

Appendix A: Approvals

Area	Approval/Licence required from	Contact details	Minimum deadline	Also see
<p>Copyright—a licence will be required to use pre-recorded or live music, a recording or music video. Licences are also required if you exhibit motion pictures containing sound recordings. Note that a PPCA licence is not required if ONLY live music is performed.</p> <p>In most instances, copyright approval will also need to be sought for use of images in posters and advertising materials.</p>	Australasian Performing Right Association	Ph: 1300 852 388 Website: www.apra.com.au/music-users	72 hours before event	<p>Section 13</p> <p><i>Australasian Performing Right Association and Phonographic Performance Company of Australia in Section 4.2</i></p>
	Phonographic Performance Company of Australia (PPCA) or the various individual copyright owners e.g. record companies	Ph: (02) 8569 1111 Website: www.pcca.com.au/licensing.htm		
	Copyright holder (e.g. author, photographer, organisation, agency) or the Copyright Agency Ltd (CAL)	Copyright holder, if known or CAL: (02) 9394 7600 Website: www.copyright.com.au		
<p>Building of structures—including stages, amusement rides, etc. may require a building/development application and/or sign-off by a structural engineer</p>	Local council and venues	Contact the local council or venue	Timeframes will vary. Check with the local council or venue	Section 4.1
<p>Children—a Prohibited Employment Declaration form signed by all staff/volunteers/contractors in child-related employment</p>	NSW Commission for Young People	Ph: (02) 9286 7276 Website: www.kids.nsw.gov.au/check/intro.html	As soon as practicable before the event	<i>Child Protection (Prohibited Employment) Act 1998</i>
<p>Fundraising—e.g. raffles, chocolate wheels, collecting donations. Conditions usually apply.</p>	Department of Gaming and Racing—Office of Charities	Ph: (02) 9995 0666 Website: www.dgr.nsw.gov.au and select “Charities” and then select <i>What is a fundraising appeal</i>	72 hours before event	Section 4.2 Section 14

Landholders —approval is needed to hold an event in national parks and reserves or on crown land or government-owned land	Varies—check the landholder for the area where you want to hold your event	Various	Before you begin planning the event	Section 4
Liquor —a licence will be required to sell alcohol at an event	Department of Gaming and Racing—Licensing Court of NSW	Ph: (02) 9995 0816 or 0767 Website: www.dgr.nsw.gov.au and select “Publications” and then select the relevant fact sheet	Four to eight weeks, depending on the type of licence applied for	Section 4.2 Section 6.8
Signage —council or venue owner/ landholder permission could be required prior to erecting signage at your event	Local council or venue owner/ landholder	Will vary	Will vary	Section 4.1 Section 6.7
Staging event —may require consent from the local council or landholder to hold the event	Local council/ landholder	Contact the local council/ landholder Resource document available at www.dlg.nsw.gov.au Go to “Local Government Circulars to Councils”, then find circular number 97-65 under the index for “Circulars 1997”	Four month minimum but check with the local council	Section 4.1
Traffic management —if traffic disruption is expected, you will be required to submit a transport management plan to the local council and the RTA and you may be required to apply for a Road Occupancy Licence	Roads and Traffic Authority	Ph: 13 17 82 Website: www.rta.nsw.gov.au Click on “Traffic Information”, then “Special events guide” under “Popular downloads”	Recommended at least six months before the event—check with the local council. Depending on the scale of the event, more than 12 months’ notice could be needed.	Section 4.1 <i>Roads and Traffic Authority in Section 4.2</i> Section 10
	Local council	Contact the local council. Liaise with the landowner.		
Waste management —a plan showing how you will handle waste may be required for approval to stage event	Local council/ landholder	Contact the local council	Check with the local council	Section 9.3
Water events —to conduct an event on NSW waterways an aquatic licence may be required.	NSW Maritime Authority	Ph: (02) 9563 8504 Website: www.maritime.nsw.gov.au/aquatic.html	Six weeks before event	<i>NSW Maritime Authority</i> Section 4.2