

Special Event Application Form

This application form must be completed for all events that will either be open to the general public or with over 500 people in attendance.

- Circus events or events occurring for longer than 48 hours in duration will need a Development Application which requires Council approval and significant lead time for approval. Contact the Central Booking Office to discuss if this applies to your event.
- This application should be submitted in **FULL** a minimum of 6 weeks (42 days) prior to your event for minor events (under 5,000 people) and a minimum of 12 weeks (84 days) prior to your event for large events (over 5,000 people). Applications will not be approved if submitted after these dates.
- Please refer to the City of South Perth - **Special Events Application Guidelines** - before completing this form.
- All applications and enquiries are be directed to:

Central Booking Office
City of South Perth WA 6151
Phone: (08) 9474 0777
Fax: (08) 9474 2425
Email: enquiries@southperth.wa.gov.au

Applicant details

Name of organisation: _____

Applicant name: _____

Is your organisation not-for-profit? Yes No

Street address: _____ Postcode: _____

Postal address: _____ Postcode: _____

Contact Person (must be over 18 years)

Title: _____ Given name: _____ Surname: _____

Phone (W): _____ Phone (H): _____ Phone (M): _____

Email: _____

Site contact person (on event day): _____

Phone (W): _____ Phone (H): _____ Phone (M): _____

Event Details

Name of event: _____

Description of event: _____

Location of event: _____ Zone: _____

Event date: _____

Start time: _____ Finish time: _____ Event duration: _____

Set-up date/time: _____ Pack down date/time: _____

Is your event open to the general public? Yes No

Is this a ticketed event? Yes No

If **yes** to either of the above please provide a contact number for public enquiries:

Expected Maximum No. of persons attending the event at any one time: _____

Expected No. of persons attending over the duration of the event: _____

Please detail the type of entertainment being provided (ie bands, amusement rides, petting zoos etc):

Have you attached a copy of your Certificate of Incorporation?
(Refer to section 4 of the Special Events Application Guidelines)

Yes No N/A

Insurance

(Refer to section 3 of the Special Events Application Guidelines)

Please ensure you attach a current copy of your Public Liability Insurance for the event to the value of twenty million dollars. Please check that your event is covered under your insurance policy.

Event history

Have you run this event before?

Yes No

If yes, how many persons attended on the previous occasion? _____

Were there any complaints received regarding the previous event?

Yes No

If yes, please detail the nature of the complaint: _____

Please provide an independent referee from previous events you have organised

Name: _____

Company: _____

Contact number: _____

Venue booking

Have you checked with the City's Booking Office to ensure this event date is available? Yes No

Please note:

- Power is not available on reserves. A generator will need to be hired for power on the reserve.
- Please contact the City's Environmental Health Services for advise on specifications required.

Use of parks and reserves

(Refer to section 13 of the Special Events Application Guidelines)

Will you need access to the reserve for vehicles, trucks for set up/pack down? Yes No

If yes, please provide estimated no. and type of vehicles on the reserve: _____

Waste management

(Refer to section 6 of the Special Events Application Guidelines)

The City of South Perth requires you to provide your own Waste Contractor for rubbish removal.

How many bins will be available at the event? MGBs (240L Wheelie Bins): _____ Bulk Bins: _____

(If the event is being held in a public place existing public bins should not be included.)

Which company will be providing them? _____

[Please also provide the Public Liability insurance certificate for the contractor](#)

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.

Fireworks

(Refer to section 9 of the Special Events Application Guidelines)

Do you have fireworks planned for your event? Yes No

If yes, have you received approval from the City of South Perth and the Department of Mines and Petroleum? Yes No

[If yes, please attach a copy of your approved documents.](#)

If no, contact Central Booking Office to discuss.

Parking

(Refer to section 13 of the Event Application Guidelines)

What arrangements are in place for parking at the event? (ie overflow, traffic wardens etc) _____

How many parking bays will be required for patrons to the event? _____

How many parking bays are available for use? _____

Where there is shared use of parking at a facility, what provision is in place to retain parking for these non-event patrons?

