

UPark Event Guideline

Enquiries

Should you wish to enquire about the availability and/or feasibility of a UPark space for an event please contact – 8203 7203 and ask to speak to a UPark staff member or email your request to city@adelaidecitycouncil.com

At the time of your enquiry its best to have as much information ready as possible including:

- Location & size of space required;
- Proposed dates & times the space will be required;
- Type of Event;
- Entertainment & Audio equipment proposed;
- Expected numbers of patrons; and
- Proposed sanitary facilities.

Please note – Events cannot be held at the Gawler Place or Frome/North Terrace UPark facilities.

All events will require a Development Approval for a temporary change of use of the car park. It is required that you attend a pre lodgement meeting with Council's Planning and Building team. The UPark staff member will assist you in arranging this meeting.

Licensing Process:

All events require the following to be completed prior to an Event Licence being issued

1. Contact UPark to check availability & costs of space required
2. Pre Lodgement Meeting held with Council (3 Months prior to the events proposed commencement date)
3. Obtain and complete UPark Risk Management Form
4. Apply for and obtain Land Lord Consent (4 Weeks)
5. Lodge Development Application (8 week in Advance)
6. Apply for Limited Liquor License (no less than 14 days before the event or 60 days for larger events)
7. Obtain UPark Event License

Pre Lodgement Meeting

Council understands that every event is unique: for this reason a pre-lodgement meeting is required to be held with a representative of Council's Planning and Building area and yourself prior to submitting a Development Application or Liquor Licensing Application for an event at a UPark facility. At this meeting you will be able to explain the proposed event in detail and advice will be given relating to what information you will be required to submit as part of your development application as even a temporary event is considered a change in use and Development Approval is required. It is also an opportunity to identify any likely issues or concerns early on and to ensure relevant standards (e.g. Building Code matters or acoustic standards) can be met.

It is required that this meeting is held **3 months prior** to the event.

Risk Management

Following the pre lodgement meeting with Council, should you wish to proceed with the event you should contact UPark and arrange for a Risk Management form to be forwarded for completion and return to UPark.

Landlord Consent

It is a requirement that UPark provide the event holder with Landlord consent. This process can take up to 4 weeks to assess. As part of this consent there may be a requirement to provide an acoustic report, to demonstrate that noise from the event will not impact any nearby residential properties. There are currently sound management plans available for Grote and Wyatt St UPark that details the maximum acceptable noise levels that are compliant in these locations, and will negate the need for applicants to obtain an acoustic report. Depending on the UPark location this application may require a meeting with a Body Corporate. Evidence that Landlord Consent has been granted must be lodged with the Development Application.

Development Approval

Assessment of a Development Application can take up to 8 weeks to determine therefore you must plan ahead and make sure your application is lodged with sufficient time to allow for it to be processed.

To lodge a Development Application for a UPark event you must submit the following:

- Proof of Landlord Consent
- Completed Development Application form
- Floor plan of event space
- Written statement outlining the number of patrons, type of entertainment, duration and hours of operation.
- Toilet Provisions
- Details of Temporary Structures
- All appropriate fees

Failure to submit these details upon application may result in longer processing times or approval not being granted

Liquor Licensing

If you are organising or hosting an event where alcohol will be:

- a) sold or supplied,
- b) consumed,
- c) or where guests pay a cover charge and alcohol is provided

you must apply for a limited licence through Consumer and Business Services (CBS). This information should be detailed up front to Council when applying for your Development Application.

CBS states on their website that for large or high risk events (e.g. festivals), applications should be lodged at least 60 days before the first day of the event. All other applications should be lodged at least 14 days before the date of the event – late application fees do apply.

CBS can be contacted via:

Email: limitedlicences@agd.sa.gov.au

Phone: 131 882

In person: Customer Service Centre, 91 Grenfell Street, Adelaide SA 5000

UPark Event License

An Event License will be issued to the applicant once all relevant licenses and approvals have been granted and provided to UPark by the applicant. Documents required are:

- Copy of Development Approval
- Copy of Liquor License (if applicable)
- Copy of Public Liability Insurance (Adelaide City Council UPark must be named as an interested party for the duration of the event)
- Copy of the Risk Management Plan

Further Information

For further information please contact

UPark –

Phone- 8203 7203

Email – city@adelaidecitycouncil.com

City Planning –

Phone - 8203 7185

Email - d.planner@adelaidecitycouncil.com

Liquor Licensing -

Phone – 8203 7421

Email - city@adelaidecitycouncil.com