

Site Plan   
Checklist

This information must be tailored to suit your event

Use the following to identify what you should include on your site plan

|  |  |  |  |
| --- | --- | --- | --- |
| Existing elements | check | temporary elements | check |
| Direction of north |  |  |  |
| Significant trees and fauna or flora sites, bodies of water |  |  |  |
| Adjacent property owners  SHOW PROXIMITY |  |  |  |
| Public telephone/s |  |  |  |
| Existing barriers such as fencing or bollards |  | Temporary Fencing (mesh and picket)  SHOW DIMENSIONS |  |
| Existing and/or created entry and exit points |  | Temporary entry/exit points  SHOW *WIDTH* DIMENSIONS OF EACH POINT |  |
| Existing buildings and structures  SHOW DIMENSIONS |  | **Large** Temporary Structures:   * tents & marquees (over 100sqm) * stages (over 10mx15m) * prefabricated building * (over 100sq m) * aerial rigs * cordoned off areas   SHOW DIMENSIONS |  |
|  |  | **Small** Temporary Structures   * tents & marquees (under 100m2) * portable structures (site huts, toilets) * stages (under 150m2)   SHOW DIMENSIONS |  |
| Permanent grandstands  SHOW DIMENSIONS |  | Temporary viewing areas – grandstands that accommodate  **more** than 20 patrons |  |
|  |  | Temporary road closures including signs and marshals |  |
| Existing pedestrian paths and walkways |  | Temporary pedestrian paths and walkways, including disabled paths. |  |
| Existing steps and ramps |  | Temporary steps and ramps  (including stages) |  |
|  |  | Start/Finish gantries and lines |  |
|  |  | Route and direction of race (land, road and water) |  |
|  |  | Pyrotechnics firing area and public exclusion zone |  |
| Existing amusement rides |  | Jumping castles and mechanical rides |  |
|  |  | Animal Nursery |  |
| Restaurants, canteens |  | Temporary food vendors |  |
|  |  | Licenced areas (show how area is cordoned off from public – type of  fencing used, position, height) |  |
|  |  | Event Operations Centre  Event Information Centre  Lost children/property area |  |
| Existing power source |  | Temporary power source |  |
| Existing toilets   * Show male * Show female * Show disabled |  | Location of temporary toilets   * Show male * Show female * Show disabled |  |
| Existing water fountains |  | Temporary water sources like taps, fountains and water trailers. |  |
| Existing garbage bins |  | Temporary garbage bins  Temporary skips |  |
| Existing car parks including access car parks  Existing disabled car parks |  | Temporary parking areas for:   * Public * Temporary Access Parking (disabled) * Emergency vehicles |  |
| Existing fire extinguishers and type, hoses and or water points (taps) |  | Firefighting equipment (tankers, blankets, extinguishers and type of) |  |
| Emergency access/egress routes  Show direction of travel  SHOW DIMENSIONS |  | Access path (min 4m wide) for all emergency services to all key locations within the venue  Show direction of travel  SHOW DIMENSIONS |  |
| Emergency assembly areas |  | Evacuation route |  |
| Existing location and size of First Aid Facility |  | Location and size of First Aid Facility |  |
|  |  | Position of security guards |  |
| Existing unsafe areas |  | Restricted or unsafe areas  (fireworks discharge areas, fuel  storage, generators, back of house for performers etc) |  |
|  |  | Signage positions, showing position of key information signs to inform the public of amenities and services |  |