Will you be requesting additional parking on a reserve , (fees are payable)? Yes No

Will there be a parking shortfall or is the event over 1000 people? Yes No

If yes, for events where there is a parking shortfall a parking plan will be required.

Please attach the Parking Plan to this application. Requirements for the Parking Plan are outlined in the Special Events Application Guidelines and Requirements document.

Temporary signage

(Refer to section 14 of the Special Events Application Guidelines)

Are you planning to erect temporary signage advertising your event? Yes No

If yes, please complete the Temporary Signage Application Form with details (size, type) of the signs and location/s of where these are to be placed.

Please note: Signs on Main Roads must seek approval from Main Roads WA.

Traffic management

(Refer to section 12 of the Special Events Application Guidelines)

Are you planning on closing any roads, does the event have the potential to create a traffic or pedestrian hazard within the road or road reserve? Yes No

If yes, have you attached a copy of your Traffic Management Plan, and authorised road closure forms? Yes No

If no, please contact the City's Engineering Infrastructure on 9474 0777 to discuss your event plans.

Emergency evacuation & risk management

(Refer to section 16 of the Special Events Application Guidelines)

For all events:

- Ensure you attach a site plan
- Ensure you notify the local police of your event
- Consider all risks associated with your event and ensure you have a plan in place to accommodate

For Events over 1,000 people, please ensure you arrange/attach the following:

- Attach a Risk Management Plan
- Attach an Emergency Evacuation Plan/Procedure
- Indicate an emergency Assembly point, 1st aid post (if applicable), fire extinguishers and emergency vehicle access on your site map
- Ensure you notify Fire and Rescue Services of your event.

Security

(Refer to section 17 of the Event Application Guidelines)

Who will be managing the security at your event?

Security company: _____

Event staff/volunteers: _____

List the number of security/crowd control officers or volunteers in charge of security that you will have at the event: *(Refer to the Special Events Application Guidelines for appropriate ratios)* _____

Provide the contact name and mobile phone number of person responsible for managing the security who will be in attendance over the course of the event.

Contact person: _____

Contact number: _____

If you are using a security company, please provide the details.

Company name: _____

Contact person: _____

Contact number: _____

Fire safety

(Refer to section 20 of the Special Events Application Guidelines)

Will you be providing fire extinguishers?

Yes No

If no, please contact the City's Environmental Department on 9474 0777 to discuss your event logistics and provide reason for your event not requiring this precaution.

If so how many? _____

Please note: Ensure you identify on your site map where these fire extinguishers will be located.

First aid

(Refer to section 19 of the Special Events Application Guidelines)

How many qualified First Aid attendants will be on hand? _____

Will the first aid be through an accredited agency i.e. St John Ambulance?

Yes No

If yes, please provide details: _____

Agency name: _____

Phone: _____

If no, please provide details as to who will be assigned as the first aid personnel and attach a copy of their first aid certificate.

Liquor license

(Refer to section 22 of the Special Events Application Guidelines)

Will liquor be provided or sold at the event?

Yes No

If yes, have you obtained a liquor license for the event and received approval from the City of South Perth and the Department of Racing, Gaming and Liquor?

Yes No

If yes, please attach a copy of the approved letter or license details.

Food

(Refer to section 21 of the Special Events Application Guidelines)

Will food be provided or sold at the event?

Yes No

If yes, please attach a list of all food stall operators (names and contact details):

Company	Contact name	Contact number	Type of Food

Please note: Each food stall must complete a separate 'Trading in Public Places' (see attachments) accompanied by a copy of their Public Liability insurance details. Please attach these forms with this application.

