

Site Plan Guidelines

For large events, attracting large numbers of visitors, create a site plan by using symbols or numbers to show the location of toilets, first aid posts, security etc on a map of the site. The site plan is used to identify access for pedestrians, traffic and emergency services, the provision of shelter and any potential hazards. The plan must be easy to interpret and posted in locations around the site for use by patrons.

For simple events a site plan downloaded from Google Maps is sufficient. Please mark the Emergency Evacuation Assembly Area.

Site Plan Checklist

You may want to include the following on your site plan:

<input type="checkbox"/> Access for people with disabilities	<input type="checkbox"/> Media
<input type="checkbox"/> Drinking water sites	<input type="checkbox"/> Non-alcohol areas
<input type="checkbox"/> Disability access*	<input type="checkbox"/> Parking
<input type="checkbox"/> Emergency access	<input type="checkbox"/> Disability parking*
<input type="checkbox"/> Emergency access routes –	<input type="checkbox"/> Pedestrian route
<input type="checkbox"/> Emergency vehicles – CFA, St John	<input type="checkbox"/> Picnic/quiet areas
<input type="checkbox"/> Entertainment sites	<input type="checkbox"/> Public telephones
<input type="checkbox"/> Entrances and exits	<input type="checkbox"/> Restricted areas
<input type="checkbox"/> Event Co-ordination Centre	<input type="checkbox"/> Rubbish bins – drainage pits, sharps containers
<input type="checkbox"/> Fire-fighting equipment - fire extinguishers, fire blankets, hydrants,	<input type="checkbox"/> Seating, including spaces for people using wheelchairs and
<input type="checkbox"/> First aid posts	<input type="checkbox"/> Security locations
<input type="checkbox"/> Food/vendors/stalls	<input type="checkbox"/> Shelter
<input type="checkbox"/> Information centre	<input type="checkbox"/> Stage location
<input type="checkbox"/> Licensed liquor consumption areas	<input type="checkbox"/> Standby generators
<input type="checkbox"/> Liquor outlets	<input type="checkbox"/> Stores
<input type="checkbox"/> Lost children/property	<input type="checkbox"/> Taxi and bus stops
<input type="checkbox"/> Main power/water/gas control	<input type="checkbox"/> Toilets (disabled facilities, reticulated sewer, septic tank,
<input type="checkbox"/> Maintenance areas	<input type="checkbox"/> Triage centres (mass casualty)
	<input type="checkbox"/> Vehicle access routes

Please send the completed site plan along with any attachments to:

Community Events Officer

Golden Plains Shire

2 Pope St,

Bannockburn 3331

Email: elaine.kellett@gplains.vic.gov.au

Fax: 5220 7100

Should you require any assistance please phone 5220 7221.

Simple Site Plan Example



Large Event Site Plan Example

