Event application guidelines and requirements

This guide is intended to assist in guiding event organisers through the relevant legislation and requirements, and application process for events held on public land within the City of Stirling.

It is essential that this document is read prior to, and during completion of a City of Stirling online event application.

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Introduction

The City of Stirling is committed to supporting events that create vibrant places, provide entertainment and leisure opportunities for the community, and aims to support organisers through the entire planning and approval process.

An important aspect of planning and organising events is the responsibility of the event organiser to ensure that an event is safe and meets a variety of state and local legislation and requirements.

This document is intended to assist in the planning process of your event, guiding you through the relevant legislation and requirements for events held within the City of Stirling.

It is essential that this document is read prior to, and during completion of an online event application.

Contact us

The City's website contains helpful information to assist in planning and applying for events.

The City's Events Officer can assist with all event enquiries, using the online event application service, arrange site meetings and connect you with the right Officer.

> Phone: (08) 9205 8555
>
> Email: eventapplications@stirling.wa.gov.au
>
> Website: www.stirling.wa.gov.au/organisinganevent

Does my event require an application?

All public events require assessment and in most cases, varying types of approvals. An online event application must be submitted if the event:

- Is open to the general public (either a free event or where tickets are sold; does not apply to private birthday parties held in a reserve or other private events), and

- Has an expected attendance of over 100 people, and

- Is not normal business for a venue or premise, or

- At the desertion of the City of Stirling.

For events on public land with less than 100 people, or private activities (such as birthday parties) please contact the City's Recreation and Leisure Services on (08) 9205 8555 or bookings@stirling.wa.gov.au to discuss booking a venue.

For events that operate for more than 48 hours (including set up and pack down) or for a series of events, an Application for Development may be required. For further advise on an Application for Development, visit the City's Planning and Building website, or phone our Customer Contact Centre on (08) 9205 8555.

How to make an application

Application process

There are various departments within the City that can provide advice and assess event applications. The City's Events Officer is the conduit to these departments, and will be your main contact throughout the entire process.

- An online account enables organisers to submit and manage event applications.

- Depending on the type of the event, the application may require additional permits, approvals or supporting documentation and these shown as icons throughout this document and requested on the online application form.

- Please refer to the website and the Event Application Checklist to ensure you are prepared to submit an application.

- Once an application has been received, the City will then undertake an initial assessment of the application, and may request additional information or documentation.

- Further assessment is undertaken by relevant departments within the City, and you may be contacted throughout this process for more information or documentation.

- The City will work with organisers to obtain approvals, however if the application is unsuccessful, the will discuss this with you and provide written advise.

Online event applications

The City has an online service which enables organisers to set up an account, submit and manage event applications.

- Register on the City's website for an online account and set a password

- Log into your account and start a new application

- Complete the online application form and attach supporting documents.

To manage applications:

- Log into your online account

- View the status of each application

- Resume a saved application

- View your Task List (ie. outstanding documents) and attach these to complete an application

- View previous event applications

The online form has 20 sections, as listed below. Further information for each section can be found in the following pages.

- ! You will be unable to progress through the application form if the event date is less than eight (8) weeks prior to submitting the form.

- ! The online form will require a Certificate of Currency for Public Liability and an Event Site Plan to progress.

- ! Where supplementary documentation is required (excluding Public Liability and Event Site Plan), you have the opportunity to upload documents direct to the application, or at a later date. Should you wish to upload documents at a later date, these will be shown on the application task list (with the due date these documents are required by) once the application has been submitted.

- ! An application can be 'paused' and resumed at a later time, however applications must be completed and submitted more than eight (8) weeks from the event date.

Event application guidelines and requirements

Sections of the online application form:

1. Applicant details
2. Event details
   Event history
   Public Liability Insurance
   Event site plan
3. Venue usage and services
4. Waste management
5. Security
6. Fireworks

7. Parking
8. Traders' permit
9. Verge signage
10. Traffic and vehicle management
11. Fire safety and first aid
12. Food
13. Alcohol
14. Noise management

15. Amusement rides and activities
16. Temporary structures
17. Risk and emergency management
18. Certificate of Approval
19. Notifications
20. Additional information

Application timeframes

The City requires adequate time to review event applications, seek additional information from the organiser and issue approval conditions prior to the event.

- ! An online application must be submitted online a **minimum of eight (8) weeks prior to the event**. The online form will not allow you to progress if the event date is less than eight weeks from the time of completing or submitting the form

- ! Late applications or applications with incorrect event dates will not be accepted.

