

# Events & Festivals on Council Land

## Who should read this guide?

Anyone who wishes to install a new structure or use an existing structure on Council land for use in an event or festival, particularly on Council's Park Lands (for more than 30 days).

A number of events and festivals are held within the City of Adelaide throughout the year. Many of these events require the installation of buildings and structures on Council land, which requires a permit from the City of Adelaide Events Management Team through the event approval process.

In addition to this, Development Approval may be required to place buildings or structures on the land where the event is to be held.

## Development Approval Exemptions

Buildings, including stages, may be exempt and not require Development Approval when they:

- will not remain on the site for more than 30 days (this includes bump-in and out time); **AND**
- are being erected for the use of Council, or for some other *public or community purpose*\* approved by Council (via the City of Adelaide Events Management team); **AND**
- meet the requirements of Council's 'Structures on Council Land' requirements (see Council's 'Temporary Structures – A Guide for Hire Companies' brochure); **AND**
- do not carry any advertising material.

*\*As the term 'public and community purpose' is open to interpretation, it is recommended that any proposal that meets the other two criteria is discussed with Council's Development Assessment team to determine whether a Development Application is required.*

In all other cases, a Development Application will need to be submitted.

## Development Application Requirements

Lodge your Development Application online at: [cityofadelaide.com.au/da](http://cityofadelaide.com.au/da) with the following:

- A lodgement fee is required at the time of lodging your application online. Council will invoice you for any other required fees.
- A site plan showing the proposed location of the structure/s on the site at a scale of no more than 1:100
- A plan and elevations of the structure (i.e. height, width) at a scale of no more than 1:100
- The proposed method of fixing the structure to the site e.g. fixing the structure to the ground
- Details and nature of the event including the period and hours of operation, patron numbers and the type of entertainment proposed (i.e. background or live music)
- Details of any signage – please refer to Council's 'Signage for Events' Development Information Guide for further information.
- Evidence of landlord consent from Council's delegate

## Further Information

For more information about your proposed event please contact Council's Events team on **08 8203 7203**.

If you would like to discuss the temporary use of a building (on private land) for an event, please contact Council's Development Assessment team on **08 8203 7185** or [d.planner@cityofadelaide.com.au](mailto:d.planner@cityofadelaide.com.au) to discuss a 'Change of Use' application.