Sanitary facilities

(Refer to section 7 of the Special Events Application Guidelines)

Please indicate the type of toilet provision: _____

Commercial portable toilets: _____

Please detail the type of toilets hired. ie. Single pan portable, toilet block or urinal: _____

(Please also indicate on your site map where these will be located)

Please indicate how many of the following will be provided:

Male toilets: _____

Urinals: _____

Female toilets: _____

Male hand basins: _____

Female hand basins: _____

How many accessible (toilet for people with disabilities) toilets will be available: _____

(Please also indicate on site map)

Please note:

- The servicing, restocking, cleaning and emptying of toilets is your responsibility
- If the event is to occur during darkness please ensure that the toilet blocks have lights
- The number of toilets provided may determine how many people will be permitted at the event.

Noise

Will there be any amplified music at the event? Yes No

If yes, please provide details (type of music, sound levels etc): _____

A site map indicating the location of speakers and or P/A is also required. Please attach to your application.

If you have a complaint procedure for noise, please attach. (You may be requested to provide this)

Electrical leads & installations

Detail the type of electrical equipment to be used at the event. (ie generators with various leads, sound system, lighting, kettle, coffee urn etc): _____

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.

Amusement rides

(Refer to section 24 of the Special Events Application Guidelines)

Will there be any commercial amusement operators at your event? Yes No

If yes, please provide a list of all commercial amusement operators at your event (on a separate sheet if necessary)

Company	Contact name	Contact number	Type of ride/activity

Please note:

- Ensure that a certificate of currency for public liability Insurance is included for each company providing amusement rides
- 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.

Temporary structures

(Refer to section 23 of the Special Events Application Guidelines and attachments)

Will you be having any structures erected, for example marquees, stage, tents etc? Yes No

If yes, please provide details for each structure including the proposed use and size: _____

Do you have any structures greater than 9m²? Yes No

All temporary structures require an on-site meeting with the City's Parks Coordinator at least 10 days prior to your event.

Certificate of approval

(Refer to section 25 of the Event Application Guidelines)

If you propose to have more than a 1,000 people at your event you will need to fill in the 'Form 1 Application to Construct, Extend or alter a Public Building' and the 'Form 2 Application for Certificate of Approval' (see attachments)

Attachments

Please tick attachments submitted with this application (not all are required)

Certificate of Incorporation <input type="checkbox"/>	Public Liability Insurance Certificate of Currency <input type="checkbox"/>
Site Map Inclusive of all items listed on the Event Guidelines <input type="checkbox"/>	Approved documentation from Dep. Mines & Petroleum for the use of fireworks <input type="checkbox"/>
Parking Plan – if not clearly identified on mud map, please provide details (events over 1000 patrons or where a parking shortfall is identified) <input type="checkbox"/>	Signage map if not clearly identified on Site Map <input type="checkbox"/>
Traffic Management Plan <input type="checkbox"/>	Approved Road Closure forms <input type="checkbox"/>
Risk Management Plan (events over 1,000) <input type="checkbox"/>	Emergency Evacuation Plan/Procedure (Events over 1,000) <input type="checkbox"/>
Copy of approved Liquor Licence <input type="checkbox"/>	Completed 'Trading in Public Places' for each Stallholder <input type="checkbox"/>
Copy of first aid certificates of event staff acting as 1st aid officers <input type="checkbox"/>	Public Liability Insurance Certificate of Currency for all food vendors <input type="checkbox"/>
Public Liability Insurance Certificate of Currency for all amusement ride operators <input type="checkbox"/>	Form 1: Application to Construct, Extend or alter a Public Building <input type="checkbox"/>
Evidence of Plant registration and Maintenance Log Book for rides <input type="checkbox"/>	Form 2: Application for Certificate of Approval <input type="checkbox"/>
Temporary structure information <input type="checkbox"/>	

Declaration

As the event organiser I certify that the information provided in this application is true and correct to the best of my knowledge. I agree to notify the City of South Perth of any changes to the information provided in this application. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I have read and understand the Event Application Guidelines and understand that they are a guide only and have been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the Guidelines and I understand that as the event organiser I am responsible for adhering to these.

