



City of Nedlands

nedlands.wa.gov.au

Event application guidelines

As at October 2017



Event application guidelines

A guide to successful event planning in the City of Nedlands.

This application form may be submitted in person at the City of Nedlands administration building at 71 Stirling Hwy, Nedlands, emailed to council@nedlands.wa.gov.au or posted to:

Events & Administration Officer
City of Nedlands
PO Box 9
Nedlands WA 6909



Contents

- 1.0 Introduction
- 2.0 Application procedure
- 3.0 Public liability insurance
- 4.0 Protection of City assets
- 5.0 Fees and refundable bond
- 6.0 Site plan
- 7.0 Toilet facilities
- 8.0 Water
- 9.0 Noise
 - 9.1 Conditions of approval for “non-complying” events
 - 9.2 Community notification leaflet
- 10.0 Public buildings
 - 10.1 Temporary structures
 - 10.2 Seating specifications
 - 10.3 Entry and exits
 - 10.4 Electrical installations
 - 10.5 Lighting
- 11.0 Trading in public places
- 12.0 Food
- 13.0 Amusements
 - 13.1 Amusement rides
 - 13.2 Animal petting zoo
 - 13.3 Face painting
- 14.0 Liquor
 - 14.1 Liquor consumption
 - 14.2 Sale of liquor
- 15.0 Environmental considerations
- 16.0 Risk management
 - 16.1 Emergency evacuation plans
 - 16.2 First aid
 - 16.3 Fire safety
 - 16.4 Security
 - 16.5 Public safety
- 17.0 Waste management
- 18.0 Notifying stakeholders
- 19.0 Traffic management
- 20.0 City of Nedlands’ attendance at events
- 21.0 Definitions
- 22.0 Event checklist



1.0 Introduction

Conducting an event takes a lot of planning and it can be difficult to know where to start. These guidelines have been developed to provide simple information to support the development and planning of a safe and successful event.

An event application is needed when it is proposed an event or function will take place on Council parks and reserves or in a City-owned building, hall or pavilion, when:

1. It is a community-based or private function (including private parties and weddings).
2. The public will have access to your event and/or:
3. There is a requirement for, or the use of, any of the following:
 - road closures or the temporary suspension of road traffic
 - a risk management plan
 - public liability insurance
 - the consumption or sale of alcohol
 - a licence to trade in public places, including stallholders
 - temporary structures such as marquees, staging and amusement equipment
 - sound amplification equipment
 - a parking or transport plan is required
 - a fireworks or pyrotechnics display
 - commercial or private filming
 - vehicle access to a park or reserve is required

For overnight events, or events involving camping, please contact the City's Environmental Health Services or Rangers Services on 9273 3500 to discuss.

Please note: this document is intended as a guide and is subject to change or amendment. There may be other requirements not mentioned in this guide, which may be needed for you to conduct the event. Before lodging your event application with the City of Nedlands you should investigate that no other permissions or licences are required before making an application. The City of Nedlands accepts no liability for any failure of the event organiser to conduct any event by reason of reliance on the information in this document.

2.0 Application procedure

Depending on the type of event you are hosting, the application you are required to complete may vary. Please contact the City's Event and Administration Officer to



confirm the correct application for your event. These guidelines complement the event application form, which must be completed by the event organiser. They are designed to provide you with background on your responsibilities as an event organiser and what information to look for. All fields must be completed and confirmed before submitting your application to the City – it is not acceptable to mark the event application with “information to be confirmed”.

A **completed** event application form – and any accompanying documentation – is to be submitted to the City **at least eight weeks before** the event. Applications submitted outside this timeframe may be refused.

Typical application procedure:

- Step 1: Consult with Event & Administration Officer
- Step 2: Read these event guidelines
- Step 3: Confirm venue/location is available for proposed event
- Step 4: Submit a ground booking form
- Step 5: Gather information and supporting documentation
- Step 6: Complete event application form
- Step 7: Submit event application form and required supporting documentation

Following receipt of your application, it will be assessed by a number of departments within the City of Nedlands. This may take several weeks, depending on the scale and size of your event. Once the City is satisfied all relevant criteria has been addressed, you will be issued with a written event confirmation and, if required, a public building “certificate of approval”.

Any special conditions applicable to your event will be outlined in your confirmation letter and/or your certificate of approval. It is the event organiser’s responsibility to adhere to these conditions. An event is not able to proceed until written confirmation is obtained from the City, advising that Council or statutory requirements have been satisfied.

