

Activity Approvals Unit



CITY of PERTH

EVENT APPLICATION

Please complete the enclosed form and return to:-

By Mail: Chief Executive Officer
City of Perth
GPO Box C120
PERTH WA 6839

In Person: To the City's Customer Service
located on the Ground Floor of
Council House, 27 St Georges
Terrace, Perth WA 6000

Via Email: info.city@cityofperth.wa.gov.au

Facsimile: (08) 9461 3083

For Assistance: Further information is
available from the Activity
Approvals Unit on (08) 9461
3419 or (08) 9461 3329

Valid until 30 June 2017

INTRODUCTION

General

Organisers of events held on public land within the City of Perth municipality must lodge an application to the City of Perth for the proposed event. Approval Services is responsible for approving all public events on roads, parks and reserves.

The City requires applications for minor events to be submitted 1 month prior to the event, all other event applications must be submitted 6 months prior to the event. If you want to discuss this further, please call (08) 9461 3419 or (08) 9461 3227.

Events in the Hay Street and Murray Street Malls, Forrest Place and the Piazza are the responsibility of the Marketing Unit. Please do not use this application form for these locations, contact Marketing on (08) 9461 3370 for more information.

Events that may have a significant impact on the public must include an Event Management Plan with this application and the plan shall include the management of; noise, waste, risk, traffic, transport, pedestrian and stakeholders notification.

City of Perth Local Laws do not permit vehicles, amplification of noise, any structures, vending or obstructions within a public place, thoroughfare or reserves; or any interference with or alterations to any fitting or facilities located thereon, unless the approval of the City is first obtained. Applicants seeking the City's approval for any activities, which are generally prohibited by the Local Laws, are to ensure this application form is completed in full. Completion of the application form does not automatically imply approval and any non-completed sections will be taken to mean that the particular facility is not required.

Applicants are required to read the attached sections on General Information before signing the application.

Compliance Services

The Health section of Compliance Services is responsible for all matters relating to approvals for safety, food, water and toilets. Application forms for health matters can be obtained by contacting the Environmental Health Officer on (08) 9461 3856.

WA Police

Any event that is on the road, including marches and parades, require WA Police approval. Please contact WA Police Events on (08) 9422 7138.

EVENT DETAILS

Event Name:	
Bump-In Date:	
Event Date(s):	
Bump-Out by Date:	
Time of Event:	From: _____ To: _____
Road(s) Required:	
Park(s) or Reserve Name:	
Anticipated Attendance: Please refer to item 10 on page 9 in the General Information.	Number of people per day:
Activities Planned: Describe event & entertainment.	
Targeted Audience: Example: family function, work function, general public.	
Will an entry fee be charged: Including gold coin donations.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this a charitable event:	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide registration number

CONTACT DETAILS

Name of Organisation:	
Company Website:	
Address:	
ABN No.:	
Main Contact Person:	
Telephone:	
Mobile:	
Email:	
Secondary Contact Person:	
Telephone:	
Mobile:	

ELECTRICAL POWER

<p>Do you require connection to the City's electrical power:</p> <p>The applicant should establish if the existing power facilities (if any) are suitable for the event.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>Type <input type="checkbox"/> 15 amp <input type="checkbox"/> 3 phase</p>
<p>Note, electricity consumption:</p> <ul style="list-style-type: none"> • 3 phase connections for large events will be charged at 100% of cost. 	

PARKING

<p>Is vehicle access onto the park or road reserve required:</p> <p>Commercial vehicles no charge. Private vehicles require a permit and are charged \$35.00 per vehicle per day. Maximum of 10 permits per day.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Is there any additional on/off street parking requirements:</p> <p>Example: overflow parking, service vehicle parking, removal of parking bays due to a road closure.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>

NOISE CONTROL

<p>Do you think that noise associated with your event including bump-in/bump-out will impact on surrounding premises:</p> <p>Please refer to item 6 on page 8 in the General Information.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Type of noise: (Music, Construction, Other) music requires licences</p> <p>If amplification is to be used, provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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CATERING

Will your event have catering:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please complete the following:	
	Number of Catering Units: (Food and Drink)	

ALCOHOL CONSUMPTION

Will your event have alcohol: Alcohol sales require a liquor licence. Please refer to item 7 on page 9 in the General Information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, will alcohol be sold:	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

RETAIL OUTLETS

Will your event have any retail outlets:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please complete the following:	
	Number of outlets:	
	Type of goods sold:	

WASTE DISPOSAL

Will your event require the hire of 240 Lt bins from the City, fees are applicable: Please refer to item 8 on page 9 in the General Information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please complete the following:	
	Number of 240 Lt bins:	

STRUCTURES AND EQUIPMENT

<p>Will your event have any tents, marquees, stages, scaffolding, seating, lighting towers or any other structure:</p> <p>Please refer to item 15 on page 10 in the General Information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please complete the following:	
	A scaled site plan is required and is attached <input type="checkbox"/>	
	Type of structures	
	Number of structures	
	Total area covered (m ²)	
Name of supplier		
Phone number of supplier		

