



Rouse Hill Town Centre

Publicly Accessible Areas Management Plan (current as at 21 September 2007)

TABLE OF CONTENTS

Foreword	3
1. Introduction	4
a. Executive Summary	4
b. Objectives	5
c. Definitions	6
d. Interpretation	7
e. Using this Management Plan	8
f. Legislative Compliance and Endorsement by Council	9
g. Corporate Social Responsibility	9
h. Updating and Amending this Management Plan	9
i. Contact Details	9
2. Inventory of Publicly Accessible Areas	10
a. Category A – Publicly Accessible Areas	12
b. Category B – Publicly Accessible Areas	18
c. Category C – Publicly Accessible Areas	20
3. Maintenance and Management of Publicly Accessible Areas	23
4. Event Applications and Approvals Process	24

NOTE:

This Management Plan is a draft. It will be finalised prior to (and as a condition of) the issue by Baulkham Hills Shire Council of the first occupation certificate for any building within the GPT Town Centre Parcel. The final version of this Management Plan will include the request / application forms and other attachments referred to in this draft.

All street names and names of specific publicly accessible areas in this draft of the Management Plan may change prior to finalisation.

All plans used in this draft of the Management Plan will be updated before finalisation of this Management Plan, with more specific, focused plans of each publicly accessible area.

FOREWORD

The GPT Town Centre Parcel is a unique, open-plan style shopping complex which offers over 200 speciality shops together with Coles, Woolworths, Big W, Target, cinemas and many cafes and restaurant options for the general community located in the heart of the Rouse Hill Regional Centre. The Rouse Hill Regional Centre will include approximately 1,500 residences comprising single dwellings as well as apartment style living. An emphasis on open-space community living is evidenced in the various cycle ways and walk ways, natural watercourses and parkland areas within the Rouse Hill Regional Centre.

The Rouse Hill Town Centre itself is a vital part of the Rouse Hill Regional Centre and services not only the local community within the Rouse Hill Regional Centre but also surrounding residents and the general public as a whole. The majority of the Rouse Hill Town Centre, being the GPT Town Centre Parcel, is privately owned by GPT RE Limited (**GPT**).

This “Publicly Accessible Areas Management Plan” (**Management Plan**) has been prepared to ensure:

- that the interests of the various stakeholders in the Rouse Hill Town Centre are balanced with the general rights of individuals to access and enjoy the Publicly Accessible Areas,
- the maintenance of standards for the appearance, upkeep and enjoyment of the GPT Rouse Hill Town Centre Parcel, and
- the documentation of the procedures for notification and/or application for the use of those Publicly Accessible Areas located within the GPT Town Centre Parcel that do not fall within the parameters of a typical shopping centre “common area”.

This Management Plan is a point of reference for GPT, the public, residents, event organisers and applicants and prescribes conditions for the care and maintenance of all Publicly Accessible Areas and the operation and management of permissible temporary events within the Publicly Accessible Areas.

This Management Plan forms part of the documentary matrix that is the basis of the operation, management and administration of the Rouse Hill Regional Centre. This Management Plan is developed at the request of Council as a condition of consent and is to be read in conjunction with the Community Management Statement, Town Centre Management Statement (which incorporates this Management Statement by reference) and Council guidelines.

1. INTRODUCTION

a. Executive Summary

This Management Plan applies to specific Publicly Accessible Areas within the GPT Town Centre Parcel. This Management Plan sets out the minimum standards for the appearance, upkeep and enjoyment of the Publicly Accessible Areas as well as the conditions and notification/application procedures for the use, licensing, approvals for and management of events held on the Publicly Accessible Areas.

The GPT Town Centre Parcel is privately owned, however provides a variety of locations available for public use and this Management Plan identifies that certain types of events are better suited to specific locations within the GPT Town Centre Parcel. GPT, as owner of the GPT Town Centre Parcel, recognises the legitimate and appropriate uses of its Publicly Accessible Areas by various community groups and for a variety of events. To ensure the use of such Publicly Accessible Areas by the public does not compromise the overall ambience and theme of the Rouse Hill Town Centre, this Management Plan regulates the use of these Publicly Accessible Areas in terms of its maintenance, amenity, type and frequency of use. This Management Plan also helps to ensure that the Publicly Accessible Areas remain available for its intended public use by residents and visitors during certain specified times.

This Management Plan is for the information of residents, occupiers and the public generally in relation to the maintenance standards as well as for applicants, event organisers and consent authorities when considering an event in those Publicly Accessible Areas available for hire. This Management Plan also provides procedural guidelines and points of contact within GPT when assessing event proposals. The benefits of this Management Plan include:

- Framework is identified - provides a framework for all stakeholders, not only within the Rouse Hill Regional Centre but the community as a whole, as to the use and enjoyment of the Publicly Accessible Areas.
- Maintenance requirements are outlined – this Management plan details the minimum maintenance requirements for those Publicly Accessible Areas that are not classified as common areas as part of the actual shopping complex but are otherwise accessed by residents, invitees, occupiers, visitors and the general public to the Rouse Hill Town Centre, ensuring a certain level of care and upkeep for such areas.
- Streamlined application process – framework to ensure that applicants experience an efficient and expedient process when notifying or applying to use a Publicly Accessible Area for an event with a layered approvals

process mechanism (from simple notification of a proposed use to actual assessment of a lodged application) dependant on the nature of the event or proposed use of a particular Publicly Accessible Area together with a structured appeals process, chaired by an representative independent of the Rouse Hill Town Centre. This Management Plan will assist in ensuring that any decision making operates in a transparent and consistent manner, with the suitability of the proposed event being considered in the context of the specific characterisation and capabilities of the Public Accessible Area, the potential impact of the proposed event, the rights of the applicant and the community as a whole and the overriding benefit to the community.

- Minimising the impact of events – ensures that minimal impact is caused by events on the physical condition of the Publicly Accessible Areas and that the areas remain accessible to the residents and public. This involves particular consideration of security and occupational health and safety issues, potential civil liability issues, waste management, noise, insurance ramifications and impact on traffic flow.
- Maximising use of Publicly Accessible Areas – ensuring that the appropriate benefits of each Publicly Accessible Area are considered in determining whether the proposed use is something which is compatible with the specific Publicly Accessible Area.
- Appropriate communication and information – ensures that all applicants have access to current information and relevant GPT representative contacts before, during and after an event.

b. Objectives

This Management Plan sets out to achieve the following objectives:

- Ensure the appropriate management, maintenance and repair of the Publicly Accessible Areas, providing for a minimum standard to ensure the facilities available for public use and enjoyment are kept to a high quality.
- Provide an equitable system of public access and use of the Publicly Accessible Areas, ensuring that the fundamental rights of individuals cannot be disregarded in favour of other considerations (such as the potential commercial benefit to the Rouse Hill Town Centre).
- Recognise and maintain the Publicly Accessible Areas' special qualities of environmental, recreational, cultural and/or social significance.
- Ensure that proposed events and use of the Publicly Accessible Areas are compatible with the locations and the intended day-to-day usage.

- Establish a list of required procedures and notifications/approvals associated with events in the Publicly Accessible Areas.
- Minimise complaints and other issues associated with public use of private property.
- Encourage activities and events that contribute to the overall ambience and theme of the Rouse Hill Town Centre and provide public benefit to residents and visitors.
- Provide relevant GPT contact details for the carrying out of an event.

c. Definitions

The following definitions are used in this Management Plan:

Appeals Committee means a committee established pursuant to this Management Plan comprised of a representative from each of Council, GPT and the Community Scheme together with the Chair, to review appeals from an applicant regarding a refusal by GPT Town Centre Management to a proposed event/usage of a Publicly Accessible Area. As the Rouse Hill Town Centre will be operational before completion of the residential development within Rouse Hill, during the initial stages of operation of this Management Plan, a Community Scheme representative will not be on the Appeals Committee.

Business Day means any day that is not a Saturday, Sunday, gazetted public holiday or bank holiday in Sydney and concludes at 5 pm on that day.

Chair means the independent chair of the Appeals Committee and the Review Committee, jointly appointed by the other Appeals Committee representatives and Review Committee representatives (as the context permits) upon the commencement of the operation of the Management Plan . The Chair must be an independent representative, preferably with some judicial experience (whether it be a current or retired court registrar, magistrate or judge) or as otherwise mutually agreed amongst the other Appeals Committee representatives.

Community Management Statement means the community management statement registered with the community plan that creates the Community Scheme.

Community Scheme means The Community Association D.P. No 270520

Council means Baulkham Hills Shire Council.

Department of Planning means the Minister administering the Environmental Planning and Assessment Act 1979.

Event Application Form means an application form available from GPT Town Centre Management to be completed by an applicant wishing to hold a larger-scale, commercial or private event in a Publicly Accessible Area and submitted to GPT Town Centre Management for consideration.

GPT means GPT RE Limited ACN 107 426 504.

GPT Management Plans means the management plans prepared and implemented by GPT in connection with the operation, use, maintenance and management of the GPT Town Centre Parcel and includes, by way of example, a waste management plan, security plan and emergency control plan.

GPT Town Centre Management means the GPT management personnel located in the GPT Town Centre Parcel.

GPT Town Centre Parcel means that part of the Rouse Hill Town Centre which comprises the open-plan style shopping complex and associated facilities, private roads and pedestrian corridors

Initial Review means the initial review of this Management Plan conducted by the Review Committee after the first 12 months of its operation (upon total completion of all component parts of the Rouse Hill Town Centre), in accordance with the provisions detailed in Section 1(J) of this Management Plan.

Licence Agreement means a licence agreement to be entered into between GPT and the applicant for the use of a Publicly Accessible Areas for an approved event that requires a licence.

Management Plan means this Publicly Accessible Areas Management Plan.

Perimeter Scheme means the lots created upon registration of a community plan of subdivision or a precinct plan which subdivides part of the Rouse Hill Town Centre, which will provide for mixed use development predominately around the perimeter of the GPT Town Centre Parcel.

