

USE OF PUBLIC LAND HANDBOOK

A guide for users of public land in Ballina Shire



ballina
shire council



Purpose of this Handbook

Ballina Shire Council has produced this handbook to make it easier for members of the public to access and understand Council's policies relating to the use of community land.

This handbook contains guidelines for users of public land in Ballina Shire, and should be read in conjunction with Council's public land policies, which include:

- A02 Alcohol Regulation on Public Land
- B01 Busking
- B02 Banner Poles
- C10 Commercial Activities on Public Land
- C17 Community Event Signage
- E05 Events on Public Land
- F04 Filming on Public Land
- F05 Festivals and Events – Council Support
- F07 Commercial Use of Footpaths
- M01 Markets on Public Land
- M02 Monuments and Memorials on Public Land
- P03 Public Art
- W03 Weddings on Public Land

For further information regarding the use of public land in Ballina Shire, please contact Council on telephone 6686 4444 or email council@ballina.nsw.gov.au.

CONTENTS

Purpose of this Handbook	2
A02 GUIDELINES FOR THE REGULATION OF ALCOHOL ON PUBLIC LAND	5
a) Alcohol-Free Zones and Alcohol Prohibited areas	6
b) Sports fields and sporting events	6
c) Special events	6
d) Further information	6
e) Maps – Alcohol-Free Zones and Alcohol Prohibited areas	7
B01 GUIDELINES FOR BUSKING ON PUBLIC LAND	11
a) Obtaining busking approval	12
b) Busking Do's and Don'ts	13
c) Who won't receive a busking permit	13
d) Further information	13
e) Map 1 – Ballina	14
f) Map 2 – Lennox Head	15
B02 GUIDELINES FOR THE USE OF COUNCIL BANNER POLES	17
a) Banner design	18
b) Banner specifications	18
c) Further information	19
C10 GUIDELINES FOR COMMERCIAL ACTIVITIES ON PUBLIC LAND	21
a) Selection criteria	23
b) Breaches of licence conditions	23
c) Number and type of licences to be issued	24
d) Further information	25
C17 GUIDELINES FOR COMMUNITY EVENT SIGNAGE	27
a) Eligibility	28
b) Conditions	29
c) Signage design Do's and Don'ts	29
d) Site allocation	29
e) Further information	29
f) Signage locality maps	30
E05 GUIDELINES FOR EVENTS ON PUBLIC LAND	35

F04	GUIDELINES FOR FILMING ON PUBLIC LAND	37
F05	GUIDELINES FOR FESTIVALS AND EVENTS – COUNCIL SUPPORT	39
	a) How to apply	40
	b) Eligibility criteria for applicants	40
	c) What Council needs to know	40
	d) How can Council’s donation or sponsorship be spent?	41
	e) Further information	41
F07	GUIDELINES FOR THE COMMERCIAL USE OF FOOTPATHS	43
	a) Applications	44
	b) Footway restaurants	44
	c) Is a development application needed?	45
	d) What’s permitted?	45
	e) Occupation fee	47
	f) Non-compliance	47
	g) Further information	48
M01	GUIDELINES FOR MARKETS ON PUBLIC LAND	49
	a) Selection criteria	50
	b) Location and frequency	50
	c) Do’s	50
	d) Don’ts	51
	e) Further information	51
M02	GUIDELINES FOR MONUMENTS & MEMORIALS ON PUBLIC LAND	53
	a) Memorial seat or tree	54
	b) Small roadside memorials	54
	c) Plinths or rocks	54
	d) Further information	54
P03	GUIDELINES FOR PUBLIC ART IN BALLINA SHIRE	55
W03	GUIDELINES FOR WEDDINGS ON PUBLIC LAND	57
	a) What Council needs to know	58
	b) What’s not permitted	58
	c) Further information	58

GUIDELINES FOR THE REGULATION OF ALCOHOL ON PUBLIC LAND



GUIDELINES FOR THE REGULATION OF ALCOHOL ON PUBLIC LAND

Ballina Shire Council acknowledges that there is from time to time a problem with excessive consumption of alcohol in public places leading to anti-social behaviour, alcohol-related violence and damage to both private and public property in our community.

In order to assist the Police and respond to the community's requests to manage the problems associated with such behaviour, regulations on the consumption of alcohol in public places have been implemented in Ballina Shire.

a) Alcohol-Free Zones and Alcohol Prohibited areas

Ballina Shire has Alcohol-Free Zones in Ballina, Lennox Head, Wardell and Alstonville, and will continue to maintain these Alcohol-Free Zones (see attached maps).

To assist with the operation of the Alcohol-Free Zone in Lennox Head, Ross Park and the surrounding public reserve are designated as Alcohol Prohibited areas 24 hours a day, every day (see attached map).

Should Alcohol-Free Zones be required in other locations within the shire, consideration will be given to such requests and any comments from the NSW Police, and a report on such requests will be prepared for consideration by Council.

b) Sports fields and sporting events

All sports fields and surrounding reserves are Alcohol Prohibited areas. This declaration will make sporting events more family friendly. It will assist sports clubs in meeting their licensing obligations by ensuring the only alcohol that is consumed at a sporting event is purchased from the licensed bar and consumed in the licensed area.

c) Special events

On nominated days such as ANZAC Day, New Year's Eve, New Year's Day, Australia Day and during special events, Council may impose Alcohol Prohibition in a park or reserve where problems have been experienced, or to prevent the consumption of alcohol where it is not appropriate.

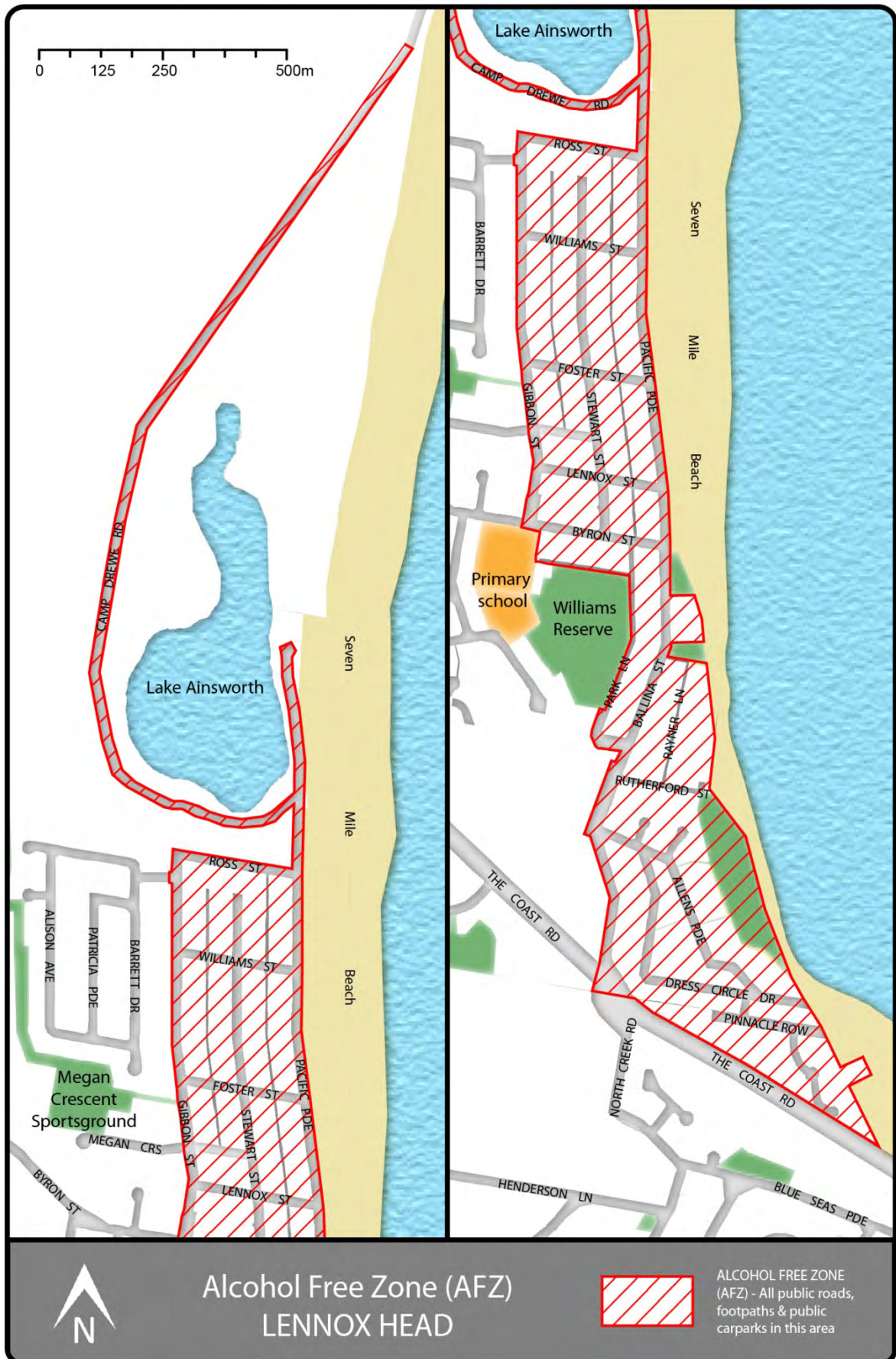


d) Further information

For further information, please refer to Council's [Alcohol Regulation on Public Land policy](#) and [relevant documentation](#).

e) Maps – Alcohol-Free Zones and Alcohol Prohibited areas









GUIDELINES FOR BUSKING ON PUBLIC LAND

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKCROW, LENNOX HEAD, LYNWOOD, MAROM CREEK, McLEANS RIDGE, MEERSCHAUM VALE, NEWRYBAR, PATCHS BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS,

ROUS
TUCKO
ALSTO
BROO
DALWO
GOAT
MAROI
PATCH
ROUS
TUCKO
ALSTO
BROO
DALWO
GOAT



INBAR,
GBAR,
ILAND,
ALUM,
E HILL,
NOOD,
YBAR,
ROUS,
INBAR,
GBAR,
ILAND,
ALUM,
E HILL,
NOOD,

MAROM CREEK, McLEANS RIDGE, MEERSCHAUM VALE, NEWRYBAR, PATCHS BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR BUSKING ON PUBLIC LAND

A busker is an entertainer who provides performances for the public by playing a musical instrument, dancing, singing, pavement art, clowning or juggling, or performing other acts of a similar nature in public places.

All buskers performing within Ballina Shire must have the approval of Council. Applications must be made on Council’s Busking Application form and be received by Council at least 14 days before the commencement of the requested period of

busking. Council will charge a fee. Approvals will be for 3 months or 12 months and are not transferable or refundable. If you are under 18, Council will consider waiving the fee.

If your act involves dangerous materials or dangerous implements, you will need a *Special Busking Approval*. If your act does not involve this equipment then you will need a *Standard Busking Approval*.



a) Obtaining busking approval

To obtain a *Standard Busking Approval* you will need:

- A passport photo
- Proof of identity
- Parental permission (if you are under 18)
- To comply with Council’s General Busking Conditions.