SIGNAGE AND FENCING

<p>Will your event have external signage:</p> <p>Please refer to item 14 on page 10 in the General Information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Are you proposing to fence off the event:</p> <p>Please refer to item 14 on page 10 in the General Information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

OTHER ASSOCIATED ACTIVITIES

<p>Is there any other associated activity that has not been mentioned:</p> <p>Example: fireworks, aerial displays, animals.</p> <p>If insufficient space has been provided, please attach an appendix.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please describe:	
	
	
	
	

APPLICATION FEES AND CHARGES

A non-refundable application fee applies to events as follows:

- **\$95.00** for events on reserves or roads;
- **\$180.00** for events that require the closure of a road;
- **\$305.00** for large commercial events.

Additional reserve hire fees, Health Act fees, and fees for Council services such as advertisement, parking, waste and damages, will be charged separately. Damage bond fees may also be charged separately.

PAYMENT METHOD

Please indicate your preferred method of payment:

- Cheque (please make payable to the City of Perth)
- Money Order (please make payable to the City of Perth)
- Credit card (Visa, Mastercard or Amex)

NOTES: For security reasons, the City of Perth **cannot accept written credit card details.**

Therefore, please provide the name as displayed on your credit card, and sign below to **authorise** the City of Perth to **debit** that credit card.

The City of Perth will contact you to obtain your **credit card number.**

Name on
Card:

Signature:

Date:

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED

The City requires applications to be submitted for:

- Minor events, 1 month prior to the event;
- All other events, 6 months prior to the event.

I have read and understood the 'General Information' and have enclosed the appropriate forms and site plans.

Name (*please print*): _____

Signature and Date: _____ / ____ / ____

CHECK LIST

Please use the check list to ensure relevant items for your event have been completed and forwarded to the City on time. This will help to ensure there are no delays in processing your event application.

All documents and drawings must be received by the City prior to the commencement of the event and by the stated 'Time Frame'.

List of Actions		Time Frame Prior to Event	Completed	Office Use
Detailed Scaled Site Plan (show all stages, structures, marquees etc)	Initial draft for small event	1 month		
	Initial draft for large event	6 months		
	Final draft to be marked 'FINAL'	2 weeks		
Large events with crowds greater than 5000 may require a Transport Management Plan and/or a Pedestrian Management Plan		2 months		
Structural details of Tents, or other Structures such as Marquees, Stages, Scaffolding, Seating, Lighting Towers and Certification		2 weeks		
Copy of Public Liability Insurance		2 weeks		
Traffic Management Plan. Complex Traffic Management Plans shall be endorsed by a Road Traffic Manager		2 weeks		
Risk Management Plan		1 months		
Parking Management Plan		2 weeks		
Disability Access and Inclusion Plan		2 weeks		
Notification Letter to Businesses and Residents		2 weeks		
Key Personnel Contact List		2 weeks		
Copy of Music Licences from APRA and PPCA		1 month		
Waste Management Plan		2 weeks		
Security Details and License Numbers		2 weeks		

GENERAL INFORMATION

1. Indemnification

The organisers shall hold a current Public Liability Insurance policy with a limit of indemnity of not less than \$10,000,000 and a copy of the indemnity is to be forwarded to the City prior to the event;

2. Fees and Refundable Bond

Payment of any reserve hire fees, Health Act fees, fees for Council services, or bonds, will be determined by the City once the application and site plan has been received. All fees are payable to the City within 14 days of the date the invoice is issued.

Applicants will be responsible for all costs relating to damage resulting from the conduct of the event, including turf reinstatement costs, any Council assets or damage caused to public utility services.

Accordingly, it is recommended that the applicant arrange a pre and post inspection of the site with a Council Officer to assess the condition of the reserve to be used and any damage that may have occurred during the event;

3. Protection of City Assets

Adequate measures shall be taken by the applicant, in respect to pedestrian and vehicular access onto the reserve, to ensure the City's facilities are safeguarded;

4. Electricity Supply for Large Functions

Where electricity is available on the reserve and the applicant wants to connect to that power source, the applicant is required to arrange connection by contacting the City's Contract and Asset Management Unit on (08) 9461 3122. A temporary meter will be installed and the applicant will be responsible for all costs including electricity consumption. Electrical work associated with a Public building will need to be certified by a licensed electrician;

5. Parking

Based on event requirements, up to 10 permits per day may be approved for parking on reserves and costs are applicable. It will be at the discretion of the City whether parking permits will be issued and if approved, it will be the applicant's responsibility to manage and supervise the parking on the reserve.