Periodic Permit means a permit sought by an applicant to use a Publicly Accessible Area for a specific purpose (i.e. busking, fundraising or other community based activity/entertainment) on multiple occasions over a specified period of time.

Publicly Accessible Areas means the publicly accessible areas located within the GPT Town Centre Parcel as identified in Section 2.

Request Form for Periodic Permit means a form available from GPT Town Centre Management which must be submitted by an applicant seeking a Periodic Permit.

Review Committee means a committee established pursuant to this Management Plan comprised of a representative from each of the Council, GPT and the Community Scheme and chaired by the Chair, to conduct the Initial Review and any other reviews required from time to time, of this Management Plan. As the Rouse Hill Town Centre will be operational before completion of the residential development within Rouse Hill, during the initial stages of operation of this Management Plan, a Community Scheme representative will not be on the Review Committee.

Rouse Hill Regional Centre means the community development located in Rouse Hill, New South Wales, comprising the Rouse Hill Town Centre, mixed-use commercial operations and over 1,500 residences constructed around the Rouse Hill Town Centre.

Rouse Hill Town Centre means community development lot 5 within the Community Scheme which includes the GPT Town Centre Parcel, the Town Centre Residential Schemes and the Perimeter Scheme .

Town Centre Management Statement means the management statement for the Rouse Hill Town Centre which governs the relationship between the owners and occupiers within the Rouse Hill Town Centre.

Town Centre Residential Schemes means the residential schemes within the Rouse Hill Town Centre which may include strata schemes.

d. Interpretation

In this Management Plan, unless the context otherwise requires:

- (a) a reference to a person includes a natural person, company, statutory corporation, partnership, the Crown and any other organisation or type of legal entity;
- (b) **including** and **includes** are not words of limitation;
- (c) the words **at any time** mean at any time and from time to time;
- (d) a reference to a time is to that time in New South Wales;
- (e) a word that is derived from a defined word has a corresponding meaning;
- (f) monetary amounts (\$) are expressed in Australian dollars and are GST exclusive unless otherwise stated;
- (g) the singular includes the plural and vice-versa;
- (h) words importing one gender include all other genders;

- (i) except in the case of a Licence Agreement or other permit to hold an event, a reference to a natural person includes their personal representatives, successors and permitted assigns;
- (j) a reference to GPT includes GPT's representatives, successors and permitted assigns and successors in title to the GPT Town Centre Parcel;
- (k) except in the case of a Licence Agreement or other permit to hold an event, a reference to a company includes its successors and permitted assigns; and
- (l) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for and any subordinate legislation issued under that legislation or legislative provision.

e. Using this Management Plan

This Management Plan is divided into a number of sections to assist in the general understanding of the maintenance, management, use, hiring procedures and responsibilities associated with the Publicly Accessible Areas.

This **Section 1** provides the introduction and definitions.

Section 2 Inventory of Publicly Accessible Areas, provides an area-by-area description of the individual Publicly Accessible Areas. This section provides a physical description of each area and facilities (including a map), its specific categorisation as a Publicly Accessible Area, the core operational hours, its primary usage and the types of events that are permitted. As the development of the Rouse Hill Town Centre is occurring in stages, not all Publicly Accessible Areas will be available from the commencement date of this Management Plan. Accordingly, the ability to access and use the various Publicly Accessible Areas is contingent upon the completion and handover to GPT, of the various Publicly Accessible Areas from time to time.

Section 3 Maintenance and Management of Publicly Accessible Areas details the key services employed to properly maintain and repair the Publicly Accessible Areas.

Section 4 Event Notifications, Applications and Approvals Process, describes the requirements for requesting a Periodic Permit and applying to use a Publicly Accessible Area for an event. This section provides a summary of the information required for a Periodic Permit and a Licence Agreement and the assessment process to use a Publicly Accessible Area for an event.

Please note that the Event Application Form, Request Form for Periodic Permit, form of the Licence Agreement and standard conditions of use

Publicly Accessible Areas Management Plan

associated with the holding of an event are downloadable from the Rouse Hill Town Centre's website at www.rhtc.com.au or available from GPT Town Centre Management.

f. Legislative compliance and endorsement by Council

This Management Plan has been prepared after the consideration of relevant legislative references including the *Local Government Act 1993*, Baulkham Hills Shire Council's Development Control Plans, the *Occupational Health & Safety Act 2000*, the *Roads Act 1993*, the *Community Land Management Act 1989*, the *Community Land Development Act 1989*, the *Summary Offences Act 1988*, the *Law Enforcement (Powers and Responsibilities) Act 2002* and the *Civil Liability Act 2002*.

This Management Plan has been endorsed by the Council.

g. No Illegal Activities

(i) The content of material used, displayed or distributed under this Management Plan, and

(ii) any act, omission or conduct of any applicant or other person using a PAA,

is subject to all laws in force in the jurisdiction. Any contravention of the issues in point g(i) & (ii) by an applicant or other person using a PAA is not endorsed or condoned by GPT and GPT may take whatever action it is entitled to at law to remedy any such contravention.

h. Corporate Social Responsibility

The operation and management of the GPT Town Centre Parcel by GPT will reflect GPT's commitment to corporate social responsibility. That is, the social and environmental consequences of GPT's style of operating and managing large shopping complexes will be considered by GPT in any decision making process in conjunction with the financial and economic considerations. Balancing the interests of the various stakeholders in the Rouse Hill Town Centre with the general rights of individuals to access and enjoy the Publicly Accessible Areas is a key consideration of GPT in determining the scope and level of the operation and management of the GPT Town Centre Parcel .

i. Characterisation of Main Street and Civic Way as public roads

Although Main Street and Civic Way are legally classified as the private property of GPT, for the purposes of legislative protection available to third parties, these roads are deemed to be 'public roads' and 'public places'. This is particularly relevant regarding the occurrence of and rights regarding motor vehicle accidents which may occur on these roads and any unlawful or

unauthorised acts which are regulated under the *Summary Offences Act 1988* (NSW).

GPT acknowledges that based on the categorisation of these roads as 'public roads' and 'public places' under various legislative sources, authorised public assemblies cannot be restricted from occurring on Main Street and Civic Way if the applicant/event organiser complies with the provisions of s23 of the *Summary Offences Act 1988* (NSW). Such authorised public assemblies are exempt from complying with the provisions of this Management Plan.

j. Updating and amending this Management Plan

This Management Plan is not a static document. An Initial Review of this Management Plan will be conducted by the Review Committee, co-ordinated by GPT, to determine whether its application and processes have had the intended effect and achieved the objectives documented in section 1(b) of this Management Plan. GPT must provide one month's notice to the Review Committee of the Initial Review to enable representatives of the Review Committee to make submissions in respect of the effectiveness of the implementation and application of the Management Plan. Submissions for proposed amendments may also be made by the general public at any time, by notifying any of the representatives of the Review Committee, C/- The Review Committee, Rouse Hill Town Centre, 10-14 Market Lane, Rouse Hill, NSW, 2155.

A decision of the Review Committee must be based on majority rule, with the Chair to have the casting vote if required. If a representative of the Review Committee is unable to attend a Review Committee meeting, their submission and determination must be provided in advance of the meeting to the Chair.

GPT can, after the Initial Review and from time to time, make drafting modifications to this Management Plan which may include improvements to the processes set out in this document. Any such minor administrative or process amendments are to be distributed to the Review Committee by way of circular resolution. If no response or objection to the proposed amendment detailed in the circular resolution is received by GPT within 14 days of distribution of the circular resolution, the proposed amendments set out in the circular resolution will be deemed acceptable and the appropriate modification will be made.

In addition, GPT can make amendments to this Management Plan that are associated with any re-development or further development of the GPT Town Centre Parcel. Such amendments are to be considered within the forum of a committee meeting, co-ordinated by GPT.

After the Initial Review has been conducted, Council or GPT has the right to call for any further reviews of this Management Plan if they are of the opinion,

acting reasonably, that there are further matters which need to be re-addressed or considered in connection with the processes provided within the Management Plan in light of the stated objectives in section 1(b) of the Management Plan.

k. Contact Details

Enquiries on the availability and terms for the use of the Publicly Accessible Areas can be made via the website www.rhtc.com.au or on telephone (02) 8239 3400. Information relating to the Rouse Hill Town Centre's services, facilities, Publicly Accessible Areas and forthcoming events can also be obtained from the Rouse Hill Town Centre's website.

2. INVENTORY OF PUBLICLY ACCESSIBLE AREAS (PAA)

This Management Plan applies to the Publicly Accessible Areas.

Figure 1 overleaf illustrates the Publicly Accessible Areas to which this Management Plan specifically applies.

