

# Application to hire Old Mill

Melville Place, South Perth

The City of South Perth (the City) will only confirm your booking when all the relevant documents and payments have been received by the City within the two weeks of the proposed booking date. Failing this will incur a late fee as per the fees and charges Schedule. Information regarding the availability or costs of facility hire given prior to the assessment of an application is given as an indication only. It does not constitute approval of the application. The City, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. **All applicants must be over 18 years of age.**

## Applicant contact details

Mr/Mrs/Miss/Ms Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative contact (if different to applicant): \_\_\_\_\_

Phone (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

An invoice for any associated fees or bonds will be sent one month prior to the event date (**please note that invoice details cannot be changed or amended once processed.**) Please enter the correct details for invoicing here:

Same as applicant details as above

Name: (organisation or person) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**Civic Centre** Cnr Sandgate St & South Tce, South Perth WA 6151

**Phone** 9474 0777 **Email** enquiries@southperth.wa.gov.au

**www.southperth.wa.gov.au**



## Please indicate the type of booking and the resource you would like to hire

<input type="checkbox"/> Casual booking <input type="checkbox"/> Regular booking	<input type="checkbox"/> Old Mill Education Centre - 50 people <input type="checkbox"/> Old Mill grounds - 150 people <input type="checkbox"/> Old Mill Education Centre and grounds - 200 people
<p>Please note: The Old Mill is located on land within the Swan River Trust Riverpark area. For this reason, state government approval may be required through the Parks and Wildlife Branch of the Department of Biodiversity, Conservation and Attractions (DBCA) for commercial events and non-spectator events at the Old Mill. If DBCA consent is required, you will need to allow sufficient lead-time to seek the required permit (six weeks' notice prior to your event is recommended). Permit fees from the state government, in addition to the City's booking fees, may apply.</p>	

## Additional information

A. Please provide a brief description of the proposed activity i.e. type of activity, age group of attendees. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Please list any equipment you may require ie: number of chairs, tables. Please refer to the attached list.

\_\_\_\_\_

C. Is your event open to the general public? YES  NO

D. Will your event involve spectators? YES  NO

If **YES**, then it does not require a permit from the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Branch), even if the event involves a commercial activity or the erection of temporary structures.

If **NO**, then it may require a permit from the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Branch). Weddings, birthday parties and private family functions are exempt. Visit [www.dpaw.wa.gov.au](http://www.dpaw.wa.gov.au) for more information.

E. Does your event have any commercial components? YES  NO

If yes, please describe the types of commercial activities: \_\_\_\_\_

\_\_\_\_\_

Please Note: 'Commercial activities' means activities for financial gain or reward of the event organiser. If you have a Commercial activity of an ongoing nature (more than 1 week), you may need a permit from the Department of Biodiversity, Conservation and Attractions. Visit [www.dpaw.wa.gov.au](http://www.dpaw.wa.gov.au) for more information.

F. Will you be charging attendees a fee for the activity? YES  NO

If YES, please provide details \_\_\_\_\_

G. If YES to either of the above please provide a contact number for public enquiries:

\_\_\_\_\_

H. How many people will be attending the activity? \_\_\_\_\_

I. Is your group an Incorporated Not for Profit Organisation? YES  NO

If YES, you must attach a copy of your Certificate of Incorporation to this application.

J. Does your group have valid Public Liability Insurance? YES  NO

If YES, you must attach a current copy of your Certificate of Currency to this application.

## Function bookings (in addition to the above questions A - J)

### CASUAL BOOKINGS ONLY

1. Please list date/s for activity or function. If more than one date is requested specify each date.

DAY..... DATE..... MONTH..... YEAR.....

DAY..... DATE..... MONTH..... YEAR.....

DAY..... DATE..... MONTH..... YEAR.....

2. Time of activity. Please include period of use, including time for setting up and packing away.

Begin set up time	Start time of function/activity	Finish time of function/activity	End pack up / dismantle time

3. Will alcohol be consumed at your function? Please Circle: BYO / Provided / Included in ticket price YES  NO

If YES, you are required to obtain authorisation from the City, as it is an offence to consume liquor on local government property without consent.

4. Do you wish to sell alcohol? YES  NO

If YES, you are required to obtain and provide the City with confirmation of, a liquor licence from the Department of Racing, Gaming and Liquor under the requirements of the *Liquor Licensing Act (WA) 1988* and the City's Public Places and Local Government Property Local Law 2011. Please visit [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) for application details.

