



# REQUIREMENTS OF THE LICENCE AGREEMENT

Sydney Harbour Federation Trust | Scope of works: Operational plans annexed in the licence agreement







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## Site plan

A *site plan* is required to demonstrate the area the activity is being held on and every element of infrastructure you plan to put on or use at the activity site.

### Depending on the nature of the activity, a *site plan* should include:

- Boundaries, including entry and exit points
- All sets or staging areas, including lighting and sound control structures
- Back of house areas, including green rooms, storage and amenities
- Catering areas and layout
- Location of temporary structures
- Unit base location and parking for essential vehicles
- Vehicle access paths
- Pedestrian access paths, complying with emergency egress requirements
- Location of site services being accessed
- Location of generators

### Access to site services

- Describe your service requirements for each location and how they will be met.

Please include any proposed changes to existing services. All modifications will be at the venue user's expense and requires prior authorisation from the Harbour Trust.

Basic site plans showing built-in service connections can be provided, however, the Harbour Trust cannot guarantee their accuracy. It is the venue user's responsibility to ensure that all service requirements can be met prior to the commencement of the activity.

All service requests must be received by the Harbour Trust at least two weeks prior to site access.

Check CAD folder on S:Drive for current site plans  
Cockatoo Island: Asset maps (PL, NA, EA, SA), CI and Woolwich, Woolwich  
North Head: Asset map, Building 1, Building 17

## Schedule

Please submit a **schedule** detailing the following (where applicable):

- a. Bump in/out schedule
  - Operating hours and access times
  - Key delivery schedule for suppliers
  - Sound checks/rehearsal times
  - Construction plan
  
- b. If *event runsheet* please provide:
  - i. Key contacts
  - ii. Event timings/action details
  - iii. Entertainment schedule
  
- b. If *filming schedule* please provide:
  - Unit arrival time
  - Location access
  - Crew call
  - Any location moves on the day (plus vehicle movements)
  - Scheduled wrap
  - Overtime provision
  - Wrap out time
  - Key contacts

## Art department brief (applicable to filming productions)

Please submit an outline of all art department dressing plans to the Harbour Trust. This must include all set decoration plans and any request to modify an existing structure or surface. There must be no fixing, drilling, painting or altering of any Harbour Trust property without prior consent.

The proposed changes must not compromise the heritage significance of the site. You may be required to undertake 'tests' to demonstrate to the Trust that all proposed changes are fully reversible. This may be documented with digital media, or in the presence of a Heritage Officer. The tests must consider all environmental factors that may contribute to an adverse effect or impact on the site.

It is imperative that the licence area is returned to the Harbour Trust in the same condition that it was found.

**The brief must include:**

- Detailed plans on the installation of all sets and temporary structures. This may include the submission of technical drawings, manufacturers specifications and engineering certificates and an outline of the construction methodology
- The demolition of any building or structure
- Location of temporary hoardings, fences and awnings between the work site and public areas potentially affected by the works
- The method of attachment for any item affixed to a building or structural surface. This includes all signage and artwork, hanging of curtains or screens, as well as plans cover any fixture or fitting. The use of removable 3M adhesive may be permitted on a case by case basis only.
- The removal of any fixtures or fittings, including plans for storage plans and reinstatement
- Plans to paint over any surface (including any previously unpainted surface) or the removal of paint
- Plans to clean or polish any surface, including location, surface type and methodology i.e. low pressure water spray, soft natural bristle brushes, mild cleaning agent or non-suction polisher
- Plans to patch repair any defective building fabric or surface
- Use of any SFX equipment or requested access to services, i.e. wet downs, rain machines
- All protective measures, i.e. the use of protective matting, felt floor protectors

Check CAD folder on S:Drive for current site plans  
Cockatoo Island: Naval Store, Industrial Precinct  
North Head: Building 1, Building 17, Tunnels

**Risk management/safety plan**

Refer to **event safety guidelines**.

Risk Assessment Template to be provided

Please ensure that any activity ticked in Part F: Special Considerations or Requirements of the Film and Photography Licence Application Form is covered in the Risk Assessment



## Security plan

You are required to develop a *security plan* appropriate to the proposed activity. This may be read in consultation with the schedule and ERP.

Please note that the ratio of security is dependent on three factors: the nature of the event, the number of exit points and the number of people involved in the activity. Please ensure that the security plan reflects this.