This section addresses each Publicly Accessible Area in detail, including:

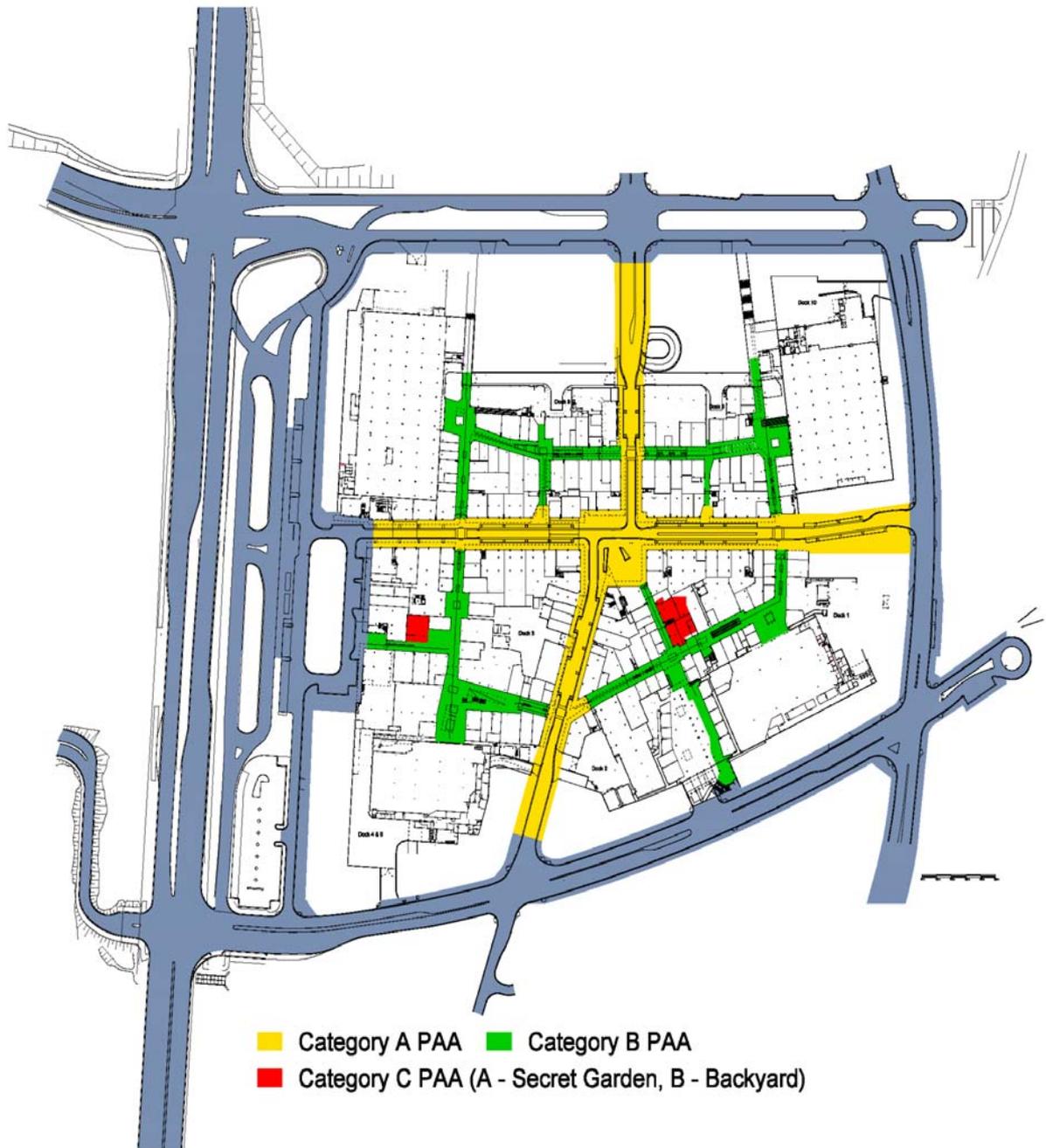
- Physical description of the area, its significance, functions, issues and parameters;
- Core Operational Hours;
- Primary usage;
- Issues and constraints;
- Summary of the type of outdoor events that are suitable;
- Site specifications; and
- Area map.

Category of Publicly Accessible Areas	Specific Publicly Accessible Areas	Description of Categorisation
Category A	Civic Way Main Street Town Square	Those Publicly Accessible Areas that provide a right of public access, thoroughfare, use and enjoyment. Civic Way and Main St are recognised as 'public roads' for the purposes of third party protective legislation (accordingly any authorised public assemblies (in accordance with the Summary Offences Act 1998) operate outside the scope of this Management Plan) and Town Square is recognised as a "public place" for the purposes of law enforcement legislation (such as the <i>Summary Offences Act 1998</i> and the <i>Law Enforcement (Powers and Responsibilities) Act 2002</i>).
Category B	Quadrant Loop and other Pedestrian Corridors	Those Publicly Accessible Areas that comprise the 'retail common areas' of the Rouse Hill Town Centre, that provide a general right of way and access as a pedestrian thoroughfare and may be able to be used for events in accordance with the procedures provided by this Management Plan.

Publicly Accessible Areas Management Plan

<p>Category C</p>	<p>Secret Garden The Backyard</p>	<p>Those Publicly Accessible Areas that comprise the 'retail common areas' of the Rouse Hill Town Centre and provide for the general use and enjoyment of the public, however are not specific pedestrian thoroughfares. These Publicly Accessible Areas may be used for special events with limited numbers in accordance with the provisions of this Management Plan.</p>
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Figure 1



CATEGORY A – PUBLICLY ACCESSIBLE AREAS

CIVIC WAY

Physical Description/significance:	Civic Way is one of the main thoroughfares in the Rouse Hill Town Centre and runs from Town Park Drive to Schofields Boulevard intersecting Main Street at the Town Square.
Core Operational Hours:	<p>24 hour access to Civic Way</p> <p><i>Minimum Core Trading Hours of retailers in the GPT Town Centre Parcel:</i></p> <p>Monday-Wednesday & Friday 9.00am-5.30pm Thursday 9.00am – 9.00pm Saturday 9.00am-5.00pm Sunday 10.00am – 5.00pm</p>
Primary Usage:	<p>Traffic flow – vehicular and pedestrian</p> <p>Public access way</p> <p>Short-term parking, drop-off and pick-up zones</p>
Legislative Compliance:	Although 'private roads', the construction and maintenance of Civic Way (as well as all internal roads in the Rouse Hill Town Centre) will be subject to the minimum Council standards and are regulated by the <i>Roads Act 1993</i> and ancillary regulations. Civic Way is recognised as a 'public road' and 'public place' for the purposes of all relevant legislation (such as <i>Motor Accidents Compensation Act 1999 (NSW)</i> and <i>Summary Offences Act 1988 (NSW)</i>) which regulates the rights and conduct of third parties within this area.
Issues/Constraints:	<p>Amount of pedestrian circulation along pedestrianised Civic Way</p> <p>Maintenance of emergency access along Civic Way</p> <p>Access to all buildings including shops, library, restaurants and apartments</p> <p>Protection of street furniture and trees</p> <p>Temporary partial closure of Civic Way to be limited (to enable at all times emergency access and minimum access required by residents and invitees)</p>

<p>Examples of appropriate events:</p>	<p>Promotion and/or Fundraising on behalf of Community Organisations, Schools, Youth Organisations, Service Clubs, Sporting Clubs, Registered Charities, Political Candidates/Parties, Religious Groups</p> <p>Public Entertainment – theatre, music (incl. School Bands) and screenings</p> <p>Commercial filming and photography (due to intensive pedestrian use of this area, the size of film crews may be limited)</p> <p>Commercial Operations</p> <p>Commercial Events (i.e. Markets)</p> <p>Fun Runs</p> <p>Street Parades</p> <p>Festivals</p> <p>Weddings</p>
<p>Site Specifications:</p>	<p><i>Surface:</i> Bitumen</p> <p><i>Weather protection:</i> No.</p> <p><i>Power:</i> Yes.</p> <p><i>Frequency of Availability:</i> On a case by case basis subject to consideration of issues/constraints detailed above.</p> <p><i>Toilets:</i> No.</p> <p><i>Pedestrian Access:</i> Access on footpaths running parallel to Civic Way.</p> <p><i>Vehicular Access:</i> Access from feeder roads.</p> <p><i>Parking:</i> Limited street parking available within specified times.</p>

MAIN STREET

Physical Description/significance:	Main Street is the main thoroughfare in the Rouse Hill Town Centre and runs from Windsor Road to Caddies Boulevard intersecting Civic Way at the Town Square.
Core Operational Hours:	<p>24 hour access to Main Street</p> <p><i>Minimum Core Trading Hours of retailers in the GPT Town Centre Parcel:</i></p> <p>Monday-Wednesday & Friday 9.00am-5.30pm Thursday 9.00am – 9.00pm Saturday 9.00am-5.00pm Sunday 10.00am – 5.00pm</p>
Primary Usage:	<p>Traffic flow – vehicular and pedestrian</p> <p>Public access way</p> <p>Short-term parking and drop-off and pick-up zones</p>
Legislative Compliance:	<p>Although 'private roads', the construction and maintenance of Main Street (as well as all internal roads in the Rouse Hill Town Centre) will be subject to the minimum Council standards and are regulated by the <i>Roads Act 1993</i> and ancillary regulations. Main Street is recognised as a 'public road' and 'public place' for the purposes of all relevant legislation (such as <i>Motor Accidents Compensation Act 1999 (NSW)</i> and <i>Summary Offences Act 1988 (NSW)</i>) which regulates the rights and conduct of third parties within this area.</p>
Issues/Constraints:	<p>Amount of pedestrian circulation along pedestrianised Main Street</p> <p>Maintenance of emergency access along Main Street</p> <p>Access to all buildings including shops, library, restaurants and apartments</p> <p>Protection of street furniture and trees</p> <p>Temporary partial closure of Main Street to be limited (to enable at all times emergency access and minimum access required by residents and invitees)</p>
Examples of appropriate events:	<p>Promotion and/or Fundraising on behalf of Community Organisations, Schools, Youth Organisations, Service Clubs, Sporting Clubs, Registered Charities, Political Candidates/Parties, Religious Groups</p> <p>Public Entertainment – theatre, music (incl. School</p>

	<p>Bands) and screenings</p> <p>Commercial filming and photography (due to intensive pedestrian use of this area, the size of film crews may be limited)</p> <p>Commercial Operations</p> <p>Commercial Events (i.e. Markets)</p> <p>Fun Runs</p> <p>Street Parades</p> <p>Festivals</p> <p>Weddings</p>
<p>Site Specifications:</p>	<p><i>Surface:</i> Bitumen</p> <p><i>Weather protection:</i> No.</p> <p><i>Power:</i> Yes.</p> <p><i>Frequency of Availability:</i> On a case by case basis subject to consideration of issues/constraints detailed above.</p> <p><i>Toilets:</i> No.</p> <p><i>Pedestrian Access:</i> Access on footpaths running parallel to Main Street.</p> <p><i>Vehicular Access:</i> Access from feeder roads.</p> <p><i>Parking:</i> Limited street parking available within specified times.</p>