- ! Supporting or final documentation is due a minimum four (4) weeks prior to the event. If documents are received less than four weeks from the event they will not be accepted and may result in a decline of the event, or certain aspects of the event not proceeding.

Permits or applications that are required to be obtained prior to submitting an event application have varying timeframes. The below timeframes are a guide; ensure you speak with the relevant agency or supplier.

Development Application	120 days prior to the event
Discussion with Main Roads for road closures	12 weeks prior to the event
Traffic Management Plan	12 weeks prior to the event
Discussions with local Police and other agencies	12 weeks prior to the event
Application to Provide Food at Events	4 weeks prior to the event
Certified Building Permit	4 weeks prior to the event
Occupancy Permit	10 working days prior to occupying the structure

Supplementary applications and documentation

Depending on the type of event, other applications, documents, permits or certifications or may be required. Some of these must be obtained prior to completing an application, and others to be submitted as part of the event application.

Visit the website to access information sheets, templates and application forms.

Permits or documents to obtain prior to an event application:

- Development Application (City of Stirling)
- Venue Hire Contract (City of Stirling)
- Certified Building Permit and Occupancy Permit for temporary structures (City of Stirling)
- Fireworks Event Permit (Department of Mines, Industry Safety and Regulation)
- Risk Management Plan
- Emergency Management Plan
- Event Management Plan
- Traffic Management Plan
- Security Plan (for events with a professional security company)
- Noise Management Plan
- Medical Plan (First aid provider)
- Permit to Provide food at Events (City of Stirling)

Applications or documentation to submitted as part of the event application:

- Event Site Plan (mandatory)
- Public Liability Insurance $20million (mandatory)
- Parking Plan
- Resident notification letter
- Form 1 Application to Construct, Extend or Alter a Public Building
- Form 2 Application for a Certificate of Approval (including maximum accommodation number)
- Form 5 - Certificate of Electrical Compliance (required the day of the event)
- Application for Temporary Signage Approval (City of Stirling)
- Application – Trading in Thoroughfares and Pubic Places (City of Stirling)
- Application for a Regulation 18 (Noise) (City of Stirling)
- List of food vendors
- List of amusement rides and activities
- List of temporary structures

Additional information

This document should be read in conjunction with the following:

- [Guidelines for Concerts, Events & Organised Gatherings (WA Department of Health 2009)](#)
- [Department of Mines, Industry Regulation and Safety - WorkSafe](#)
- [Main Roads Traffic Management for Events](#)
- [Australia Strategy for Protecting Crowded Places from Terror Attack 2017](#)

In addition the following pieces of legislation may be applicable to your event (but not limited to):

City of Stirling Local Laws	Local Government Act 1995
Disability Discrimination Act (1992)	Environmental Protection (Noise) Regulations 1997
Explosives and Dangerous Goods Act 1961	Health Act 1911
Health (Public Buildings) Regulations 1992	Health (Food Hygiene) Regulations 1993 or the Australia New Zealand Food Standards Code
Liquor Licensing Act 1988	Occupational Safety and Health Act 1984 (Worksafe)
Building Code of Australia	Public Meetings and Processions Regulations 1984
Public Order in Streets Act 1984	Road Traffic Act 1974
Road Traffic (Events on Roads) Regulations 1991	Security and Related Activities (Control) Act 1996
The Occupational Safety and Health Regulations 1996	Out of Control Gatherings Bill 2012
Main Roads (Traffic Management for Events) Code of Practice May 2017	Security at Licensed Premises Policy (Department of Racing Gaming and Liquor)
State Disability Services Act (1993)	Policing Major Events(WA Police – Police Act 1892)
For more information on the above legislation visit www.slp.wa.gov.au or the State Law Publisher's Office, Ground Floor, 10 William Street, Perth 6000 or by	

Application outcome

When an application has been submitted, the applicant will receive email confirmation it has been received.

The City will then undertake an initial assessment of the application, and may request additional information or documentation.

Further assessment is undertaken by relevant departments within the City, and you may be contacted throughout this process for more information or documentation.

If approved, the applicant will receive written event approval and all relevant documentation. It is important that all approval conditions and permits are read and understood; it is the event organisers responsibility to adhere to these conditions when operating an event. Event organisers that do not adhere to event approval conditions may be refused future event and funding opportunities.

