

Application to hire a zone/site on City of South Perth Foreshores

Background

The iconic South Perth Foreshore comprises a number of zones/sites that are available for hire for a wide range of outdoor events and activities. Bodkin Park in Waterford and Sandon Park in Salter Point are also available for hire.

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: _____

On Site contact (if different to applicant): Surname: _____ Given name: _____

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: _____

Where the City refunds the bond or hire fees it will do so by cheque only. The cheque will be made out to the person or organisation named below and posted to the address listed below (**please make sure the details provided below are correct as the cheque cannot be re issued**):

Same as applicant details as above

Same as invoice details as above

Mr/Mrs/Miss/Ms Surname: _____ Given names: _____

OR

Organisation : _____

Postal address: _____

Postcode: _____

Park or reserve you would like to hire:

Sir James Mitchell Park (South Perth)

Zone/s: _____

Sir James Mitchell Park Pathway (South Perth)

Bodkin Park (Waterford)

Sandon Park (Salter Point)

Please Note: The zones have different land tenures and as such, State Government approval through the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Branch) and/or Minister for Lands may be required for some zones in SJMP and Bodkin Park and Sandon Park. If consent is required, you will need to allow sufficient lead-time to seek the required approval (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.

Additional information

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

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

- C. 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 for more information.

- D. 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 for more information.

Minister for Lands consent is required for commercial enterprises operating in Sir James Mitchell Park (i.e. land parcels owned by the state government being zones 3, 4, 9 and 10B). Generally if an event organiser intends to derive a private profit from its use of a Crown reserve, the use will require the prior approval of the Minister for Lands. However, if the commercial activity is a small scale/incidental component of the overall event, (such as a non-profit community Association facilitating a sausage sizzle stall to generate some fundraising at the event), then Minister for Lands consent is not required.

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

If YES, please provide details _____

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

- G. How many people will be attending the activity? _____

H. Please list function date/s, days and times required in the below table, including set up and take down dates and times if applicable for marquees, rides and entertainment: (NOTE: The reserve must be vacated by 11pm inclusive of all guests and infrastructure)

	Date	Begin set up time	Start time of event	Finish time of event	End pack up /dismantle time
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

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.

K. Do you plan to erect ANY temporary structures i.e. marquees/ shade cover / stage? YES NO

(Please note on Sir James Mitchell Park zones 1-4 you cannot erect any temporary structures larger than 3m x 3m)

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

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. Minister for Lands approval is required for temporary structures operating in Sir James Mitchell Park (zones 3, 4, 9 and 10B - land parcels owned by the state government) that prevent/restrict the general public from being able to access the Reserve (such as the erection of fencing to create an exclusive use site).

All applications of this nature must attach a current copy of the Certificate of Currency for the marquee company. All 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.



Event/function bookings (in addition to the above questions A - K)

1. Will alcohol be consumed at your function? Please Circle: BYO / Provided / Included in ticket price
YES NO
If Yes, you are required to obtain a Function Permit authorising liquor consumption from the City, as it is an offence to consume liquor on local government property without consent.
2. 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 call 9425 1888 or visit www.rgl.wa.gov.au.
3. Will food or drink be provided? YES NO
Please provide a brief description.

4. 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.

5. 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** (NOTE: On site BBQ and gazebo facilities are for shared public use and cannot be booked for exclusive use)
6. 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:

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.

7. Will you be requesting the storage of goods or valuables on site and /or overnight for the event?

YES NO

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

8. How many bins will you be providing at the event? (up to 4 bins will be provided for events with less than 500 attendees and the fees incurred are set out in the Fees and Charges Schedule)

MGBs (240L Wheelie Bins): _____ Bulk Bins: _____

The City of South Perth requires you to provide your own Waste Contractor for rubbish removal of events that exceed 500 people. Please note: You are responsible for the provision of bins. If you do not order enough bins, the City will arrange for additional bins to be delivered and you will be charged accordingly.