To obtain a *Special Busking Approval* you will need:

- All of the previous, plus:
- A first aid certificate and a first aid kit
- Relevant licences/certificates, eg chainsaw operators certificate, pyrotechnics certificate
- Public liability insurance indemnifying Council to the value of \$5 million
- To comply with Council’s Special Busking Conditions.



b) Busking Do's and Don'ts

Do's	Don'ts
<ul style="list-style-type: none"> ✓ Buskers must display their <i>Standard or Special Busking Approval</i> in a prominent, highly visible position in the busking site at all times ✓ Buskers must keep the site in use clean while they are working, and ensure their use of the site does not pose a threat to public safety ✓ The minimum distance between busking acts is 30 metres ✓ On any one day, buskers may perform for a total period of up to 3 hours at the same spot. However, performances must be a maximum duration of 1 hour, and there needs to be at least 1 hour between performances ✓ Buskers shall only use battery-operated amplifiers. Amplified acts may only be performed between 7 am and 10 pm ✓ Busking may include pavement art where it can be seen as a form of public entertainment ✓ Buskers are restricted to certain places within Lennox Head and Ballina. These areas are shown on Maps 1 and 2 	<ul style="list-style-type: none"> ✗ Buskers must not interfere with pedestrian flow or public amenities, or cause obstruction to traders or delivery or emergency vehicles ✗ Buskers must not consume alcohol or perform under the influence of alcohol ✗ Buskers may not perform within 5 metres of the entry to retail outlets without approval from affected shop or property owners ✗ Buskers may not perform in front of, or beside bank ATMs, or within 10 metres of any public phone ✗ Buskers may not perform within 10 metres of any street intersection or pedestrian crossing ✗ Buskers may only sell recordings consisting of the busker's own work. Buskers may not display or offer other goods and services for sale, or associate themselves with such advertising in conjunction with their performance ✗ Buskers may not use public seating while performing ✗ Percussion instruments (eg drums, cymbals) are prohibited in busking acts

c) Who won't receive a busking permit

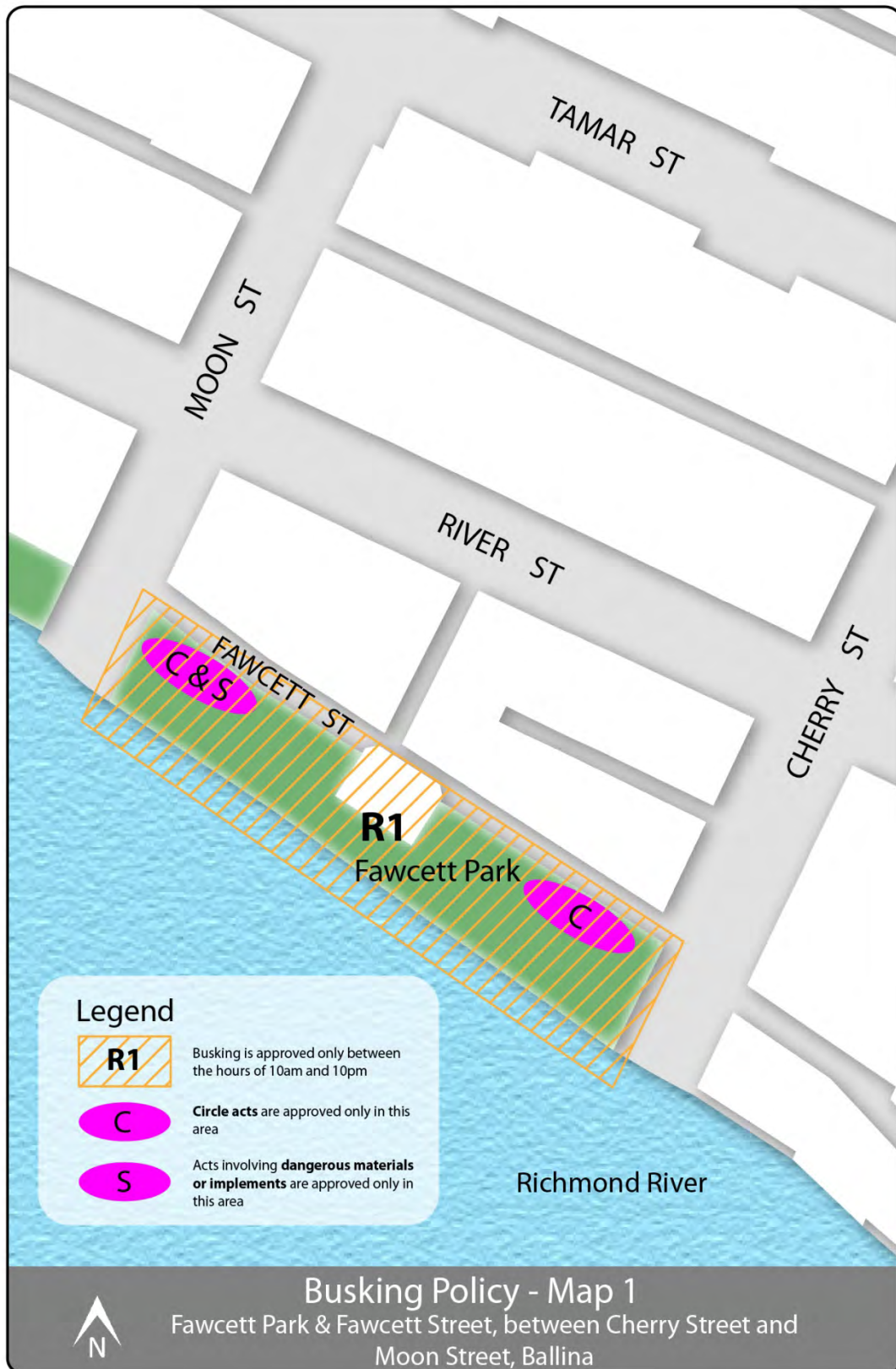
Busking permits will **not** be issued for:

- ✗ Tarot card and palm readers, fortune readers
- ✗ Artists selling their works (such as portrait artists)
- ✗ Masseurs or masseuses
- ✗ Vendors of any kind
- ✗ Solicitors of money for any other purpose.

**d) Further information**

For further information, please refer to Council's [Busking policy](#).

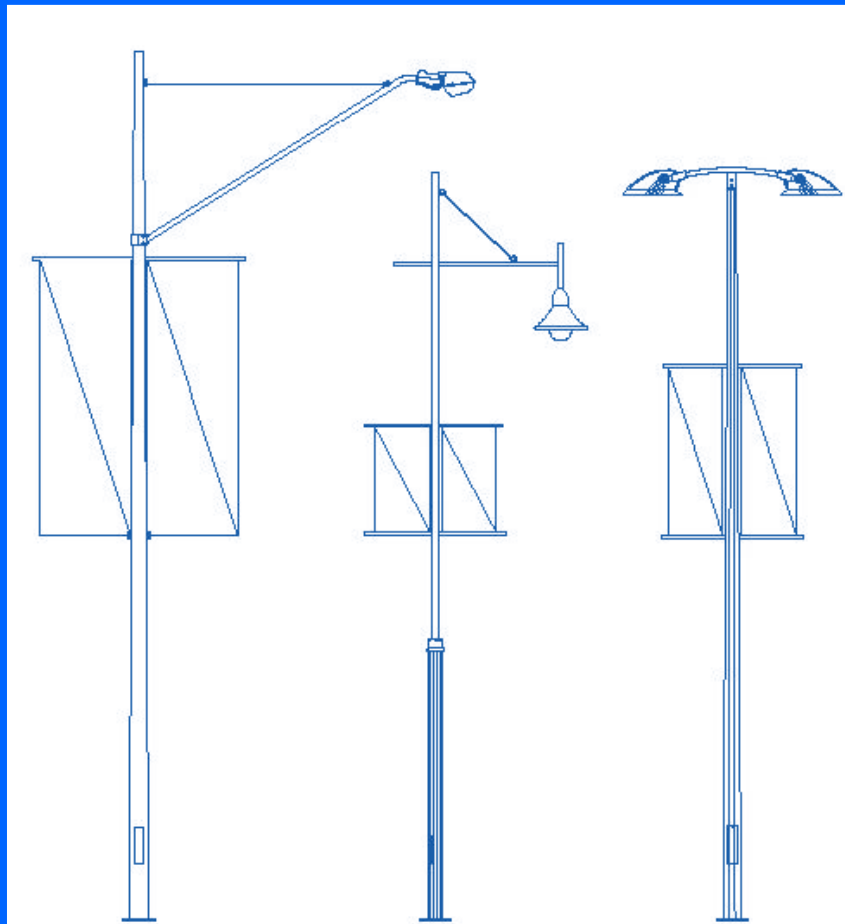
e) Map 1 – Ballina



f) **Map 2 – Lennox Head**



GUIDELINES FOR THE USE OF COUNCIL BANNER POLES



ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, LYNWOOD, MAROM CREEK, NEWRYBAR, PATCHS BEACH, ROUS, ROUS MILL, SKEENNAKS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR THE USE OF COUNCIL BANNER POLES

Ballina Shire Council has a number of banner poles throughout the shire that provide a vibrant, attractive and cost effective method of establishing a visual presence for events and activities.

Council regularly uses the banner poles to display community messages on a wide range of issues but when the poles are not in use by Council, there are opportunities for the poles to be used to promote other activities.

The primary purpose of the banner poles is to promote activities that provide a community benefit. Applications for use of the banner poles will only be approved for not-for-profit groups or agencies (such as State or Federal Government Departments) or institutions (such as schools and hospitals) providing a service within Ballina Shire.

As a general rule the event being promoted must have a strong community focus. However, if the

event is commercially driven, the co-ordinator or promoter of that event must be a not-for-profit group.

Council will charge a minimal fee to recover operating costs associated with the use of the poles. The fee is included in Council’s annual fees and charges. Applications must be made on Council’s *Application for Banner Poles Signage* and be received by Council at least 14 days before the commencement of the requested period of banner display. Applicants will need a public liability certificate of currency with a minimum coverage level as recommended by Council’s insurance brokers.

Council officers must erect the banners to ensure all occupational health and safety regulations are met. They will not be put up more than 14 days before the event and will be taken down the day following completion of the event.

a) Banner design

Do’s	Don’ts
<ul style="list-style-type: none"> ✓ Use graphics that are simple and bold ✓ Use text only where it forms part of the established image of the event or logo ✓ Avoid dates and venue information, which are difficult to read ✓ Avoid white backgrounds, which may be difficult to see against the backdrop 	<ul style="list-style-type: none"> ✗ Project an offensive message ✗ Display an offensive image ✗ Use offensive language ✗ Incite hatred or aggression in any form ✗ Be unlawful under local, state or federal law ✗ Promote political, racial or religious intolerance ✗ Allocate more than 10% of the banner area for direct sponsorship recognition

b) Banner specifications

Where new banners are to be manufactured, environmentally friendly materials are to be used where possible to be in keeping with Council’s commitment to reduce our environmental footprint.

The size requirement for banners is 2150 mm tall x 850 mm wide. This includes a triple sewn 100 mm wide hem tube at the end of each banner. The hem tube is to be open from one side of the

banner to the other, like a tube, to slide over the horizontal arms.

The banner material used must be “breeze through material (mesh type)” or heavy gauge sign vinyl, which are available from professional sign writers.

Banners made from vinyl material must have 4 semi-circle flaps cut through the centre of the banner, with a minimum 200 mm radius.



c) Further information

For further information, please refer to Council's [Banner Poles policy](#).

GUIDELINES FOR COMMERCIAL ACTIVITIES ON PUBLIC LAND

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKCROW, LENNOX HEAD, LYNWOOD,

MAR
PAT
ROU
TUC
ALS
BRO
DAL
GOA
MAR
PAT
ROU
TUC
ALS
BRO
DAL
GOA
MAR



BAR,
DUS,
BAR,
BAR,
AND,
LUM,
HILL,
DOD,
BAR,
DUS,
BAR,
BAR,
AND,
LUM,
HILL,
DOD,
BAR,

PATCHS BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR COMMERCIAL ACTIVITIES ON PUBLIC LAND



If you want to undertake a commercial or business activity on public land under Council’s control then you will need a Commercial Activities Licence. If you want to undertake a commercial or business activity that involves crossing public land or transferring people or items on, off or over the public land then you will need a Commercial Activities Licence. There is an application form and an application fee, and it may take up to 3 months to process your application.

If you are successful, Council will charge a licence fee which must be paid annually, in advance, for the life of the licence. The annual licence fee will be determined taking into account, but not limited to, the following:

- Ⓢ Nature of the activity
- Ⓢ Scale of operation
- Ⓢ Use of and impact on the public land
- Ⓢ Impact on the community, both beneficial and detrimental.

Options for determination of annual licence fees will include indexing at or above CPI, independent valuation, price based on turnover or calling fresh tenders/expressions of interest to assess the value of the licence.

Renewal of a licence will typically be issued for a period of 1 year. Longer term licences will normally be issued for a maximum period of 3 years, with these licences requiring Crown approval. Any decision to offer a licence for a period of more than 1 year will be determined by the elected Council.