3.0 Public liability insurance

The event organiser must obtain a comprehensive public liability insurance policy for the building or grounds the event is held on. For minor events, or those of low to medium risk, \$20 million is the minimum acceptable cover. High-risk events, and any other events as specified by the City’s Chief Executive Officer, shall provide a minimum cover of not less than \$20 million. A copy of the certificate of currency, detailing the level of cover and the policy commencement and expiration date, is to be provided with the event application.



Note: street stalls, amusements or similar trading on Council property, and those responsible for the installation of temporary structures, will also be required to supply their own public liability insurance as it relates to their activities with the same minimum cover limits applying as detailed above.

4.0 Protection of City assets

Where events occur in certain locations within the City, the event organiser must ensure that sufficient measures are in place to preserve pedestrian and vehicle access to reserves, foreshores or other property vested in the City, to ensure the City's facilities are safeguarded.

5.0 Fees and refundable bond

Payment of any event-related fees or bonds will be determined by the City once the application and site plan has been received. All fees are payable to the City within 14 days of the invoice date. All invoices must be settled before you receive your event confirmation from the City.

Event organisers are responsible for all costs relating to any damage that results from the conduct of the event, including turf re-instatement costs, repairs to any Council assets or damage caused to public utility services.

6.0 Site plan

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

- Amusement rides (specify type)
- Electrical cables
- Emergency exits
- Entrances and exits (include access for people with disability/egress)
- Fenced-off areas (include distances)
- Fire safety equipment (specify number and type)
- First aid post(s)
- Food stalls
- Free water points
- Generators (include noise output, size)
- Lighting towers
- Location of marquee, tents (include measurements in square metres)
- Mixing/sound desk
- Nearest residential houses (in metres)
- Parking areas (including access for people with disability)
- Patron areas
- Restricted areas



- Rubbish receptacles (total number)
- Sale or consumption of alcohol areas
- Seating (include areas for people using wheelchairs or with prams and people accompanying them)
- Site signage
- Speakers
- Stages (include dimensions)
- Toilet facilities (include number and type)
- Vehicle access points (include street names)
- Any other structures not mentioned in this list

7.0 Toilet facilities

The event organiser is responsible for providing adequate toilet facilities for patrons. The number of toilets may determine how many people will be permitted at the event. Toilets must be sufficient for the amount of people attending and are to be provided in accordance with the Health (Public Building) Regulations 1992 and Building Code of Australia.

Event organisers are also responsible for arranging to have toilets checked and serviced, ensuring a sufficient supply of toilet paper and cleaning, throughout the event.

The number of toilets provided must comply with the minimum facility numbers outlined in the tables below:

Total attendance numbers	Male flush toilet	Male urinal	Male hand basin	Female flush toilet	Female hand basin
0 – 1,000	2	1.5m	1	5	1
1,000 – 2,000	3	3m	2	10	2
2,000 – 3,000	4	4.5m	3	15	3
3,000 – 4,000	5	6m	4	20	4
4,000 – 5,000	6	7.5m	5	25	5
5,000 – 6,000	7	9m	5	30	6
6,000 – 7,000	8	10.5m	6	35	7
7,000 – 8,000	9	12m	7	40	8
8,000 – 9,000	10	13.5m	8	45	9
9,000 – 10,000	11	15m	9	50	10

Note: 500mm of urinal space is considered the equivalent of one WC.

The number of facilities provided according to the above table may be reduced, based on the following guide:



Duration of event	% of table values
More than 8 hours	100% of table values
6 hours – but less than 8 hours	80% of table values
4 hours – but less than 6 hours	75% of table values
Less than 4 hours	70% of table values
If the event is alcohol free	50% of table values

Event organisers will also need to ensure:

- Accessible toilets are provided.
- If not unisex, adequate gender signage is to be displayed on all toilets provided.
- Lighting must be supplied in and around the toilets if the event runs after sunset.
- When portable chemical-type units or effluent-holding tanks are used for events longer than four hours, they must be located so they can be pumped out during the event.

Some locations have existing toilets on site and can be taken into account when determining the number of additional toilets required.

8.0 Water

Quantities of potable water must be available for drinking, hygiene and cooling purposes, especially during summer events. For events where patrons are prohibited from bringing their own food or drinks, it is recommended they be permitted to bring water in plastic bottles with unbroken manufacturer seals or empty plastic containers. Where an event is licensed, the *Liquor Control Act 1988* requires a licensee to provide free drinking water to patrons.

The event organiser must ensure there is a sufficient supply of water available, either by use of scheme water from taps of a reticulated supply or provide potable water tanks or similar. As a minimum for daytime events, it is recommended there should be:

- Two litres of free drinking water available per person, or at a rate of 500ml an hour, whichever is greater.
- One water outlet per 500 people*.