Event approvals are subject to:

- Consideration for the allowable and suitable activity of a venue, conflict with other events or impacts to community and business
- An application meeting all the City's requirements contained in this guide
- The application being received in the prescribed timeframe, and to the satisfaction of the City
- Relevant approvals and permits from other authorising agencies and organisations
- Adherence to the *Health Act 1911and Health* and *(Public Building Regulation)1992.*

It is the ultimate responsibility of the event organiser to ensure all relevant approvals and/or permissions have been obtained from the City of Stirling and other approving agencies.

If relevant approvals are not obtained prior to the commencement of the event, the City of Stirling will decline an application or withdraw an approval, and in accordance with section 179 of the *Health Act 1911*, hereby direct the event organiser to:

- Not proceed with the event
- Use all available methods to communicate the event decline or cancellation to participants and the public
- Ensure that the event is not opened to the public
- Refuse to allow any person to enter the event.

The final approval of an event is at full discretion of the City of Stirling. The City reserves the right to decline an event application or withdraw an approval at any given time.

Event application guidelines and requirements

Event requirements

The following pages outline the requirements for each aspect of the event and any supplementary documentation, permits or approvals that may be required.

Applicant details

The City requires the contact details of the event organiser and an additional person who are involved in managing the event, to contact if further discussions are required.

Event details

Provide event details, including event name, full description of the event, start and end dates, bump in/out (set up pack down) dates, if the event is recurring (eg. monthly event for a set number of occurrences), expected number of attendees, public enquiries information, and other general information.

Event history

If the event has been run before, please provide details of previous event date/s, locations and if there were any issues or accolades regarding the event.

Certificate of Currency Public Liability Insurance

A Certificate of Currency for Public Liability Insurance with a cover of **no less than $20 million** must be uploaded to progress through the online form.

- Insurance must be held in the name of the event owner

- Additional certificates/insurances relevant to the event can be provided with the application (E.g: Multiple event owners, event organisers, auspicing bodies etc).

- Ensure the event and associated activities are covered and the policy notes any interested parties as requested. and to request a Certificate of Currency.

Contact your insurance company or Broker to request a Certificate of Currency.

Certificate of Currency Public Liability Insurance

Event application guidelines and requirements

Event site plan

A detailed Event Site Plan of reasonable scale and quality must be uploaded to progress through the online form. Individual plans for fenced areas, parking, and signage will be requested throughout the form.

The plan/s should include:

- Location of the event, in relevance to closest street intersections
- Entrances and exits (with dimensions)
- Emergency Assembly Area
- Stage or other entertainment attractions
- Marquees, tents
- Food stalls
- Lighting
- Mains power outlets, generators and electrical cables
- Toilet facilities
- Licensed areas

- Fencing
- First aid post/s
- Fire extinguishers
- Vehicle access points, including emergency vehicle access
- Event parking areas
- Signage locations
- Skip and wheelie bin delivery point
- Storage facilities (e.g. trailers/containers), and
- Any other activity areas, facilities or infrastructure relevant to the event.

Event Site Plan

Venue usage and services

City of Stirling reserves, beaches and facilities should be booked prior to submitting an event application.

Discuss all aspects of using the venue when making a booking:

- Availability of the venue and surrounding activities, such as sporting games or personal training groups.
- Usage of the venue including vehicle access, pegging/staking into the ground, and line marking
- Any services available for use, such as power, water, lights, and toilets
- Natural areas including lakes, dunes, beaches, protection of flora and fauna
- Terms and Conditions of Hire, hire fees and bonds, and key pick up arrangements

Please note:

- The use of large stakes, pegs and other ground penetration requires a Dial Before you Dig application and approval from the City prior to installation to mitigate against underground power and infrastructure damage.
- The release of helium balloons is not permitted from any City reserve, beach or other property
- Vehicle access to sporting reserves is restricted, discuss your requirements prior to booking
- Certain areas require considerable maintenance and conservation and may not be used for events
- Sporting reserves are generally not approved for events, please discuss your event location prior to booking
- Written confirmation will be forwarded on approval of your venue/reserve booking. This is not an approval to hold the event.

Visit the Venues and Facilities section of the website to view venue and facilities for hire.

Discuss the venue or request a site meeting with the External Events Officer prior to booking.

Electrical and generators

Permanent power may or may not be available at your venue, please discuss this when making a venue booking.