Licences are not tangible assets and cannot be transferred to a new operator. Licensees are entitled to hold only one licence within each licensed activity. Should a licence holder fail to operate a licence for a continuous period of 4 months, then the licence will lapse, unless Council has provided advice to the contrary.





a) Selection criteria

Council will assess the information provided in all applications for licences based on the following selection criteria:

- Ⓢ Demonstrated successful experience in the activity to a high professional standard
- Ⓢ Demonstrated history and experience of environmentally acceptable operations
- Ⓢ Demonstrated appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological processes and constraints
- Ⓢ Demonstrated experience in, or capacity to meet licence conditions including the keeping of records and prompt payment of fees
- Ⓢ Demonstrated ability to comply with appropriate safety requirements and duty of care responsibilities
- Ⓢ Demonstrated capability to promote interpretive and educational information that ensures clients are receiving instruction in minimal impact techniques, environmental protection and ethics of appropriate behaviour
- Ⓢ Demonstrated compatibility with a Crown Reserve purpose or any plans of management
- Ⓢ Economic and tourism development benefits to the Ballina Shire through associated activities such as marketing, use of shire facilities, etc.

b) Breaches of licence conditions

Licences will generally have conditions. Council can ask that a breach of licence conditions be remedied. Council reserves the right to revoke any licensed activities for reasons including environmental protection, public safety and changes in policy or legislation. Licences may also be terminated in the following circumstances:

- Ⓢ If any fees payable, or any part thereof, are in arrears for 30 days, whether formally demanded or not
- Ⓢ If proof of current public liability insurance cover is not provided prior to commencement of, or during a licence period
- Ⓢ If the licensee breaches any conditions of this policy or the licence
- Ⓢ If the licensee has committed an act of bankruptcy
- Ⓢ If the licensee commits an unlawful act or breaches the requirements of any other relevant authority.

No pro-rata refunds will be provided where a licence is cancelled, terminated or handed in during the year for which the licence fee is applicable.

c) Number and type of licences to be issued

Council will limit the number of licences issued for certain uses in accordance with the following table. Other activities will be assessed on merit.

Activity	Number of Licences	Student/Teacher Ratio	Maximum Numbers	Number of Classes Per Day
Bike Hire	Not limited	Not applicable	Capacity of business location for holding bikes	Not limited
Commercial Boat Use of Public Wharves and Pontoons	Not limited	Capacity of boat	Capacity of boat	Not limited
Commercial Fishermen	As per DPI Licence	Not applicable	As per DPI Licence	Not applicable
Dog Training Schools	Not limited	1 instructor per 10 dogs	10 dog clients	8.30 am – 5.00 pm during daylight hours
Ecotourism Tours	Not limited	1 operator per 30 clients	30 clients	Not limited
Elite Surf Coaching	6	1 instructor per 7 clients	7 clients	Each school, 2 sessions/day
Fishing Tours	Not limited	4 clients per tour operator	4 clients	Not limited
Fitness Training Groups	Not limited	1 instructor per 20 clients	20 clients	2 sessions/day/operator
Guided Bike Tours	Not limited	1 operator per 9 clients	10 bikes at any time	2 sessions/day/operator
Hang Gliding and Paragliding	1 club or 4 operators	1 instructor per 1 hang gliding client 1 instructor per 2 paragliding clients	8 hang gliders 4 paragliders	As safety conditions prevail
Helicopter Rides	Not limited	Capacity of helicopter	1 helicopter at any time using a reserve	8.30 am – 5.00 pm during daylight hours
Horse Riding Guided Tours Seven Mile Beach	2	1 instructor per 4 clients	10 horses	2 sessions/day 1 operator/day on alternate days Week days only, no public holidays
Horse Riding Guided Tours South Ballina Beach	This commercial activity is approved by Crown Lands. Ballina Shire Council requires the licensing of the operation for its use of the public road network to access the beach. Council places no operational conditions on this activity.			
Hot Air Ballooning	Not limited	Capacity of basket	1 hot air balloon at any time using a reserve	Not limited

Activity	Number of Licences	Student/Teacher Ratio	Maximum Numbers	Number of Classes Per Day
Kayak and Canoe Tours	Not limited	1 instructor per 4 clients – high risk 1 instructor per 12 clients – low risk	20 kayaks	Not limited
Kite Surfing Schools	2	6 clients with 1 instructor	2 kites	Not limited
Personal Fitness Trainers	Not limited	1 instructor per 2 clients	2 clients	Not limited
Pony Rides for Private Parties	Not limited	1 instructor per 1 client	4 ponies at any time	8.30 am – 5.00 pm during daylight hours
Sailing Schools	2	Capacity of boat	8 small boats – Shaws Bay	8.30 am – 5.30 pm during daylight hours
			12 small boats – Richmond River	
Sea Plane Rides	1	Capacity of plane	Capacity of plane	8.30 am – 5.00 pm daily
Sky Diving	Not limited	8 parachutes per jump	8 per jump	Daylight operation
Stand-up Paddle Boarding	3	1 instructor per 7 clients	14 clients – Richmond River	Each school, 2 sessions/day
			7 clients – Seven Mile Beach north of Lake Ainsworth	
			3 clients – Lake Ainsworth, Shaws Bay, Prospect Lake	
Surf Schools	5	1 instructor per 8 clients	20 clients	Each surf school, 2 sessions/day
Wind Surfing Schools	Not limited	2 clients with 1 instructor	3 wind surfers	Not limited
Other Activities	To be decided on the merit of each application and with reference to other commercial activities already in operation and by determination of Council through a review of this policy.			

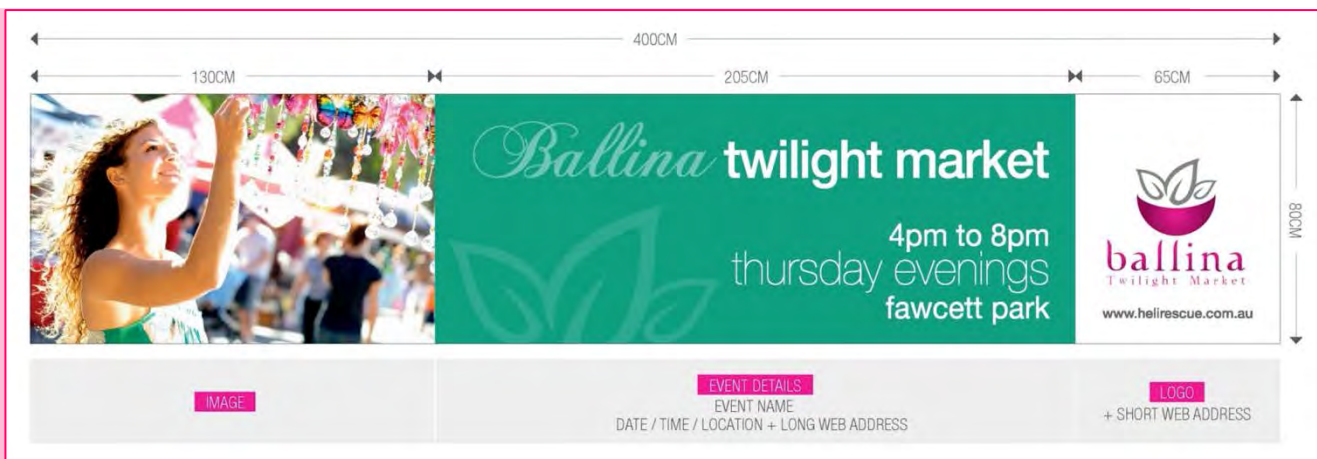
d) Further information

Applicants should be familiar with Council's *Application Guidelines and Operating Requirements for Commercial Activities on Public Land*. For further information, please refer to Council's [Commercial Activities on Public Land policy](#).

GUIDELINES FOR COMMUNITY EVENT SIGNAGE



GUIDELINES FOR COMMUNITY EVENT SIGNAGE



Ballina Shire Council supports community events. Council has identified a number of sites throughout the shire (see attached signage locality maps) as being suitable for the promotion of community events, where signage infrastructure has been provided so that the community is made aware of upcoming events. There is provision for the erection of multiple signs at each location.

Council will not permit signs to be located on public land other than the designated sites. Unauthorised signs will be removed and impounded, and Council may issue a penalty notice.

Applications must be submitted on Council's application form, and can be lodged 4 weeks (minimum) and 4 months (maximum) prior to the date of the event. Incomplete applications will not be accepted. An application fee will be charged.

a) Eligibility

To be eligible to use the community event signage sites, you must:

- Ⓢ Be a not-for-profit incorporated organisation or a commercial organisation promoting a community-based event
- Ⓢ Be an applicant preferably based in the Ballina Shire
- Ⓢ Be promoting an activity or event that will take place in the Ballina Shire
- Ⓢ Have lodged an application for approval under Council's Events on Public Land policy (for events on public land) or the applicant must have lodged a development application for the event (for events on private land)
- Ⓢ Comply with Council's risk and insurance requirements
- Ⓢ Have completed all acquittals stipulated by Council (if the applicant has received previous support from Council)
- Ⓢ Encourage a high level of community participation in the event.

Events that are not eligible to make an application under this policy are:

- ✗ Weekly sporting competitions
- ✗ Garage sales
- ✗ Events that are entirely of a commercial nature, with no perceived community benefit (as determined by Council's General Manager).



b) Conditions

Council will require you to comply with conditions including:

- Ⓢ Design templates and/or existing signs are to be reviewed and approved by Council prior to printing. (Approval will be issued within 5 working days of receipt)
- Ⓢ Signs may be erected up to 6 weeks prior to the event, if selected sites are available
- Ⓢ Signs must be removed within 3 days of the conclusion of the event
- Ⓢ Signs are to be erected by the applicant
- Ⓢ Signs must be secured to designated sites to the satisfaction of Council.

c) Signage design Do’s and Don’ts

Signage should be of a professional standard and in accordance with Council’s *Community Event Signage Guidelines*.

Do’s	Don’ts
<ul style="list-style-type: none"> ✓ Include dates and venue information in large, bold writing ✓ Use graphics that are simple, bold and look good ✓ Use text only where it forms part of the established image of the event or logo ✓ Confine sponsorship logos to less than 10% of the total sign area 	<ul style="list-style-type: none"> ✗ Project an offensive message or display offensive language ✗ Display an offensive image ✗ Promote a commercial activity or organisation (outside the scope of the policy) ✗ Incite hatred or aggression in any form ✗ Display anything unlawful under any local, state or federal law ✗ Promote political or racial views

d) Site allocation

Allocation of sites is on a “first come, first served” basis, however where there is a clash of bookings’ preference that cannot be resolved, priority will be given to signs relating to events held in the locality of the signage site and/or community events that have a higher level of community participation.

