



HOW TO DEVELOP A SITE PLAN

Site Plan Checklist

What are site plans for?

A site plan is a map that shows the area/s where your event will be held. It is required when applying for an event permit. It is also used to

- manage site safety, including how many people can attend the event site at any one time
- identify the best locations for the event's temporary elements
- accurately position/set up temporary equipment such as marquees and grandstands
- communicate with suppliers, vendors, performers, participants and spectators
- communicate with emergency services during planning as well as during the event.

A user-friendly version can be used on your website and program, and on-site at the event on signage to help attendees find their way around the event.

Site capacity

You can calculate how many people can safely attend the festival by calculating the square meterage of the site by using its boundary measurements, then subtracting the square meterage of all infrastructure and back of house areas. The square meterage remaining is the space that is left for attendees. If 1,500 square meters was left and each person generally needs 1 square meter of space each, then 1,500 people could attend the event.

How to develop a site plan

Start with a map of your site or venue, such as a map from [Google My Maps](#).

The map should show

- the immediate area surrounding the event site
- the names of surrounding streets
- all of the site's permanent infrastructure and the distances between them
- all temporary infrastructure and equipment you will put on the site
- the square meterage of the site

Ideally, your plan should be drawn to scale, and include measurements of the site and its structures (width and length).

Use a legend rather than on-map labels so the map is clear and easy to read.

PowerPoint or Microsoft Word can be useful in developing a site plan.

Maintaining access

Even when a road is closed event organisers have to keep the following spaces free of infrastructure:

- On a footpath: an access path 1.8 metres out from the side of a building must be clear, so people with a vision impairment can use the building as a guide to access the area.
- On a road: a 4-metre wide access path from the start of a road closure to the end must be maintained free of infrastructure and equipment for emergency vehicle access.

What to include in the site plan

The following information should be included on your site plan, if relevant to your event. Include both permanent and temporary infrastructure.

- Which direction is north
- Entries and exits
- Bus/train station, parking and accessible parking including capacity, accessible drop off points, bicycle parking including capacity, coach drop off and turn around areas, taxi ranks, and supplier parking and access
- Buildings and structures, such as stages, sheds, and marquees
- Ticket sales or registration places
- Operations control centre (and communications centre if separate), and lost child/property area
- Paths and accessible paths, steps and ramps (including to stages), barriers to pedestrians, points where temporary paths cross roads, traffic lights and pedestrian crossings
- Fencing, gates, barriers and barriered areas, back of house areas, and bollards
- Seating and accessible seating, grandstands, rows and aisles of chairs (show distances between rows and of aisles), picnic areas, quiet areas
- Food service areas and structures
- Licensed areas, including type of fencing used (height and position)
- Water refill stations, drinking fountains, water trailers, taps
- Bins – show recyclables, compostables, and landfill bins, and skip bins
- Toilets and portaloo locations – show how many are accessible, female, and male
- Public information centre
- Lighting
- First aid station
- Restricted or unsafe areas e.g. around fireworks firing area, fuel storage, generators, back of house for performers only
- Security locations
- Emergency assembly areas and evacuation routes including width of exit points (gates)
- Emergency vehicle access, emergency vehicle path (minimum 4m wide), and parking
- Fire extinguishers and fire blankets, hose reels, water points, dams, temporary firefighting equipment, gas outlets or gas bottles
- Media area
- Significant trees
- Sensitive environmental sites e.g. habitat for native plants and animals that needs to be protected
- Bodies of water
- Neighbouring properties e.g. supermarket
- Where promotional signage for the event is located e.g. roadside corflutes
- Amusement rides and animal petting zoo
- Fireworks firing area and public exclusion zone
- Start and finish lines, routes and direction of races

Example site plan