*Hand washbasins are not recognised as acceptable drinking water outlets.

Additional requirements may apply for overnight events or events involving camping.

9.0 Noise



Any noise generated from an event should not be of such an unreasonable nature that it impacts nearby residences. If any amplified equipment such as stereos, musical instruments, PA systems or similar are to be used, consideration must be given to positioning the equipment to minimise the disturbance to neighbours. It is a requirement that nearby residents are provided with written notification before the event. Where an event is likely to affect a significant number of residents, the City may require potential noise impacts to be assessed via a noise prediction report or noise management plan prepared by an acoustic consultant.

Upon receipt of your event application, the City will discuss any further requirements as it relates to noise.

9.1 Conditions of approval for “non-complying” events

Under certain circumstances, where it is likely that noise from a sporting, cultural or entertainment event will exceed the assigned levels of the *Environmental Protection (Noise) Regulations 1997*, the event organiser is required to obtain a ‘Regulation 18 Non-complying Event Approval’. The application is to be lodged to the City of Nedlands’ Chief Executive Officer no later than 60 days before the event. As a minimum, the application should include details relating to start, finish and sound check times, sound level limit calculations, PA system set-up, monitoring responsibilities, complaint management and event notification. Noise from stage construction and deconstruction activities before and after the event should also be considered and stipulated in the application. Noise prediction information and a noise management plan may also be required.

The City will consider the likely impact the event may have upon residents, the number of events at the venue within the past 12 months and the type of music/activity proposed. The conditions imposed for a non-complying event may include the following:

- limiting the duration of the event and rehearsals
- setting start and end times for the event and rehearsals
- setting times when the stage, seating, etc can be set up and pulled down
- setting any other requirements needed to contain the noise impact, including noise limits
- a stipulation that obscene language not be used by performers
- community notification and/or print media notification.

The event organiser must arrange for noise monitoring if the noise from an approved event is likely to exceed:



- 60dB(A) for a night time event (7pm-7am)
- 65dB(A) for a day time event (7am-7pm).

9.2 Community notification leaflet

The community notification leaflet should be drafted by the event organiser and checked by the City before circulation. It should be issued no less than seven days before the event. Details should include:

- Venue name and location.
- Dates, start and finish times.
- Phone numbers for complaints (if required) where a person will answer.
- Other useful information, such as whether the event is subject to a noise management plan. This serves to re-assure the public the event is being well-managed.
- Any relevant non-noise related information, such as traffic management (temporary road closures), security and public transport catering for the event.

It is recommended the notification be distributed to all residences within a 500m to 1km radius of the venue. Advice on the area will be provided following assessment of the event application or as indicated by the noise modelling of affected residents in the noise management plan.

10.0 Public buildings

A certificate of approval (public building approval) is required whenever there is a pre-arranged gathering of people – and it is applicable to every event. Where there are specific areas, buildings or temporary structures, these may also require an individual public building approval.

To obtain a public building approval, the event organiser is required to submit:

- Form 1 – application to construct, extend or alter a public building
- Form 2 – application for certificate of approval.

10.1. Temporary structures

A temporary structure is any structure erected for a period of less than one month and includes stages, marquees, tents, spectator stands, fencing and crowd control barriers. All temporary structures on reserves and foreshores, unless otherwise permitted, are to be anchored using only plastic pegs or water weights.

Where a structure is more than 10m², the event organiser must submit the following details together with their application:



General information

This includes:

- The purpose it will be used for
- The number of people expected to use the facility
- The design integrity and ground conditions
- Erector's competence
- Diagram/map to **scale** of where the structure will be located on site
- Detailed diagram/map of each entry and exit point to the structure
- Dimensions and location of structures within marquee.

Manufacturer's information

Facility design and construction details are required to address the following:

- Manufacturer details
 - name and contact details
- Description of the structure
 - dimensions
 - type of material
 - intended uses
- Codes and/or standards it complies with
- Structural adequacy
- Fabric fire indices
 - details of the flammability of materials used to construct and decorate the temporary structure must be provided
- Design parameters
 - wind limitations, ground density and footing loads or ballast requirements.

Event organisers must understand these parameters and include them in risk and operational planning documents.

- Instruction booklet complete with drawings and bracing diagrams and checklist
- Correct erection methods
- Training necessary to correctly erect the structure.

Structures such as tents/marquees of **less than 55m²** area and stages/platforms **less than 500mm in height** will not require engineering details or certification – but will require sign-off by a competent person. Once the structure is constructed, the installer shall provide a “certification of structures form” or similar to confirm the structure is fit for its intended purpose, has been erected in accordance with all design criteria, engineering details or manufacturer's specifications and that all structures are sufficiently anchored to resist anticipated wind loads.