- An electrical contractor or competent person must certify that temporary electrical installations (ie. Generators and major distribution of power) comply with the Health (Public Buildings) Regulations 1992, by completing *Form 5 Certificate of Electrical Compliance*

- *Form 5 Electrical Compliance* is not required for portable equipment or leads plugged into an existing mains power supply

- All portable electrical equipment, plugs, sockets and leads must be tested and tagged every 6 months

- Electrical leads in areas accessible to the public must be dug into the ground, suspended overhead or protected by cable covers or trays to eliminate electrical or trip hazards

- Electrical outlets must be protected by circuit breakers and residual current devices (RCDs). RCD's are to be tested every 6 months.

Form 5 Electrical Compliance (to be completed immediately after all electrical work has completed, and handed to the Environmental Health Officer at the Event or submitted to the City within 48 hours following the event.

Lighting

Lighting for events may not be available at your venue, please discuss this when making a venue booking.

- Adequate lighting of all areas and facilities must be maintained for public safety where an event is scheduled to occur in the evening or dim light

- For crowded areas, especially for concerts and areas licensed for alcohol consumption, there must be a system in place that will allow areas to be flood-lit instantaneously in the event of an emergency

Toilets

Toilets, hand washing facilities and appropriate cleaning/servicing schedules must be arranged for all events. Public toilets located on reserves or clubrooms may not be available for your event, please discuss this when making a venue booking. The number of toilets provided may determine how many people will be permitted at the event.

Please note:

- Arrangements must be made for cleaning and restocking of toilets during and after the event.

- If the event is to occur during darkness, please ensure that the toilet blocks have lights.

- Accessible toilets (for people with disabilities) must be located adjacent to a footpath.

Please see the table on the following page as a guide.

Total Attendance at any one time	Male Facilities				Females	
	WC's	Urinals (Trough or Wall Hung)		Hand Basins	WC's	Hand Basins
		Trough	Wall Hung			
Up to 1000	2	1.5 metres	3	1	5	1
1000 - 2000	3	3 metres	6	2	10	2
2000 - 3000	4	4.5 metres	9	3	15	3
3000 - 4000	5	6 metres	12	4	20	4
4000 - 5000	6	7.5 metres	15	5	25	5
5000 - 6000	7	9 metres	18	5	30	6
6000 - 7000	8	10.5 metres	21	6	35	7
7000 - 8000	9	12 metres	24	7	40	8
8000 - 9000	10	13.5 metres	27	8	45	9
9000 - 10000	11	15 metres	30	9	50	10
10000 - 11000	12	16.5 metres	33	9	55	11
11000 - 12000	13	18 metres	36	10	60	12
12000 - 13000	14	19.5 metres	39	11	65	13
13000 - 14000	15	21 metres	42	12	70	14
14000 - 15000	16	22.5 metres	45	13	75	15

This table 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%.

Waste management

Waste must be managed throughout the event and removed from site immediately after the event. Bins can be hired from the City of Stirling (fees apply). Alternately, waste can be self-managed or managed by an external waste management provider. Public bins in the area cannot be used for the event.

As a general guide:

- 1 bin per 50 people for events where food and drink will be consumed,

- 1 bin per 150 people where no or minimal food or drink will be consumed.

If you choose to hire bins from the City of Stirling:

- Bins available are 240L general waste and recycling bins, and skips bins (1.5m², 3m², and 4.m²)

- For weekend events, bins will be delivered on the Friday prior and collected on the Monday morning.

- Bins are not collected/emptied daily so ensure you order enough bins to accommodate the waste generated across the entire event time.

- Fees of approximately $40 per wheelie bins, and from $180 for skip bins apply for hire of City waste services, and organisers are invoiced directly.

- Bin orders are made via the online application form.

Please note:

- Waste must be managed throughout and after the event

- Any waste left onsite, the City will arrange for cleaning and additional fees will apply.

Security

Security, crowd control, emergency management and asset protection is the responsibility of the event owner, and must be adequately managed by event staff or professional security company, and be incorporated in relevant risk, emergency and communication plans. The City's Security Service is not to be considered for use at an event.

Consider all possible safety and security risks, including:

- Those outlined within the 'Guidelines for concerts, events and organised gatherings' – Department of Health
- Event location and environment
- Cultural diversity
- Emergency and evacuation procedures
- Any past security and crime-related issues
- Communications with the WA Police and City of Stirling Security Services
- Terrorism

Less than 1000 attendees and passer-by's at any given time
Safety and security can be managed by event staff.