TOWN SQUARE

<p>Physical Description/significance:</p>	<p>Town Square is located in the heart of the Rouse Hill Town Centre, forming a part of the 'retail common areas' and provides a central meeting place and a civic forecourt to the GPT Town Centre Parcel. The Town Square is the central paved area with outdoor seating highly used by tenants, occupiers, residents and visitors to the Rouse Hill Town Centre (including the general community as a whole) and for passive leisure. The square is located on the cross-intersection between Main Street and Civic Way and it provides a forecourt area to the Council library, community centre and some of the retail premises located with the GPT Town Centre Parcel.</p>
<p>Core Operational Hours:</p>	<p>24 hour access to Town Square</p> <p><i>Minimum Core Trading Hours of retailers in the GPT Town Centre Parcel:</i></p> <p>Monday-Wednesday & Friday 9.00am-5.30pm Thursday 9.00am – 9.00pm Saturday 9.00am-5.00pm Sunday 10.00am – 5.00pm</p>
<p>Primary Usage:</p>	<p>Pedestrian circulation</p> <p>Gathering, passive recreation and informal meeting place</p> <p>Eating and public entertainment</p>
<p>Legislative Compliance:</p>	<p>Town Square is recognised as a 'public place' for the purposes of all relevant legislation (such as <i>Law Enforcement (Powers and Responsibilities) Act 2002 (NSW)</i> and <i>Summary Offences Act 1988 (NSW)</i>) which regulates the rights and conduct of third parties within this area.</p>
<p>Issues/Constraints:</p>	<p>Amount of pedestrian thoroughfare – pedestrian circulation along pedestrianised Main Street and Civic Way</p> <p>Amount of surrounding vehicular traffic flow along Main Street and Civic Way</p> <p>Access links from Town Square to adjacent buildings</p> <p>Environmental impacts (e.g. noise) on surrounding businesses and residences</p>

	Cumulative impact of temporary uses and events
Examples of appropriate events:	<p>Promotion and/or Fundraising on behalf of Community Organisations, Schools, Youth Organisations, Service Clubs, Sporting Clubs, Registered Charities, Political Candidates/Parties, Religious Groups</p> <p>Public Entertainment – theatre, music (incl. School Bands) and screenings</p> <p>Commercial filming and photography (due to intensive pedestrian use of this area, the size of film crews may be limited)</p> <p>Commercial Operations</p> <p>Commercial Events (i.e. Markets)</p> <p>Fun Runs</p> <p>Street Parades</p> <p>Festivals</p> <p>Weddings</p>
Site Specifications:	<p><i>Site Dimensions:</i> 1.5m x 1.5m</p> <p><i>Surface:</i> Bluestone.</p> <p><i>Weather protection:</i> No.</p> <p><i>Power:</i> No.</p> <p><i>Frequency of Availability:</i> On a case by case basis subject to consideration of issues/constraints detailed above.</p> <p><i>Toilets:</i> No.</p> <p><i>Pedestrian Access:</i> Access from surrounding footpaths and pedestrianised areas.</p> <p><i>Vehicular Access:</i> Access from Main Street and Civic Way (more detailed information regarding loading and delivery available from Town Centre Management).</p>

CATEGORY B – PUBLICLY ACCESSIBLE AREAS

QUADRANT LOOP AND OTHER PEDESTRIAN CORRIDORS

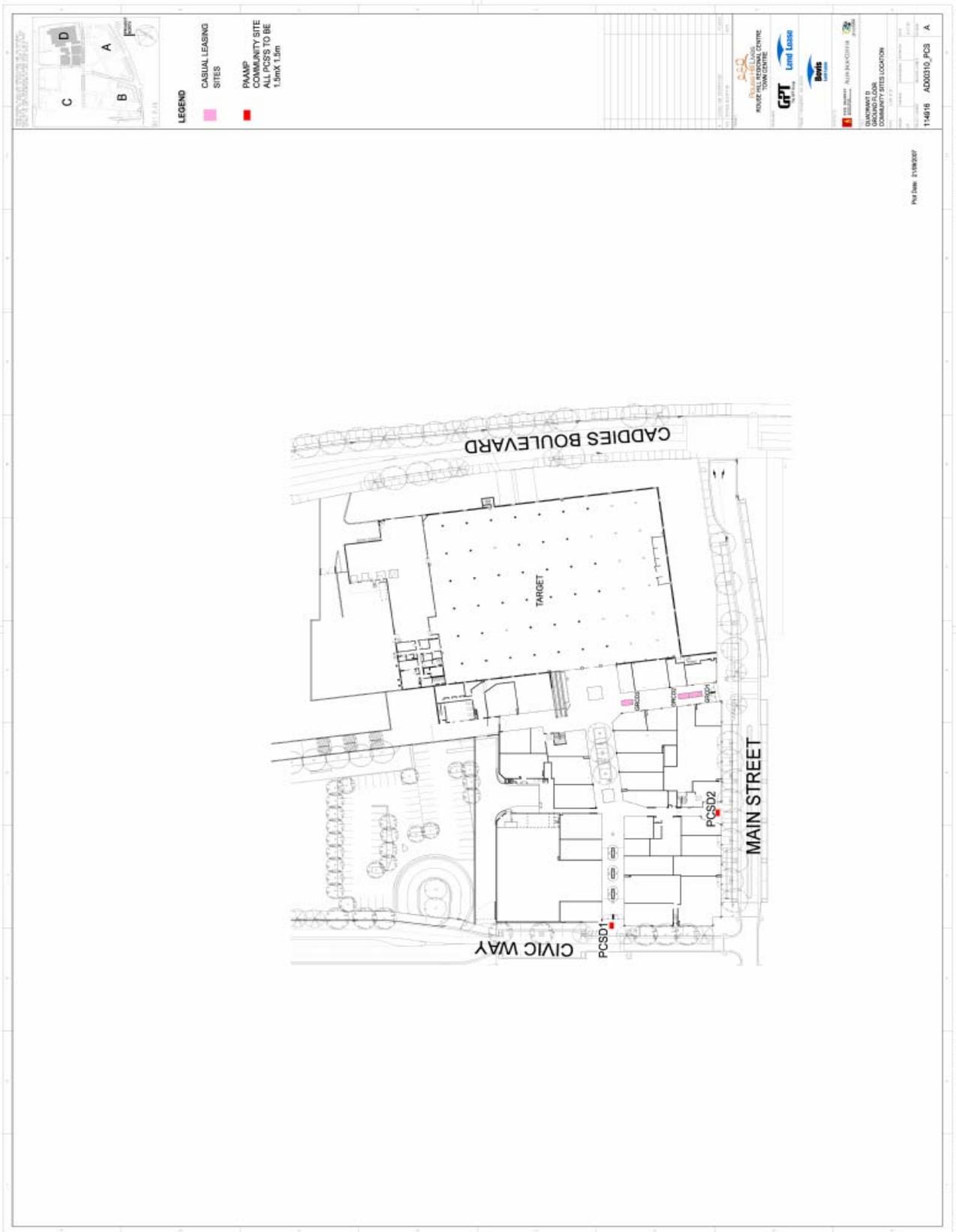
<p>Physical Description/significance:</p>	<p>Quadrant Loop is a series of pedestrianised access ways, including the quadrant forecourts within these access ways (as identified in the Quadrant plans contained in this section), which link the various shops, restaurants, apartments and community facilities within the GPT Town Centre Parcel, forming part of the 'retail common areas'. The Quadrant Loop, together with the other pedestrian corridors which provide an access link between the Quadrant Loop, Civic Way and Main Street, is a general thoroughfare for the visitors, invitees, occupiers, residents and tenants of the Rouse Hill Town Centre.</p>
<p>Core Operational Hours:</p>	<p><i>Minimum Core Trading Hours of retailers in the GPT Town Centre Parcel:</i></p> <p>Monday-Wednesday & Friday 9.00am-5.30pm Thursday 9.00am – 9.00pm Saturday 9.00am-5.00pm Sunday 10.00am – 5.00pm</p> <p><i>Access Hours to the Quadrant Loop and other pedestrian corridors:</i></p> <p><i>Quadrant A:</i> 5.00am – 1.00 am (the following morning)</p> <p><i>Quadrant B:</i> 5.00am – 1.00am (up to 4.00am on Friday and Saturdays due to late night Cinema trade)</p> <p><i>Quadrant C:</i> 7.00am – 1.00am (up to 4.00am on Friday and Saturdays due to late night Cinema trade)</p> <p><i>Quadrant D:</i> 7.00am – 6.30pm</p> <p><i>NB:</i> Events will only be allowed in this area during the minimum Core Trading Hours of the GPT Town Centre Parcel, unless otherwise agreed.</p>
<p>Primary Usage:</p>	<p>Pedestrian circulation</p> <p>Informal Gathering and passive recreation</p> <p>Provides key access points to and from basement parking (via travelators and lifts)</p> <p>Eating and public entertainment</p>