Booking preferences will be given to the following events, in order of priority:

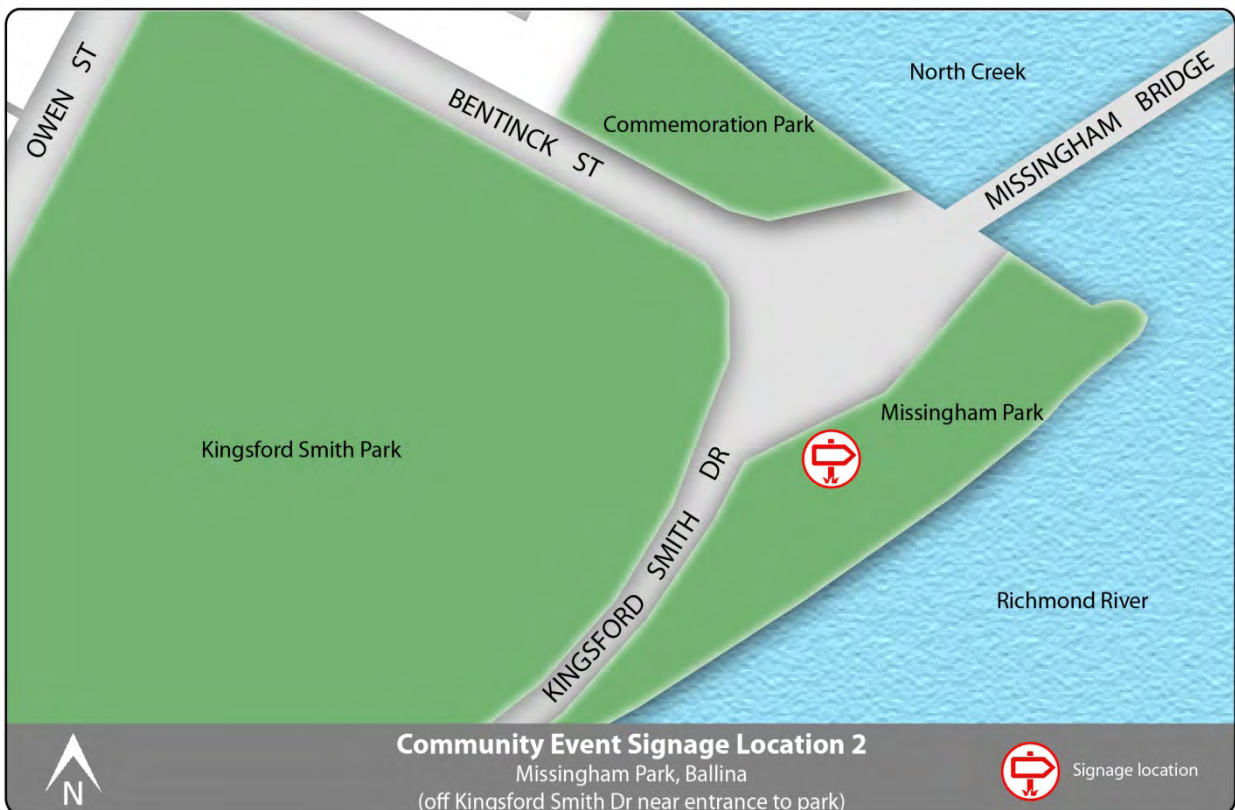
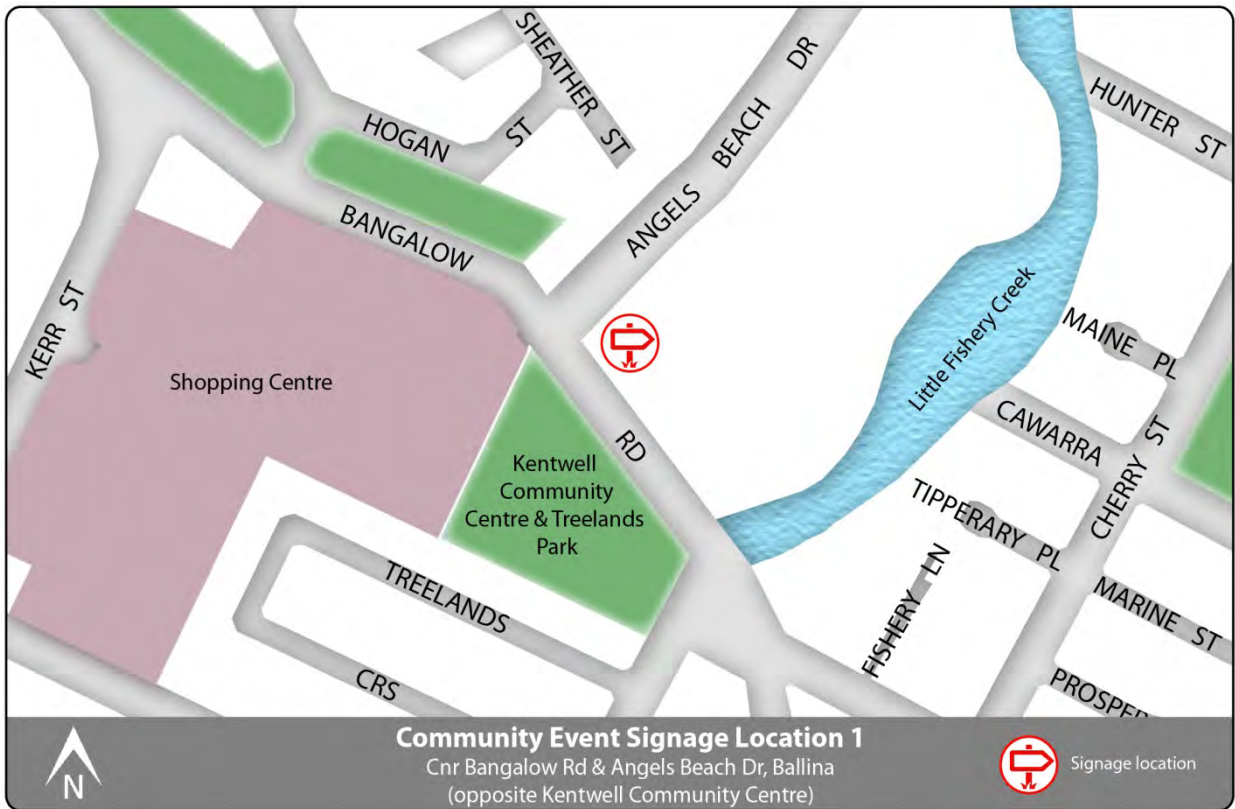
- 1** Community events that are funded via our Festivals and Events – Council Support policy
- 2** Council-approved regular markets
- 3** Community events that have obtained approval under Council’s Events on Public Land policy
- 4** Other community events organised by not-for-profit incorporated associations (eg school fetes, cultural or sporting events)
- 5** Commercial events (that have a community benefit).

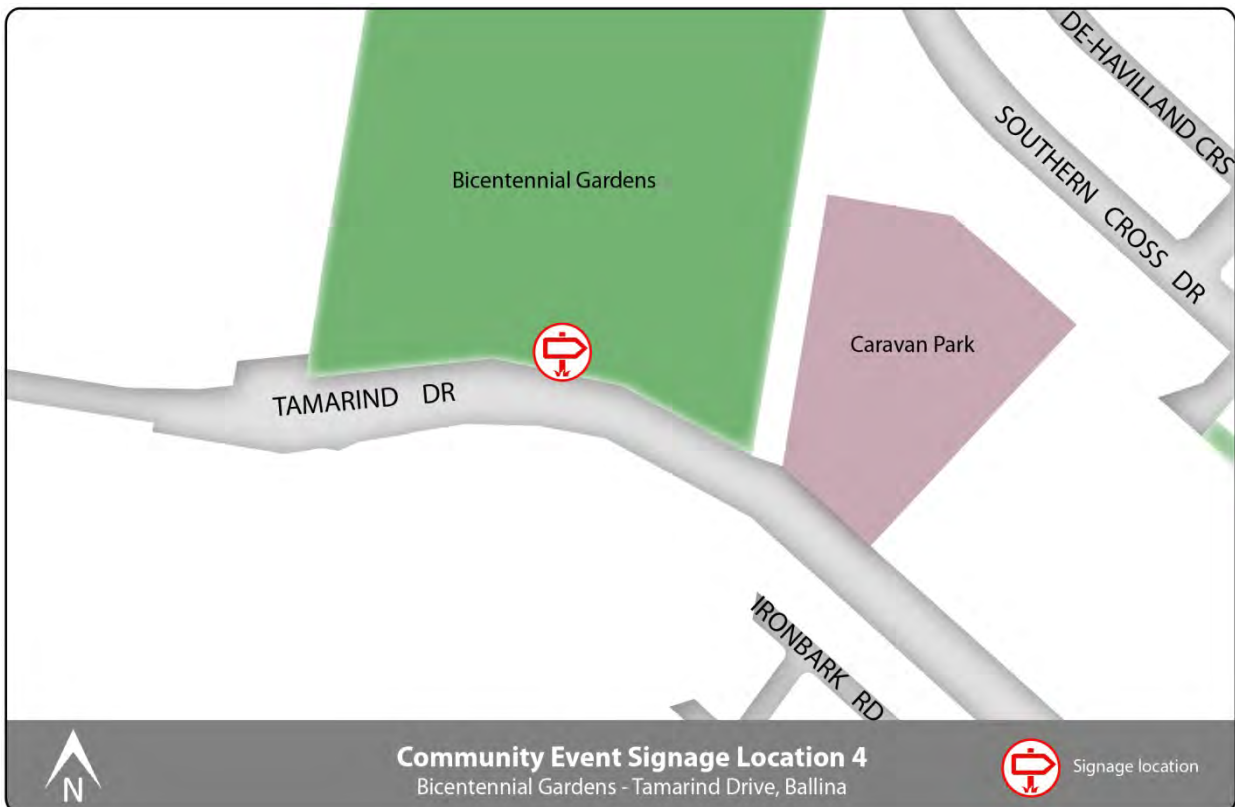
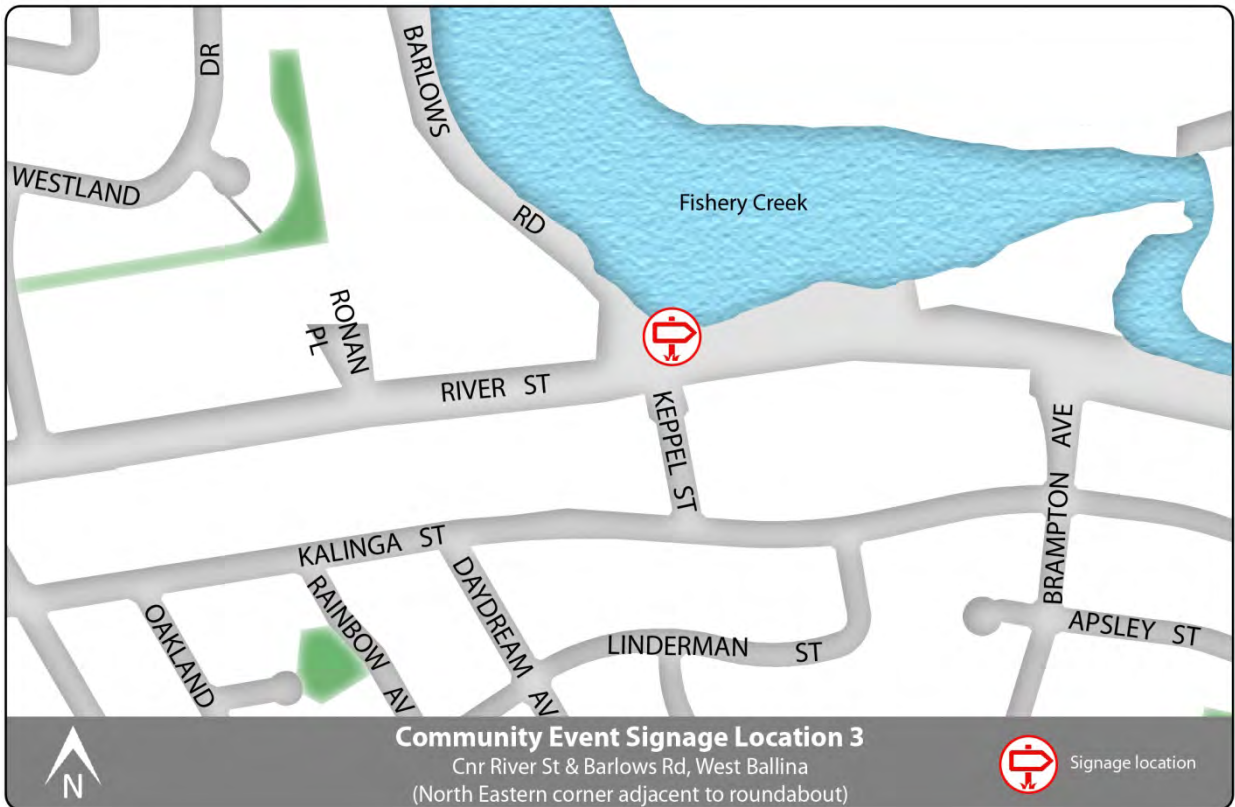


