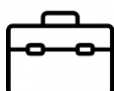


EVENT APPROVALS GUIDE

If you are organising an event in Dubbo you are obligated to ensure that the appropriate approvals and permits are sought for various intended activities. Approvals may be required regardless of whether the event is being held on Council land or private land. Council officers can assist event organiser's work through the various acts and regulations to ensure that all elements of the event comply with local government and state government requirements.

| Activity | Contact |
|---|---|
| If the event is being held at a venue not owned / operated by Western Plains Regional Council, have you checked that the location is zoned for the intended use? | Council's Planning Services Supervisor 6801 4673 |
| Are you proposing to use amplified sound? | |
| Are large numbers of crowds expected on public or private property | |
| If the event is being held on Council owned or operated land (public reserves / parks or recreation areas), have you checked that the location is zoned for the intended use? | Council's Managers Recreation Services 6801 4404 |
| If your event is being held at a Council owned venue? | Dubbo Regional Botanic Gardens 6801 4000 Dubbo Regional Theatre and Convention Centre 6801 4378 Old Dubbo Gaol 6801 4460 Western Plains Cultural Centre 6801 4444 |
| If your event is being held at a community facility (halls, girl guides, Victoria Park Number 1 Oval) | Council's Manager Recreation Services 6801 4404 |
| If your event is being held on private property | Council's Planning Services Supervisor 6801 4673 |
| Will you be erecting temporary structures (eg marquees) or signs? | Council's Building Services Supervisor 6801 4657 |
| Will there be entertainment at your event? | |
| Will there be amusement rides at your event? | |
| Will there be fireworks / bon fires at your event? | Council's Environment and Health Supervisor 6801 4636 |
| Are you selling drinks and food at your event? | |
| Will there be amplified live or recorded music at your event? | |
| Do you require full or part road closure? Will there be any disruption to traffic? | Council's Traffic Engineer 6801 4930 |
| Do you want to organise a street parade or gathering of people on a road? | |



Not sure where to start? We are here to help.

Contact Lana Willetts on 6801 4000 to discuss your event or arrange a meeting.