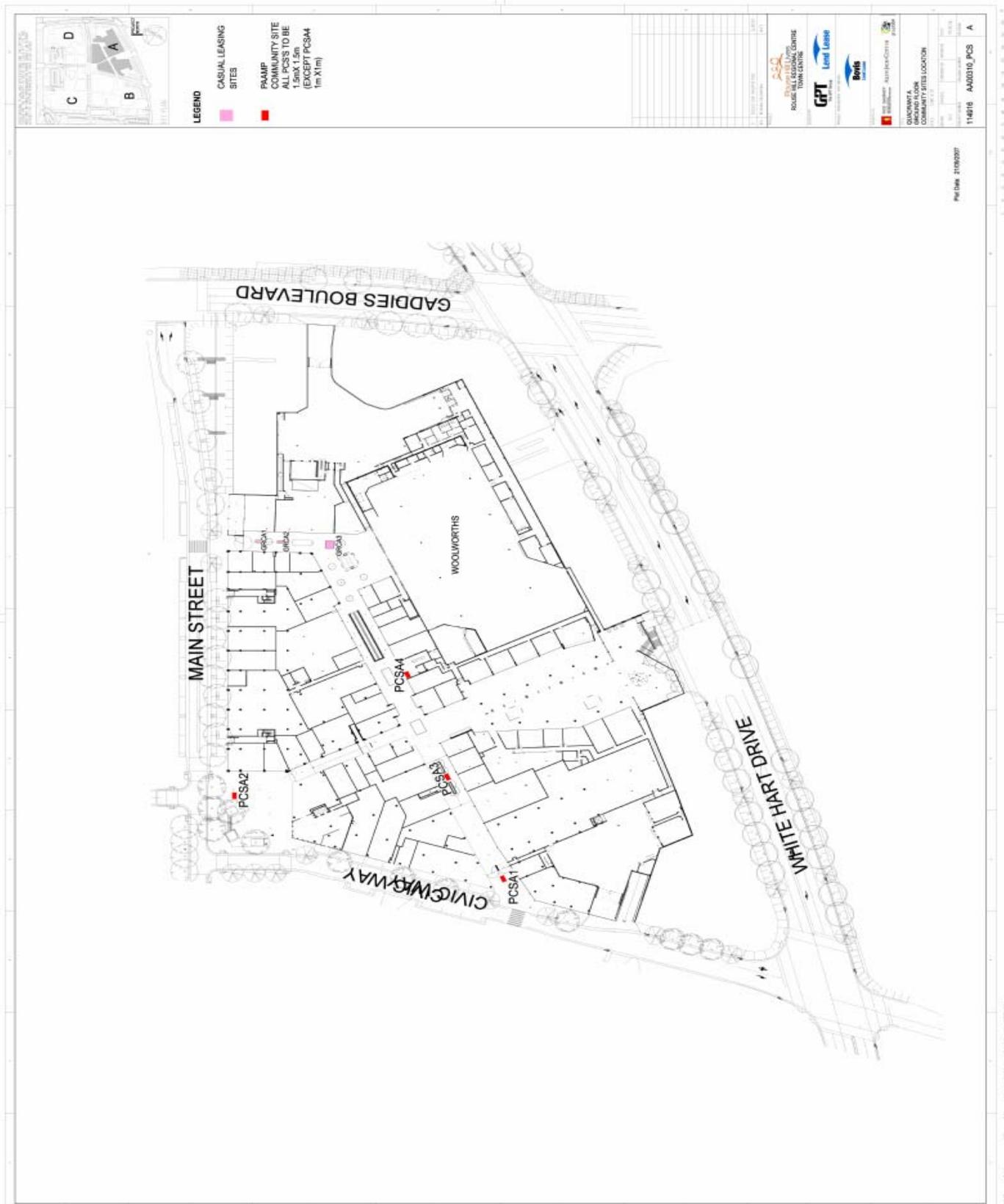
<p>Issues/Constraints:</p>	<p>Amount of pedestrian circulation</p> <p>Access to shops, library, restaurants and apartments/residences</p> <p>Protection of street furniture and trees/landscaping</p> <p>Need to maintain minimum clear-space in front of major tenants</p> <p>Night time security and safety</p> <p>Events during minimum Core Trading Hours only</p>				
<p>Examples of appropriate events:</p>	<p>Promotion and/or Fundraising on behalf of Community Organisations, Schools, Scouts/Guides, Service Clubs, Sporting Clubs, Registered Charities, Political Candidates/Parties, Religious Groups</p> <p>Busking</p> <p>Commercial filming and photography (due to intensive pedestrian use of this area and proximity of residences), the size of film crews may be limited)</p> <p>Commercial Operations</p> <p>Commercial Events</p>				
<p>Site Specifications:</p>	<p>There are ten distinct areas available within the Quadrant Loops and pedestrian corridors (as identified in the Quadrant Plans contained in this section). The various specifications of these areas are detailed below, in addition to the following specifications:</p> <p><i>Frequency of Availability:</i> On a case by case basis subject to consideration of issues/constraints detailed above.</p> <p><i>Toilets:</i> Access to various public facilities within the centre.</p> <p><i>Pedestrian Access:</i> Via the quadrant and other pedestrian loop pathways.</p> <p><i>Vehicular Access:</i> Detailed information regarding loading and delivery available from Town Centre Management.</p>				
<p>*Quadrant and Pedestrian Loop Sites identified in the Quadrant Plans contained in this section.</p> <p>Note: the Category B PAA identified in the plan at Figure 1 specifies the PAA's available for access and thoroughfare. The specific areas within the Quadrant Loops and Pedestrian Corridors available for event usage/hire are identified in this table.</p>	<p>Site*</p>	<p>Area</p>	<p>Surface</p>	<p>Weather Protection</p>	<p>Power</p>
	<p>PCSA1</p>	<p>1m x 1m</p>	<p>Bluestone</p>	<p>Yes</p>	<p>Yes</p>
	<p>PCSA2</p>	<p>1.5m x 1.5m</p>	<p>Bluestone</p>	<p>No</p>	<p>No</p>
	<p>PCSA3</p>	<p>1.5m x 1.5m</p>	<p>Bluestone</p>	<p>No</p>	<p>No</p>
	<p>PCSB1</p>	<p>1.5m x 1.5m</p>	<p>Bluestone</p>	<p>No</p>	<p>No</p>

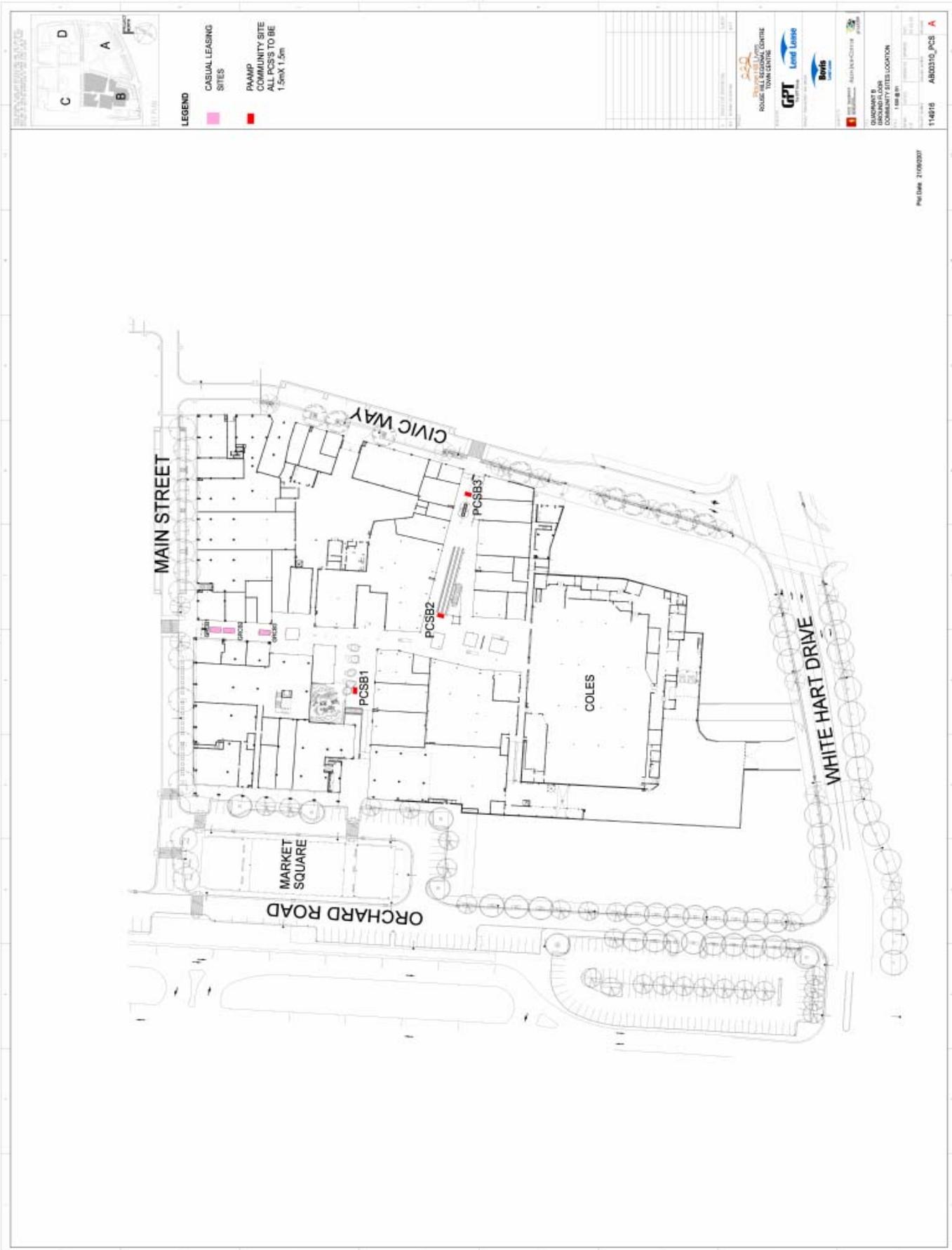
	PCSB2	1.5m x 1.5m	Bluestone	Yes	No
	PCSB3	1.5m x 1.5m	Bluestone	Yes	No
	PCSC1	1.5m x 1.5m	Bluestone	No	No
	PCSC2	1.5m x 1.5m	Bluestone	No	No
	PCSD1	1.5m x 1.5m	Bluestone	Yes	No
	PCSD2	1.5m x 1.5m	Bluestone	Yes	No