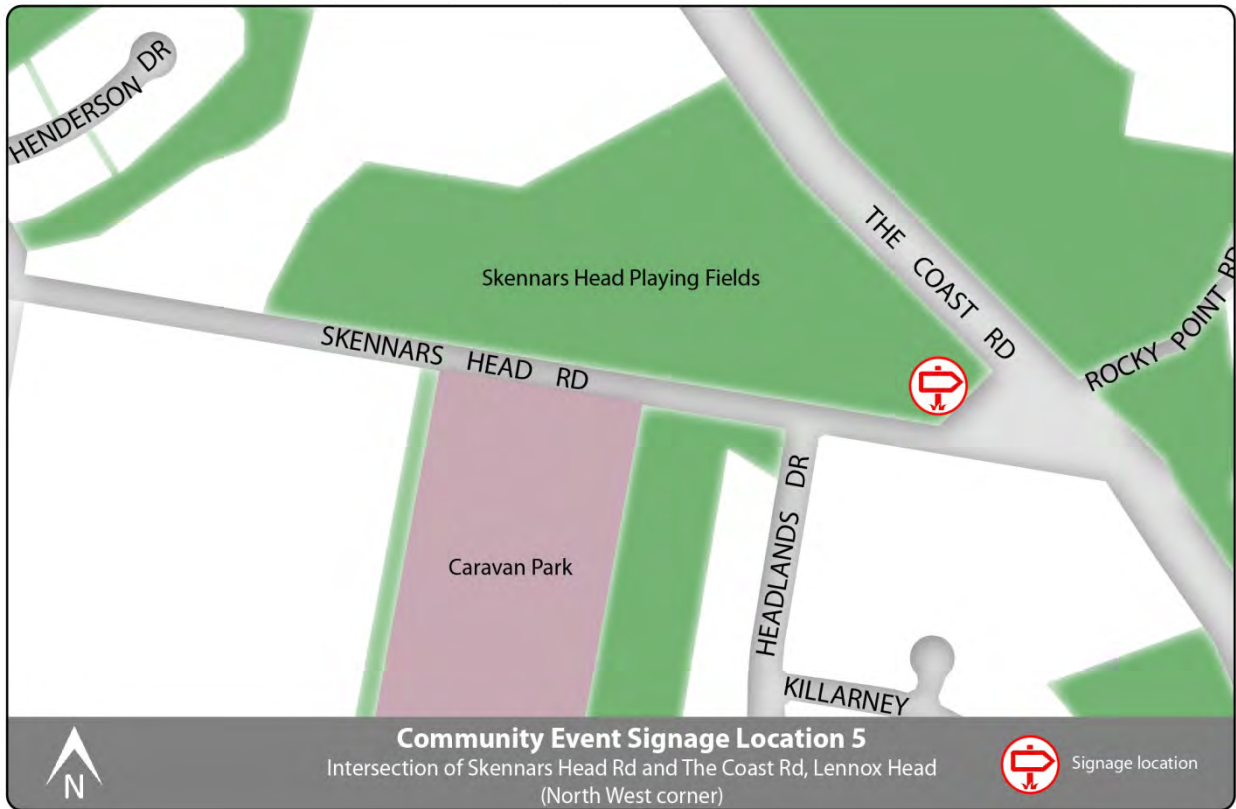
e) Further information

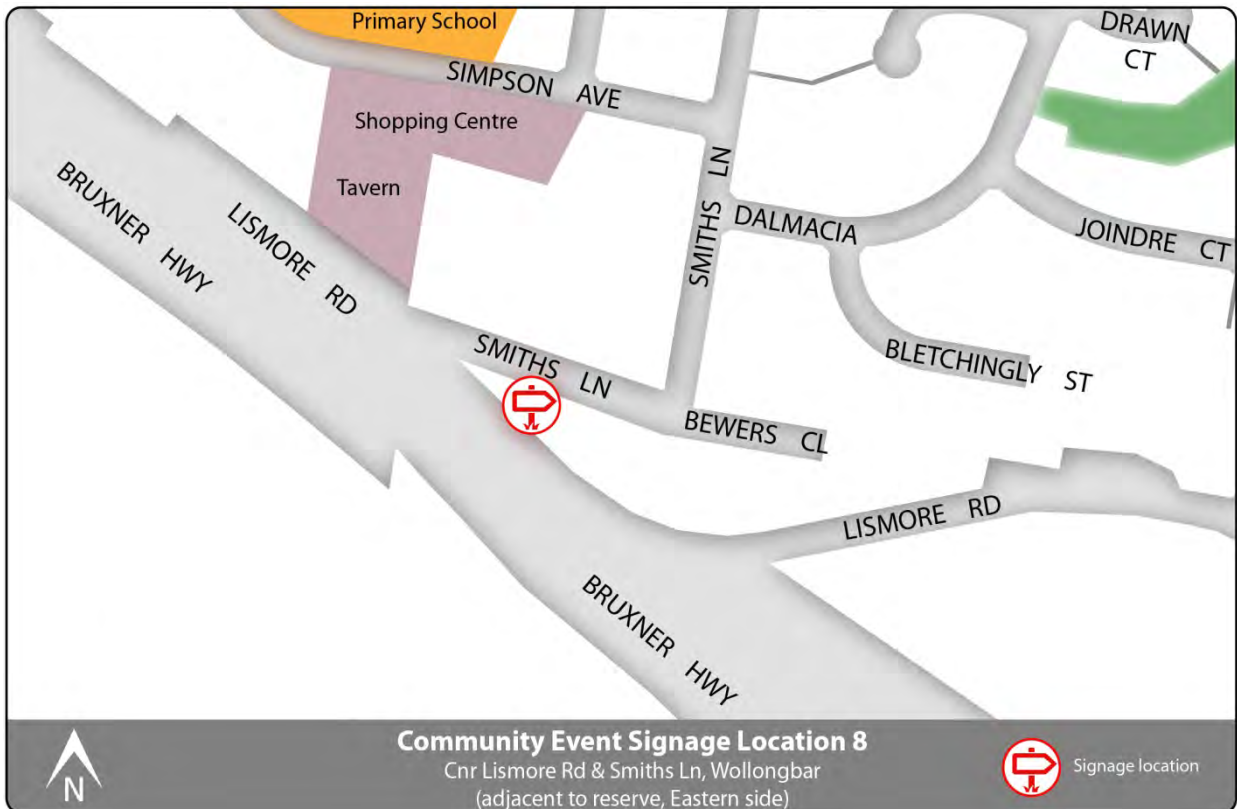
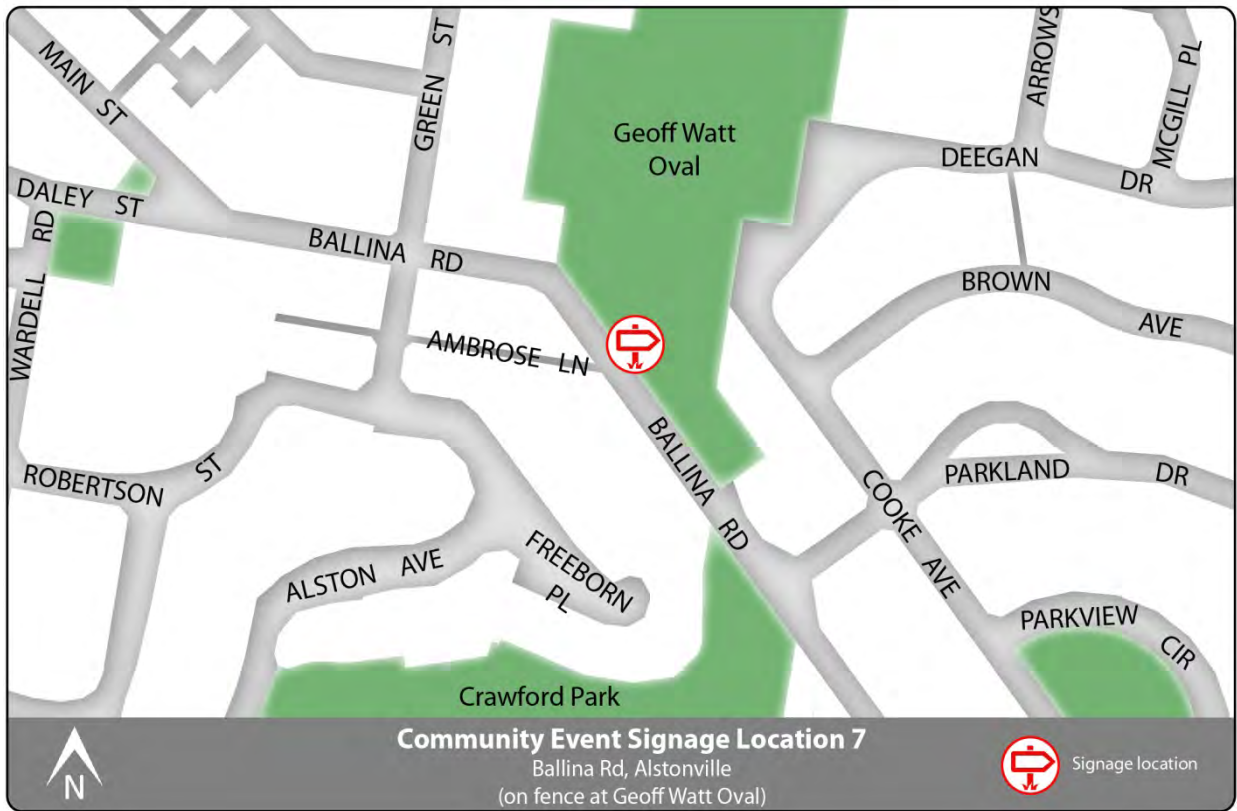
For further information, please refer to Council’s [Community Event Signage policy](#).

