

Northern Beaches Council

Guidelines for the Illumination of Manly Town Hall

Introduction

This document provides information for applicants (third party organisations) seeking approval to illuminate Manly Town Hall and seeks to ensure a consistent and transparent approach to managing illumination requests.

Northern Beaches Council frequently receives requests from not-for-profit organisations to illuminate or project colours onto the façade of Manly Town Hall for the purpose of promoting a community message, cause, product, or service.

Northern Beaches Council is committed to effectively managing these requests to meet community expectations while preserving the integrity of Manly Town Hall.

As a structure of architectural, heritage and cultural significance, the community expects Manly Town Hall will take a high-profile position in events of local significance. The façade of Manly Town Hall forms the centrepiece of this significance.

Lighting of Manly Town Hall by third party organisations will be permitted no more than 52 times per year and is limited to static colour illumination only. This limit does not apply to lighting or projections onto Manly Town Hall conducted in association with Manly Town Hall, Northern Beaches Council, or other Civic events.

Principles

- The illumination is to be for the purpose of either marking, honouring, celebrating, or promoting events, community messages, causes and major cultural events.
- Requests are managed to meet community expectations while preserving the historic integrity of Manly Town Hall and Council's reputation.
- Lighting of Manly Town Hall by third party organisations will be managed according to these Guidelines.
- Designs for illuminating Manly Town Hall by third party organisations will be limited to static colour illumination of the façade of Manly Town Hall
- Advertising will not be permitted.
- No logo or corporate identity shall be permitted to be projected onto Manly Town Hall.

Requests for the illumination of Manly Town Hall may come from time to time from Government to promote special events or encourage tourism. These requests will be responded to positively while maintaining Council's principles and guidelines.

Eligibility Criteria and Application

Persons or groups seeking to illuminate Manly Town Hall must apply in writing at least one month prior to the date of the illumination request with applications opening at the beginning of December each year for requests for the following calendar year:-

The application is to address the following criteria:

- The applicant is a not for profit or community organisation. Requests from commercial entities will not be approved except under exceptional circumstances where it relates to a broader public event or festival.
- The lighting of Manly Town Hall is related to an event, community project or issue relevant to the Northern Beaches Community.

The application is also to include the following information:

- The date of request to illuminate Manly Town Hall – noting that requests for up to two days maximum will be considered.
- Hours of illumination.
- Information and concepts for proposed colours and illumination, and reason for request.

Approvals

All requests to illuminate Manly Town Hall are subject to the approval of the Chief Executive Officer, and in accordance with the assessment criteria and conditions set out in these Guidelines.

- The illumination is for the purpose of either marking, honouring, celebrating, or promoting events, community messages, causes and major cultural events.
- The illumination is not detrimental to the heritage values of Manly Town Hall.
- The illumination will not adversely impact on other events taking place at Manly Town Hall or unduly interrupt normal operations and does not adversely intrude on the public environs of Manly Town Hall site.
- The illumination will have high production values.
- The visual impact of the illumination is assessed to have artistic/aesthetic merit.

Where multiple requests are received applications will be considered based on order of application being made.

Northern Beaches Council reserves the right to consider, approve and/or refuse any proposal to illuminate Manly Town Hall at its absolute discretion.

Conditions of approval

The following conditions apply to all requests that are approved to illuminate Manly Town Hall:

- Council reserves the right to cancel any approved request.
- Council events will take precedence over other requests.
- Council will not be liable for any third-party expenses incurred (such as equipment hire) that is required to support illumination projects.

References and related documents

- The *Local Government Act 1993*
- Community Grants and Partnerships Policy
- Sponsorship Policy
- Code of Conduct

Responsible Officer

Director, Planning & Place

Review Date

January 2027 (or earlier as required)

Revision History

Revision	Date	Change	Trim
1	15.12.22	Approved by Director Planning and Place	2022/603345
2	11.1.23	Minor amendments made by Manager, Place & Economic Development	2022/603345
3			
3.1			