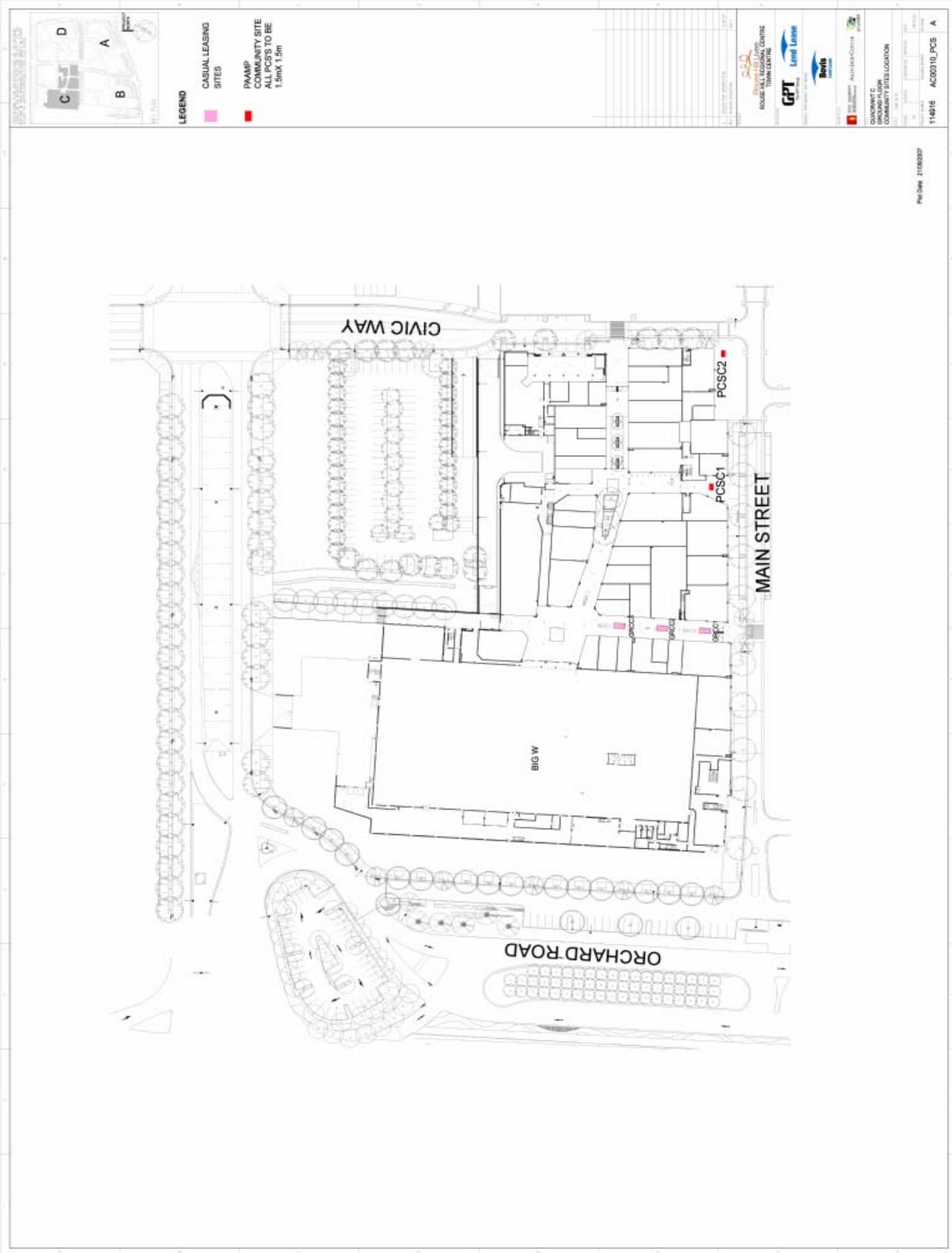
Figure 2

Quadrant Loops and Pedestrian Corridors – Publicity Accessible Areas Plans









CATEGORY C – PUBLICLY ACCESSIBLE AREAS

SECRET GARDEN

Physical Description/significance:	The Secret Garden is located within Quadrant A at Level 1 adjacent to the library and residential building (as indicated on the area map below) within the GPT Rouse Hill Town Centre Parcel, forming a part of the 'retail common areas' and provides an intimate garden for use by the residents and the public.
Core Operational Hours:	<p><i>During the Minimum Core Trading Hours of the retailers in the GPT Town Centre Parcel, unless otherwise agreed:</i></p> <p>Monday-Wednesday & Friday 9.00am-5.30pm Thursday 9.00am – 9.00pm Saturday 9.00am-5.00pm Sunday 10.00am – 5.00pm</p>
Primary Usage:	Passive recreation
Issues/Constraints:	<p>Ensure quite enjoyment by residents, occupiers, tenants, visitors and invitees.</p> <p>Protection of landscaping and outdoor furniture</p> <p>No vehicular access</p>
Examples of appropriate events:	<p>Weddings</p> <p>Children's Events</p> <p>Commercial filming and photography</p> <p>Other small events (subject to the Event application procedure provided by this Management Plan)</p>
Site Specifications:	<p><i>Surface:</i> Grass.</p> <p><i>Weather protection:</i> No.</p> <p><i>Power:</i> No.</p> <p><i>Frequency of Availability:</i> non-exclusive use will be considered on a case by case basis subject to consideration of the issues and constraints detailed above.</p> <p><i>Toilets:</i> No.</p>

THE BACKYARD

<p>Physical Description/significance</p>	<p>The Backyard is located within Quadrant B adjacent to the Quadrant B forecourt and between Market Square and the Quadrant Loop (forming a part of the 'retail common areas') and provides a unique, family friendly "backyard" ambience for the general community with hard and soft landscaping, a children's play area and seating complimenting the adjoining retailers.</p>
<p>Core Operational Hours:</p>	<p><i>During the minimum Core Trading Hours of the retailers in the GPT Town Centre Parcel, unless otherwise agreed:</i></p> <p>Monday-Wednesday & Friday 9.00am-5.30pm Thursday 9.00am – 9.00pm Saturday 9.00am-5.00pm Sunday 10.00am – 5.00pm</p>
<p>Primary Usage:</p>	<p>Informal gathering space Passive recreation Children's play area</p>
<p>Issues/Constraints:</p>	<p>Ensure quite enjoyment by residents, occupiers, tenants, visitors and invitees</p> <p>Protection of landscaping and outdoor furniture and other facilities</p> <p>Limited vehicular access for deliveries/collections of equipment</p> <p>Maintain access to Market Square</p>
<p>Examples of appropriate events:</p>	<p>Weddings Children's Events Commercial filming and photography Other small events (subject to the Event application procedure provided by this Management Plan)</p>
<p>Site Specifications:</p>	<p><i>Site Dimensions:</i> 1.5m x 1.5m</p> <p><i>Surface:</i> Bluestone.</p> <p><i>Weather protection:</i> No.</p> <p><i>Power:</i> No.</p> <p><i>Toilets:</i> Yes – adjacent to The Backyard.</p> <p><i>Frequency of Availability:</i> Use will be considered on a case by case basis subject to consideration of the issues and constraints detailed above.</p>

3. MAINTENANCE AND MANAGEMENT OF PUBLICLY ACCESSIBLE AREAS

To maintain the Publicly Accessible Areas within the Rouse Hill Town Centre ensuring the continued enjoyment by the residents, tenants, occupiers, invitees and the general community as a whole as well as ensuring compliance under the *Occupational Health & Safety Act 2000*, GPT have implemented this Management Plan to regulate the minimum maintenance standards in connection with these areas.

In ensuring the continued maintenance standards for the Publicly Accessible Areas within the Rouse Hill Town Centre, GPT Town Centre Management has specific arrangements in place (by way of contractual arrangements and GPT Management Plans) to address the areas detailed in the table below.

The frequency and standard of the maintenance and repair of the Publicly Accessible Areas will be appropriate for the type of area in question. Such frequency and standard will, at a minimum, reflect the same frequency and standard that would otherwise be implemented by Council.

Discipline	Description	Responsibility
Cleaning and Landscaping	Removal of rubbish, general cleanliness of surfaces, street cleaning and cleaning of outdoor surfaces	GPT
Waste Management	A GPT waste management plan has been implemented in accordance with the Council's waste management plan in support of the <i>Waste Avoidance and Resource Recovery Act 2001</i>	GPT/Retailer
Lighting	Maintenance and replacement of outdoor and certain street lighting	GPT
Security	Night time security to compliment passive surveillance, referable to the GPT security management plan	GPT
Roads	The internal roads in the Rouse Hill Town Centre are privately owned by GPT (however, deemed to be a 'public road' for the purposes of all third party protective legislation including Motor Accidents Compensation Act, Summary Offences Act etc)	GPT
Parking	<i>Carpark:</i> Removal of rubbish, trolley collection, general cleanliness of surfaces <i>On-Street:</i> Removal of rubbish, trolley collection, general cleanliness of surfaces	GPT Potential Gazetting on-street parking subject to Council approval
Street Furniture	Embellishments, Directional and other Signage etc	GPT

4. EVENT APPLICATIONS AND APPROVALS PROCESS

APPLICATION PROCESS

The use of a Publicly Accessible Area for an organised event requires either a Periodic Permit or a Licence Agreement to be granted by GPT. A request for use of a Publicly Accessible Area for a proposed event is required to be submitted to GPT Town Centre Management for processing (in respect of a Request Form for Periodic Permit) and for consideration (in respect of an Event Application Form). These forms contain key information including the proposed usage of the Publicly Accessible Area, proposed time, date and duration of the proposed event and contact details of the applicant.

GPT Town Centre Management will acknowledge receipt of a Request Form for a Periodic Permit or an Event Application Form (**Event Inquiry**) within 2 Business Days of receipt (**Receipt Acknowledgement**). If an applicant has not received a Receipt Acknowledgement within this timeframe, an applicant is required to contact GPT Town Centre Management to verify the details of the proposed Event Inquiry lodged. GPT Town Centre Management will respond to an Event Inquiry within 7 days of its receipt.