5. Will food or drink be provided ? YES  NO

Please provide a brief description.

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6. Is outside Catering planned? YES  NO

If YES, Public Liability cover and a copy of the Food Act 2008 registration licence for any external company must be provided with this application.  
Please provide a brief description including the name of the catering company.

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7. Will food, drink or other items be sold? YES  NO

If YES, the applicant in conjunction with the proprietor of any food/drink stall must obtain approval from the City's Environmental Health Services, no later than 10 working days prior to the event. Approval may be issued subject to compliance with set conditions, payment of service fees and completion of the standard **City of South Perth Trading Licence**

8. Will you have any form of amplified music at the event i.e. PA, bands, DJ's, juke box etc? YES  NO

If YES, please provide a brief description, as City approval must be obtained prior to event:

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All applicants must ensure all noise/music levels do not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time. Please contact the City's Environmental Health Services on 9474 0777 for assistance. All music / noise must be turned off at 10pm and the activity to be off site by 11pm. Please attach a copy of your noise management plan. A site map indicating the location of speakers and or P/A is also required. Please attach to your application.

9. Do you wish to erect signage for your event? YES  NO

If YES, you are required to complete a **City of South Perth Signage Application** and return with this application.

10. Will you be conducting any type of commercial, promotional or student filming/photography on site? YES  NO

If YES, you must attach a copy of the company's Public Liability Certificate of Currency to this application (stating who the policy covers, under what conditions it covers, the geographical limits of the cover and expiry date of cover).

11. Do you plan to provide any bouncy castles/farm animals/live entertainment /games /rides /other? (Please circle appropriate activity and provide a description of games/rides) YES  NO

If YES, a current copy of any Hire Company's Public Liability must be attached to this application. All applicants must also contact the Parks team at least ten (10) days prior to the event and inspect an area of 5 metres around the site to ensure the area is safe for use by the hirer. For each ride/activity or attraction, please include evidence of the plant registration and a copy of the logbook showing the maintenance for that particular ride/activity or attraction complying with Australian Standards AS 3533.

12. Will you be using a generator for power? YES  NO

If YES, please contact the City's Environmental Health Services on 9474 0777 for advice on specifications required. (NOTE: NO external power can be accessed from any City of South Perth reserve sites.)

13. Will your event contain electrical installations? YES  NO

Please note: If your event contains electrical installations such as lighting, electrical equipment etc a licensed electrician (electrical contractor) will be required to check all installations on the day of your event and complete a Form 5 Certificate of Electrical Compliance (see attachments). To determine whether a licensed electrician will be required to complete the Form 5, contact the Central Booking Office.

14. Will you require vehicle access on to the Reserve for drop off / bump in/out ONLY? YES  NO

If YES, please specify type and number of cars \_\_\_\_\_

15. Will you be providing additional toilet facilities for your function? YES  NO

If YES, how many toilet facilities will be provided? \_\_\_\_\_  
Only those toilets in existence will be made available by the City. Additional toilets (compulsory for larger events) must be arranged privately at the applicant's expense. Please contact the City's Environmental Health Services on 9474 0777 prior to the event for guidance and legal requirements. (Current Public Liability cover for the provider must be sighted by the City prior to provision.) NOTE: NO water can be accessed from any City of South Perth reserve sites.

16. Do you plan to erect ANY temporary structures i.e. marquees/ shade cover / stage?

YES  NO

If YES, please describe including size, day/s and time/s of structures to be erected and dismantled, name of marquee company if using.

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Please Note: 'Temporary Structures' means a non-permanent building, shelter, equipment, fence, or other thing that is fixed to land or to anything that is fixed to land. All applications of this nature must attach a current copy of the Certificate of Currency for the hire company. All/any temporary structure/s erected on the reserve are done so entirely at the applicant's own risk. In addition, the City's Parks team must be contacted for site inspections at least ten (10) days prior to the event, or the structure may be removed.

Applicants requesting structures to be erected for more than 30 days must complete an Application to Construct, Extend or Alter a Public Building and submit it with this application.

