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Holding an event in Canberra

Access Canberra
Event Coordination Guide





Who is this for?

Aims to inform and assist event organisers and promoters of the approvals that may be required in the ACT when hosting a public event. The guide has been created to assist with understanding the requirements and considerations for holding a public event in the ACT.

The intended audience for this document is interstate/international event organisers, as well as new event organisers within the ACT.





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Who do I contact?

Making an Enquiry

If you are looking at booking a public event in the ACT, you can start by completing an online enquiry form:

<https://www.accesscanberra.act.gov.au/business-and-work/hospitality-liquor-and-gaming/holding-an-event-in-the-act>.

Organising the Event and Need Assistance

Event Coordination and Business Assist

- Access Canberra, Event Coordination and Business Assist help coordinate the range of approvals required for public events and business proposals. Their goal is to make the approval process as simple as possible, by communicating and coordinating with regulators about the approvals, and offering a single point of contact through a case management function whilst keeping event organisers and businesses informed on the progress of approvals. An event organiser should contact Event Coordination and Business Assist if they require assistance in navigating the required approvals for a public event in the ACT.
- Event Coordination and Business Assist can be contacted on (02) 6205 4400 or email ACEvents@act.gov.au.

Events ACT

- Events ACT is responsible for planning, marketing and delivering a quality suite of events for the city which provide strategic economic, community and social benefits. This event portfolio includes:
 - Australia Day Celebration
 - Reconciliation Day
 - Floriade and Floriade NightFest
 - The Enlighten Festival – Incorporating Illuminations, Lights! Canberra! Action!, Canberra Day, Symphony in the Park and the Canberra Balloon Spectacular
 - The Canberra Nara Candle Festival
 - Winter Innovation
 - Windows to the World
 - New Year's in the City
- The Event Development team, which sits within Events ACT can provide event organisers with advice around venue selection, event timing, promotion, and funding opportunities.
- Contact Events ACT on (02) 6205 0666 or email events@act.gov.au.

VisitCanberra

- VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy.
- For more information regarding VisitCanberra, contact (02) 6205 0666 or visit <https://visitcanberra.com.au/>.

The Canberra Convention Bureau

- The Canberra Convention Bureau is not-for-profit free service that is offered to assist event organisers with planning and preparation for meetings and conferences. They can assist with:
 - Venue selection, Finding accommodation and Entertainment.
- For more information contact (02) 6263 5300 or visit <http://www.canberraconvention.com.au/>.

Where are you having the event?



Booking Land

Determine Land Use

If you are looking to book a venue within the ACT for an event, first you must determine what land you wish to use and whose approval you will need to use that land. To help determine which area manages the space you want to use, you can use the following options:

- ACTmapi – ACTmapi is a convenient tool to use to determine who manages a specific location. Navigate to the ‘Land Custodian’ section and when an area is selected on the map, it will show details regarding the block and section, including who manages the land. To visit ACTmapi: <http://www.actmapi.act.gov.au/>.
- Contact Access Canberra – For assistance in determining who manages the space you want to use, contact Event Coordination and Business Assists on (02) 6205 4400 or email ACEvents@act.gov.au.

Public Unleased Land – Transport Canberra & City Services (TCCS)

If you wish to have an event or activity on unleased land that involves many people or the placement of infrastructure (objects, structures or marquees) you will need to complete an application form. Some of the locations that are considered Public Unleased Land include:

- Garema Place
- Haig Park
- Glebe Park
- City Walk
- Civic Square
- Lennox Gardens
- Weston Park
- Black Mountain Peninsula

Locations that have been listed may also be considered [National Capital Authority \(NCA\) Designated Land](#) and further approval from NCA may be required.

→ What do I need to do?

- To book Public Unleased Land, you will need to complete an application online at: <https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1030>.
- Further [supporting documents](#) may also be required.

National Land – National Capital Authority (NCA)

The [National Capital Authority](#) (NCA) manages open space event venues located on national land. These include:

- Commonwealth Park
- Rond Terrace
- Kings Park
- Anzac Parade
- Lake Burley Griffin
- Aspen Island (Carillon)
- Old Parliament House
- Regatta Point
- Patrick White Lawns

→What do I need to do?

