



NSW Police Force
www.police.nsw.gov.au

**Events Planning
Unit
Sydney City PAC**

PUBLIC ASSEMBLY INFORMATION SHEET **MOBILE PROCESSIONS USING FOOTPATH**

1. In order for your Form 1 (Notice of Intention to hold a Public Assembly) to be authorised under the Summary Offences Act No 25 of 1988 – Section 23, police must be notified AT LEAST 7 clear days prior to your Event/Public Assembly.
2. If any of the details on your Form 1 change – date/time/location/route or if the numbers vary substantially from what you have indicated – notify police at the Sydney City Police Area Command, Events Planning Unit.
3. The assembly is to commence no earlier than the time specified on your Form 1. The assembly will commence procession no earlier than the time specified and travel along the agreed upon route.
4. It is up to the event organisers to maintain crowd control at all times.
5. Any police direction is to be promptly obeyed.
6. An organiser or civilian marshal is to be present and remain identifiable at all times and they are to actively maintain crowd control and behaviour (as a guide there should be 1 marshal for every 50-100 persons marching). They must ensure that the crowd disperses at the conclusion of the assembly in an orderly and proper manner.
7. There will be no vehicles permitted to participate in the procession.
8. The organiser is to ensure no participants spill out or cross into any roadway and participants are to use pedestrian crossings at traffic control lights to cross any streets along your route.
9. No persons are permitted to hang banners or posters on any building.
10. Emergency access to any buildings is to be maintained for emergency services AT ALL TIMES.
11. Pyrotechnic or other explosive devices that constitute prohibited articles are not to be present or used at the event by unauthorised person/s.
12. The use of any speaker/s of hand held PA systems must be maintained at an acceptable level of volume that does not cause disruption or disturbance to nearby locations or businesses. Where complaints are received regarding noise levels, a Noise Abatement Direction under Section 276 Protection of the Environment Operations Act may be issued.

Events Planning Unit – Sydney City Police Area Command – The Rocks Police Station

132 George Street (cnr Argyle St), Sydney, NSW 2000

Tel: 02 8220 6382 Fax: 02 8088 3850 Email: SYDCITYEVENTS@police.nsw.gov.au

TTY 02 9211 3776 (Hearing/Speech impaired)

13. NO banners, flags or placards containing offensive language or obscene slogans or pictures are to be present at the event.
14. The NSW Police Force considers the burning of any article, flag or effigy a public safety hazard. The Police Force reserves the right to take such action/s as may be necessary to ensure the safety of participants, the general public and police officers, should such an activity occur.
15. The event organiser is to ensure that no damage is occasioned to public or private property. Should such damage occur the organiser to the best of their ability is to assist police in identifying those responsible for such damage.
16. The organiser will to the best of their ability assist police in identifying any person/s responsible for the commission of any criminal offence.
17. Participants are not to enter any building / premises without permission from the building owner or occupier.
18. Contact City of Sydney Council Ph 9265 9550 at the earliest opportunity to ensure your chosen location is not already reserved for use by Special Event Organisers or another public assembly. Where Council does not agree upon the use of the locations as applied for by you, their decision will be deferred to and the above conditions no longer valid. Notify police at the Events Planning Unit to negotiate alternate locations where necessary.
19. Where Police have no objections to your public assembly, this does NOT give you approval to use land to park vehicles or erect and use stages, tents, marquees, P.A Systems, microphones, umbrellas, tables or any other equipment or infrastructure. You MUST seek approval to use any items from the Land Managers eg. City of Sydney Council, NSW Place Management, Royal Botanic Gardens.

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