicant full name:**

**Applicant signature:**

**Date:**

*Please email the completed application form to [enquiries@sopa.nsw.gov.au](mailto:enquiries@sopa.nsw.gov.au).*