

EVENT PROCESS FLOW



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.

ENQUIRY

HCCDC will review the enquiry, determine scale of event, communicate next steps and send through appropriate application form and relevant site conditions for proposed activation.

EVENT APPLICATION

Event Manager submits the event application and supporting documents to HCCDC and agrees to **The Station Site Conditions**

- *Event Application*
- *Event Management Plan*
- *Risk Assessment*
- *Site map*
- *Public liability insurance-noting HCCDC as an interested party*
- *Alcohol Management Plan (if required)*
- *Traffic Management Plan (if required)*
- *Noise Management Plan (if required)*

DRAFT LICENCE ISSUED

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

FEES ACCEPTED

Event Manager accepts the **Event Licence** and fee quotations.

LICENCE ISSUED AND FEES INVOICED

HCCDC countersigns **Event Licence** and issues invoice for fees.

SHORT TERM BOOKING APPLICATION

Event Manager submits the event application and supporting documents to HCCDC and agrees to **T&C's Short Term Activations**

- *Short Term Booking Application*
- *Site map*
- *Public liability insurance-noting HCCDC as an interested party*
- *Traffic Management Plan (if required)*
- *Noise Management Plan (if required)*

APPROVAL OF APPLICATION

HCCDC provides communication of approval of application, and notification of access requirements.

FEES ACCEPTED

Event Manager accepts the fee quotation and fees invoice is processed by HCCDC.