



The Hunter and Central Coast Development Corporation manages event sites on the Central Coast and in Newcastle, including the Mount Penang Gardens, Honeysuckle and Market Street Lawn. We welcome enquiries for events and activations to be held on our sites.

Call our team on 02 4904 2750 or email your enquiry to events@hccdc.nsw.gov.au

Event Details

Event purpose

Commercial

Charity

Activities proposed

Site required

Honeysuckle (Newcastle)
Market Street Lawn (Newcastle)

Mount Penang Gardens (Central Coast)

Proposed area shown on
attached plan

Yes

No

Please show the area required on the plan including access routes

Dates required

Times required

Bump in / Bump out

Number of attendees expected

DA requirements

Does your event meet the requirements set out in the DA for temporary activation at Market Street Lawn?

Yes
n/a

Applicant Details

Organisation name

ABN/ACN

The Licensee must be a legal entity and full details of the legal name to be provided. A business or trading name is not sufficient.

Organisation type	Proprietary Limited company Limited company * Sole trader Charity	Incorporated Association Unincorporated Association Partnership Not for Profit
-------------------	--	---

* Is company limited by guarantee?	Yes	No
------------------------------------	-----	----

Name of contact officer

Postal address

Email

Phone

Mobile

More Information

Power required	Three Phase power required Power not required	Single Phase power required
----------------	--	-----------------------------

Temporary structures

Engineering certification attached

Mobile equipment

You must provide a detailed description of what activities you propose for the space including what equipment or vehicles will be brought onto or installed within the space and where. Please use additional pages if the above space is insufficient to provide the required detail.

Specification sheet must be provided for any boom or scissorlift equipment to ensure compliance with 10t axle loading limitation on promenade.

Evidence of insurance	Yes	No
-----------------------	-----	----

You must provide current certificates of currency for Public Liability and Workers Compensation insurance in the name of the Licensee. If you submit certificates for a different entity or you are unable to submit Workers Compensation certificates you must explain why in full.

Event Management & Risk Assessment Plan	Attached	Not attached	Not applicable
---	----------	--------------	----------------

Stakeholder Engagement Plan	Attached	Not attached	Not applicable
-----------------------------	----------	--------------	----------------

You must provide an Event Management & Risk Assessment Plan 7 days prior to the event and a Stakeholder Engagement Plan 28 days prior to the event.

Fee	HCCDC to advise following receipt of booking form and all required information
-----	--