Which company will be providing them? (Please also provide the Public Liability insurance certificate for the contractor)

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. Will you be conducting a walkathon, charity walk, fun run or similar event? YES NO

If YES, please provide details of course outline / route on attached site booking map. The City is also required to sight Emergency Response / Risk Management Plans for your event.

12. 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.

13. 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.)

14. 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.

15. 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 _____

16. Will you require temporary car parking on any reserve? YES NO

If YES, please provide an in depth Parking Management Plan, including Zone/s required, site booking map, control agency and liability cover information with this application. Car parking is not permitted for social events and will only be considered for LARGER PUBLIC EVENTS subject to approval.

17. 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.

18. Do you wish to apply for consent to land a helicopter on the Reserve? YES NO

If YES, you are required to provide the City with confirmation that your supplier has conformed to all CASA guidelines and conditions and provide the City with a current copy of the operators Public Liability cover.

19. Do you wish to apply for consent to use fireworks on the Reserve? YES NO

If YES, the City must receive a copy of a granted application form, which is available from the Department of Consumer and Employment Protection, on behalf of the client and include approvals from subsequent authorities including the Police and Fire Services. The City must also sight a current copy of the operators Public Liability cover (max cover).

20. Is this event for a car/motobike show? (only applicable for Zone 8 and 15) YES NO

21. Will you require road signage and or road closures for the event? YES NO

If YES, confirmation of approval from all relevant City Council's and Main Roads must be sighted by the Booking office and attached to your traffic management plan?

22. Have you completed and attached a current Emergency Evacuation and or Risk Management Plan (if requested by the City)? YES NO

As the event coordinator, you may be required to present an in-depth Risk Management and Emergency Response Plan to the City of South Perth for approval prior to the City allowing the event to commence. This must include, but not be limited to; the number of First Aid posts and staff, security plans, site / route plans, evacuation sites, and contact personnel details, etc.

23. Have you completed and attached a Security Management Plan (required only for LARGER PUBLIC EVENTS)? YES NO

24. Will you be providing fire extinguishers? (required only for LARGER PUBLIC EVENTS) YES NO

If YES, If how many? _____ (Please note: Ensure you identify on your site map where these fire extinguishers will be located.)

25. How many qualified First Aid attendants will be on hand? (required only for LARGER PUBLIC EVENTS)

Permit conditions

1. **Background** - The City maintains a number of ovals, parks, reserves and facilities that are regularly used by corporate groups, sporting groups, social groups, informal groups and or individuals, which are available for hire. The use of the City's reserves and facilities is largely governed by the City's Public Places and Local Government Property Local Law 2011. The conditions of use and the permit requirements are set out in the local law and herein Permit Conditions.
2. **Liability** - 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 for 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. 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.
3. **Insurance** - 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. These documents must be sighted by the City prior to permit approval.
4. **Permits** - The City may issue a permit for the hire of a reserve by a person or group where:
 - The City is satisfied that the use for which the reserve is hired is consistent with the nature of the reserve.
 - The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the reserve.

The City will only accept and confirm a Function Permit when all relevant documents and specifications are received by the City within the nominated time frame. Permits requiring a Special Building Permit or Environmental Health approval are required at least six weeks prior to the function. The timeframe conditions apply unless otherwise approved by the City.

Individuals or small groups may casually use the City's reserves without the need to obtain a permit unless:

- An individual or group is charging a fee in association with their use of the reserve
- The group is involved in a formal sporting match whether the sporting match is a one-off or regular fixture
- The group is involved in a formal event or function and wishes to be certain that a specific area of a reserve will be available
- Photography and or filming by any party is to occur
- The group will consist of more than 30 people
- The group wishes to be able to consume alcohol
- A marquee, bouncy castle, animal farm or other similar activity or structure is proposed to be erected
- The activity is likely to impact upon residents of the City or the enjoyment of the reserve by other users.