### You may also wish to consider the following:

- Does the activity involve anything that may require an on-site security presence?
- Will overnight security be required for any unstaffed vehicles? Will security be in attendance before the last crew member leaves site?
- Will the locked building be considered adequate security for any props or equipment left inside overnight?
- Will the activity require a crew identification or ‘check-in’ procedure?
- Have you considered an access procedure? i.e. bag searches
- Does the activity warrant an increased presence of Harbour Trust security?
- Have you allocated one security person per 100 people?
- Have you positioned a security guard at each exit point, including fire egress?
- Have you accounted for the service of alcohol in your security plan? You must ensure that all alcoholic beverages stay within the licenced area.
- Have you considered the current climate of terrorism in the development of your security strategy? You may wish to refer to *Australia’s Strategy for Protecting Crowded Places from Terrorism* for further advice, please see the link below <https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx>

Harbour Trust security exists for the site and the visiting public. Any request for additional Harbour Trust security is to be arranged and supplied by the Venue Account Manager and will be provided at the venue user’s expense.

Additional Harbour Trust security costs	Fee
Non-public holiday periods	\$48 per hour per guard
Public holiday periods	\$83.60 per hour
Note: Prices include GST and there is a minimum 4 hour call out	



## Crowd management plan

Please pay attention to crowd dynamics when planning your activity. The *crowd management plan* must address the three main phases of crowd behaviour (ingress, circulation and egress) as well as event asset protection, crowd flow and restricted access control. You must identify both normal and emergency situations to provide a complete overview of the activity. Please notify the Harbour Trust if the use of signage or PA announcements are included in the plan.

## Pedestrian management plan

A *pedestrian management plan* will be required if the proposed activity may obscure normal sightlines or paths of travel around the site. Temporary directional signage should be posted to assist patrons in finding the other amenities, tour meeting points, restaurants and wharfs. Posted signage should also welcome visitors to the site and inform them about the activity. Any proposed signage must be approved by the Harbour Trust.

## Transport management plan

**The *transport management plan* should encompass all vehicle movements, including:**

- a. Traffic management plan (TMP)
- b. Traffic control plan (TCP)
- c. Barging schedule (template provided)
- d. Vehicle movement plan (VMP) (planned vehicle routes)
- e. Vehicle log
- f. Ferry schedule (private charter only, including plan for water taxis)
- g. Parking plan (additional to the site plan, if required only)

a. A Traffic Management Plan (TMP) is a comprehensive document that describes how vehicle movements will be safely carried out to reduce the impact on other road users, road infrastructure and pedestrian traffic. The TMP must demonstrate how you will safely conduct the Traffic Control Plan (TCP).

b. The Traffic Control Plan (TCP) is a diagram of the signs and devices in place to guide traffic around, past, or through the proposed activity. The TCP must detail the location, spacing and sizes of all signs and devices in place to manage the traffic conditions.

<https://www.saiglobal.com/pdftemp/previews/osh/as/as1000/1700/1742.3-2009.pdf>

Traffic Controllers: Traffic control must only be undertaken by persons who are qualified, authorised and have passed an accredited RTA training course.

c. Barging template to be provided.

d. Vehicle Movement Plan (VMP) — diagram showing the travel path for production vehicles when entering, leaving or crossing through a Trust site. May be combined with the TCP. Vehicles are only permitted on the designated access areas and roads to your work area.

### Internal reference material:

Traffic Management: Guide for Events

<https://www.safeworkaustralia.gov.au/system/files/documents/1703/traffic-management-guide-events.pdf>



### Entertainment brief (only when applicable)

An *entertainment brief* should include details of all entertainment scheduled throughout the duration of the activity. This includes the timing and location of all performances, musicians, DJ sets and speeches.

### Cleaning and waste management plan

The venue user is responsible for returning the licenced area to the Harbour Trust in the same condition as it was found. This must include the proper disposal of all waste material generated by the activity and the allocation of an appropriate cleaning service and schedule.

#### The *cleaning and waste management plan* should include:

- Name of cleaning provider and scope of services
- Pre, during and post activity cleaning operations

Please indicate to the Harbour Trust if you wish to rely on their services. An estimate of charges will be provided on receipt of all proposed activity details.

Additional bins cost		
Type	Volume	Cost
General waste	1,100 litre	\$82 per lift
Comingle	660 litre	\$41 per lift
General bins	240 litre	\$35 per lift
Note: Prices include GST		
Additional cleaning cost		
Weekday		\$54 per hour per cleaner
Saturday		\$70 per hour
Sunday		\$93 per hour
Public holidays		\$116 per hour
Note: Prices include GST and there is a minimum 3 hour call out		



## Environmental management plan

The objective of the *environmental management plan* (EMP) is to create a simple operational document that identifies the risks of environmental damage involved with the activity and the protective measures in place to minimise such impact.