- NCA approvals are managed on a case-by-case basis. For further information on the required process, please contact the NCA Events Team on (02) 6272 2901 or email events@nca.gov.au.
- For further information regarding NCA and Designated Land, visit <https://www.nca.gov.au/events/venue-hire>.

Designated Land – National Capital Authority (NCA)

Designated Land is managed by ACT Government, however, for any structures associated with an event, an NCA Works Approval is required. Some designated areas include:

- Weston Park
- Lennox Gardens
- Black Mountain Peninsula
- Civic Square
- Ainslie Place
- City Hill
- For further examples, please visit:

<https://www.nca.gov.au/planning-heritage/about-planning-act/designated-areas>.

→What do I need to do?

- NCA approvals are managed on a case-by-case basis. For further information on the required process, please contact the NCA Events Team on (02) 6272 2901 or email events@nca.gov.au.
- For further information regarding NCA and Designated Land, visit <https://www.nca.gov.au/events/venue-hire>.

Road Use

Temporary Traffic Management (TTM) Plan

- A TTM plan is required when changes are made to a road, path, or road related area. TTM plans demonstrate the authorisation to install, display, change or remove traffic control devices. All TTM plans must be prepared by a Qualified Person or Traffic Consultant. Specifically, these changes could include:
 - Road closures
 - Changes to the road network
 - Changes to road conditions (speed, stop/go, etc.)
- If the event is being held by a charitable or community organisation, Roads ACT will cover the costs of the design and production of the TTM plan (not the implementation of the TTM).

→What do I need to do?

- Once a TTM plan has been drafted, it must be authorised/approved by Roads ACT for the relevant dates and times prior to implementation. Submissions can be made by the event organiser or the Traffic Consultant via the Survey 123 portal. The following link provides a step by step guide on how to access and submit applications via the Survey 123 portal, http://www.tccs.act.gov.au/_data/assets/pdf_file/0017/1255022/Public-TTM-documentation.pdf.
- The TTM plan will need to be implemented on the approved dates and times by an authorised temporary traffic management company or appropriately trained person/s. The cost for implementation of the TTM plan will need to be covered by the event organiser.

Minor Temporary Traffic Management (TTM) Plan

- A Minor TTM plan is required for small changes to traffic conditions. Such as:
 - Implementation of minimal road related signage
 - Use of a car parking space
 - Access to pedestrian only areas

→What do I need to do?

- To apply for authorisation of a Minor TTM plan, you will need to complete an application online at: https://www.cityservices.act.gov.au/data/assets/pdf_file/0018/2322270/Application-for-authorisation-of-Minor-Temporary-Traffic-plan.pdf.
- An aerial image of good quality depicting the proposal relevant to the application must be included with the Minor TTM application.
- An application for minor TTM plan authorisation should be submitted a minimum of 10 working days prior to the commencement date.

Venue Hire

There are many venues in Canberra available for public events, in most cases you will need to contact the venue directly to make an enquiry. Venues available include:

- Canberra Museum & Gallery
 - (02) 6207 2662
 - cmag.venuehire@act.gov.au
- Australian War Memorial
 - (02) 6262 9752
 - awmfunctions@trippaswhitegroup.com.au
- National Museum of Australia
 - (02) 6208 5179
 - venuehire@nma.gov.au
- Canberra Theatre Centre
 - (02) 6275 2700
 - venuehire@canberratheatrecentre.com.au
- Australian National Botanical Gardens
 - 0418 492 450
 - venues@anbg.gov.au
- National Gallery of Australia
 - (02) 6240 6711
 - events@nga.gov.au
- National Portrait Gallery
 - (02) 6102 7010
 - npgevents@npg.gov.au

ACT Property Group – The following venues are managed through ACT Property Group. They also have individual contact information:

- Albert Hall
 - (02) 6213 0700
 - alberthall@act.gov.au
 - Former Transport Depot
 - (02) 6213 0700
 - formertransportdepot@act.gov.au
 - Fitters Workshop
 - (02) 6213 0700
 - fittersworkshop@act.gov.au
 - Yarralumla Woolshed
 - (02) 6213 0700
 - yarralumlawoolshed@act.gov.au
- For further information on ACT Property Group, please visit <https://www.treasury.act.gov.au/act-property-group>.

