



1. PREPARING A SITE PLAN

A site plan is a diagram that shows the area where your event is being held and the infrastructure, existing services and temporary equipment that is being used for your event. The site plan will help you plan the event, find the best location for services and equipment and help manage site safety.

A site plan is needed to assist in getting permits and communicating with contractors, suppliers, vendors and emergency services. A good site plan can also be used during the event for promotional information for patrons.

1.1 How to make a good site plan

Start with a good map. You can find one on Google Earth or ask your Events Team at Council for assistance.

The map needs to show the immediate area around the site and include the names of the main roads nearby. Paths, building and fences should also be included. If possible, make this plan to scale.

1.2 What should you include?

- direction north
- significant trees, bushes and bodies of water
- existing and temporary fences, gates, barriers, bollards.
- entry/exit points and access paths for:
- emergency services corridor (minimum 4m wide access path to all key locations in venue)
- patrons, suppliers, deliveries, contractors
- Emergency assembly areas and evacuation routes
- existing structures including:
- buildings and facilities
- male, female and accessible toilets
- grandstands and seating
- temporary structures including:
- tents and marquees
- stages, aerial rigging
- prefabricated buildings
- port-a-loos
- temporary viewing areas
- existing and temporary paths, walkways and ramp
- cordoned off areas
- waste and recycling bins
- ticket/registration area
- first aid and emergency services areas
- operation and communication centres/site office

- restaurants, canteens, temporary food and drink vendors
- information centre
- lost children/property area
- licenced areas (show how this area is cordoned off from the public)
- existing and temporary lighting, power and water sources
- amusement rides, inflatable devices
- animal nursery, animal pens
- if temporary event camping is requested, the number and location of camp sites and the location of toilet and shower facilities to be utilised
- existing and temporary parking areas for:
 - public
 - accessible parking
 - contractors and suppliers
 - taxis and busses
- event signage
- existing unsafe areas
- position of security guards.