Name: _____

Position: _____

Signature: _____

Date: _____

FORM 5 [Reg. 10]

HEALTH ACT 1911

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

CERTIFICATE OF ELECTRICAL COMPLIANCE

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

The City of South Perth

LOCAL GOVERNMENT ACT 1995

PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW 2011

In accordance with: Part 3 (3.1) Activities requiring a licence and Part 6 (6.2) Activities allowed with a licence

APPLICATION FOR A TRADING LICENCE

1. Full Name and Address of Applicant: _____

Contact No: _____

2. Business Name: _____

3. Time period for which the Licence is sought:

From: _____

To: _____

4. Nature of proposed services, goods, foods, wares, merchandise etc., to be sold or hired:

5. If applicable, provide a current copy of a Food Act 2008 registration licence.

6. Current Public Liability insurance must be provided with this application.

.....

Signature of Applicant

Date



APPLICATION FOR CONSENT TO CONSUME LIQUOR ON COUNCIL PREMISES

NAME: _____

PHONE: (H) _____ (W) _____

ADDRESS: _____

FACILITY WHERE LIQUOR WILL BE CONSUMED: _____

DATE: _____

UNDER THE REQUIREMENTS OF THE LIQUOR LICENSING ACT 1988 SECTION 119(1), IT IS AN OFFENCE TO CONSUME LIQUOR ON COUNCIL PREMISES WITHOUT THE CONSENT OF THE COUNCIL.

THIS FORM IS NOT A FUNCTION PERMIT.

Hirers are responsible for obtaining a Liquor License from Department Racing, Gaming and Liquor, 'Hyatt Centre', 1/87 Adelaide Terrace, East Perth if they are selling liquor either separately or by way of an inclusive charge.

APPLICANTS SIGNATURE: _____ DATE: _____

.....

OFFICE USE ONLY:

RECEIVED BY: _____ DATE: _____

APPLICATION: APPROVED / NOT APPROVED

AUTHORISING OFFICER _____ 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: _____

Date From: _____ Date To: _____

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: _____

Official Use only

Approved by (Name of Authorised Officer): _____

Signature of applicant: _____ Date: _____

Form 1

HEALTH ACT 1911

HEALTH (PUBLIC BUILDING) REGULATIONS 1992

APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING

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: _____

SPECIAL EVENTS APPLICATION GUIDELINES

Last Modified August 2016

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1. Introduction

The City of South Perth is committed to developing and supporting events that provide entertainment and leisure opportunities for the community to enjoy. An important aspect of planning and organising special events is the responsibility of the event organiser to ensure that their event is safe and successful. This guide is intended to assist in the planning process, guiding through the relevant legislation and requirements, and will assist in completing the City of South Perth, Special Event Application Form.

For the purpose of this guide, events that have a significant impact on reserve use and amenities, and/or those events that are likely to impact the community are considered 'special events'. Specifically, these types of events are determined by the below criteria:

- Open to the general public and/or
- Are held within a public place with over 500 people expected to attend.

Any event that adheres to the above is considered a 'Special Event' and should complete the 'Special Event Application Form'.

The application form should be submitted in FULL a minimum of 6 weeks (42 days) prior to your event for minor events (under 5000 people) and a minimum of 12 weeks (84 days) prior to your event for large events (over 5000 people).

2. City of South Perth contact details

All applications are to be forwarded to:

Booking Office
City of South Perth Cnr Sandgate Street and South Tce
South Perth WA 6151
Ph: 9474 0777
Fax: 9474 2425
Email: enquiries@southperth.wa.gov.au

Applicants must attach relevant documentation as requested/required below

3. Public Liability insurance

A copy of the applicant's Public Liability Insurance (Certificate of Currency) should be provided with your application. The event will not be allowed to go ahead without a copy of this being provided. Please contact your insurance company to check that your event is covered.