Venues Canberra – The following venues are managed through Venues Canberra. They also have individual contact information:

- **Exhibition Park In Canberra**
 - (02) 6205 5230
 - infoepic@act.gov.au
- **Manuka Oval**
 - (02) 6228 0304
 - info@manukaoval.com.au
- **Stromlo Forest Park**
 - (02) 6256 6700
 - info@stromloforestpark.com.au
 - <http://www.stromloforestpark.com.au/bookings-events/make-a-booking>
- **GIO Stadium**
 - (02) 6256 6700
 - info@giostadiumcanberra.com.au
- **Arboretum**
 - (02) 6207 8484
 - arboretum@act.gov.au

Sports and Recreation – Sports and Recreation manage sports grounds around the ACT. Booking sports grounds can be done through the following:

- By phoning the Booking and Support Officer (02) 6207 5141
- For further information regarding sports grounds, visit the website: <https://actsportsgrounds.act.gov.au/home>.

Private

- The event organiser may choose to host a public event on private land. This could include:
 - Community Halls
 - Leased Land
 - In this instance, the event organiser should contact the private venue directly to make arrangements.

Considerations for Land Use or Venue Hire

Supporting documentation

Potential supporting documentation to support a land or road closure application can include:

- **Site Map** – A map of the area you are planning on using, along with any infrastructure you are planning to erect on the land (marquees, BBQs, staging etc.).
- **Risk Management Plan** – This document must cover all predictable hazards/risks and mitigation processes
- **Waste Management Plan** – A basic document outlining how you intend to dispose of any waste
- **Public Liability Insurance** – A current certificate of currency. Cover is usually required for \$20 million.

Fees

It is important to take into consideration the potential fees that can be associated with an event. Fees are charged for most commercial activities on public and national land. Fees are determined depending on the nature of the event and the specific location.

Bond

A bond may be required for land usage. This can cover potential damage to the event site, such as any damage to irrigated land. This requirement is assessed on case-by-case basis.

Temporary Structures

All large structures will require structural sign off by a competent person. The *competent person* may be required to provide a written document to substantiate that the structures have been installed/constructed in accordance with the instructions or design specifications. Event inspections may occur if deemed necessary. Different structures may include:

- Marquees
 - Stages
 - Lighting
 - Stadium Seating
 - Rides/Amusement Devices.
- Some rides; those that are of a mechanical nature require plant registration. Plant registration is a national scheme so if any of the rides are plant registered interstate these are also compliant in the ACT
 - Examples of amusement devices that must be registered include:
 - > most powered and non-powered (manually operated) mechanical devices
 - > inflatable devices (continuously blown) with a platform height of 3 metres or more
 - > climbing walls
 - > giant slides
 - > go-karts/dodgem cars
 - > high ropes courses, bridge swinging, bungee jumping.

A *competent person* means a person who has acquired through training qualifications or experience the knowledge and skills to carry out the task. Examples include those who hold the required training and qualifications and the required certification or license, including appropriate insurance to substantiate the assessment, such as a building certifier. When in question, persons may seek prior approval for eligibility from an Access Canberra Construction Occupation Licensing Assessment Officer.

Waste Management

If a business is collecting and transporting waste from the event, it is a requirement that they need to be registered as a Waste Transporter under the Waste Management and Resource Recovery Act 2016. If the business is not registered, applications can be made at <https://tccsact.my.site.com/wasteLicenseRegistrationApplication/s/>.

Sustainability and Recycling

A range of free advice, signage and equipment is available through the Sustainable Event Program to help make your event more sustainable. All public events in the ACT can access the program. Contact the Sustainable Event Team at SustainableEventProgram@act.gov.au for assistance.

Crowd Control/Crowded Places Assessment

Event organisers play a key role on planning the security for their event and ensuring that their emergency procedures are robust to respond effectively to an attack or any other emergency incident.

Event organisers may want to consider potential risks relating to crowded places in their risk assessment, as well as complete the Crowded Places Self-Assessment and Security Audit Tool at, <https://www.nationalsecurity.gov.au/protect-your-business/crowded-places/overview/self-assessment-tool>.

