



DARWIN**WATERFRONT**
CORPORATION

Outdoor Event Policy

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Policy Statement

This policy provides a general understanding of the management, responsibilities and hiring procedures for proposed events within the public domain.

The Darwin Waterfront Corporation reserves the right to approve or decline any proposed event for a public area based on merits and the appropriateness of the event, the suitability of the site and any environmental impacts.

Proposed events will not be granted on major special occasions such as New Year's Eve and at other times determined by the Corporation.

Application forms can be downloaded at www.waterfront.nt.gov.au on the forms, policies and publications page.

Introduction

The Darwin Waterfront Corporation is the statutory authority responsible for overseeing the development of the Waterfront Precinct and for managing and servicing the precinct for the benefit of the community, and promoting the precinct as a place of residence and business and a venue for public events and entertainment under the *Darwin Waterfront Corporation Act*.

The Corporation works in collaboration with key stakeholders to build an inclusive, healthy, functional and productive precinct through continually revitalising and energising public spaces. Place-making plays a key part of creating a destination that attracts people and activity, instils a sense of community pride and culture while encouraging further natural development.

Stakeholders

Primary:

- Residents
- Retailers
- Short-stay accommodation (hotels and apartments)
- Darwin Convention Centre
- Stokes Hill Wharf traders and vessels
- Charles Darwin University Business School
- Darwin Port
- Deckchair Cinema
- Administrator of the NT
- DIPL/Crown Lands
- Tour and transport providers
- Aqua Park/The Y/Contractors
- Larrakia Cultural Centre

Secondary:

- Tourism and Events NT
- Tourism Top End
- Darwin City Retailers Association
- City of Darwin council
- Hospitality NT

Policy objectives

- Create and maintain attractive, active and well-functioning public spaces which drive economic development and tourism.
- Create and maintain community pride and culture within the precinct and the broader Darwin city region.
- To achieve a balance between activation of public spaces and the preservation of peace, harmony, and enjoyment of residents and stakeholders, ensuring that events do not contribute to anti-social behaviour, create a nuisance or jeopardise safety.
- To ensure proposed events are compatible with the location, its intended day-to-day function and surrounding residents and stakeholders.
- To ensure the appropriate management, maintenance and repair of any impact to the public domain.
- To provide relevant communication for effective event management.
- To ensure that wherever possible proposed events use Waterfront businesses to cater for their food and beverages and those events do not directly compete with any stakeholder business or conflict with any TOGA and/or Corporation sponsorship.

Outdoor event sites

When considering a location, event organisers should ensure that the main functions of the open space are not compromised for the general public.

Outdoor event sites:

- Palm Grove
- Recreation Lagoon Lawn
- Peninsula Lawns
- Precinct Lawn
- Ampitheatre
- Wharf One Deck
- Goyder Park
- Fort Hill Parkland
- Jervois Park Site A
- Jervois Park Site B
- Stokes Hill Wharf

While the above areas are the most common areas for events, it is not an exhaustive list of sites. Special exemption may be given if the Corporation considers the applicant and site to be suitable for the event (i.e. roads for fun runs).

Approval process

All events held on land at the Darwin Waterfront require approval from the Corporation.

Assessment of an event application will be based on the following criteria:

- Suitability and purpose of the event activity (see above “policy objectives”)
- Suitability and experience of the event organiser
- Suitability and availability of the event location and duration
- Provision of required event information within required timeframes.

Event impact criteria

Events are categorised as either a low, minor, medium or major based on attendee numbers or scope to determine the impact. Applicable fees charged will be determined by event type.

Event Type	Scope of the Event
Low Scale	0-499 people / one day event / no road closures / no more than two marquees / no more than two food vans / no portable toilets or trailers
Minor	500-999 people / food vendors or licensed areas / up to 5 x items of infrastructure (marquees, food vans, portable toilets, inflatables, stages) / minor road closures or public transport disruptions
Medium	1,000-6,999 people / food vendors or licensed areas / medium road closures or public transport disruptions / up to 10 items of infrastructure (marquees, food vans, portable toilets, inflatables, stages)
Major	Over 7,000 people / food vendors or licensed areas / multiple event sites / large infrastructure builds / road impact

Outdoor events management

Event organisers are required to submit essential event information prior to the event so the Corporation can determine whether the proposed event is suitable. The Corporation may then issue a permit/site hire agreement for an event in accordance with Darwin Waterfront Corporation By-laws.

