

# Application to hire a Zone/Site on the City of South Perth Foreshore's

## Background

The iconic South Perth Foreshore is comprised of a number of zones/sites that are available for hire for a wide range of outdoor events and activities (refer to the City's website for more details about the park zones). Bodkin Park in Waterford and Sandon Park in Salter Point are also foreshore parks 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: \_\_\_\_\_

## Please indicate the 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 Foreshore areas have different land tenures; therefore, state government approval through the Department of Biodiversity, Conservation and Attractions and/or Department of Planning, Lands and Heritage (Minister for Lands) may be required for bookings on 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 (6 weeks prior notice 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](http://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 organizer.*
- *State government approval through the Department of Biodiversity, Conservation and Attractions and/or Department of Planning, Lands and Heritage (Minister for Lands) are required for bookings with commercial /profit-making objectives, as detailed below.*
  - ✓ *Department of Biodiversity, Conservation and Attractions - if your booking has a commercial activity of an ongoing nature within the Swan and Canning Riverpark area (i.e. in the water or adjoining foreshore parks and recreation reserves) you will 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.*
  - ✓ *Department of Planning, Lands and Heritage - Minister for Lands consent is required for commercial enterprises requiring exclusive (fenced off) use operating on state government owned (crown land) sections of the foreshore. Generally if an event organiser intends to derive a private profit from its use of a Crown reserve, the user 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 1-5 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. Department of Planning, Lands and Heritage (Minister for Lands) approval is required for temporary structures operating on

state government owned (crown land) sections of the foreshore 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/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.

## 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 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 visit [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) for application details.

3. Will food or drink be provided? YES  NO

Please provide a brief description.

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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.

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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:

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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.

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:

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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): \_\_\_\_\_

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)

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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 filming or 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

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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.

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 a 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 Risk Management Plan (i.e. required for 'Minor' and 'Major' scale events as per the City's Management Practice 106).? YES  NO

23. Have you completed and attached a Crowd Control Plan (i.e. required for 'Major' scale events as per the City's Management Practice 106)? YES  NO

24. Will you be providing fire extinguishers (i.e. required for 'Major' scale events as per the City's Management Practice 106)? 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 (i.e. required for 'Major' scale events as per the City's Management Practice 106)?

\_\_\_\_\_



## Permit conditions

Note: The City maintains casual hirer's liability insurance for its facilities that provides some coverage for any person or group of persons (excluding sporting bodies, clubs, associations/incorporated bodies and corporations/commercial hirers) who hire a City facility for non-commercial or non-profit making purposes, up to eleven (11) occasions per calendar year.

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 Hirer is responsible for all liability associated with the booking. The City will take all reasonable care to ensure that its reserves and facilities are in a clean and safe 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, which includes (but is not limited to) the grounds, car parks, 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** - The Hirer is 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 will 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 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. 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.
  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. 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 or equipment are not returned by the required dates)
    - Permit Condition has been breached
    - The reserve or facility is not left in a clean and tidy condition
    - The reserve or facility 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* – A hirer requesting the consumption of alcohol is required to obtain the relevant Permit from the City.
  - *Sale of Alcohol* - A hirer 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 City's Public Places and Local Government Property Local Law.
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 levels 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. **Crowd Control** - The hirer accepts responsibility for the management of crowd control for its activity (i.e. through the provision of security personnel and associated risk management strategies). A Crowd Control Plan is required for 'Major' scale events as per the City's Management Practice 106. The City may deem it necessary to schedule its Rangers to attend some booked activities at the applicant's expense to check if the activity is operating within the approved Permit conditions. The City's Rangers personnel are not security guards or police.
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 Permit. A set of access keys will be made available by the City and must be picked up from the City's George Burnett Leisure Centre on the business day prior to the booking (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.
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, such as Department of Biodiversity, Conservation and Attractions (DBCA); Police and/or Fire and Emergency Services Authority (FESA). As part of community consultation, the fireworks contractor must ensure that any household/facility within the vicinity of the launch point (usually 500m) 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.

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 an Application for Commercial Fitness Group 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 reserve; 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 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 must provide an on-site contact and attend an on-site meeting to complete the Function 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
  - During your event you are required to keep clear of all pathways to allow safe 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 Public Places and Local Government Property Local Law.

## 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 Reserve. I 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 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 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

# 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:  <input type="checkbox"/> 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)



# Function Checklist

The responsibilities outlined below are aligned with those in the agreed Conditions of Hire and 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 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

<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: \_\_\_\_\_

---

**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: \_\_\_\_\_