Consultation Requirements

It is best practice to consult with surrounding businesses and residences for a public event. In some instances, evidence of consultation may be required prior to approval being issued. Consultation can take many different forms; one idea is a letter to surrounding residents and business detailing what you are planning and who to contact if they have any concerns.



When are you doing it?

Timeframes

Depending on the types of approvals, size and nature of your event you will need to allow enough time prior to your event so you can obtain all relevant approvals and meet any notification timeframes. For example, an Environmental Authorisation has a mandatory 15 working day public notification period and road closures require a mandatory 7 day notification period, these timeframes do not include application processing times.

What are you doing?

Having Liquor?

Liquor Permit

If liquor is going to be sold or supplied at the event, then you will need to ensure the trader supplying the liquor, applies for a liquor permit. There are two types of permits which can be applied for:

- **Commercial permit** – authorises the sale of liquor for consumption at or off a single permitted premises, of a retail value not exceeding a stated value, at a stated event during permitted times.
- **Non-commercial permit** – authorises a **not-for-profit organisation** to sell liquor for consumption at or off a single permitted premises, of a retail value not exceeding a stated value, during the permitted times. An event may be nominated.

→What do I need to do?

- Forms can be completed and submitted online via the following link:
<https://www.accesscanberra.act.gov.au/business-and-work/hospitality-liquor-and-gaming/liquor-permits>.
- > Permit costs are outlined in the table below each form.
- In addition to this, you will need to provide:
 - > A permission letter from the land custodian or lease holder of the event location.
 - > A site map (event footprint) of the area which you would like permitted for liquor sale and consumption.

If the applicant requires a commercial liquor permit, a Risk Assessment Management Plan (RAMP) specific to liquor will also need to be completed online via this link: [Liquor - Risk Assessment Management Plan \(RAMP\) - New Application \(act.gov.au\)](#).

→Considerations

- Responsible Service of Alcohol (RSA)
 - > Who needs an RSA certificate?
 - o Liquor permit holders
 - o Each person employed to supply liquor at a permitted event.
 - o Each security guard working as a crowd controller at a permitted event.
 - > Are interstate RSA certificates accepted? Yes, if the certificate states;
 - o A persons satisfactory completion of the course, date of course completion; and date of certificate expiry.

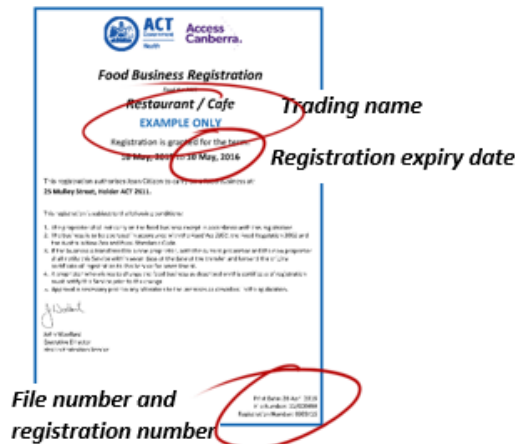
Having Food?

ACT Health – Food Requirements

When engaging food stall holders, it is the event organisers responsibility to ensure that all food and liquor vendors have a valid food business registration, licence or notification to trade.

To ensure vendors have a valid registration you must obtain a copy of their current/ in-date local council or state authority food registration or permit certificate, or acknowledgement of notification.

Please see the below example of an ACT Health food business registration certificate (note that a market stall or mobile food vehicle registration would clearly be identified on the certificate).



All food and liquor vendors must hold a valid market stall or mobile food vehicle food business registration in the ACT unless they fall within one of the following exemption provisions:

- Operates a food or liquor business no more than five (5) times a year, where each time is no longer than 3 days and the food sold is non-potentially hazardous unpackaged food* (e.g. plain scones, liquor, biscuits, muffins, whole fruit).
- Only sells food straight after thorough cooking for immediate consumption (e.g. barbeque stall).
- Handles or sells food in or from a food transport vehicle that is registered in another state or territory (e.g. a food van registered in NSW).
- A food business conducted by a non-profit community organisation, run by volunteers for the purpose of fundraising.