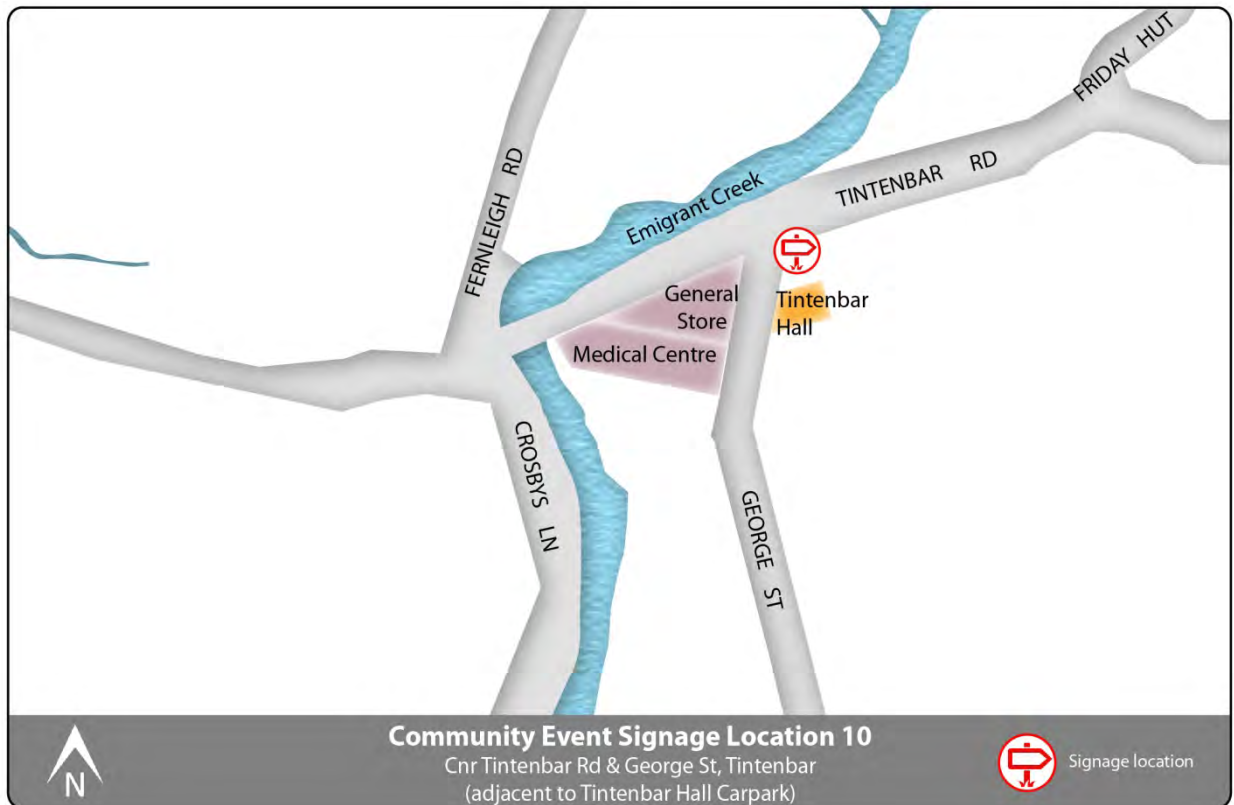
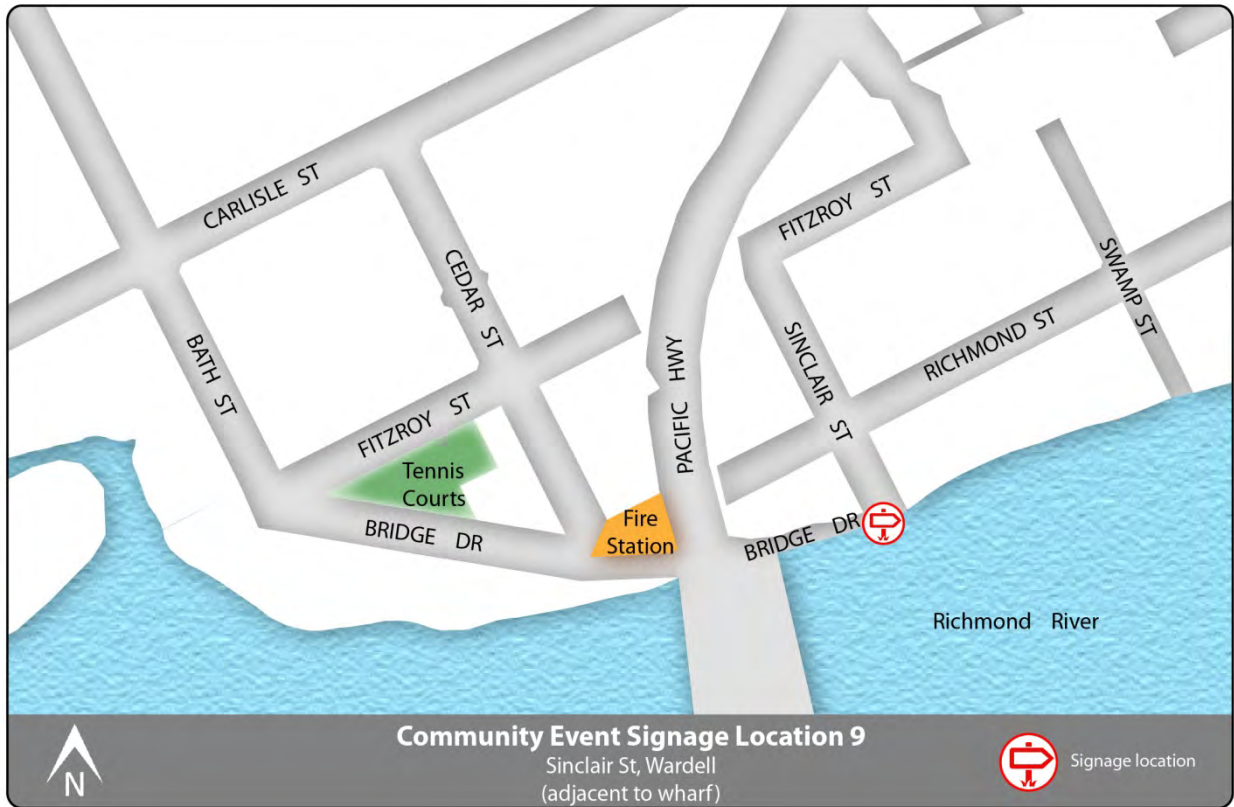
f) Signage locality maps











GUIDELINES FOR EVENTS ON PUBLIC LAND

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKROW, LENNOX HEAD, LYNWOOD, MAROM CREEK, McLEANS RIDGE, MEERSCHAUM VALE, NEWRYBAR, PATCHS BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR,



BAR, AND, LUM, HILL, OOD, BAR, OUS, BAR, BAR, AND, LUM, HILL, GOAT ISLAND, KEITH HALL, KNOCKROW, LENNOX HEAD, LYNWOOD, MAROM CREEK, McLEANS RIDGE, MEERSCHAUM VALE, NEWRYBAR, PATCHS BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR EVENTS ON PUBLIC LAND

Ballina Shire Council values the importance of local events that showcase the rich sporting and cultural diversity and history of our Ballina Shire community, and deliver economic, social and environmental benefits.



To hold an event on public land in Ballina Shire (including parks, open spaces or streets) you will need to lodge with Council an *Application for Events on Public Land*. Applicants must refer to the *Event Guidelines* when completing an application

form. A fee will be charged and you will need to give Council enough time to consider your application (allow 40 days).

Any approval given to you will last for a maximum of 3 years, and then it will have to be renewed.



In making your application, you need to consider:

Environmental impacts – potential damage to local flora and fauna, and impact on Council infrastructure

Social impacts – impact on residential amenity, conflicts with other user groups and organisations, availability of land

Economic impacts – likely economic benefits and detriments to the locality and the shire

Risk assessment – event organiser must provide Council with a Risk Management Plan. Management of risk is a critical factor in the professional management of any event. A Bush Fire Hazard Assessment should be undertaken, if relevant to the site. Council has guidelines on risk management for events on public land



Further information

For further information, please refer to Council's [Events on Public Land policy](#).

GUIDELINES FOR FILMING ON PUBLIC LAND

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKROW, LENNOX HEAD, LYNWOOD, MARCH CREEK, MEEHAN RIDGE, MEEBOOHAM VALE, NEWBYBAR,



PATCHES BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR FILMING ON PUBLIC LAND

Ballina Shire Council wants to facilitate commercial filming on public land as required in the *Local Government Filming Protocol 2009*. Council also wants to promote the balance between community interests, environmental, cultural and heritage protection and economic development in Ballina Shire.

Approval for commercial filming on public land is required for:

- Feature films
- Telemovies and mini series
- Television series
- Documentaries
- Corporate and music videos
- Television commercials
- Digital content for mobile and other portable devices
- Digital effects and animation and post-production.



Filming applications will be assessed by a Council officer, with approval conditions issued. An application fee will be charged. Depending on the nature and location of the proposed filming, additional environmental assessments and approvals may be required.

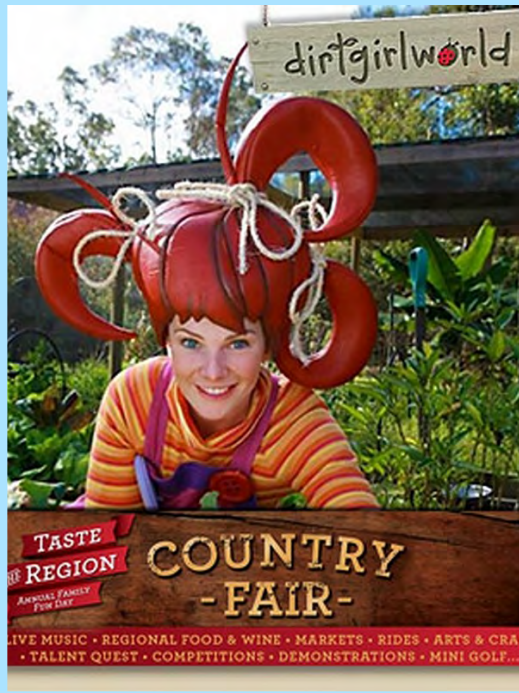
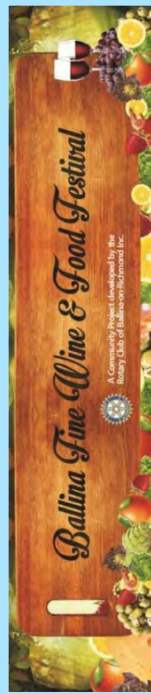
It is understood that lead times for notice of filming activities need to be flexible as many productions change schedules and locations at short notice. Council will endeavour to accommodate all reasonable requests. Applicants are encouraged to provide as much notice to Council as possible.

Further information

For further information, please refer to Council's [Filming on Public Land policy](#).

GUIDELINES FOR FESTIVALS AND EVENTS – COUNCIL SUPPORT

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKCROW, LENNOX HEAD, LYNWOOD, MAROM CREEK, PATCHS BEACH, ROUS MILL, SKENNARS HEAD, TUCKOMBIL, URALBA, WEST BALLINA, WEST BALLINA ISLAND, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKCROW, LENNOX HEAD, LYNWOOD, MAROM CREEK, PATCHS BEACH, ROUS MILL, SKENNARS HEAD, TUCKOMBIL, URALBA, WEST BALLINA, WEST BALLINA ISLAND, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKCROW, LENNOX HEAD, LYNWOOD, MAROM CREEK, PATCHS BEACH, ROUS MILL, SKENNARS HEAD, TUCKOMBIL, URALBA, WEST BALLINA, WEST BALLINA ISLAND,



GUIDELINES FOR FESTIVALS AND EVENTS – COUNCIL SUPPORT



Ballina Shire Council values the importance of local festivals that aim to showcase the rich cultural diversity and history of our local community, and that deliver economic, social and environmental benefits.

Council wants to obtain maximum leverage from its support of community festivals and events, and believes this can best be achieved when support is provided by a financial contribution, through a cash donation or sponsorship.

a) How to apply

Each year Council invites submissions from the community as part of the annual Operational Plan process. Submissions must be made on Council's application form. A Councillor workshop considers all submissions and recommends to the next Ordinary meeting of Council a distribution of the available funds.

b) Eligibility criteria for applicants

- Must be a not-for-profit organisation
- Must be an incorporated organisation or be sponsored by an incorporated organisation
- Should preferably be based in Ballina Shire and the proposed activity must take place within Ballina Shire
- All acquittals required by Council must have been completed (if the applicant has received previous support from Council)
- Must have a demonstrated capacity for festival and event management
- Must demonstrate the need for support from Council and the mid- to long-term sustainability of the festival or event
- The application must be supported by a financial or business plan

c) What Council needs to know

- Will the festival or event provide a public benefit in the fields of art and culture, sport and recreation, general health, well-being and education, learning and knowledge?
- Will the festival or event meet an identified need and/or develop community strengths?
- Will the festival or event be innovative and relevant for the target audience?
- Does the event have documented support from groups that would benefit from the event?
- Will the festival or event provide social benefits to the broader community?
- How will the festival or event make a positive contribution to the economy?
- What is the anticipated community participation rate, and does it represent value for money?
- How will Council's support be acknowledged?
- Is the festival or event viable, and are support funds being sought from other sources?
- Will the festival or event be managed to limit adverse environmental impacts?





d) How can Council’s donation or sponsorship be spent?

What’s permitted	What’s NOT permitted
<ul style="list-style-type: none"> ✓ Waste management ✓ Traffic management ✓ Equipment hire ✓ Promotion and marketing ✓ Insurance ✓ Venue hire ✓ Sound equipment and technician ✓ Specialised services, eg marketing consultant for the festival or event 	<ul style="list-style-type: none"> ✗ Capital expenditure ✗ Contribution to charities ✗ Ongoing operational/administrative costs not directly related to the festival or event ✗ Retrospective projects ✗ Wages for event organisers

e) Further information

For further information, please refer to the [Festivals and Events – Council Support policy](#).