Application/request forms are available for collection from GPT Town Centre Management or can be downloaded from the website www.rhtc.com.au together with the applicable conditions of use.

Periodic Permit & Notifications

A Periodic Permit is required in connection with any individual or small scale community based use of or event within a Publicly Accessible Area (which may occur on multiple occasions). This includes use by community groups, schools, youth organisations, sporting clubs, registered charities, political candidates/parties, religious groups, school bands, busking and small-scale commercial filming and photography.

An applicant must submit a Request Form for Periodic Permit to GPT Town Centre Management to provide all key contact information for the applicant, the nature of its proposed usage of a Publicly Accessible Area, the specific requested Publicly Accessible Area and the preferred frequency of use of a Publicly Accessible Area. On the basis that all required information has been provided by an applicant to GPT Town Centre Management, GPT will grant a Periodic Permit to the applicant for a specific fixed period, for a particular Publicly Accessible Area (in which GPT Town Centre Management has discretion in determining whether another Publicly Accessible Area, other than the one requested by an applicant, is more suitable based on the nature of the proposed use) in accordance with the notified usage (e.g. a 12 month busking permit).

Once a Periodic Permit has been granted to an applicant (**Permit Holder**), the Permit Holder is entitled to use the specified Publicly Accessible Area from time to time within the term of the Periodic Permit. The Permit Holder must notify GPT Town Centre Management seven (7)

days prior to the proposed date in which the Permit Holder seeks to use the specified Publicly Accessible Area in accordance with its Periodic Permit, to enable the scheduling of the anticipated usage of the various Publicly Accessible Areas. GPT may only refuse use of the specified Publicly Accessible Area by the Permit Holder if there is some pre-organised large scale event which renders the area unavailable for the authorised use under the Periodic Permit. GPT will, however, use its best endeavours to accommodate the Permit Holder in an alternative venue for that specified day. Use of a Publicly Accessible Area by an applicant in accordance with its Periodic Permit is subject to the standard conditions of use annexed to the Periodic Permit.

Licence Agreement

A Licence Agreement is required to be entered into between GPT and an applicant/event organiser for any private events (i.e. weddings), commercial events and larger-scale community events. This may include corporate product launches, street parades, festivals and large scale public entertainment.

In considering an application for a private event, commercial event or larger-scale community event, GPT may require additional information to be submitted in support of the Event Application Form, including:

- the scale of the event (i.e. is it a neighbourhood, regional or national event);
- the targeted market (i.e. public or “invitation only”);
- a realistic estimate of patron attendance (if applicable);
- proposed marketing for the event (if applicable); and
- any proposed equipment or facilities required by those staging and attending the event.

Criteria that GPT Town Centre Management must have regard to when considering granting a Licence Agreement include:

- Is the Publicly Accessible Area capable of accommodating the proposed event without creating undue damage to the condition of the area and any in situ infrastructure?
- Can the Publicly Accessible Area cater for the number of patrons anticipated and associated event equipment?
- How will the event impact on adjoining residents, tenants and property owners?
- How will associated issues of noise, traffic-flow, parking, lighting and other disturbances be managed?
- Are supplementary waste and sanitation facilities required?
- Does the Publicly Accessible Areas provide adequate access, parking and toilet facilities to cater for the event, including requirements for persons with a disability?

- Has the applicant provided satisfactory risk plan, security and emergency managements plans and waste management plans?
- Do any relevant authorities or other government bodies (such as the fire brigade or the police) have any concerns regarding the proposed event?
- Have appropriate approvals, open space licence and or other related permits been obtained?
- Obtaining appropriate assurances (i.e. bonds) and insurance (i.e. public liability) where requested by GPT?
- Have appropriate measures to protect the amenity of the public not attending an event (e.g. ensuring the provision of adequate public circulation around the event), been considered?
- Is the applicant's proposed event in compliance with all relevant legislation (i.e. including noise curfews, use of temporary structure etc).

In assessing an Event Application Form, GPT must have equal and appropriate regard to the above criteria as well as the overarching rights of individuals to use public places for their access and enjoyment. Any potential commercial interest of GPT will not be a paramount consideration in this assessment process and cannot unreasonably outweigh any consideration of the above factors.

Lodgement of a Request Form for Period Permit and an Event Application Form:

If sending by Post:

Rouse Hill Town Centre Management
Rouse Hill Town Centre
10-14 Market Lane
ROUSE HILL NSW 2155

If delivering by hand:

Rouse Hill Town Centre Management
Rouse Hill Town Centre
Level 1, 10-14 Market Land
ROUSE HILL NSW 2155

Alternatively, the Request Form for Period Permit / Event Application Form may be e-mailed to rhtc@gpt.com.au.

APPLICATION APPROVAL PROCESS

GPT have implemented a layered events approvals mechanism which is dependant on the nature of the proposed event or whether the proposed usage is the subject of either a Periodic Permit or a Licence Agreement. The form of approval granted, the conditions and minimum requirements associated with such approval, where applicable, is detailed in the table below.

Event approval is subject to availability. Other events may be scheduled within the Publicly Accessible Areas on the date requested. If an event proposal is approved, GPT Town Centre Management will issue a Licence Agreement for the applicant/event organiser to sign as a

legally enforceable agreement between the parties regulating the duration of the occupation and authorised use of the applicable Publicly Accessible Area.

GPT Town Centre Management reserves the right to approve, condition or decline any private, commercial or large-scale public event proposed for a Publicly Accessible Area, based on the appropriateness of the event considering the suitability and condition of the proposed site. This is subject to the rights of authorised public assemblies (in accordance with s23 of the *Summary Offences Act 1998 (NSW)*) which are not subject to the provisions of this Management Plan in respect of any authorised public assembly which may be held on Main Street or Civic Way. If GPT Town Centre Management refuses an application for a proposed event, the decision by GPT Town Centre Management must be provided to the applicant in writing, detailing the grounds for refusal.

APPEAL MECHANISM

In the event that GPT Town Centre Management refuses an application for an event, on grounds other than:

- the non-availability of the requested Publicly Accessible Area for the requested date/time, or
- on the basis that the application is incomplete,

an applicant may lodge a written request for review of the decision to the Chair of the Appeal Committee.

If sending by Post:

Appeals Committee Chair
C/- Rouse Hill Town Centre Management
Rouse Hill Town Centre
10-14 Market Lane
ROUSE HILL NSW 2155

If delivering by hand:

Appeals Committee Chair
C/- Rouse Hill Town Centre Management
Rouse Hill Town Centre
Level 1, 10-14 Market Lane
ROUSE HILL NSW 2155

Alternatively, the request for an appeal may be e-mailed to rhtc@gpt.com.au.

Appeals Committee

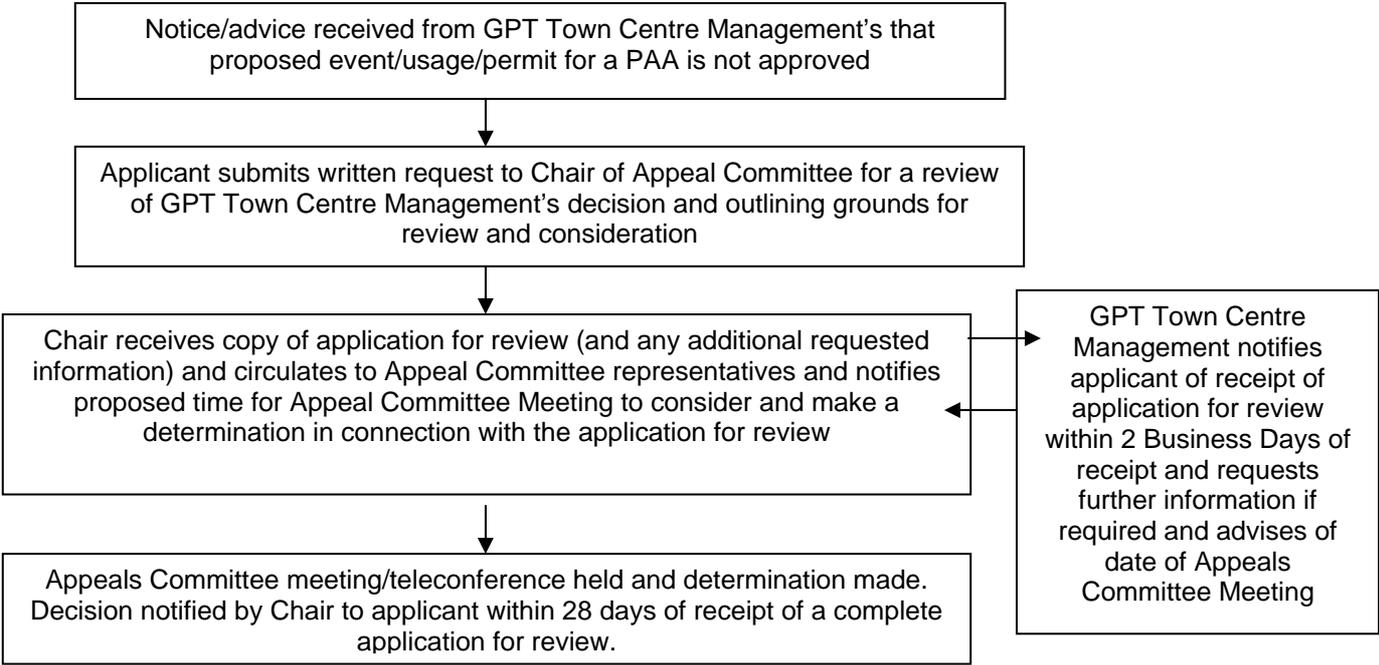
The Appeals Committee is comprised of a representative from the Community Scheme, GPT and the Council (however, as the Rouse Hill Town Centre will be operational before completion of the residential development within Rouse Hill, during the initial stages of operation of this Management Plan, a Community Scheme representative will not be on the Appeals Committee). The Appeals Committee is chaired by an independent Chair (being either a person with judicial experience or as otherwise agreed between the representatives of the Appeal Committee). The role of the Appeals Committee is to consider any submissions for review of a decision of GPT to turn down approval for a proposed event, usage or permit for a PAA. Such submissions are to be circulated either electronically or in hard copy to the representatives of the Appeals Committee and a meeting is to be convened by the Chair to consider and make a determination in respect of the application for review. The Chair must

Publicly Accessible Areas Management Plan

provide a minimum of 3 business days notice of a proposed Appeals Committee meeting to all parties (the meeting may occur in person or by teleconference) and all representatives of the Appeals Committee must be present in making a determination or alternatively submit their position by way of proxy/voting paper prior to the Appeal Committee Meeting. The considerations the Appeals Committee must have in mind when reviewing a submission for review is outlined below.