5. **Cost** - The cost of hire in each case will be determined in accordance with the City's Schedule of Fees and Charges and the applicant may be required to lodge a bond with the City prior to using the reserve or facility. All fees and charges must also be received by the City within the time frames outlined on the applicant's confirmation letter, with any account balances 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.
6. **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. 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.
7. **Cancellations** - The City reserves the right to refuse any booking for any reason. The City may cancel the booking for any reason at any time. If an applicant cancels more than one month before the function then they are entitled to a full refund of all charges and bonds that apply to that booking. If the applicant cancels less than one month before the function then they may apply to the City to change or alter the activity to another date. The City may approve of a change or refuse the change at its discretion. If the City refuses the change then the applicant incurs a minimum cancellation fee as set out in the Fees and Charges Schedule.
8. **Risk Management** - Hirer's must accept responsibility for all risks associated with their use of the Reserve.
9. **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.
10. **Bonds** - 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 Park Restoration Bond paid will be invoiced for full payment within 7 days of the invoice date. Failure to do so may result in relevant legal action and non-approval of future applications. The City may withhold the bonds, any portion of the bonds and or apply appropriate penalties for the following reasons:
 - There is any damage to the City's buildings, reserves or equipment caused during the activity or Keys are not returned by the required dates
 - The Permit Conditions have been breached
 - The facility is not left in a clean and tidy condition
 - The facility or reserve is not adequately secured at the end of the event
 - Smoking and or unauthorized consumption of alcohol has occurred
 - The City receives any substantiated community complaints as a result of any antisocial behaviour of patrons and or unauthorized activities at the event.

11. 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*.

12. Health Requirements - The applicant is to seek advice from the City's Environmental Health Services on 9474 0777, if the applicant has requested or requires the following:

- Information on noise level's if it is expected that the noise to be emitted from the event, particularly for amplified/live music, will exceed the Environmental Protection (Noise) Regulations 1997
- Toilet facilities to cater for the event, in addition to on-site facilities already being provided by the City's public toilets
- Rubbish bins to cater for the event if it is expected that the number will exceed 500 persons. An Environmental Health service fee allows for up to four bins to be provided at the applicant's expense, dependant on the type of event. If it is determined that additional bins are required, they can be made available at an additional cost
- Food, drink or any other stalls for either sale and or provision for the event require a City of South Perth Trading Licence. This must be submitted and approved no less than 10 days prior to the event.

13. Security - The City's Community Ranger personnel do not work as Police and do not have the power or authority to remove any persons from the reserve. Ranger Services will be employed by the City where alcohol, large numbers of people, and or after hours events occur, at the applicant's expense, for the following purposes:

- To meet the on-site contact at the commencement of the event to sign and confirm the Permit and Event Checklist
- To check that unauthorised and or excess alcohol is not being served
- To monitor noise and or other council issues that may arise
- If things get out of hand, to call the police
- Assistance for rate payers and residents, if they have issues with the function, through the after hours communication strategy
- To monitor that the function is not going outside of its Permit Conditions
- To ensure the official Permit holder has access to the appropriate zone hired.

14. 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 Function 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 Function Permit will be permitted on the reserve, with penalty for non-compliance imposed under the City's Property Local Law 2011.

15. **Helicopters** - Applications requesting approval for the use of helicopters on any Public Property must provide the City with acceptance and confirmation of compliance with the standard Civil Aviation Safety Authority (CASA) Guidelines. The City must sight confirmation of agreement and be satisfied with documentation and proof of meeting these guidelines prior to approval. Fees, charges and bonds will apply.
16. **Fireworks and Music** - For the set up and implementation of fireworks on any property within the City of South Perth, the City must receive a copy of a granted application form signed by the Department of Mines on behalf of the client and include approval from subsequent authorities including the Police and Fire and Emergency Services Authority (FESA). As part of community consultation, the fireworks contractor must ensure that any facility within 500 m of the launch point is notified several days before the event. Notification in the form of personal contact or via a specific letterbox drop is preferred, as normal mail deliveries can be delayed and may not arrive until after the event. Notification must include the exact day/s, times and durations of the fireworks display. Contact with Perth Zoo must also be made (via email and SMS) as per below. Copies of any written notification must be submitted to the City as proof of compliance prior to any approval being granted from the City.