**The provision of non-potentially hazardous food and drink tastings and the pouring of liquor is sale of unpackaged food. Where a business providing either of these services operates more than three (3) days in a row or more than five (5) times a year they must hold a valid food business registration.*

→ → What do I need to do?

- Provide a list of all food and liquor vendors to ACT Health (via Access Canberra’s Event Coordination and Business Assist team) detailing, for each vendor: the registered business name, primary contact details (name and phone number) type of food for sale, and a copy of their current/in-date food business registration at least 10 business days prior to the event.
- Ensure all food and liquor vendors have valid registrations or are exempt. If a vendor cannot demonstrate a valid in-date food business registration or notification do not allow the vendor to trade at your event.
- If a business needs to obtain registration, the proprietor will need to contact ACT Health at HPS@act.gov.au or on (02) 5124 9700.
- There is a minimum ten business day timeframe for processing food business registration applications. A fitout assessment and application may also be required. Please note this timeframe to ensure all food business registrations are finalised before the planned event.
- Ensure all registered and exempt food and liquor vendors are aware of the [Food safety requirements for temporary food stalls](#). Please note that individual and dedicated hand wash facilities supplied with running water, soap and single use towels are always required where a vendor sells unpackaged food.

- Depending on the type of food businesses trading at your event you may be requested to distribute additional food safety information and facilitate vendors to meet their food stall set-up requirements. ACT Health may contact you or your vendors directly to discuss food safety requirements.
- Inform all food and liquor vendors that ACT Health may conduct routine food safety inspections at any time during the event.
- If your event is a Declared event please see the [ACT Health Selling food at events website](#).

Using Electrical Equipment?

The *Work Health and Safety Regulation 2011* states that ‘a person conducting a business or undertaking at a workplace must ensure that electrical equipment is regularly inspected and tested by a *competent person* ...’

A *competent person* means a person who has acquired through training, qualifications or experience the knowledge and skills to carry out the task. Examples of training and qualifications include those who hold an electrician’s licence, or those who have done a test and tagging training course.

Using Hazardous Substances or Fireworks?

It is illegal to operate fireworks in the ACT without a permit.

→What do I need to do?

- To have Fireworks at an event, an application needs to be submitted by the Fireworks provider here: <https://www.worksafe.act.gov.au/licensing-and-registration/fireworks-permits>
- A Fire Permit will also be required. An application must be made to ACT Fire & Rescue (ACTF&R) and will be assessed accordingly. You can apply for a fire permit by contacting ACTF&R on (02) 6207 8472 or emailing actf&risk&planning@act.gov.au
- For further information regarding fires and fire permits in the ACT, visit: <http://esa.act.gov.au/community-information/bushfires/fire-permits/>
- For more information on hazardous substances, and to download the relevant permit application forms, visit: <https://www.worksafe.act.gov.au/health-and-safety-portal/safety-topics/dangerous-goods-and-hazardous-substances>

→Considerations

- When engaging a Fireworks company it is important to check that they hold a current ACT Display Operator’s Licence.

Using Fire?

If there is going to be fire used at the event, you may require a Fire Permit. Each event will be assessed by ACT Fire and Rescue (ACTF&R) to determine if a Fire Permit is required.

→What do I need to do?

- You can apply for a Fire Permit by contacting ACTF&R on (02) 6207 8472 or emailing actf&risk&planning@act.gov.au
- For further information regarding fires and fire permits in the ACT, visit <http://esa.act.gov.au/community-information/bushfires/fire-permits/>

→Considerations

- If engaging a fire services provider ensure they are approved under the *Emergency Services Act 2004*.

Organising a ‘Welcome to Country’ ceremony

The ACT Government acknowledges the Ngunnawal people as the traditional custodians of the ACT and surrounding areas.

The ACT government encourages organisations and departments to invite a Traditional Custodian to do a ‘Welcome to Country’ at the opening of a meeting, launch, special event, or official function.

→What do I need to do?

- For further information regarding ‘Welcome to Country’ ceremonies in the ACT, visit https://www.communityservices.act.gov.au/atsia/welcome_to_country
- Questions should be directed to the ACT Office for Aboriginal and Torres Strait Islander Affairs on (02) 6207 9784 or by email on oatsia@act.gov.au.