GUIDELINES FOR THE COMMERCIAL USE OF FOOTPATHS

Ballina Shire Council supports vibrant and stimulating commercial centres where the public is encouraged to shop and dine in an outdoor environment and take advantage of the favourable local climate. Responsible small-scale street vending and footway restaurants on public footpaths will enhance and promote the established central business areas of the shire, particularly those of Ballina, Lennox Head, Alstonville and Wardell as focal shopping, business and social places.

a) Applications

A development application is usually not required, but approval from Council is still required. Applications must be submitted to Council on the *Commercial Use of Footpaths Application Form*, together with the prescribed application fee (where applicable). Applications must include:

- Accurate scaled and dimensioned plans of the application area
- Details of the proposed placement of landscaping, lighting, temporary structures and/or furniture.



b) Footway restaurants

Applications for a footway restaurant must include details of the intended operation of the alfresco dining area, including:

- Nature of dining
- Hours of operation
- Seating capacity
- Type of service, etc.

Applications must be accompanied by detailed evidence that the existing kitchen, washing and trade waste facilities are suitable to cater for the proposed additional capacity associated with the application area. It must specify whether the applicant will be applying for a licence for the service and consumption of alcohol within the approval area. If the approval area is within a designated Alcohol-Free Zone, a special exemption will need to be obtained.

The use of a footpath area for a purpose authorised under this policy must not commence until a valid street vending or footway restaurant approval has been issued and all conditions have been complied with.



c) Is a development application needed?

The commercial use of footpaths can be approved **without** a development application if it meets the following requirements:

- It involves the use of footpaths within a road reserve for which Council is the roads authority under the *Roads Act 1993*
- It's for the purpose of small-scale commercial/business use such as alfresco dining, display of merchandise and the like
- It occupies an area not greater than 30 m² per operator
- It's operated in conjunction with an authorised adjoining use
- It does not involve the erection of permanent enclosures/structures
- It does not interfere with the safety and free passage of other users of the footpath
- It does not result in the loss of any car parking.

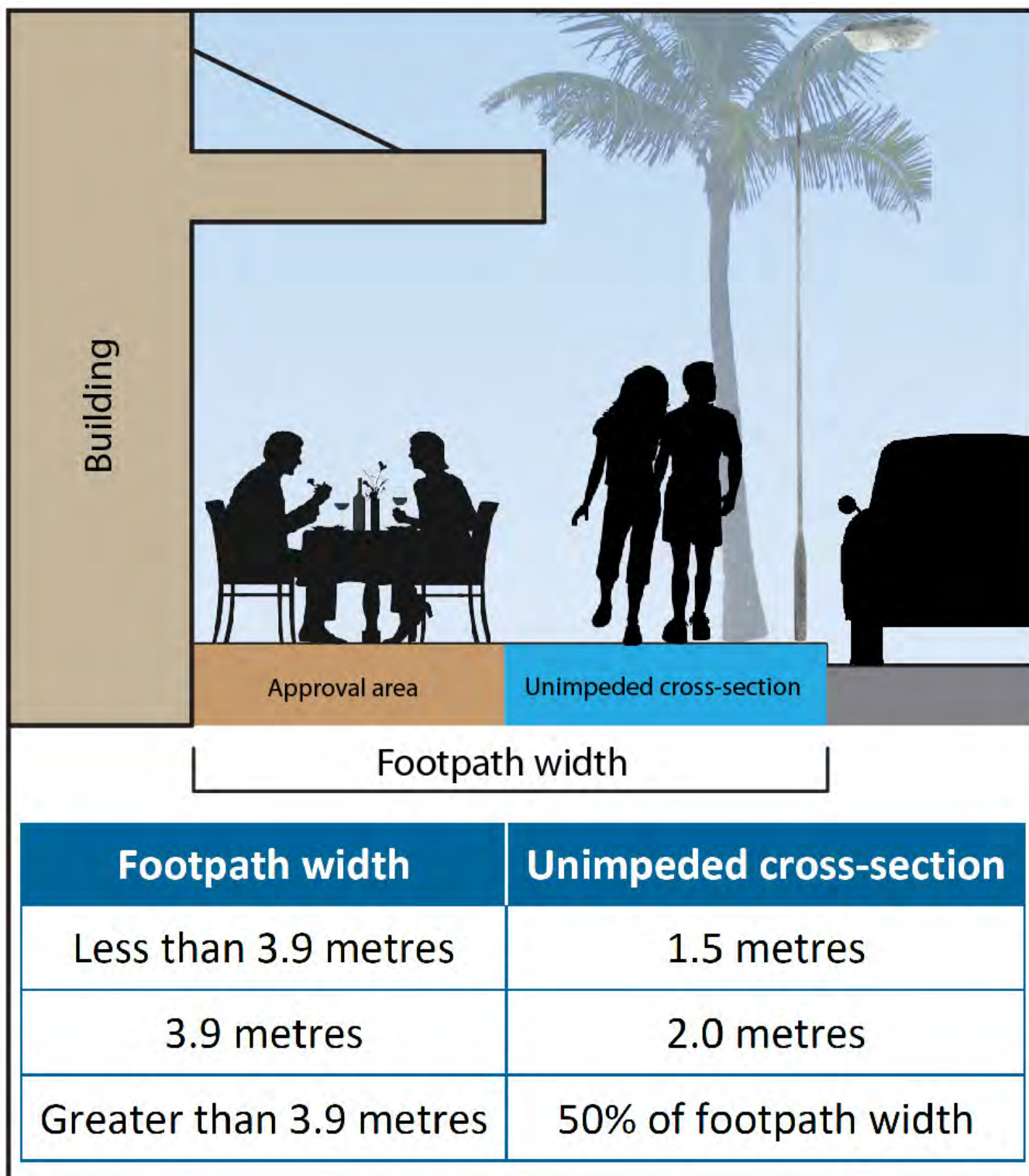


State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 also specifically covers the use of footpaths for dining and has different controls to Council's policy. In the event of an inconsistency, the SEPP will prevail.

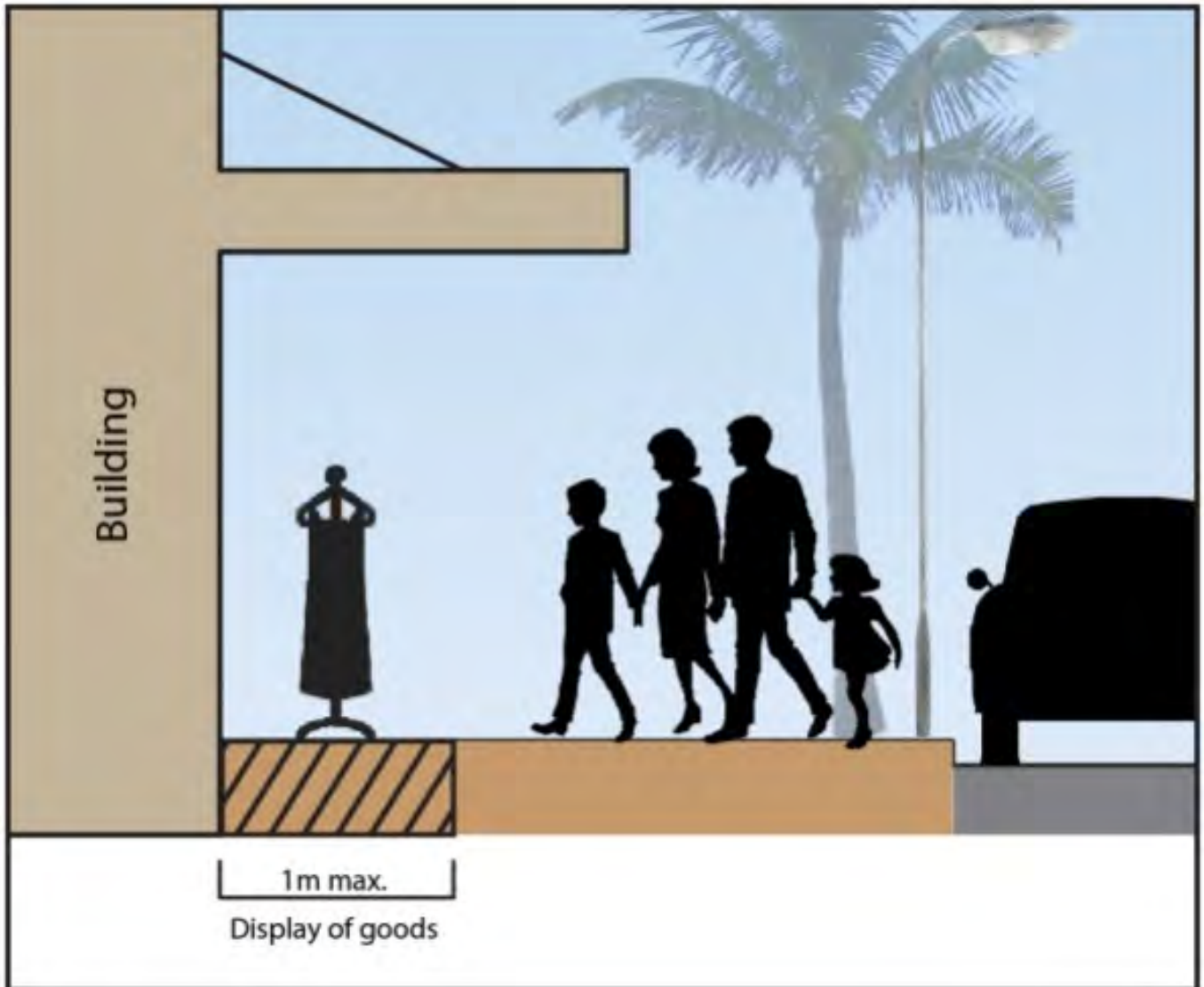
d) What's permitted?

- No permanent structures are permitted within an approval area, and all temporary structures and/or furniture must remain wholly within the specified boundaries of the approval area
- Items placed in the approval area must be stable and suitably designed to prevent damage to the footpath, withstand weather conditions and maintain an attractive appearance
- Clothing racks and/or display tables must have lockable wheels so they can be secured on the footpath
- Landscaping, lighting, structures and/or furniture within an approval area must be designed and configured to positively contribute to the overall streetscape
- No advertising signs, including free-standing A-frames, are to be placed within the approval area, other than incidental advertising

- The placement of temporary structures within an approval area must allow sufficient clearance for pedestrians to make normal use of the footpath without unreasonable impact



- Displays of goods must extend no further than 1 metre forward of the property boundary.



e) Occupation fee

Council will charge a footpath occupation fee based on a per metre rate of the approval area in accordance with Council's annual schedule of fees and charges. The fee is based on a reasonable return on land value, which may vary for different parts of the commercial areas.

f) Non-compliance

A street vending consent or footway restaurant approval may be cancelled by Council with 90 days' notice within the first year of its operation, and with 30 days' notice in any subsequent year. No claim for compensation will arise from such cancellation, and the applicant will be responsible for vacating the approval area.

Council regularly monitors approvals granted to ensure compliance with conditions. Non-compliance may result in on-the-spot fines being issued.



g) Further information

For further information, please refer to Council's [Commercial Use of Footpaths policy](#).

GUIDELINES FOR MARKETS ON PUBLIC LAND

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKROW, LENNOX HEAD, LYNWOOD, MAPOM CREEK, McLEANS RIDGE, MEERSCHAUM VALE, NEWRYBAR,



ROUS MILL, SKENNAKS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL,

GUIDELINES FOR MARKETS ON PUBLIC LAND

Operating a market on public land in Ballina Shire is exempt development under Schedule 2 of *Ballina Local Environmental Plan 2012*. However, an approval from Council under section 68 of the Local Government Act is required (an Event Approval). All approvals will include a “sunset clause” to limit the duration of the approval to 3 years to provide Council and the community with an opportunity to review and, where appropriate, improve aspects of the market’s operation. You will also need to licence the market site.

Council will advertise for expressions of interest for the operation of the proposed market.

a) Selection criteria

Criteria for selection as a market organiser will be:

- Demonstrated community benefit
- Experienced in the operation of markets
- Holder of public liability insurance to meet Council’s requirements.