Structures **greater than 55m²**, stages/platforms **greater than 500mm in height**, grandstands, lighting towers, scaffolding and the like must obtain a certificate of design compliance from a private certifier (building surveyor).

If leasing equipment from a supplier, it is recommended the above information be discussed before the equipment is booked to avoid complications.

This must be completed for all structures and submitted to the City immediately following construction.

10.2. Seating specifications

If the event is to have seating, the seating arrangements shall be as follows:

- The minimum distance between rows of seats is 300mm
- There shall be no more than 10 seats in a dead-end row and no more than 17 seats in rows between aisles
- If the distance between rows is increased to more than 500mm, the length of rows between aisles can be increased
- Aisles must be no less than 1m wide
- The sides and rear of raised seating areas must be bound by guardrails that are securely fixed
- Guardrails must extend 1000mm above any surface where a person can stand and not allow a 150mm diameter sphere to pass through any section. If there is a 4m drop, there must be no hand-holds. Rails and balustrades that comply with the Building Code of Australia meet this requirement
- Loose seats on flat ground must be secured in groups of no less than four
- Seats that form rows on tiered platforms must be fastened to the floor
- For bench seating, 450mm must be allowed for each person and each space shall be clearly identified
- Steps within aisles must be:
 - the full width of the aisle
 - uniform in size
 - goings shall be at least 280mm in width
 - risers shall be 120mm-180mm in height.

Where events occur at night, additional requirements may apply for illumination of seating and steps.

10.3. Entry and Exits



For events **enclosed** by walls, fencing or turnstiles, the following applies:

- Where only one exit is provided, the capacity is limited to 50 people
- There must be no more than 20m to travel to any exit or point where there is access to two exits; the furthest shall be no more than 40m from the starting point
- Exits must be attended at all times and should be clearly numbered to enable easy identification in the event of an emergency
- Each separate area must have more than two exits located at opposite locations or at least spread as far apart as practicable
- Exits must be open spaces or gates hung to swing in the direction of egress
- Exit location and width must be sufficient to allow evacuation
- Dual-direction lanes must be a minimum of 2.5m
- Side walls through tents are suitable if they use Velcro-type fastening

10.4. Electrical Installations

The City currently does not have facilities to provide site power for outdoor events – it is the responsibility of the event organiser to arrange the supply and installation of electricity for the event. Electrical equipment is to be powered from supply authority mains or from suitably-sized generators. An electrical contractor must certify that permanent and temporary electrical installations comply with the Health (Public Buildings) Regulations 1992, by submitting Form 5 – Certificate of Electrical Compliance following installation. Form 5 is intended to ensure that installations from the point-of-supply to the final distribution outlet available to the end-user are safe. The protection thereafter relies upon the quality of the equipment and the testing and tagging of all portable electrical equipment, plugs, sockets, generators, cabling, leads, RCDs, etc every six months by a licensed electrician.

Generators cannot be single-phase 10kVA or smaller and should not contribute excessively to noise or vibration levels. All leads and cables laid or suspended overhead, particularly in public trafficable areas and at cord junctions, should be adequately protected to prevent trip hazards and exposure to damp conditions. Generators, electrical cabling, switches, fuses and the like are to be kept clear of patrons and properly and safely secured. Electrical outlets should be protected by residual current devices (RCDs) and, where located in public access areas, RCDs and circuit breakers are to be used to protect electrical outlets and appliances.

Electricians do not need to certify stallholders' appliances in areas where the public do not have access – however, where generators are used, proof of testing and tagging may be required.



10.5. Lighting

Areas available to the public at night should be illuminated for the duration of the event and to facilitate people leaving the event. Lighting should be energised approximately one hour before sunset to allow time for any non-illuminated lights to be repaired before the sun goes down.

In the event of an emergency, a system must be in place that provides for instantaneous floodlighting, particularly for crowded areas and exit paths. The supply and control of these lights is to be independent of other lighting and controlled from a location attended at all times by a designated person. For outdoor events, there must be at least two alternative power supplies. Two generators, or a supply authority main and generator, are acceptable under the provision that lighting power is distributed between both.

For events where lighting will be dimmed or extinguished, stairs, ramps and exit paths must be illuminated by safety lighting. Safety lighting must be a separate supply to normal or emergency lighting and must not be dimmed or modulated while the normal lighting is dimmed or extinguished. For enclosed outdoor events, exit signs must be illuminated by two light sources and large enough to make the exit location obvious to patrons. Exit signs must be compliant with AS 2293.