Appeals Process

If an applicant wishes to seek a review of a decision of GPT Town Centre Management to refuse an application for a proposed event in a Publicly Accessible Area, the following appeals process applies:



Further information on the appeals process is detailed below:

Written submission for application for Review

An applicant must submit a written request for review of a decision to the Chair of the Appeals Committee, C/- The Centre Manager, Rouse Hill Town Centre, 10-14 Market Lane, Rouse Hill, NSW, 2155. This submission must outline the grounds on which the applicant believes that its proposed event should be allowed for the applicable Publicly Accessible Area. If an applicant wishes to appear before the Appeals Committee to outline its case in respect of the refusal, this election must be made in the written request to the Appeals Committee. Please note, that the Appeals Committee deals with matters promptly. This means that you must be able to attend a meeting within 28 days after notification of receipt of an application by the Appeals Committee.

Determination of application for Review

The Chair of the Appeals Committee will notify the applicant and GPT Town Centre Management upon receipt of a request for a review of a decision and advise whether any further information is required of the applicant by the Appeals Committee to assist it making its decision and will also provide information to the applicant about what steps will occur next. A copy of the application for review will be circulated by the Chair to the representatives on the Appeals Committee with a proposed date for determination and requesting submissions prior to this proposed Appeals Committee meeting. If the applicant has elected to appear before the Appeals Committee to present its case, the Appeals Committee will notify the applicant of a date, time and location of the proposed committee meeting to consider this application for review.

If an applicant does not elect to appear at a committee meeting, the Appeals Committee will consider the request for a review, by way of either circular distribution of the review documentation between the members of the Appeals Committee and submission of recommendations, teleconference discussion or discussion of this matter at a committee meeting.

In considering a request for review of a decision, the Appeals Committee has regard to the criteria for consideration outlined in Section 4 of this Management Plan, whether the decision by GPT Town Centre Management was reasonable having regard to these considerations and the written submissions of the applicant and/or the submissions made in person by an applicant in a committee meeting. The Appeal Committee must also have regard to any guidelines set by Councils and special statutory authority bodies in the Sydney region in considering the use of public places for events and whether the grounds for refusal by GPT Town Centre Management were more onerous than those imposed by these bodies. A decision of the Appeal Committee must be based on majority rule, with the Chair to have the casting vote if required. If a representative of the Appeals Committee is unable to attend an Appeal Committee meeting, their submission and determination must be provided in advance of the meeting to the Chair.

The Appeals Committee ordinarily does not allow applicants to be legally represented and usually requires an applicant to present their own case if they elect the option to appear before the Appeals Committee. The Appeals Committee may consider representation in certain circumstances such as:

- a. It is necessary (i.e. the applicant does not have good grasp of English etc); or
- b. An applicant would be unfairly disadvantaged if it were not to be legally represented.

In considering whether an applicant may be unfairly disadvantaged, it is relevant to note that the members of the Appeals Committee are not lawyers (aside from the Chair who may have a judicial background and acts independently in making such determinations), and merely act as a representative of each interested body, being the Council, GPT and the Community Scheme of the greater Rouse Hill Regional Centre. Accordingly, if the nature of the appeal warrants legal representation by GPT, the Appeals Committee will notify the applicant of GPT's intention to seek legal representation so that the applicant also have equal rights to seek legal

representation in this regard. Ordinarily, each party bears their own legal costs in respect of this appeal process. However, the Appeals Committee may order costs to be paid by the applicant if, in the opinion of the Appeals Committee, the application for review was frivolous, vexatious, misconceived or lacking in substance.

A written decision to an application for review must be provided by the Chair of the Appeals Committee within 28 days from acknowledgment of receipt of the application by the Appeals Committee (that is on the basis of receipt of a completed application has been provided together with any requested additional information from the Appeals Committee). This written response must clearly outline the decision of the appeal, the grounds for refusal of the appeal (if relevant) or the steps to take if the decision of GPT Town Centre Management has been overturned and the Appeals Committee have determined that the proposed event can proceed.

A decision of the Appeals Committee is final and binding on GPT Town Centre Management.

Application Approvals Process

Category	Application Process	Minimum Requirements	Fee/Charge for hire of PAA	Type of Proposed Usage/Event
<p>Approval Level 1 (Community based one-off or periodic usages/events)</p>	<ul style="list-style-type: none"> • Telephone or in-person enquiry to GPT Town Centre Management. • Applicant to lodge/complete the Request Form for Periodic Permit. • Only relevant information to be completed includes contact details of applicant, proposed date, time and location of event/proposed usage and purpose for proposed use/event. • GPT's Centre Manager will be contact. • Automatic approval once fully completed form provided to GPT Town Centre Management – GPT will confirm by providing Periodic Permit Form to be carried at all times by Permit Holder. 	<ul style="list-style-type: none"> • Applicant submits signed Request Form for Periodic Permit. • GPT issues Periodic Permit (this can be a one-off or fixed period Permit), which must be carried by the Permit Holder at all times while using the Publicly Accessible Area in accordance with the permitted use. 	<p>No charge</p>	<ul style="list-style-type: none"> • Promotion and/or fundraising by registered charities, youth organisations, religious groups, community groups political candidates/groups. • Busking (low risk eg. singing)
<p>Approval Level 2 (Larger scale Community based one-off or periodic usages/events and small-medium commercial/private events)</p>	<ul style="list-style-type: none"> • Telephone or in-person enquiry to GPT Town Centre Management. • Applicant to lodge the applicable form (either Request Form for Periodic Permit or Event Application Form). 	<ul style="list-style-type: none"> • Applicant submits signed Request for Period Permit Form or Event Application Form <p><i>For Community Events/Usages:</i></p> <ul style="list-style-type: none"> • GPT and Applicant enter into 	<p>No Charge</p>	<ul style="list-style-type: none"> • Promotion and/or fundraising by registered charities, youth organisations, religious groups, community groups political candidates/groups. • Busking (high risk e.g. flame juggler)

	<ul style="list-style-type: none"> • In addition to the basic information required for Approval Level 1, more detailed information required in connection with proposed usage/event including impact on traffic/pedestrian flow, any potential security considerations, waste management strategies etc. • GPT's Centre Manager will be contact. 	<p>either a Periodic Permit if proposed usage based on a community event/activity (this can be a fixed period Permit) or a Licence Agreement, dependant on size of the event.</p> <ul style="list-style-type: none"> • Public Liability Insurance may be required in connection with a Licence Agreement (minimum \$10,000,000) <p><i>For Commercial Operations:</i></p> <ul style="list-style-type: none"> • In connection with an Event Application Form, GPT conduct a risk assessment of application. • Licence Agreement to be entered into by the applicant. This details the minimum requirements for use, insurance, repair and maintenance obligations, accessibility, and waste management considerations. • References to be provided. • Public Liability insurance may be required in connection with the Licence Agreement (minimum \$10,000,000 dependant on type of event) 	<p><i>For Commercial Operations:</i> Appropriate charge dependant on nature of commercial event / usage</p>	<p><i>For Commercial Operations:</i></p> <ul style="list-style-type: none"> • Weddings • Commercial Operations (product launches, sponsorship events etc)
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<p>Approval Level 3 (Large scale commercial/ private events)</p>	<ul style="list-style-type: none"> • Telephone or in-person enquiry to GPT Town Centre Management. • Applicant to lodge the applicable Event Application Form. • Detailed information required to support application, as requested by GPT Town Centre Management. • GPT's Centre Manager will be contact. 	<ul style="list-style-type: none"> • Applicant submits signed Event Application Form. • Licence Agreement to be entered into by the applicant. This details the minimum requirements for use, insurance, repair and maintenance obligations, accessibility, and waste management considerations. • References to be provided. • Public Liability Insurance (minimum \$10,000,000) will be required. • Security Bond (for damage) may also be required. 	<p>Appropriate charge dependant on nature of commercial event / usage</p>	<ul style="list-style-type: none"> • Public Entertainment – theater, music and screenings • Large-scale commercial filming and photography. • Fun Runs • Street Parades • Festivals • Car Shows • Exhibitions • Corporate Events • Commercial Operations
<p>Authorised Public Assembly</p>	<ul style="list-style-type: none"> • Serve a Form 1 notice of intention to hold an authorised public assembly (contained in Schedule 1 to the <i>Summary Offences Regulation 2005</i> (NSW)) with the Commissioner of Police, in accordance with the requirements of section 22 of the <i>Summary Offences Act 1988</i> (NSW). 	<ul style="list-style-type: none"> • Service of a Form 1 with the Commissioner of Police • Any other requirements as may be prescribed by the Commissioner of Police or the <i>Summary Offences Act 1988</i> (NSW). 	<ul style="list-style-type: none"> • See Summary of Offences Act 1988 (NSW). 	<ul style="list-style-type: none"> • Public assembly and public procession