Are Emergency Services required?

If the Event organiser requires Emergency Services at the event, the relevant agency needs to be contacted to arrange this:

Australia Federal Police (AFP)

To arrange for the AFP to attend an event, complete an application through here: <https://forms.afp.gov.au/act/request/application-for-police-services-for-an-event>.

ACT Ambulance Service

To request ACT Ambulance services to attend an event, email AmbulanceEvents@act.gov.au or call (02) 6207 9986.

→Considerations

- A fee for service may be required should Emergency Services be utilised at the event. Each agency can provide a quote on request.

Providing additional public transport?

If the Event Organiser requires additional public transport services for the event, the relevant agency needs to be contacted to arrange this:

Charter Buses – Transport Canberra & City Services (TCCS)

TCCS buses are available for private charter to functions, special events and sporting games.

To charter a bus to your next event please review the terms and conditions and then complete and submit the ‘charter request form’ available on the Charter services page: <https://www.transport.act.gov.au/about-us/group-travel>

→Considerations

- A fee for service may be required should you require public transport services at the event. A quote can be provided on request.
- Requests must be received at least **ten working days** in advance of your required charter date.

Light Rail

If you require additional or amended light rail services for your event, contact the Transport Canberra Light Rail (TCLR) team on TCCS.LROperations@act.gov.au

→ Considerations

- TCLR Operations team must be advised 6 months in advance of an anticipated Special Event to review and request the necessary changes that may apply to the Light Rail Services.
- A fee for service may be required should you require public transport services at the event.

Having a Concert or Loud Music or Performances?

Noise Zone Restrictions








Event organisers will need to ensure they comply with the noise zone restrictions of the area the event is held. It is advised that it also be included in the event risk management plan how the event organiser intends to monitor noise levels.

Location	dB(A)	Mon	Tues	Wed	Thu	Fri and Sat	Sun and public holidays	
Civic centre and town centres (Belconnen, Gungahlin, Tuggeranong and Woden)	Day	60				7am - 10pm	7am - 12am	8am - 10pm
	Night	50						
Group centres such as Dickson, Kippax, Kingston, and Erindale	Day	55				7am - 10pm	7am - 11pm	8am - 10pm
	Night	45						
Smaller local centres such as Griffith, Lyneham, Farrer, Richardson and Evatt	Day	50					7am - 10pm	8am - 10pm
	Night	35						
Residential areas	Day	45					7am - 10pm	8am - 10pm
	Night	35						

→ What do I need to do?

- It may be a requirement for the event organiser to apply for Environmental Authorisation for the event. An Environmental Authorisation will only be required if the event meets **both** of the following requirements:
 - > Outdoor concert or entertainment using amplified equipment.
 - > Where the venue has the capacity to hold more than 2,000 people.
- For more information regarding noise, visit: <https://www.accesscanberra.act.gov.au/noise-management/noise-standards>.

Noise Comparison Guide

	Sound Level (dB)		Sound Level (dB)		Sound Level (dB)
	100dB Angle grinder		60dB Vacuum cleaner		30dB Leaves rustling
	90dB Food blender		50dB Washing machine		
	70dB Lawn mower		40dB Library		

Hosting a Rally or having a race on the road?

Disallowable Instruments – To have a rally or car racing event, a disallowable instrument may need to be implemented. Disallowing specific road transport legislation which allows the race/rally to occur may include:

- Driver licensing
- Safety and traffic management (speed limits, Australian Road Rules)
- Third party insurance (enabling another third-party insurance provider to take over responsibility)
- Vehicle registration.

→What do I need to do?

- Contact Access Canberra, Event Coordination and Business Assist, (02) 6205 4400 or at ACEvents@act.gov.au.
- Provide required documentation. There is specific documentation required for this process, including:
 - > Course Maps (indicating specific areas/roads to be used including any special stage events)
 - > Dates and times
 - > Insurance
 - > Event overview, including details:
 - Emergency Management including Medical and Fire Services
 - Waste Management
 - Stakeholder consultation plan.