#### REGULAR BOOKINGS ONLY

1. Please list all dates, days and times required in the below table:

	<b>Begin set up</b>	<b>Event start time</b>	<b>Event finish time</b>	<b>End pack up</b>
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
<b>START DATE</b>		<b>END DATE</b>		

2. Please circle frequency required: Weekly / Fortnightly / Monthly

3. Please list dates not required throughout the year i.e. public holidays and/or school holidays:

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## Permit conditions

### LIABILITY

The City hires its facilities for functions as a service to the community. The City will take all reasonable care to ensure that facilities are in a fit and clean condition for use. The City will not be held liable or accept liability for any loss or damage to any person, profit or property resulting from the hirer's use of the facility. This includes the grounds, car parks or buildings and any thoroughfare appurtenant to the public property. Facility users are responsible for all activities and occurrences associated with the hire/function and must obtain the appropriate insurance covers for assumed and or recognised risks in conducting the function, including risks associated with public liability and the storage of equipment. The hirer agrees in signing the Permit Application to indemnify and keep the City indemnified for any loss or damage to any person or property as identified above.

The City of South Perth is required to sight current and accurate copies of all applicant Public Liability insurance certificates for all activities that in the opinion of the City, may contain high level associated risks. It is also the hirer's responsibility to ensure that any contractor and or sub contractor used for any tasks or services associated with the activity, hold current and accurate Liability and Worker insurance certificates. The City requires that all applicants arrange Public Liability cover to indemnify the City against legal action for death, injury or damage to persons, profit or property of any kind for all commercial, spectator, fundraising, sporting, filming and photo shoot, and high risk activities.

It is the Clubs or groups responsibility to ensure that persons working with children comply with the 'Working with Children (Criminal Record Checking) Act 2004. It should be noted that the City does not provide first aid assistance within any of its facilities.

### FEES & CANCELLATIONS

The City of South Perth will only confirm your booking when all the relevant documents and payments have been received by the City within the two weeks of the proposed booking date. For facility user groups with invoices, regular or casual, all account balances must be paid in full within seven days from the date of invoice. Regular user groups must not exceed prescribed account limits. Failure to adhere will result in Late Fees being applied, referral to debt collectors and or non-approval for future activity.

In the event of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, other unforeseen contingency or accident, the City of South Perth reserve the right to cancel any booking or refund any deposit without notice.

Should the room reserved be unavailable, due to unforeseen circumstances, we reserve the right to substitute similar venues. Every effort will be taken by us to notify you as far in advance as possible. The City reserves the right to assign an alternative function room in the event that the room originally booked is inappropriate or unavailable due to unforeseen circumstances. Every effort will be taken by the City to notify you as far in advance as possible.

It is the hirer's responsibility to test and become familiar with all audio visual equipment prior to the booking.

Applicants must pay all bonds that apply to facility bookings as set out in the City's fees and charges schedule. Where the City refunds the bonds, it will do so by cheque only. Any damages caused to any City facility that exceeds the Hall Bond paid will be invoiced for full payment of recovery within 7

(seven) days of the invoice date. The City will withhold the bonds, or any portion of the bonds for the following, but not limited to, reasons.

- Any damage to the City's facilities or equipment caused during or as a result of the activity,
- The swipe card/keys are not returned by the required dates,
- The facility is not left in a clean and tidy condition,
- Smoking internally and or unauthorized consumption of alcohol has occurred
- The facility or reserve is not adequately secured at the end of the event
- The City receives any substantiated community complaints as a result of any antisocial behaviour of patrons and or unauthorized activities at the event.

Groups will incur a standard fee for the entire amount of time they are occupying the specific facility i.e. set up at 10:00am, leave at 12:00noon to come back for a 4:00pm start to finish at 10:00pm, the fee will be from 10:00am to 10:00pm.

Removal of all equipment must be within the booked time frame.

**Risk Management** – Hirer's must accept responsibility for all risks associated with their use of the Reserve.

**First Aid** - The City does not provide first aid assistance within any of its reserves or facilities. It is strongly, recommended that all applicants/groups ensure that adequate first aid supplies and assistance is privately arranged prior to and during all activities taking place.

**Alcohol** –

- *Consumption of Alcohol* – Anyone requesting the consumption of alcohol is required to obtain the relevant permit from the City.
- *Sale of Alcohol* - Anyone requesting the sale of alcohol is required to obtain the relevant licence from the Department of Liquor, Gaming and Racing under the requirements of the *Liquor Licensing Act (WA) 1988* and the *PROPERTY LOCAL LAW (City of South Perth) 2011*.