- Ensure security aspects are managed by one person and delegated to other event staff appropriately
- Security personnel to wear reflective/high-vis clothing and be easily identifiable.

1000 or more attendees and passer-by's at any given time and high risk events
Safety and security must be managed by a professional security company.

- Engage a licenced security company (governed by the Security and Related Activities (Control) Act 1996) to develop a security plan. A security plan must demonstrate a good understanding of the event and risks involved, and include:
  - o Outline of the event
  - o Expected attendance numbers
  - o The responsibilities of each stakeholder
  - o Times of security operation
  - o A security risk assessment and emergency management plan (as required).

A copy of the Event Security Plan must be submitted with the online event application.

Professional Security Plan (for events with more than 1000 people at any given time)

For recurring events, a reassessment of the security requirements should be conducted regularly by the event manager, including the number of attendees and risk. The City is to be notified immediately of any change in event conditions that may affect the security of the event.

Security at licenced events

If the event intends to provide and or sell alcohol, please refer to the 'Safety and Security at Licensed Premises Policy' and Department of Racing, Gaming and Liquor for additional security and crowd control requirements.

For queries relating to the security requirements, environmental and operational risk or other security aspects, please contact the City's Community Safety department on (08) 9205 8555.

Fireworks

The discharging of fireworks requires the use of a licensed fireworks contractor/company and an Event Permit from the Department of Mines, Industry, Regulation and Safety.

A copy of the Event Permit and map are to be submitted with the online event application.

Event Permit – Department of Mines, Industry and Regulation Safety

Parking

Adequate parking must be arranged and managed for the proposed number of people attending your event, including the provision of ACROD parking bays, staff and supplier parking.

A Parking Plan should be submitted with the online event application. Download a template from the website.

- Parking signage may be permitted – refer to the Verge signage section
- Parking marshals (wearing hi-vis) may be required
- Ensure promotion of event parking areas to attendees
- Where there is shared use of parking at a facility, provisions must be in place to retain parking for non-event patrons. (eg. Events held at reserves, parking must be available for general public using the reserve)
- All designated ACROD parking bays must not be blocked or closed
- Event staff or suppliers are not exempt from parking regulations and/or restrictions
- Limited parking is available onsite in the Scarborough area. Therefore, if it is absolutely essential that vehicles remain onsite, the City requires a list of vehicle registrations sent to stirlingparkingsupport@stirling.wa.gov.au.
- Infringements may be issued to event patrons parking against parking regulations

Parking Plan

Stallholders and trading

Events that have market stalls, food stalls, buskers, charity collections or other goods or services for sale or hire, require a *Permit to Trade in Thoroughfares and Public Places*.

Event managers can apply for an overarching permit to allow a number of traders at the event, with the event managers accepting responsibility and liability on behalf of the stallholders. It is highly recommended that event managers obtain appropriate insurances from the stallholders.

Food vendors require a *City of Stirling Permit to Provide Food at Events* to allow the preparation of food, and are to be included in the event manager's overarching traders permit.

An *Application for a Permit Event Manager Organiser - Trading in Thoroughfares and Public Places* must be submitted with the online event application. Download an application from the City's website.

Application for a Permit Event Manager Organiser - Trading in Thoroughfares and Public Places

Verge signage

Subject to approval and various conditions, permission may be granted for the temporary placement of advertising and parking signage on verges. Promotional signage is available to not-for-profit groups only.

A Signage Plan must be submitted with the online event application. Download a signage plan template from the website.

- A maximum of 10 signs will be considered

- Signage may be erected a maximum of 14 days prior to your event commencing, and must be removed within 48 hours of the event concluding.

- The use of VMS (Variable Message Systems) or flashing lights is restricted. The VMS signs can only be used on the day of an event to direct traffic.

- Permission must be granted from the Main Roads Department for signage a main road or highway. These roads include West Coast Highway. Marmion Avenue. Mitchell Freeway. Wanneroo Road. Karrinyup Road – (Marmion Avenue to Morley Drive Morley Drive) and Reid Highway

Signage Plan

Main Roads WA approval

Traffic and vehicle management

Events that have road closures, large numbers of vehicles expected, or the potential for pedestrian or traffic congestion, may require a traffic management company to develop and implement a Traffic Management Plan.

The City requires an approved Traffic Management Plan to be submitted with the online event application.