4. Certificate of Incorporation

If you are a not-for-profit incorporated group, a copy of the Certificate of Incorporation or identifying documents will need to be submitted with the application.

5. Access and Inclusion

The City advises when planning an event that the applicant ensures the event is accessible to people with disabilities. This includes ensuring you provide path access and ramps for wheelchairs where possible, disabled parking bays and more.

Refer to the Disability Services Commission for more information or download their 'Creating Accessible Events checklist' and other guides available from www.disability.wa.gov.au

6. Waste management

Event coordinators should submit a plan for waste management that includes number of bins, their locations and delivery details, information about the waste removal contractors, cleaning crew, recycling stations etc. and must supply their own waste contractor to remove any rubbish or waste onsite.

Please note:

- Bins must be emptied and serviced throughout the event and all rubbish from the site must be removed.
- If you do not order enough bins, the City will arrange for additional bins to be delivered and you will be charged accordingly.
- The general clean-up both within and external to the venue must be completed immediately after the event.

7. Sanitary facilities

The number of toilets provided may determine how many people will be permitted at the event. The following table is provided as a guide to the number of facilities that should be available at the event:

Total Attendance at any one time	Male Facilities				Female Facilities	
	WC's	Urinals (trough)	Urinals (wall hung)	Hand basins	WC's	Hand basis
Up to 1,000	2	1.5 metres	3	1	5	1
1,000-2,000	3	3 metres	6	2	10	2
2,000-3,000	4	4.5 metres	9	3	15	3
3,000-4,000	5	6 metres	12	4	20	4
4,000-5,000	6	7.5 metres	15	5	25	5
5,000-6,000	7	9 metres	18	5	30	6
6,000-7,000	8	10.5 metres	21	6	35	7
7,000-8,000	9	12 metres	24	7	40	8
8,000-9,000	10	13.5 metres	27	8	45	9
9,000-10,000	11	15 metres	30	9	50	10
10,000-11,000	12	16.5 metres	33	9	55	11
11,000-12,000	13	18 metres	36	10	60	12
12,000-13,000	14	19.5 metres	39	11	65	13
13,000-14,000	15	21 metres	42	12	70	14
14,000-15,000	16	22.5 metres	45	13	75	15

In relation to this table, it shall be interpreted as follows;

- If the event duration is less than 4 hours, reduce the numbers in table by 20%
- If the event duration is between 4-6hours, reduce the numbers in table by 15%
- If the event duration is between 6-8hours, reduce the numbers in table by 10%
- If there is no alcohol then the number of fixtures required can be reduced by a further 50%

Please note:

- Satisfactory arrangements are to be made for the servicing of all toilets -whether onsite or portable (cleaning, stocking of toilet paper etc.)
- Where portable toilets are to be provided, details concerning the provider, number and their location should be included.
- If the event is to occur during darkness, please ensure that the toilet blocks have lights.
- Accessible toilets (for people with disabilities) should be provided at every event.

8. Looking after our environment

The City of South Perth encourages all event organisers to make their event as 'green' as possible. It might also help you in other ways such as reducing costs of bins and printing materials.

The City would prefer where possible that the use of glass containers is limited.

Further suggestions:

- Waste - reduce, reuse and recycle! Some simple ways to implement this could be to request that food vendors try to reduce the amount of containers given out, use cornstarch or other biodegradable containers when serving food. You may also wish to book the Keep Australia Beautiful Event Recycling Trailer.
- Promoting the TravelSmart message – encourage people to walk, ride their bikes, car pool or catch public transport to your event to reduce their carbon footprint and help reduce the need for parking bays.
- Reuse signage from previous year's events.
- Promote your event online through the use of a website, social media and free event listing websites.

9. Fireworks

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). Approval must also be sought from the Department of Parks and Wildlife if the fireworks are to be launched from the water or near the banks of the water. This includes any beaches and/or reserves within the vicinity.