→Considerations

- Event organisers should identify possible contingency date/s and any media/corporate events, which will also require disallowing of road transport legislation.
- It may be a requirement for the event organiser to apply for an Environmental Authorisation for the event. An Environmental Authorisation will only be required if the event is considered a motor racing event.

Working with Children/Disabled/Elderly Persons?

Working with Vulnerable People

The Working with Vulnerable People (WWVP) Act requires those who work or volunteer with vulnerable people in specific regulated activities to hold a current WWVP registration.

→What do I need to do?

- If your event requires staff to hold a WWVP registration, each individual will need to apply through the website: <https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people>.

→Considerations

- Interstate qualifications may be accepted in the ACT for up to 28 days, except where an overnight camp is taking place.

Using Contractors/Licensed Professionals?

Licensed Contractors –The following roles must be completed by contractors or persons that are licensed or registered in the ACT:

- Traffic Management companies
- Gas/Plumbing/Electrical
- Security
- Waste Management.

Hosting a Fundraising Event?

If the event organiser is looking at hosting a fundraising event, they may need to apply for a Charitable Collections License if they are raising funds in excess of \$15,000 for a charity organisation.

→What do I need to do?

- For more information regarding Charitable Collections, visit: <https://www.accesscanberra.act.gov.au/business-and-work/associations-co-ops-and-charities/charitable-collection-licences>.

Having a Raffle?

If an event organiser is considering having a raffle at an event in the ACT where the total prize pool value exceeds \$2,500, they may be required to obtain a Permit to Conduct a Raffle.

→What do I need to do?

- To apply for a permit, please visit: <https://www.accesscanberra.act.gov.au/business-and-work/hospitality-liquor-and-gaming/gambling-and-gaming>.

→Considerations

- Generally, a raffle conducted or advertised in the ACT must be approved before the lottery can be advertised or conducted in the ACT.
- A permit is not required where the total prize value of the raffle does not exceed \$2,500.

Applying for a Grant?

There are several ACT Government grant opportunities that event organisers can apply for in the ACT.

Where can I apply?

For more information regarding Grants in the ACT, visit: <https://www.grants.act.gov.au/>

• Events ACT

- The ACT Event Fund has been established as a key mechanism for stimulating and fostering a range of positive economic, social and community outcomes for the Canberra region through the festivals and events sector. For details about the fund visit: <https://events.canberra.com.au/event-organisers/funding-and-grants>

• City Renewal Authority

- For any events in the City Precinct, the City Renewal Authority offer grant opportunities to event organisers. For more information regarding City Renewal Authority grants, visit: <https://www.act.gov.au/cityrenewal/get-involved/grantsandsponsorship>.



Who do I need to talk to?

Handy Contacts

Access Canberra

Event Coordination and Business Assist	(02) 6205 4400	ACEvents@act.gov.au
Liquor Licensing	(02) 6207 2343	liquor@act.gov.au
Environment Protection Authority (EPA)	132 281	Environment.Protection@act.gov.au

Transport Canberra & City Services (TCCS)

Public Land Use Team	(02) 6205 8794	tccs.publiclanduse@act.gov.au
ACTION Charter	(02) 6207 8002	ACTIONCharter@act.gov.au
Light Rail Operations Team	(02) 6205 2425	TCCS.LROperations@act.gov.au

National Capital Authority (NCA)

NCA Events Team	(02) 6272 2901	events@nca.gov.au
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Chief Minister, Treasury & Economic Development Directorate (CMTEDD)

Events ACT	(02) 6205 0666	events@act.gov.au
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ACT Policing

ACT Emergency Management & Planning		ACT-EM&P@afp.gov.au
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Emergency Services Agency

Emergency Management		ESAEventPlanning@act.gov.au
ACT Ambulance Service	(02) 6207 9980	ambulanceevents@act.gov.au
ACT Fire & Rescue	(02) 6207 8472	actf&risk&planning@act.gov.au
ACT State Emergency Service	(02) 6207 8451	ses@act.gov.au

ACT Health

Health Protection Services	(02) 6205 1700	hps@act.gov.au
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WorkSafe ACT

WorkSafe ACT	132 281	worksafe@act.gov.au
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Access
Canberra.