Applicants requiring public parking should contact the City's Off Street Parking Unit on (08) 9461 3704;

6. Environmental Protection (Noise) and Health Act

The noise regulations specify 'assigned' levels of noise that may be received by any premises. Should any part of your event, including bump in and bump out, be likely to exceed the assigned levels, separate approval may be required.

Depending on the size and nature of the event proposed, other approvals may be required under the Health Act.

Your organisation shall comply with the requirements of the:

- Environmental Protection (Noise) Regulations;
- Health (Public Building) Regulations;
- Health (Food) Act;
- Liquor Licensing Act.

Separate fees may apply. Further information can be obtained by speaking to an Environmental Health Officer on (08) 9461 3856.

7. Alcohol

The City has no objections to the consumption of alcohol within a delineated area of the reserve, however, the use of glassware is not permitted on Council reserves. It will be the organiser's responsibility for the behaviour and well being of all patrons at the event. The event organisers may be required to provide licensed security officers and their licence numbers to be provided to the City prior to the event;

8. Removal of Rubbish

Applicants are responsible for the costs associated with the cleaning, collection and removal of litter, from the road or reserve, by your nominated contractor. Should the event require skip bins then this work needs to be undertaken by independent subcontractors. Large events may require a waste management plan;

9. Disability Access Standards

It is the responsibility of the applicant to ensure that the event complies with Federal Disability Discrimination Act 1992, the Western Australian Disability Services Act 1993 and Australian Standards AS1428. Access and facilities to consider include:

- Designated Pick Up/Set Down areas with level access to the principle entry.
- Level access to all public facilities.
- Dedicated & accessible toilet facilities for the physically disadvantaged.
- Dedicated viewing areas, with additional space for carers.

If you have any queries regarding this legislation please contact the Disability Services Commission on (08) 9426 9200.

Ticketed and Public events may require a Disability Access and Inclusion Plan;

10. Management Plans

Depending on the type, size and impact of the event, the City may require the applicant to prepare a:

- Risk Management Plan in accordance with AS/NZS ISO 31000:2009;
- Traffic Management Plan in accordance with AS 1742.3 and Mainroads WA Code of Practice for Events;
- Pedestrian Management Plan;
- Parking Management Plan;
- Waste Management Plan;
- Transport Management Plan (ticketed events with crowds over 5000 requires consultation with the Public Transport Authority on (08) 9326 2113).

11. Security

Where the applicant engages or arranges any form of security or patrol service, the persons engaged for that purpose are to be accredited and properly instructed as to their duties and the limitations of their authority. Details of all licensed personnel (i.e.: security number) must be forwarded to the City prior to the event;

12. Road Closures – Deviation of Traffic

Where a particular event requires full or partial road closures, the design, installation of equipment, lighting and sign posting are to be undertaken by accredited Traffic Management Company. The costs incurred for these works are to be met by the applicant. In some instances, Western Australian Police approval will be needed;

13. Fireworks

Where an event is to have a fireworks display, the display is to conform to the Western Australian Outdoor Fireworks – Code of Practice and approval will be required from the Department of Mines and Petroleum Resource Safety and endorsed by the City of Perth;

14. Fencing and Signage

Fencing and signage associated with events must be free standing, with the location outlined on the site plan submitted to the City.

Signs for the purpose of advertising events may be installed on reserves 8-10 days prior to their commencement, subject to the approval of the City, first being obtained. Signs are not to contain any commercial advertising except that sponsorship may be identified by discreet logos of approved shape and design. Structural specifications may need to be approved by the City's Principal Building Surveyor, to comply with the Building Act 2011. All signs must be removed immediately after the event;

15. Temporary Public Buildings – Building Permits

A temporary public building is any structure that is occupied or used by the public and erected for a period of less than 1 month.

Structures such as tents/marquees of less than 10m² area and stages/platforms less than 500mm in height, will not require engineering details or certification but will require sign off by a competent person, responsible for the erection, stating that the structures are safe for their intended purpose and sufficiently anchored to resist anticipated wind loads.

Where a structure is in excess of 10m², the applicant must submit together with their application the following details:

- The name and contact telephone number of the contractor;
- A site plan of the venue showing the locations of the temporary structures;
- Adequate drawings indicating the size and nature of the structures;
- Unless specifically excluded by the City:
 1. Certification by a professional engineer that the proposed structure is structurally sufficient for its intended use;
 2. Certification by a suitably qualified and competent person that:-
 - a) The structure has been erected in accordance with the manufacturers specification, engineering certification and relevant Australian Standards; and
 - b) The ground anchorage method employed is adequate for the relevant ground and wind conditions.

Applicants seeking approval for tents/marquees in excess of 50m², grandstands, staging, lighting towers, scaffolding and the like, must obtain a Certificate of Design Compliance from a private certifier (Building Surveyor) or from the City.

Further information can be obtained by contacting the City's Principal Building Surveyor on 9461 3355.

Note:

Temporary structures will require separate approval under the Health Act.