> **Main Roads require a minimum 12 week application process for road closures and other major considerations; this time is in addition to the City's eight (8) weeks assessing relative traffic plans. Refer to the [Main Roads Traffic Management for Events](#)**

For events held within the Scarborough precinct, the movement of vehicles in public spaces must be adequately managed. Depending on the number of vehicles and time of bump in/out, a professional traffic management company may be required to manage vehicle movement.

A *Scarborough Event Vehicle Management Plan* to be submitted with the online event application. Download a Scarborough Event Vehicle Information Pack from the website.

Scarborough Event Vehicle Management Plan

Fire safety

At least one (1) fire extinguisher must be at an accessible location at an event. The number of extinguishers should be dictated by the type of activity occurring, or infrastructure, at the event. Ensure all event staff are familiar with the location and are trained in using a fire extinguishers.

One 4.5 kg B type dry chemical powder extinguisher must be located adjacent to:

- Any electrical generator or switchboard
- Any flammable liquid or gas containers
- Any food preparation / cooking area.

One 4.5 kg AB (E) dry chemical extinguisher must be provided:

- Within 10 metres of each designated exit (within a building/temporary structure)
- Backstage/back of house areas.

Event application guidelines and requirements

First aid

First aid is required for all events. Qualified first aid officer must be equipped with a first aid kit, and be dedicated to this role and present for the duration of the event. This can be a certified volunteer or service provider such as St John.

As a guide:

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 Environmental Health in consultation with the event organiser and first aid provider.	

- All first aid supplies and first aid post must be clearly sign posted
- A Medical Plan (available from your provider) may be requested
- First aid presence should be increased when alcohol is present and/or the event involves patrons taking part in physical activity (eg. a fun run)
- Medical risks and medical plans should be incorporated into risk management and emergency management plans.

For events over 500 people:

- 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.

Food

Each food and drink vendor at an event must hold a valid *City of Stirling Permit to Provide Food at Events*.

The *City of Stirling Permit to Provide Food at Events* is issued to vendors and applies to food and drink sold, provided free of charge and taste testing. Food vendors include, but not limited to, food trucks/stalls, bar operators, caterers, community food stalls, home bakers (jams/cakes) and other food related market stalls, sausage sizzles and cake stalls.

To obtain a permit, food vendors and operators (not event organisers) are required to submit an *Application to Provide Food at Events* to the City's Environmental Health department a minimum of four (4) weeks prior to an event application being submitted.

A list of food vendors is to be submitted with the online event application. Download a food vendor list template and an *Application to Provide Food at Events,* and view the FAQ's on the City's website.

List of food/drink vendors including the CoS permit number.

Application to Provide Food at Events (vendors and operators submit this directly to the City's Environmental Health team prior to the organiser submitting an event application).

Alcohol

If alcohol is intended to be sold or provided at an event, please discuss this with the Events Officer in the first instance, as some licensed events may not be accepted. Refer to the above 'Security' information.

- Discuss the event with WA Police.

- An appropriate liquor licence must be obtained from the Department of Racing Gaming and Liquor (ORGL)

- Engage a professional security company to meet the security requirements of the liquor license and develop a Security Plan.

The following are to be submitted with an online event application:

- A copy of the relevant application form lodged with the RGL,

- A site plan indicating the size and location of the proposed licensed area including entry/exit points with dimensions, bar/structures, water, power, toilets, security locations.

- A copy of the House Management Policy.

Some conditions that may be imposed by the City include:

- The licensed area must be appropriately fenced and signed to delineate licensed areas from unlicensed areas and identification requirements.

- Licensed events must not finish later than 11.00pm Friday and Saturday nights and no later than 9.00pm any other night.

- Bar trading times are to finish half an hour prior to the event finish time.

- No sale of bottled wine or bottled spirits or alcohol to take away from the premise. Exemptions may be made for unique events such as wine tasting events at the discretion of the City.

- No glass is permitted; all drinks must be served in plastic cups.

- Security must accurately monitor the number of people in the venue and provide this information if/when required by the City's Environmental Health Officer or Security Officer.

Liquor license from Department of Racing, Gaming and Liquor

Scaled/detailed site plan of the licensed area

House Management Policy

Noise management

If there is expected to be any noise from the event, or during set up and pack down, that is likely to impact local residents or businesses, the City requires a Noise Management Plan. 'Noise' includes (but not limited to) vehicles and machinery, use of power and hand tools, amplified announcements, commentary and music, and amusement rides.