**Vehicle Access** - Vehicle access will only be granted to unload and load equipment, attendees and/or materials for the function, unless otherwise specified on the Licence Permit. A set of access keys will be made available by the City and must be picked up from the South Perth Community Centre the business day prior to the function (excluding Public Holidays). Fees, charges and bonds will apply. Vehicles must observe a 10km/hr speed limit whilst on a reserve and all access gates must be kept closed. Only those vehicles stipulated on the Permit will be permitted on the reserve, with penalty for non-compliance imposed under the City's Property Local Law 2011.

**Temporary Structures** - Prior to the erection of any temporary structure, including marquees, stages, shade structures, bouncy castles or rides, the applicant must provide proof of adequate public liability cover and must obtain a Special Building Permit as directed by the City's Building Services no later than six weeks prior to the activity. In addition, these applicants must also contact the City's Parks Coordinator to arrange an on-site inspection prior to the event, to ensure the area's infrastructure, and reticulation will not be compromised and that the area is safe for use by the hirer. All amusement devices must comply with Australian Standards AS 3533 and provide the City with copies of the latest maintenance checks/log books prior to the event. The City accepts no responsibility for any death or injury to person or property which occurs within the designated area. A Park Restoration Bond is also applicable.



**Animals** - Groups wishing to conduct pony/horse rides and or animal shows on any reserves are required to provide relevant Public Liability insurance to the City and abide by 3 (three) conditions outlined below. Only after the sighting of the insurance forms, fees being paid and acceptance of these conditions, will the Permit be considered:

- The area to be used by the animals or pony ride is to be fenced to contain the activity or alternatively the animal is to be tethered to a secure point
- All waste to be wrapped prior to placing in the specifically marked bins provided
- No amplified music or PA system is permitted in conjunction with this activity

### **CITY ENVIRONMENTAL HEALTH SERVICES**

The applicant is to seek advice from the City's Environmental Health Services on (08) 9474 0777 at least one week prior to the proposed function, if the proposed function or hire is likely to include or require any of the following, as set out on the application form:

- Noise/Music levels must not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time. Any amplified / Live music must be considered in this instance if to be emitted at the function. All music must be significantly reduced at 10.00 pm and turned off by 12.00 midnight.
- The proprietor of any food or other stall or vehicle must obtain approval from the City's Environmental Health Services through a City of South Perth Trading Licences, where fees may apply.

Any individual or gathering requesting the sale of alcohol are instructed to obtain the relevant licence from the Department of Liquor, Gaming and Racing under the requirements of the *Liquor Licensing Act (WA) 1988* and the City's Public Places and Local Government Property Local Law 2011. The City does not allow any kegs to be placed anywhere in City facilities. No smoking is permitted in and around any City facility.

### **APPLICANT RESPONSIBILITIES**

Standard user group responsibilities for all facilities must:

- Show respect and courtesy for other users of the facility and those nearby
- Take responsibility for the actions and behaviours of all people who attend
- No confetti or other similar materials to be used in and around the facility
- **No candles** permitted in the education centre or grounds
- **No smoke machine** permitted in the education centre or grounds
- No object to be dragged or bounced inside built facilities
- Keep outside doors and windows closed whenever possible
- No vehicles to be parked outside of marked parking bays
- Ensure all deliveries to the facility occur within the approved hire times
- Not display signs in, on or outside facilities without the City's consent
- Ensure reserves are vacated by 11pm or as stated on the permit and secure the premises by closing and locking all gates opened upon completion
- All liquor is to be consumed in a safe and responsible manner so as not to interfere with the enjoyment of any person using the property
- Ground use will be taken on the reserve in 'as is' condition. The reticulation schedule cannot be altered which may result in the grass being wet during early morning bookings. During the summer months the program of watering may continue until 7am.

- Secure the premises by closing and locking all doors and windows
- Ensure the facilities are vacated within the agreed hire period
- Leave the facility in a clean and tidy condition, with swept floors, etc
- Mop and or wipe any floor, table, chair etc that is dirty or has something spilt on it, clean away all decorations and food stuffs, stack all tables and chairs in their designated storage area and place all rubbish in the bins provided.

Every hirer/person shall observe all conditions of the City's Public Places and Local Government Property Local Law 2011.