Event organiser must ensure that all residents, businesses or property owners within 500m of the launch point are notified a minimum of 7 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 duration of the fireworks display.

The Perth Zoo must also be provided with written (email sufficient) notification. Copies of any written notification must be submitted to the City as proof of compliance prior to any approval being granted from the City.

10. 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.

11. Lighting

Adequate lighting of all areas and facilities must be maintained for public safety where an event is scheduled to occur in the evening. For crowded areas, especially for concerts and areas licensed to consume alcohol, there must be a system in place that will allow areas to be flooded instantaneously in the event of an emergency.

12. Traffic management and road closures

If the event is on a road or part of a road you will require approval for a road closure from the City of South Perth, Main Roads and the Local Police. Any event which has the potential to create a traffic or pedestrian hazard within the road or road reserve (i.e. road closures, large volumes of traffic or pedestrians) should also have an approved Traffic Management Plan (TMP) prior to the event commencing. Event organisers can contact the City direct on 9474 0777 to discuss. Traffic management plans (when required) must be prepared by persons with current accreditation and will require separate approval before a road closure, and this application can be considered.

Please review the “Traffic Management for Events Code of Practice” available from the Main Roads website www.mainroads.wa.gov.au for further information.

13. Vehicle access and parking

Vehicle access will only be granted to unload and load equipment, attendees and/or materials for the function. A set of access keys will be made available by the City and must be picked up from the South Perth Community Centre 24 hours prior to the function. 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 noncompliance imposed under the City's Property Local Law 2011.

14. Advertising Signage

Permission 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 the terms and conditions as per the City's Management Practice M404 – Temporary Signage.

If you choose to erect signage, please read the 'Specifications for Temporary Signs and Banners' and complete a 'Temporary Signage Application Form' and provide details (size of the sign, location) to accompany the event application form.

15. Site Plan

A detailed site plan diagram of reasonable scale and quality should be developed and attached to the application form illustrating the proposed event layout. The plan should include:

- Stage and other entertainment attractions
- Entrances, exits and emergency exits
- Food stalls
- Lighting, electrical cables and generator locations
- Vehicle access points, including emergency vehicle access
- Parking areas
- Marquees, tents
- Fencing
- Toilet facilities
- Location of fire safety equipment
- Licensed areas
- First aid posts
- Emergency assembly area
- Signage Locations
- Skip, wheelie bins and sorting stations (if applicable)
- Storage facilities(eg trailers/containers)

- And any other facilities as or significant infrastructure relevant to your event.

16. Emergency evacuation and risk management

A Risk Management Plan and an Emergency Management Plan (including an evacuation plan) should be prepared and submitted for approval at least 6 weeks prior to the event for all events with over 1,000 people in attendance.

Depending on the nature of the event, the City of South Perth may also require that smaller events have a Risk Management and Emergency Management plan.

17. Security

As per the policy 'Security at Licensed Premises' governed by the Department of Racing Gaming and Liquor, any event that involves liquor sale or consumption should adhere to the ratio of two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof. Depending on the nature of the event, additional crowd controllers may be required. Please ensure all entry/exit points are marshalled as well as external roaming guards to control fence jumping and potential crowd control outside the event premise. The City recommends that any alcohol free event should adhere to a minimum ratio of two security person for the first 500 and an additional 1 per 500 or part thereof event attendees, or as dictated by your risk assessment.

- All security personnel should be licenced. For minor events where there is no sale/consumption of liquor or any major infrastructure, volunteer personnel may be adequate
- Security personnel are to remain on duty at the conclusion of the event until the orderly dispersion of patrons has occurred
- Security is to extend to nearby properties likely to be affected by the event
- Police officers and City of South Perth Officers are not to be regarded as security personnel.

The applicant must provide the contact details including a mobile phone number of the responsible person who will be in attendance at or over the course of the event.