- A noise management plan includes details of the event, details of the noise generated, times the noise will likely impact, how excessive noise is being mitigated, and a resident letter notifying immediate residents and businesses of the event.

- Resident letters must contain the event details, potential impacts and provide a contact phone number for event staff for enquiries or complaints. This letter must be reviewed by the City prior to distribution.

- Noise emitted from your event must comply with the provisions of the Environmental Protection (Noise) Regulations 1997. As a guide, if noise from your event is likely to be audible within any residential premises, there is a strong likelihood that it will exceed the assigned noise levels allowed by the Regulations.

- If significant noise will be created, and the event would lose its character or effectiveness if it had to meet the assigned levels, you can apply to the City for approval of a "non-complying event" under Regulation 18 of the Environmental Protection (Noise) Regulations 1997. An Application for a Regulation 18 approval must be received no later than 60 days prior to the event and accompanied by an application fee of $1,000. If you require further information with respect to a Regulation 18 Application contact the Environmental Health department to discuss.

Where there is likely to be impacting noise, a Noise Management Plan must be submitted with the online event application. Download a noise management plan template from the City's website.

Noise Management Plan

Regulation 18 – Approval for a non-compliant event

Amusement rides and activities

If amusement rides (show rides, mechanical surfboards etc), bouncy castles, or other plant/equipment will be present at the event you need to be satisfied that the operation of these rides/structures comply with WorkSafe requirements. Receiving the following documents from the amusement operator is one way of ensuring that the rides/structures are safe to operate:

- A copy of the equipment's WorkSafe registration (where applicable)

- A signed statement that amusement rides or structures comply with Worksafe requirements and are operated, maintained and inspected, and records kept in accordance with Australian Standard AS 3533 and the manufacturer's instructions or instructions developed by a competent person.

- Current Public Liability Insurance.

Items such as climbing walls, rope bridges and the like it is recommended the event organiser obtain a written statement from the installer that the structure is safe to use, along with Public Liability Insurance.

For all other activities such as face painting, craft activities, petting zoos and the like, it's recommended that you obtain a copy of the providers Public Liability Insurance certificate.

A list of all amusement rides and other activities at the event, including WorkSafe registration and other supporting documents are to be submitted with an online event application. Download a list of amusement ride and activity template from the City's website.

List of amusement rides

Temporary structures

Temporary structures include (but not limited to) marquees, shade tents, stages, balconies, entry statements, sky decks and platforms, climbing walls, and rope bridges.

- Any temporary structure greater than 9m2 that will house the public, or have significant risk, may require a Certified Building Permit prior to installation, and an Occupancy Permit prior to being occupied.

- Certified Building Permits require the use of a qualified Building Surveyor to assess structural and engineering documentation, and provided a 'Certificate of Design Compliance'.

- *BA1 Application for a Certified Building Permit* must be submitted to the City four (4) weeks prior to submitting an event application

- The BA1 may need to be signed by the City as the landowner

- Staking, pegging and other fixings into the ground require a Dial Before You Dig or other adequate investigation to ensure mitigation against damage to underground power and other infrastructure.

More information is available on the [Planning and Development section of the City's website](#), or speak directly with the City's Development Services – Buildings department on (08) 9205 8555.

A list of temporary structures including the size and purpose of each structure, and (where applicable) a Certified Building Permit must be submitted with an online event application.

List of temporary structures

Certified Building Permit (for structures greater than 9m that will house the public)

Risk and emergency management

As per the Health (Public Buildings) Regulation 1992 (amended), Risk Management Plans **are a legal requirement for all events with over 1000 people in attendance, in accordance with AS/NZS ISO 31000:2009**.

- Risk Management Plans are specific to the operation of events at a location and document all the potential risks and how the event organisers plans to mitigate these risks to an acceptable level

- Smaller events may require risk and emergency plans and/or a medical plan upon request from the City

- Include relevant Security Plans and other relevant plans and procedures

- All risk management plans are assessed by the City's Insurer.

Risk and emergency plans must be easy to follow and include (but not limited to):

- Context/description of the event

- Document controls

- Stakeholder list with contacts, roles and responsibilities

- Risk identification and assessment,

- Risk treatment and control (risk register)

- Emergency Communication Plan and stakeholder list

- An emergency assembly point or points on a map

- Procedure for managing lost/found children

- Staff induction training (how do staff know what to do and when in an emergency)
- A communications plan, both for operational staff and for contractors and volunteers.