## Declaration of responsibility and acceptance of conditions

I am the applicant and hereby declare that I have read and fully understand this application and the Permit Conditions as provided by the City pertaining to this application for use of a City facility. By signing this application I agree to abide by these conditions and accept all associated requirements of these conditions. I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so, including loss of bonds and potential prosecution. I acknowledge that I have completed and returned all attached application forms relevant to my proposed event, and agree to abide by all Conditions applied.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please direct all facility booking enquiries to the City's central booking office located at the George Burnett Leisure Centre on 9474 0777 or email [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)  
All additional forms or documents requested throughout the application form must be provided with the Application.

**APPLICATION CHECKLIST:** *please check that you have provided all supporting documents that may be required with your application.*

- Have you answered ALL questions
- Provided a copy of Certificate of Incorporation
- Provided a current copy of Public Liability for your organisation
- Provided a copy of Public Liability for caterers
- Provided a copy of the Food Act 2008 registration licence for ANY outside food/drink provider being used
- Provided a copy of Public Liability for bouncy castle/farm animals/games/structures
- Provided evidence of Plant registration and Maintenance Log Book for rides
- Completed an application for certificate of electrical compliance
- Provided a copy of Liquor Licence
- Completed a Trading Licence Application

# Application for a Trading Licence

In accordance with: *Public Places and Local Government Property Local Law 2011 - Part 3 (3.1) activities requiring a licence and Part 6 (6.2) a Activities allowed with a licence.*

1. Business name:
2. Email:
3. Postal address:
4. Name of applicant:
5. Contact phone number:
6. Start date for which the licence is required:
7. Finish date for licence: (only complete if trading licence is needed for longer than 1 day)
8. Start time:  Finish Time:
9. Location where trading will occur: (zone number/specific car park/building or other)

10. Trading type:

Food Business (please list all foods to be sold)

List all foods/products or services to be covered by this Trading Licence:

Non-Food Business (must list products or services)

Fees exempt (registered charity)

**Required documentation:**

- Current copy of Food Act 2008 registration licence (if applicable)
- Current Public Liability insurance must be provided with this application.

**Signature of Applicant:**

**Date:**

**Trading Licence payment**

*(please note that if you are applying for a trading licence as part of a park, reserve or facility booking, this page is only for payment of the trading licence).*

I wish to pay by credit card\* (an invoice will be sent to you)

*\*Please note: Trading Licence will not be issued until payment has been received in full.*

**Payment Method:**

**In Person** - payment can be made at our Administration Building by cash, EFTPOS, cheque or money order (payable to City of South Perth)

**By Mail** – Cashier, City of South Perth, Civic Centre, Cnr Sandgate St & South Tce, South Perth WA 6151

Please ensure all information is supplied as requested. Should you require further information please contact Environmental Health Services on 9474 0777 or email [enquiries@southperth.wa.gov](mailto:enquiries@southperth.wa.gov)

# Temporary Signage Application

<b>Applicant</b>	Name:
	Business Name:
	Address:
	Postal Address (If different from above)
	Phone Number:
	Fax Number:
	Mobile Number:
	Email:

<b>Signage Details</b>	Type of Sign:
	Description on Sign:
	Dimensions of the Sign/s:
	Location:
	State period of time for which advertisement is required:

<b>Event (If Applicable)</b>	Location:
	Date(s) of Event:
	Nature of Event:
	State period of time for which advertisement is required:

Please include a location plan indicating the positioning of the signs within the locality. If necessary, a detailed plan of the location may be required if the sign is to be placed on a major road junction.

I understand that by signing this agreement that the City of South Perth does not accept any liability for any injury, damage or loss as a result of the sign being displayed. I have also supplied a copy of my public liability insurance.

I have read and clearly understand the above.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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**OFFICE USE ONLY:**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION: APPROVED / NOT APPROVED

AUTHORISING OFFICER \_\_\_\_\_ DATE: \_\_\_\_\_



## Temporary signs and banners

A temporary sign is one that is used to promote an event, concert or similar or to promote an organisation (such as a sporting organisation). A banner is a sign made from a flexible material that may be displayed temporarily from a supporting pole.