### Heritage considerations

All Trust sites are listed on either World, Commonwealth or National Heritage Registers. Once listed, special requirements come into force under the *Environment Protection and Biodiversity Conservation Act 1999* to ensure that the cultural and historical values of the site are protected and conserved for future generations.

Heritage venues must be provided with a higher level of protection against potential damage. Applicants must consider the ways in which the activity impacts the site, and how this will be minimized.

### Water pollution

Cockatoo Island is surrounded by Sydney Harbour and it is important that no material is placed in any position where it is likely to leak, fall or be blown into any drain or gutter. To avoid water pollution, follow these simple recommendations:

- Keep your work site clean and free of rubbish
- Do not sweep anything into the gutters
- Provide and maintain silt traps to all drains
- Keep rubbish bins covered
- Keep a spill kit on site
- Do not hose any material into the drains
- Do not dispose of any cleaning fluid, solvents or paints into drains or gutters

### Bushfire management

Many Trust buildings are near bushland. Applicants are to consider whether their proposal will affect, or be affected by, existing bushfire risk. Applicants may be required to engage a suitably qualified professional to prepare a bushfire Risk Assessment of their proposal.

During construction, works are not to be undertaken on days of Total Fire Ban and no “hot work” (e.g. grinding, welding etc.) is to be undertaken on days of Extreme or Catastrophic Fire Danger (or above) or windy days. No outdoor flames are permitted on days of Extreme or Catastrophic Fire Danger (or above).

### Contamination

The venue user must not carry on any activities on any Trust site which may cause contamination to the land. The venue user must comply with all environmental laws and any permit, approval, authority or licence issued pursuant to any Environmental Laws

### Protection of flora and fauna

No noxious weeds are to be brought on any Trust site, for display or other purposes.

### Protection of natural environment and landscaped areas

All native flora and fauna on Trust sites are important and everyone is required to respect the ecology of the area at all times. If any work is likely to disturb native fauna or flora, landscaping or grassed area, the Trust must be notified for approval.

### Wind management and weather plans

The venue user must ensure that the design of all temporary structures can withstand the wind load of the site, and event alteration or cancellation plans in the case of inclement weather

## Noise management plan

The purpose of the *noise management plan* is to develop and implement strategies aimed at minimising the disturbance of the Trust's surrounding residents and tenants. Generally, amplified sound is not approved prior to 10 am or after 10:30 pm on Monday to Sunday.

Venue users may wish to engage specialised consultants (such as Benbow Environmental) to confirm that the proposed activity has the ability to comply with all applicable noise limits. For all activities with amplified or excessive noise, sound levels must be continuously monitored in real time, by an accredited consultant, throughout the activity.

### Noise control relies on the following factors:

- The extent of hours of the activity
- Control of the sound level of the amplified noise
- The distribution of the speakers
- The height of the speakers above ground level

If the proposed activity will result in residential noise levels being exceeded, then a community engagement plan would be warranted to avoid or reduce the incidences of annoyance and residential opposition. Extensive community liaison will be undertaken prior to, during and after the activity and must also take the Island accommodation into consideration.

## Lighting management plan

If used inappropriately, lighting can cause adverse impacts on the environment and cause discomfort to the Harbour Trust's surrounding residents. Please submit a *lighting management plan* that demonstrates the ways in which the venue user aims to limit the disruption of the area.

### The objectives of the lighting plan are as follows:

- To ensure that the lighting used is of an appropriate standard and appropriately directed to minimize the impacts on surrounding residents or road users
- Outline management plans addressing light spillage issues. On receiving a complaint, the Venue User is to promptly investigate and isolate the source of the complaint and report back to the complainant with the findings
- To ensure that sufficient lighting is provided on-site to facilitate safety and security to the licenced activity

## Community engagement plan

Many Trust sites are in close proximity to residential areas. It is imperative that the Harbour Trust's community relationships are a primary consideration for all proposed activities. Venue users must demonstrate an awareness and understanding of how their actions impact on the community and adhere to all Trust conditions aimed at minimising community disturbance.

Any event or activity likely to cause disturbance, distress or otherwise impact the site's surrounding tenants, residents and businesses must develop and implement a *community engagement plan*. Central to this must be a highly considered process of complaint management and conflict resolution.