18. Public Safety

Areas intended for pedestrian traffic flow should be free from disruption, (e.g. crowds stopping to view something of interest, a queue to an attraction) trip hazards or other threat of injury (e.g. uneven ground, peg/stake protection, electrical cords, vehicle transit).

19. First Aid

Where event attendance is to exceed 500 persons a clearly signed First Aid Post must be established according to the following table:

Number of patrons	Qualified First Aid Personnel	First aid posts
<500	2	1
<1500	4	1
<3000	6	1
<5000	8	1
<7000	10	2
<9000	12	2
<10 000	14	2
>10 000	As determined by the City's Environmental Health Services in consultation with the event organiser and first aid provider.	

Please Note; this table is represented as a guide only, increase in first aid presence should be considered when alcohol is highly prevalent and/or if the event involves patrons taking part in physical activity ie a fun run.

Please note, for events over 500 people:

- Qualified first aid personnel should be present at all times during the event, from commencement to adequate dispersion of patrons post event
- First aid personnel must be tasked specifically for first aid/medical duties
- All first aid personnel should carry oxygen equipment, a semi-automatic defibrillator and basic first aid supplies
- All first aid personnel should have appropriate professional indemnity insurance and hold current first aid qualifications from an accredited training provider

For Major Events (over 5,000 people) the following should be incorporated into either the Risk Management Plan, Event Manual or detailed on a Site Map:

- Likely numbers and types of casualty presentations
- Number of first aid staff in attendance and their roles at the event
- Staff rosters
- Number and location of first aid posts
- Equipment requirements and/or location of the equipment.

20. Fire Safety

Ensure there is a fire extinguisher onsite or have access to a fire extinguisher at the event. At least one extinguisher is required for small events (less than 500 people). More extinguishers are required for larger events. The number of these extinguishers will be dictated by the type of activity occurring at the event. Event organisers need to ensure those in charge of operating the extinguishers are trained on their appropriate function and use.

21. Food

Any applicants requesting permission for stallholders/trading in public places on reserves must complete a “Trading in Public Places” application in conjunction with the “Special Events Application”. All other supporting documents must be provided at the time of application e.g. public liability. Fees are based on the City’s fees and charges schedule for reserves and will also incur the relevant fees as applied to Traders Permits whether for a daily, weekly, monthly or annual licence. Applications received by the Booking Office for stallholder permits, will be copied and forwarded to the City’s Environmental Health Services with a copy of the permit application. Any applicable fees will be dealt with by the City’s Environmental Health Services.

22. Liquor Licence

If alcohol is intended to be consumed at an event then the City’s ‘Consent to Consume Liquor’ form needs to be submitted. Applicants are responsible for obtaining a Liquor License from the Department of Racing, Gaming and Liquor if they are selling liquor either separately or by way of an inclusive charge.

The following information should be attached to the application form:

- A copy of the relevant application form lodged with the DRGL
- A site plan indicating the size and location of the proposed licensed area
- A copy of the House Management Policy

If a liquor licence is approved by the DRGL then the event organiser should ensure that a copy of the licence is forwarded to the City of South Perth at least seven (7) days prior to the event.

In some instances a caterer may hold the liquor licence for the intended sale or consumption of alcohol at the event. A copy of this licence and details of the approved manager should be forwarded to the City.

23. Temporary Structures

Any booking that requires a temporary structure such as stage, marquee, fencing, or bouncy castles require an on-site inspection prior to the event from the City's Parks Coordinator to ensure the area's infrastructure and reticulation will not be compromised and that the area is safe for use by the Hirer. A Park Restoration Bond will also apply and is calculated on size and location of the structure. The City's Parks Coordinator must be contacted by the applicant at least 10 days prior to the event to arrange a site inspection to avoid potential damage to the reserve.

The City of South Perth accepts no responsibility for any death or injury to person or property which occurs within the designated area as a result of the installation and use of the structure.

Any booking that is open to the public or held in a public place with over 500 people, and requires a temporary structure must complete and submit the Application to Construct, Extend or Alter a Public Building form for approval by a City Environmental Health Officer.