Large events which may include music and/or fireworks are responsible for contacting Perth Zoo (via email and SMS), outlining exact times and durations of disturbances and gaining receipt of communications from Perth Zoo. In regard to music/noise events, any surrounding facilities which may be directly and/or adversely impacted must be notified in the form of personal contact or via a specific letterbox drop outlining the specific activity and duration of the event. Copies of any written notification must be submitted to the City as proof of compliance prior to any approval being granted from the City.

17. **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
18. **Personal training or fitness classes** - Groups wishing to provide Personal Training or fitness classes on any reserves are required to complete a Reserve Booking Permit Application in conjunction with a Traders Licence Application and provide relevant Public Liability insurance to the City, proof of qualifications to run these classes and abide by the conditions.

19. General Responsibilities:

- Show respect and courtesy for other users of the facility and any other people who are nearby and take responsibility for the actions and behaviours of all attendees whether or not they have been formally invited
- Not display signs in, on or outside facilities without the City's consent
- Ensure reserves are vacated by 11pm or as stated on the function permit and secure the premises by closing and locking all gates opened upon completion
- Ensure that the area is left in a clean and tidy state and no damage is caused, and place all rubbish in the relevant bins as marked and or provided
- 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
- All applicants, if requested by the City, MUST provide an on-site contact and attend an on-site meeting to complete the Permit Checklist prior to commencement of event.
- 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.
- All bookings must adhere to the Environmental Protection (Noise) Regulations 1997 which do not allow for excessive noise prior to 7am from Monday - Saturday and prior to 9am on Sundays and Public Holidays.
- During your event you are required to keep clear of all pathways to allow safe pedestrian and cycle access.
- It is the hirer's responsibility to ensure that persons working with children comply with the *Working with Children (Criminal Record Checking) Act 2004*. Every hirer/person shall observe all conditions of the Local Government Act and Property Local Law 2011.

Declaration of Responsibility and Acceptance of Conditions

I am/We are authorised on behalf of, or I am/we are the permit applicant and hereby declare that I/we have read and fully understand this Permit Application and the Permit Conditions as provided by the City pertaining to this application for use of a City Reserve. I/We understand and agree to provide an on site contact to complete and sign the Function Checklist prior to commencement of any activity, if requested by the City in writing prior to the event. By signing this Permit application I/we agree to abide by these conditions and accept all associated requirements of these conditions. I/We declare that I/we 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/We acknowledge that I/we have completed and returned all attached application forms relevant to my/our 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 on 9474 0777 or email enquiries@southperth.wa.gov.au

All additional forms or documents requested throughout the application form must be provided with the Permit Application.

APPLICATION CHECKLIST:

Please take a minute to check if you have provided all supporting documents that may be required:

- 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 a copy of first aid certificate
- Provided evidence of Plant registration and Maintenance Log Book for rides
- Provided approved documentation from Dep. Mines & Petroleum for the use of fireworks
- Completed an application to construct, extend or alter a public building
- Completed an application for certificate of electrical compliance
- Completed a Trading Licence Application
- Completed a Temporary Signage Application
- Completed a Function Checklist
- Provided a Site Plan
- Provided a Risk Management Plan
- Provided a Noise Management Plan
- Provided a Liquor Licence Application
- Provided a Resident Notification Letter (will be advised by the City if required)
- Provided a Parking and Traffic Plan
- Provided a Crowd Control Plan
- Provided a First Aid Plan
- Provided a Food and Beverage Plan
- Provided a Amenities/Toilets Plan
- Provided a Waste Management Plan

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* (please provide credit card details below)

I wish to have an invoice posted to me*

**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)

Credit card - please complete this section if paying by credit card

Card number:

Card holder name:

Signature:

Bankcard Mastercard Visa Card

Amount: \$

Expiry Date:

CVV (last 3 digits on back of card):

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

Function Checklist

The responsibilities outlined below are aligned with those in the agreed Conditions of Hire and Function Permit issued. The responsibilities and penalties for non-compliance are largely governed by the City's Public Places and Local Government Property Local Law 2011 (PPLL) and as such, any person who commits an offence under these local laws is liable, upon conviction, to the penalty specified in these local laws or, if no penalty is specified, to a penalty not exceeding \$5,000.00.