This may involve the distribution of a community notification letter that includes details of the activity, the name of a contact person on site for complaints and an outline of how the disruption will be minimised. The letter must be submitted to the Trust for comment prior to distribution. Please also include a map highlighting the intended distribution zone.

Activities that are likely to necessitate a degree of community engagement may involve the following: the use of special effects or visible firearms, stunts, changes in traffic conditions, pyrotechnics, excessive noise and any potentially invasive lighting plans.

## Food and beverage plan

The venue user must submit a *food and beverage plan* which demonstrates the hygienic and safe delivery of food and beverage service. Depending on the type and scale of your activity your *food and beverage plan* will require the inclusion of various details and documentation.

The *food and beverage plan* should include:

- Food preparation and service areas included in *site plan*
- Catering company contact details
- Proposed food and beverage menu
- Waste and disposal plans for grey water, cooking oils, solid waste and perishable waste
- List of kitchen and catering equipment
- Catering documentation (see below)
- Notification to NSW Food Authority (when applicable)
- Copy of Harbour Trust liquor permit (when applicable)

### Catering Documentation (not applicable to film productions)

The Trust's preference is that caterers hold a Gold Licence issued by the Restaurant and Catering Association.

For caterers who are accredited as Gold Licence Caterers the following documents must be included:

1. Copy of Gold Licence accreditation
2. Incorporated Company Business name and ABN supplied in the form of a certificate of registration of a business (ASIC) and ABN registration (ATO)
3. Employee Qualifications: Responsible Service of Alcohol
4. Certificate of currency for public and product liability insurance in the name of applicant (minimum \$20 million insurance for each liability)

### For all other caterers the following must be included:

1. Incorporated Company Business name and ABN supplied in the form of a certificate of registration of a business (ASIC) and ABN registration (ATO).
2. A satisfactory Health Inspection Report on all commercial kitchens and transport vehicles (must be less than six months old)
3. Certificate of currency of workers compensation in the name of the applicant (minimum of \$100,000)
4. Certificate of currency for public and product liability insurance in the name of applicant (minimum \$20 million insurance for each liability)
5. Food Safety Plan (including details on food transportation) - please contact the association for suggested guidelines
6. Food Safety Supervisor Certificate
7. WHS Documents including Safety management plan, SWMS or SWP, WHS policy, Electrical tools tag and test, inspection check list
8. Employee Qualifications: Responsible Service of Alcohol.



## Crew catering

### For filming productions, your *food and beverage plan* should include:

- Food preparation and service areas included in *site plan*
- Catering company contact details
- Proposed food and beverage menu
- Waste and disposal plans for grey water, cooking oils, solid waste and perishable waste

For more information please refer to the Guidelines for Food Businesses at Temporary Events:  
[www.foodauthority.nsw.gov.au/\\_Documents/retail/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf)

For information regarding the Trust's requirements and processes please refer to:

[harbourtrust.gov.au/planning-projects/food-beverage](http://harbourtrust.gov.au/planning-projects/food-beverage)

For detailed information regarding the Liquor Permit application process please refer to:  
[harbourtrust.gov.au/planning-projects/food-beverage](http://harbourtrust.gov.au/planning-projects/food-beverage)

## WH&S policy

The venue user must submit to the Trust a copy of their *WH&S policy* which clearly states their understanding of safety. This must comply with all relevant Acts and Regulations, to ensure that the workplace is safe and without risk to health.

## Permits and certifications

Depending on the scale and scope of your activity a range of permits and certificates must be supplied prior to coming on site.

### These can include and are not limited to documents such as:

- Public Liability Insurance
- Workers Compensation
- High Risk Work licenses
- Relevant WorkCover NSW licenses
- Engineering certificates
- National Construction Code report
- Catering documentation
- FIREARMS REGISTRY Film/Television/Theatre Production Permit OR the venue user's Theatrical Armourer's licence information
- UAV Operator's Certificate; certificate of currency for UAV Liability Insurance
- Gold Licence issued by the Restaurant and Catering Association
- NSW SafeWork Notification of fireworks display; copy of the pyrotechnician's licence number and details
- Traffic Control Plan (TCP)

## Signage plan

Please submit a *signage plan* to the Harbour Trust, indicating the location and design of all directional and event signage. All signage must be approved by the Harbour Trust before installation. You must include the size and type of material used, how the signage will be displayed or weighted, when the signage will be erected and who is responsible for removing all signage on the completion of the activity. Please note that the penetration of Harbour Trust surfaces is not permitted at any time.



## Harbour Trust

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For more information about the  
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[www.harbourtrust.gov.au](http://www.harbourtrust.gov.au)

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