An Event Management Plan is a document that outlines the objectives of the event, the entire operation of the event, contact lists and supporting risk, emergency and other plans.

For assistance in developing risk, emergency and event management plans:

- Can You Risk It? (Department of Sport and Recreation/WA Government)
- Guidelines for Concerts, Events & Organised Gatherings" (WA Department of Health 2009)
- LGIS Event Risk (Local Government Insurance Services)
- See the City's website for a templates and information sheets
- Speak with your Insurance Broker for referral to Risk Management organisations.

For events with more than 1000 people attending across the entire event, or as requested by the City, the following must be submitted with the online event application:

Risk Management Plan

Emergency Management Plan

Event Plan

Certificate of Approval and maximum accommodation

As per the Health (Public Buildings) Regulation 1992, if an event is taking place within a fenced area or where entry/egress is controlled, or within a large temporary structure or building, a *Certificate of Approval* may be required. Where a Certificate of Approval is issued it will include a maximum accommodation number for the building/area.

For each fenced/access controlled area or building, the City requires following documentation to be submitted with an online event application. Download the application forms from the City's website.

Form 1 – Application to Construct, Extend or Alter a Public Building

Form 2 – Application for a Certificate of Approval

Scaled/detailed site plan (showing all dimensions of the event space, fence lines, exit widths, furniture/stalls/other equipment, generators, toilets, fire protection, first aid etc)

Notifications

Event organiser are required to notify the following authorities of an event, to ensure they are adequately prepared should their services be required, or provide input to risk and emergency management plans.

For events with likely impact to residents (such as noise, traffic congestion and road closures) a resident notification letter is required. This letter must contain event dates and times, likely impacts and provide a contact number to the event for any complaints or issues. This resident letter may be the same as the letter required for Noise Management Plans.

Resident notification letter

Additional information

Should you require anything further from the City, or wish to provide information not requested throughout the online form, please add comments in this section of the form. This may include a request for site meetings, extra cleaning requests or additional information about the event.

Declaration

As an event organiser, you are responsible for:

- Ensuring you are aware of the guidelines and requirement for events within the City of Stirling

- Ensuring proper planning and obtaining other approvals outside of the City

- Providing accurate and timely information and documentation within the application and throughout the approval process

- Updating the City on any and all changes to the event plans in a timely manner

- All operations and liabilities of the event

This declaration must be acknowledged to be able to complete the application.

Other event information

Planning approval

You may require Planning Approval or a Development Application if the event:

- Significantly changes the permitted use of an area (eg. turns a public reserve approved for leisure activities into a commercial ticketed event space)
- Operates more than a 48 hour period (including set up and pack down)
- Or is a series of events.

Timeframes for Development Applications can be up to 6 months, so please contact the City's Planning department in the first instance to discuss your event.

Site meetings

It is highly recommended that site meetings with the City are conducted during the planning stages of an event, and the week leading into the event. Please contact the City's Events Officer to arrange a site meeting.

Access and inclusion

The City supports accessible events that can be enjoyed by all people including people with disability, people with prams and young children, and seniors. Event organisers have a legal responsibility to avoid discrimination and remove barriers to equal access.

For information on how to create an accessible event, refer to the Accessible Events checklist, developed by Disability WA.

Ice baths and saunas

Ice baths are considered to be aquatic facilities under the Health (Aquatic Facilities) Regulations 2007 and require approval or an exemption issued by the WA Department of Health. Assessment and approval of an application can take up to eight (8) weeks. For more information please see the WA Department of Health website for more information.

Saunas generally do not require an formal approvals, however the City will require information on saunas to be able to make a full assessment.

Promotion of your event

The City has an online events calendar that promotes events across the City. Organisers can upload event information and images to be considered for promotion.

The City also promotes events via social media and electronic newsletters; inclusion of events is at the discretion of City Officers.

Visit www.stirling.wa.gov.au/events to view the online calendar and upload your event to be considered for promotion.

City of Stirling attendance

The following City Officers may attend the event for business purposes:

- Events Officer
- Environmental Health Officer in order to:
    - Collect the completed Form 5 (Certificate of Electrical Compliance),
    - Assess food stall and event set up
    - Issue a Maximum Accommodation Certificate of Approval to the event organiser.
- Security Officers