### Specifications

Approval may be granted at the discretion of the City of South Perth in respect to the placement or erection of a temporary sign or street banner subject to:

- An application being made to the City of South Perth on a [Temporary Signage Application](#)
- The organisation indemnifies the City from and against all claims and judgements arising from the erection of the signs
- No more than six signs will be permitted to be erected for any one event at any one time
- Only one sign per event being advertised may be erected in any one place or intersection
- The sign or banner is promptly removed after the event
- Signs shall not depict any information relating whatsoever to an election campaign for any position in Local Government, Federal or State Parliament. However signs providing direction to a polling place on the voting day will be considered
- The maximum duration of time for a sign to remain in a public place shall not be more than a six month period depending on the circumstances and at the discretion of the City of South Perth
- For signs advertising an event that occurs on a regular basis, (e.g. monthly), may only be displayed for a maximum of 10 days prior to the event
- Depending on the circumstances and location, the City may approve a sign or banner to be displayed only during the hours of operation for the business or event
- The display of any temporary signs or street banners is prohibited within 10 meters of any intersection
- The sign writing shall be of a professional standard and quality, to the satisfaction of the City
- The sign can only advertise legitimate, legal and/or registered businesses and events
- The sign is not to be fixed or attached to a building, wall, fence, pole, tree or other structure that is property of the City of South Perth
- The sign must be non-offensive in nature, to the satisfaction of the City
- The signs are positioned in such a manner so as not to present a danger to pedestrian movement or cause interference with the clear visual lines of sight required by motorists for the safe movement of vehicular traffic; i.e. not to be positioned on footpaths, median strips, traffic islands, roundabouts or at intersections where the sign(s) may hinder clear sight lines for motorists except where specifically permitted by the City. The sign colours must also not cause confusion where signs are being considered at intersections controlled by traffic lights
- All illuminated advertising signs (including VMS Trailers) must not be within 20 metres of a street intersection with traffic lights and is not lit in a way that it may be confused with the traffic lights. A [Temporary Signage Application](#) must be made to the City for all illuminated advertising signs displayed on land other than private property



- The signs are maintained in a good and orderly manner for the duration of their display
- The size of the sign is not to exceed two metres long by two metres high, although variations to these dimensions may be approved if considered appropriate
- A banner sign shall generally be a maximum of four square metres in sign face area
- Have a maximum height of two metres above the ground
- Where installed on the verge the signs must be at least two metres from the kerb line or, for an unkerbed road, they must be at least two metres from the edge line or the edge of the seal where there is no edge line
- Approval of a sign for an event will not constitute permission to hold an event on land vested in the City or any other authority. The applicant is to ensure that all approvals have been obtained from the City or other relevant authorities prior to the event taking place
- The City reserves the right to withdraw such approval upon breach of these requirements or any conditions of approval
- Signs are not permitted to be tied or secured to power poles or street lights unless permitted by Western Power
- Signs will also not be permitted at sites that have a significant crash history
- The City cannot approve signs on Canning Highway and Kwinana Freeway as they are controlled by Main Roads Western Australia. Any sign or banner displayed on a Main Road under the control of Main Roads WA shall require the prior consent of Main Roads WA
- The installation of any sign is to be undertaken by the applicant
- Banners must conform to the size requirements/guidelines of the banner support design
- The material used must be of sufficient durability to conform to the location and environmental conditions
- The sign must be removed or relocated at the request of a person authorised under Section 9.10 of the Local Government Act, for the purpose of a special event, parade, road or footpath works, or other event, which in the opinion of the officer requires relocation or removal.

# Facility amenities

The facilities for hire at the Old Mill provide disabled access for the education centre only, disabled parking bays, bus stop, shared street and onsite parking bays. The amenities include:

**Education centre** - Brick floor with an area of 50 square metres. The education centre is fitted with air-conditioning. Functions can cater to a legal MAXIMUM of 50 people. Equipment provided includes:

- Entrance door is 84cm wide
- Exposed brick flooring
- 6 x 1.83m fold out rectangle tables
- 50 plastic chairs
- 1 chair trolley
- 38 inch Hisense wall mounted smart TV (USB compatible for presentations and photos)
- 1 water cooler with 15L drinking water
- Air conditioner and 2 ceiling fans

There are no kitchen facilities available.

**Old Mill grounds** - Functions can cater to a legal MAXIMUM of 150 people. Equipment provided includes:

- Benched seating
- Picnic table seating
- 1 external power point
- 1 water tap

## Toilet facilities

- 1 unisex
- 1 disabled

## Cleaning Requirements

- Please leave the education centre and old mill grounds clean, neat and tidy after use and dispose of any rubbish in the bins provided
- Education centre floor is to be swept after use. All floor spills should be spot wiped

## Key Return

After locking up the education centre, the key will need to be returned to the South Perth Community Hall - corner Sandgate Street and South Terrace South Perth. Please drop the key in the key drop box located on the side wall of the hall for after hours.