The market organiser will need to demonstrate how funds from the market will be allocated. The market must be conducted at no cost to the community, with running costs being covered from stall fees and any remaining funds being allocated to the community. Preference will be given to Ballina Shire-based organisations and then to organisations that operate within the region.

b) Location and frequency

Only one market located on public land will be approved to operate on any one day within Ballina Shire, unless it can be established to the satisfaction of Council that more than one market operating concurrently will not result in any significant adverse economic, social or cultural impact upon authorised existing markets. Markets located on public land may only be conducted on any one site at a frequency of not more than once per week.

c) Do’s

- ✓ All stallholders must be appropriately licensed
- ✓ Food stalls must be registered with the NSW Food Authority, either in their own right or as a market group
- ✓ Food stall operators must register their food stall on Council’s Commercial Premises Register
- ✓ Market management must hold a Public and Products Liability policy to the value of \$10,000,000 for any occasions that the market operates
- ✓ Market organisers must provide Council with a Risk Management Plan
- ✓ Market organisers must provide to Council the proposed allocation of funds to cover the cost of operating the market and the allocation of funds to community projects or groups
- ✓ Gas installation on any food or other vehicle must be installed by a licensed gasfitter, and a current compliance plate must be affixed to the vehicle
- ✓ A Waste Management Plan identifying the location of garbage and recycle bins must be submitted to Council. Market organisers are responsible for all costs incurred in relation to waste management
- ✓ Market patrons should have convenient access to permanent toilet and ablution facilities or to Council-approved facilities connected to an on-site sewage management system
- ✓ Mechanical rides must be covered by a current NSW Work Cover certification. The card is to be available before the market and at time of setup for inspection by Council authorised officers. Mechanical rides may only be set up on suitable sites, preferably level and sufficiently firm to withstand the operation of the ride in all weather conditions
- ✓ A Traffic Management Plan is to be prepared if considered necessary by Council



d) Don'ts

- ✗ Plant dealers must not sell noxious plants or environmental weeds (check the Bushland Friendly Nursery Scheme for details)
- ✗ Animals and birds cannot be sold or offered for sale within the market
- ✗ Market noise must not affect neighbourhood amenity
- ✗ Signage promoting the market cannot be erected at the site or on any other land without prior approval from Council
- ✗ Markets must not create land contamination, or air or water pollution



e) Further information

For further information, please refer to Council's [Markets on Public Land policy and appendices](#):

- 1 *Guidelines – Information to be Submitted with an Application for Event Approval – Markets*
- 2 *Guidelines – Understanding Risk Management for Markets*

Applications need to be consistent with Council's [Event Guidelines and Events on Public Land policy](#).



GUIDELINES FOR MONUMENTS & MEMORIALS ON PUBLIC LAND



ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKCROW, LENNOX HEAD, LYNWOOD, MAROM, PEARCES BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, PATCHS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, ROUS, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR MONUMENTS & MEMORIALS ON PUBLIC LAND

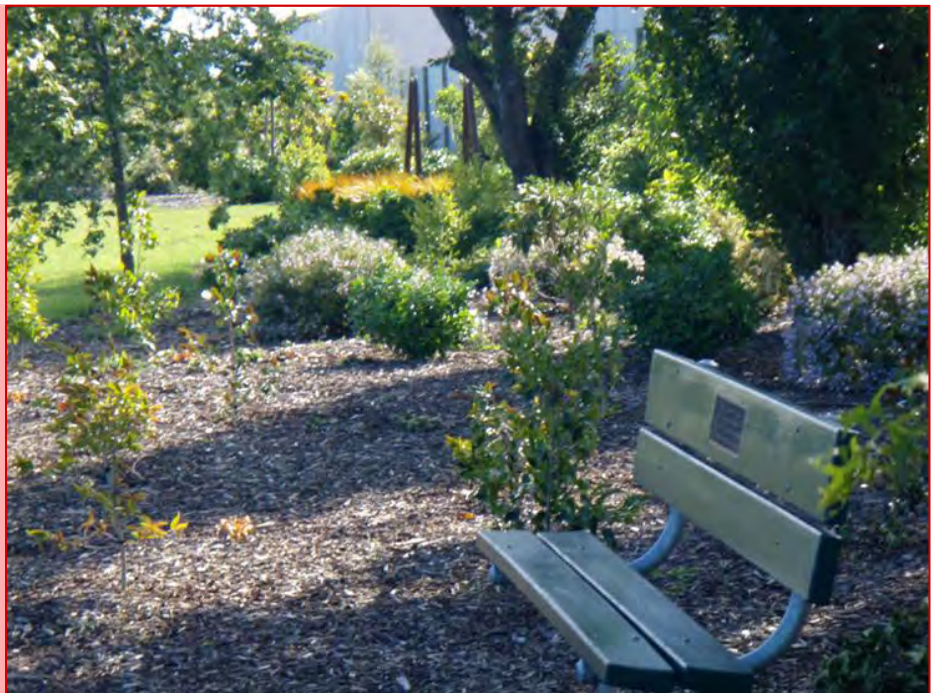
The creation or placement of memorials or monuments on public land is only permitted with the approval of Council, other than for small roadside memorials.

a) Memorial seat or tree

Council will consider a memorial seat or tree, but only in accordance with any plan of management that may operate for the public land. A seat will be made to Council's specifications, and Council approval will be required for the wording to be placed on a plaque. The tree must be a species

agreed by Council and will not be marked with a plaque. Council must agree to the location of either a seat or a tree.

Applications to Council must be made in writing with a clear description of the proposed location.



b) Small roadside memorials

Council approval is not required for the placement or creation of small roadside memorials. However, if a memorial is considered by Council to be a safety risk to the public or if the RMS requires its removal then the memorial will be removed without notification.



c) Plinths or rocks

Plinths or rocks with plaques (or without plaques) will not be permitted on public land unless the person, event or location is of historical significance and the memorial is approved by resolution of Council.

d) Further information

For further information, please refer to Council's [Monuments and Memorials on Public Land policy](#).

GUIDELINES FOR PUBLIC ART IN BALLINA SHIRE

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKROW, LENNOX HEAD, LYNWOOD,

MAROM
PATCHS
ROUS MI
TUCKOMI
ALSTONV
BROOKLE
DALWOO
GOAT ISL
MAROM
PATCHS
ROUS MI
TUCKOMI
ALSTONV
BROOKLE
DALWOO
GOAT ISL
MAROM

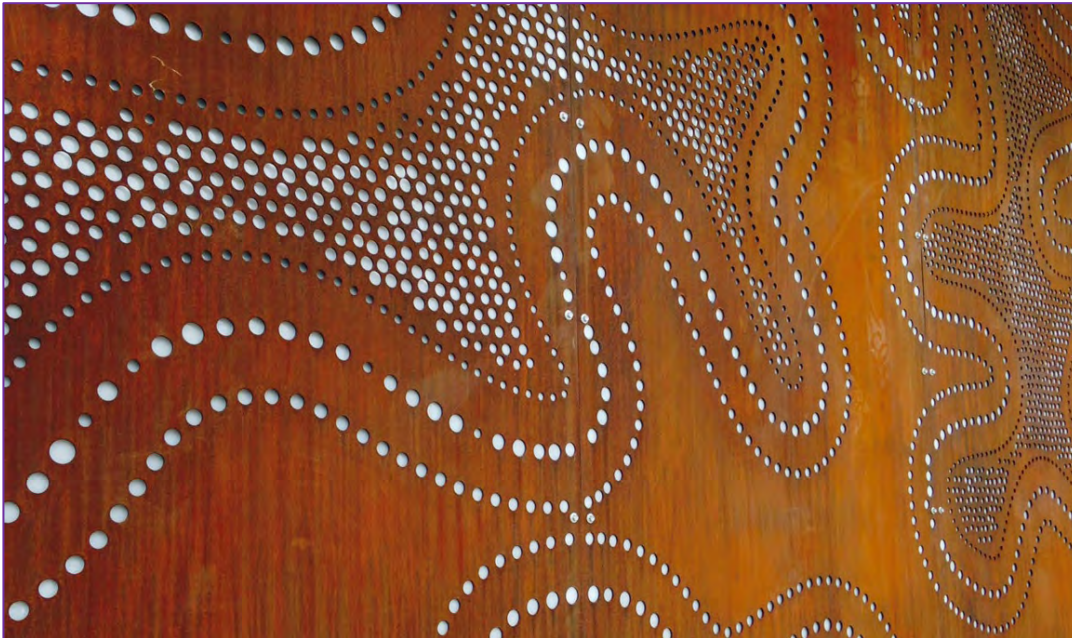


WRYBAR,
D, ROUS,
ITENBAR,
ONGBAR,
A ISLAND,
MBALUM,
REE HILL,
YNWOOD,
WRYBAR,
D, ROUS,
ITENBAR,
ONGBAR,
A ISLAND,
MBALUM,
REE HILL,
YNWOOD,
WRYBAR,

BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR PUBLIC ART IN BALLINA SHIRE

Public art is important to Ballina Shire Council. Council wants innovative items of public art in key locations which identify and reinforce the shire's cultural identity, community values and create a strong sense of place. In particular, the traditional links with Ballina Shire and the Bundjalung Aboriginal nation.



One way that Council will implement its public art policy is through conditions on commercial, retail or tourist developments having a capital value in excess of \$1 million, which are proposed to be undertaken on land zoned for Business purposes under Council's local environmental plan.

Council will impose a condition of development consent, to incorporate an item of public art having a minimum value of \$15,000 as an integral part of that development. If this is not practical then

Council will encourage the proponent of the development to contribute an equivalent amount toward the provision of public art in a public place.

Each year Council will consider a budgetary allocation for the provision of public art.

Council also has a Public Art Advisory Panel, which is responsible for providing advice to the Council's General Manager in relation to the effective implementation of the Public Art policy.



Further information

For further information, please refer to Council's [Public Art policy](#).

GUIDELINES FOR WEDDINGS ON PUBLIC LAND

ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM, DALWOOD, EAST BALLINA, EMPIRE VALE, FERNLEIGH, FIG TREE HILL, GOAT ISLAND, KEITH HALL, KNOCKROW, LENNOX HEAD, LYNWOOD, MAROM CREEK, McLEANS RIDGE, MEERSCHAUM VALE, NEWRYBAR,

PATCH
ROUS
TUCKO
ALSTO
BROO
DALWO
GOAT
MAROM
PATCH
ROUS
TUCKO
ALSTO
BROO
DALWO
GOAT



ROUS,
NBAR,
GBAR,
LAND,
ALUM,
E HILL,
WOOD,
YBAR,
ROUS,
NBAR,
GBAR,
LAND,
ALUM,
E HILL,
WOOD,

MAROM CREEK, McLEANS RIDGE, MEERSCHAUM VALE, NEWRYBAR, PATCHS BEACH, PEARCES CREEK, PIMLICO, PIMLICO ISLAND, ROUS, ROUS MILL, SKENNARS HEAD, SOUTH BALLINA, TEVEN, TINTENBAR, TUCKOMBIL, URALBA, WARDELL, WEST BALLINA, WOLLONGBAR, ALSTONVALE, ALSTONVILLE, BAGOTVILLE, BALLINA, BALLINA ISLAND, BROOKLET, CABBAGE TREE ISLAND, COOLGARDIE, CUMBALUM,

GUIDELINES FOR WEDDINGS ON PUBLIC LAND

If you wish to conduct a wedding on public land under Council’s control and you want some certainty that your preferred site will be available to you, then you have to make a written application. There is a fee, and Council will need at least 14 days’ notice to process your application.



a) What Council needs to know

You need to tell Council the:

- Wedding date and time
- Proposed duration of the ceremony
- Venue (precise location – include a map)
- Proposed use of amplified music (if any)
- Approximate size of the wedding
- Any equipment such as chairs and small domestic-scale shade structures.

b) What’s not permitted

Council will generally not approve:

- ✗ Ceremonies longer than 2 hours
- ✗ Marquees
- ✗ Wedding receptions
- ✗ Loud music.

Council cannot approve the use of Crown land that is not under its control, eg nature reserves and vacant Crown land.



c) Further information

For further information, please refer to Council’s [Weddings on Public Land policy](#).



40 Cherry Street • PO Box 450 • Ballina NSW 2478

t02 6686 4444 • f02 6686 7035 • e council@ballina.nsw.gov.au