Item / Responsibility	Penalty for non-compliance	Initial
Ensure responsible service, provision and consumption of alcohol.	Up to \$5000.00 (PPLL) Police attendance.	
Take responsibility for the actions and behaviours of all who attend the function.	Up to \$5000.00 (PPLL) Police attendance and or prosecution.	
Approved vehicles only to access the reserve as confirmed on the Function Permit.	Parking fines and or impoundment may apply.	
Access gates to the reserve will be locked after permitted vehicles enter / exit.	Up to \$5000.00 (PPLL) Parking fines may apply.	
All equipment and guests will be removed from the reserve by 11pm with area left in a clean, undamaged and tidy state.	All cleaning, aesthetic and reserve recovery costs to be withheld from Bonds. Up to \$5000.00 (PPLL)	
The City and applicant MUST ensure that all music / noise will be significantly reduced at 10pm and turned off by 11pm. The person who is causing or permitting that noise to be emitted is to be treated as the occupier of that public place.	Up to \$200.00 By Law No. 7 <i>Nuisances</i> Local Government Act (Amended) 1995 Up to \$5000.00 through Environmental Protection (Noise) Regulations 1997	
Comply with all conditions set by any City Officer, with regard to line markings, stakes and parking, portable toilet use and stalls.	Up to \$5000.00 (PPLL) Up to \$1000.00 Health Local Law 2001.	
Hired Zone and subsequently setup requirements are in accordance with Permit stipulations.	Up to \$5000.00 (PPLL) Recovery costs may also be held from Bonds.	

Please Note: City Officers may not contact applicants post event, however any non-compliance through the activity sighted by an authorised City Officer, will be documented with penalties and or infringement applied. Full or partial loss of bonds paid may also apply.

I/We am authorised on behalf of, or are the permit applicant, and hereby declare that I/we have read and fully understand the Conditions of Hire and Function Checklist as provided by the City pertaining to this application for use of a City of South Perth Reserve. In signing the application for hire form and function checklist, I/we agree to abide by the conditions and accept all associated penalties for non-compliance including loss of bonds, infringement notices and potential prosecution.

Permit applicant

Name: _____

Contact number: _____

Function date: _____

Function site/area: _____

Signature: _____

Date: _____

Officer on Duty

Name: _____

Signature: _____

Date: _____

Temporary Signage Application

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

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

Event (If Applicable)	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: _____

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.

Certificate of electrical compliance

HEALTH ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

To the City/Town/Shire of:

_____ Date _____

I hereby certify that the electric light and/or power ___ installation, alteration, addition ___ at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992.

NAME & INITIAL OF OCCUPIER:

DETAILS OF BUILDING:

Name: _____

No _____ Street _____

Suburb/Town _____ P/Code _____

(Particulars of Installation)

Describe any electrical work for which you are not responsible in these premises.

Signature of licensed electrical contractor or electrical worker authorized to sign on behalf of the electrical contractor/in-house electrical installer.

(Signature)

Contractor's/in-house electrical installer's Business Name: _____

Contractor's/in-house electrical installer's Registration No: _____

Contractor's/in-house electrical installer's Address: _____

Contractor's/in- Contractor's/in-house electrical installer's Telephone: _____

This form to be forwarded to the Local Government when work is completed

Application to construct, extend or alter a public building

HEALTH ACT 1911

HEALTH (PUBLIC BUILDING) REGULATIONS 1992

I, being the owner/agent hereby apply under Section 176 of the Health Act to construct alter or extend a public building:

Premises details

Name: _____

Address: _____

Suburb: _____

Nearest Cross Street: _____

Intention for Use: _____

In support of this application I hereby submit plan and details as required together with the prescribed fee.

Any of the following may sign this notice:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.

Signature: _____

Owner/Agent: _____

Address: _____

Telephone: _____

Fax: _____