



Australian Government
National Capital Authority

FACT SHEET: Pre-event Inspections on National Land

Inspections are essential if an event organiser intends to erect any structures for an event or function on National Land that is secured to the ground or of large dimensions or requires the use of vehicles on lawns.

The range of structures that could require a site inspection includes:

- tents, marquees
- temporary sheds
- jumping castles, amusement rides
- platforms or stages
- scaffolding and/or towers for cameras or sound systems
- portable toilets
- display vehicles
- signage, pickets, stakes and fences.

Why is an inspection required?

Inspections are required to assess, avoid and inform event organisers of possible damage to lawns or other asset (public seating, light poles, irrigation systems etc)

Landscape

Inspections may be required with National Capital Authority (NCA) staff to identify any landscape issues to take into consideration when placing structures on the site for your event. The NCA will advise you if this inspection is necessary.

Prior to arranging Pre-Event site inspections, the event organiser must;

Have clear and detailed site plans/maps showing proposed placement of structures to be erected.

To arrange Pre Event Inspections:

- Contact the NCA Estate Approvals & Compliance Officer on 02 6271 2888
- Please note that no structures may be erected until approval has been given in writing by the NCA in the form of a Works Approval.
- A fee will be charged by the NCA Open Space Contractor for the irrigation mark out.

Contact Details for Irrigation Mark Out
Citywide
Ph: 9662 9950 (8am and 2pm)
Email: canberra@citywide.com.au

More Information?

www.nationalcapital.gov.au
Email: events@natcap.gov.au
Telephone: 6271 2888