

EVENT PROCESS



The Hunter and Central Coast Development Corporation (HCCDC) assesses each event on its merits, to determine if it's appropriate for The Station and can be booked in the calendar of activities. Event managers must commence the event application process with adequate lead time, this may be up to 90 days for events that require road closures or are deemed high risk.

1

ENQUIRY

Event manager submits the online event enquiry for review
(HCCDC will review the enquiry and will communicate next steps once accepted.)

2

APPLICATION

Event Manager submits the Event Application and supporting documentation to HCCDC

- Event management plan
- COVID safe plan
- Risk assessment
- Public Liability Insurance

3

DRAFT LICENCE ISSUED

HCCDC provides a draft Event Licence, which may include preliminary approval

4

FEES ACCEPTED

Event Manager accepts the Event Licence and fee quotations

5

LICENCE ISSUED AND FEES INVOICED

HCCDC countersigns Event Licence and issues invoice for fees