The applicant must include the following:

- Event application
- Public Liability Insurance or any relevant insurances for the event and activities held
- Event site plan
- Traffic management/Vehicle access plan
- Water and power access requirements
- Risk management plan
- Emergency plan
- Waste management plan
- Food vendor information (if appropriate)
- Liquor licence (if appropriate)
- Event run sheet (including bump in and out)
- Stakeholder engagement

Event organisers must ask themselves when planning the event:

- Is the event site able to accommodate the event without being subject to damage?
- Does the proposed event complement the area, people and businesses rather than conflict with it?
- What are the risks arising from the event?
- How will traffic and/or access be managed?
- Are supplementary waste and sanitation facilities required?
- Has the event been registered with the Health Department if food is being served?
- If a major event have relevant bodies such as NT Police been contacted?

Addressing risk

The use of glass is prohibited at the Darwin Waterfront. Instead event organisers are encouraged to use plastic/polypropylene cups as well as bamboo and plastic cutlery. Where it is not possible to completely remove glass from the scenario the Corporation requires the proponent to put a glass management proposal forward in writing for consideration by the Corporation.

The Corporation may require other specific controls or management solutions by event organisers to address the risk of event participants conveying glass into the public domain and particularly in or near the wave lagoon, recreation lagoon, and beach areas.

The discovery and removal of broken glass from the wave lagoon and public beach would be an onerous and expensive task and gives rise to serious safety concerns that may cause a significant legal risk to the Corporation. As such, event organisers should implement precautions at the highest level to avoid the possibility of broken glass entering these public recreational areas.

Given the clearly foreseeable risk of glass entry into the public domain area it is the Corporation's intention to prosecute any person including event organisers for cost of clean-up of glass products.

Alcohol at events

The Corporation may in its absolute discretion withhold its consent, or grant consent subject to conditions it considers appropriate, to consumption of alcohol within the public domain during special events.

- Applications to hold special events within the public domain where alcohol is proposed to be served or consumed are to be made in writing to the Corporation. Once approval has been granted in writing by the Corporation the applicant may proceed to apply to the Director-General of Licensing for a temporary license. Any approval by the Corporation to hold an event does not imply that an application to the Director-General of Licensing for a temporary license will be successful but it is likely the Director-General of Licensing will require that such approval be included in any applicant's submission.
- The perimeter of any area(s) in which alcohol is to be served and consumed shall be defined with a temporary barrier or other pre-approved monitoring process. Areas which adjoin the water or beach will not be approved by the Corporation.
- Crowd controllers who are registered under the Private Security Act shall be employed by the applicant during the event and until the patrons have fully dispersed from the adjoining public areas. The Corporation will require that adequate numbers are proposed before it will consider granting approval for any event.

Noise restrictions

The nature of any proposed events must take into account the context of the location of the premises in the precinct which is a predominantly residential setting and a family friendly environment. This includes addressing noise emanating from the event including ambient noise and music, noise associated with bump in and out activities and noise caused by behaviour of event patrons.

Noise can commence after 7:30am. All noise must cease by no later than midnight on weekends and 10pm weekdays. This includes bump in and out.

The Darwin Waterfront follows the Northern Territory noise management framework guidelines and maximum decibels allowed **75 dB (A)**. This is subject to change depending on bass levels. Request outside of these times, will need to be preapproved by the Darwin Waterfront Corporation.

If permission is granted, Darwin Waterfront Corporation reserves the right to determine the noise levels and any equipment used on site.

Safety & security

- An effective temporary barrier must be installed for paid events or events serving alcohol.
- Appropriate controls or management solutions are required to be implemented by the event organiser to deal with noise and anti-social behaviour, including vandalism of community infrastructure and landscaping, by patrons who have left the event. This could include coordinated (by an event organiser) roving security at critical times.
- Controls or management solutions, such as an event Risk Management Plan and Traffic Management Plan, must be maintained throughout the term of the event.

Obtaining approvals

The staging of an event is conditional upon the applicant obtaining the relevant licences and consents. Failure to meet any approval conditions prior to an event may result in the event being cancelled.

Cancellations

The Corporation at its absolute discretion may cancel an event either before it commences or after it has commenced if the Corporation deems the event to be unsafe or causing disruption or nuisance to residences or businesses, if direction is not adhered to or activities are not fully disclosed prior.

The Corporation has the right to cancel an event if it hasn't received payment from event organisers for any monies expended by the Corporation not covered under the conditions of the permit.

Darwin Waterfront Corporation event permit

A Darwin Waterfront Corporation event permit/site hire agreement is required for all events. The permit/agreement is signed on behalf of the Corporation, and details the proposed outdoor event, and relevant conditions which must be complied to in accordance with the Darwin Waterfront Corporation By-laws. A contravention of any permit condition is a breach of the Darwin Waterfront Corporation By-laws and may result in the issue of an infringement notice or prosecution.

The permit/agreement must be finalised prior to the commencement of an event. As part of the permit process the applicant may be required to obtain, and forward to the Corporation, copies of all relevant licences, insurances, certificates and other approvals by at least 10 working days prior to the commencement date of the use of the public space.