24. Amusement rides

Amusement rides/structures should comply with the Occupational Safety and Health Regulations 1996 and in some instances may need approval from Building Services 9474 0777. It is important to ensure that any contractors managing amusement equipment can provide evidence of:

- Plant Registration (from Worksafe)
- Logbook of maintenance
- Public Liability Insurance

The City will require a copy of Public Liability insurance for all amusement ride operators or contractors.

25. Certificate of Approval (for events over 1,000 people)

The Health Act 1911 defines any place of assembly as a public building. It also requires local government to issue a Certificate of Approval. The Act provides the head of power to enable the approving authority – local government – to ensure that all health and safety-related issues in and about the event are addressed, sets capacity and can close events and prevent ticket sales. A public building approval is unique in that it is the only approval that applies to every event.

If you propose to have more than 1000 people at your event then the following forms should be completed for submission prior to the event:

- Application to Construct, Extend or Alter a Public Building
- Application for a Certificate of Approval

A Certificate of Maximum Accommodation will then be issued by an Environmental Health Officer once all relevant approvals have been obtained. For events under 1000 people, these forms are not required.

26. Notifying authorities

If your event exceeds 1,000 people, it is your responsibility as an event organiser to notify the local police about your event. Ensure you provide all details inclusive of the following information:

- Event Name
- Location
- Type of event
- Expected attendance – overall
- Expected attendance – at busiest time
- Alcohol Consumption - yes /no
- Start and finish times
- Event organiser contact details

Organisers of large events (over 5,000 people) are also required to send an email to publicevents@health.wa.gov.au with the above information and notify the local Fire and Rescue Services.

The purpose of this is to ensure that the relevant authorities are aware of events occurring to ensure they are adequately prepared should their services be required.

It is also advisable to contact the Department of Transport (Taxis) and Transperth to advise of increased passengers due to your event.

If your event is planned for Sir James Mitchell Park or adjacent waters and intending to attract spectators you are advised to contact the Department of Parks and Wildlife on 9278 0900 for approval and notification.

27. Approval of your event

It is the ultimate responsibility of the event organiser to ensure all relevant approvals have been obtained from the City of South Perth and other approving agencies. Approval for each event operation must be sought from the department affected. Events that do not receive all relevant approvals as detailed in this guideline will not proceed.

If relevant approvals are not obtained and the event organiser intends to proceed with the event, the City of South Perth will instruct the event organiser to:

- not proceed with the event;

- ensure that the event is not opened to the public; and
- refuse to allow any person to enter the event.

Should you wish to set up a site meeting, please contact the City of South Perth Parks Department to make the arrangement. It is recommended that the site visit occur at least 2-4 weeks out from the event.

Should you wish to discuss any further requirements or arrangements, feel free to contact the Booking Office on 9474 0777 for additional guidance or advice.

Checklist for Special Events Application

Have you submitted the following:

	Yes	No	N/A
Public Liability Certificate (Certificate of Currency)			
Certificate of Incorporation			
Waste Management Plan			
Toilets & Sanitary facilities			
Fireworks <ul style="list-style-type: none"> • Dept of Mines Approval • Police Approval • FESA Approval • Community notification • Perth Zoo notification 			
Helicopters - CASA approval			
Traffic Management Plan			
Temporary Signage Application Form			
Site Plan			
Emergency Evacuation & Risk Management Plan			
First Aid Provision			

Trading in Public Places Form			
Liquor License <ul style="list-style-type: none"> • Dept of Liquor & Gaming Approval • Site Plan • House Management Policy 			
Temporary Structures			
Amusement rides <ul style="list-style-type: none"> • Public Liability Insurance 			
Certificate of Approval <ul style="list-style-type: none"> • Application to Construct, Extend or Alter a Public Building • Application for a Certificate of Approval 			
Notified local Police (over 1,000 people)			