11.0 Trading in public places

If you are intending to have any street markets, amusements, street trading, stalls and/or street entertainment as part of your event, in any street or public place (this may also include private land) within the City of Nedlands, each provider will need to apply for individual approval of their activities by lodging a street trading licence application. This includes the sale of any goods, merchandise sales, service provision or food sales.

Each provider is required to submit:

- a completed street trading licence application
- payment of the application fee
- a copy of their certificate of currency for public liability insurance for the amount of \$20 million, listing the City as an interested party
- a map or diagram of the location on a site map

Depending on the activity, additional requirements may also need to be met (ie food stalls, amusements). Refer to the relevant sections below for more information.



12.0 Food

The preparation, storage, heating, cooking and sale of food at events must meet the requirements of the *Food Act 2008* and the Australia New Zealand Food Standards Code.

All commercial food businesses must be registered with the local government where they are based. They will need to supply the following documents in order to trade at a temporary event:

- Food business notification/registration form
- Certificate of registration of food business
- An accurate plan of the stall/vehicle

If trading in a public place where the public will have access:

- A street trading licence application
- A copy of their certificate of currency of public liability insurance for the amount of \$20 million, listing the City as an interested party.

Where food is sold by a community or charitable organisation, where the money is solely for charity, they may be exempt from having to be a registered food business – but will be limited in the types of food they can sell. These food businesses need to:

- Read the Exempted Food Business Requirements – Information Sheet
- Read the Temperature Control Factsheet
- Read Thermometer Use for Hazardous Food
- Read the Gas Safety Checklist
- Submit an Exempted Food Business Notification form
- Complete the “I’M ALERT” online food safety training available from www.nedlands.wa.gov.au/document/im-alert (optional)

If trading in a public place where the public will have access, they need to:

- Complete the exempted food Business Street Trading Licence Application
- Provide a copy of their certificate of currency for public liability insurance
- Provide an accurate plan of the stall

It is the event organiser’s responsibility to ensure each food provider completes all required documentation. It is recommended all food stall applications are lodged as early as possible. Applications will be accepted up to two weeks before the event. Further information can be obtained by contacting the City’s Environmental Health Services on 9273 3500.



13.0 Amusements

13.1. Amusement Rides

Amusement rides must comply with Australian Standard 3533 Amusement Rides and Devices which specifies requirements for design, erection, operation, inspection and maintenance of amusement structures. Dependent upon the class of equipment, yearly inspections of structures and regular maintenance should be conducted by a competent person and recorded in a logbook. The event organiser should ensure each operator has an up-to-date logbook.

If amusement rides/structures will be present at your event, the following information will need to be provided for **each** amusement with your event application no less than **four weeks** before the event:

- Provider information and contact details
- Picture and diagram of amusement
- Dimensions of the amusement
- Map or diagram of where the amusement will be located on a site map
- Details of electrical supply
 - generator or heneral power outlet
Each generator requires a dry chemical fire extinguisher (confirmation required)
 - confirmation equipment has residual current device (RCD) protection
 - evidence of electrical equipment tested and tagged by a qualified licensed electrician
 - copy-written log of electrical checks
- Evidence of plant registration (from WorkSafe)
If an amusement ride/structure does not need an “evidence of plant registration”, then evidence from WorkSafe advising this is not required should be provided.
- Copy of logbook of maintenance (most recent)
- Copy of public liability insurance certificate of currency
- Design registration number in accordance with AS 3533
This is only required if the equipment is a Class 1 item of plant and the operator of the equipment would need to be able to verify this.
- Method of anchoring to be used.

13.2. Animal petting zoo



Petting zoo operators are to be familiar with the Department of Health Petting Zoo Guidelines available at www.nedlands.wa.gov.au/petting-zoo-guidelines.

The following information must be addressed with your application if a petting zoo will be present:

- Details in relation to sanitary provisions (ie. hand-washing facilities) need to be provided.
- Signs directing visitors where and when they can wash their hands.
- Placement of the petting zoo is to be as close as practical to permanent hand-washing facilities and, if present, away from places where food is sold.
- Waste control system to be used including the collection and temporary storage and disposal of animal wastes, such as faeces, urine and birthing products.
- Course of the amusement eg. pony rides on a map as a separate attachment.

13.3. Face painting

Where face painting will be conducted at an event, painters must be familiar with the Department of Health's guidelines for painting faces and bodies available at http://ww2.health.wa.gov.au/Articles/F_1/Face-and-body-painting.

Event organisers are required to ensure that sanitary provisions (ie. hand-washing facilities) are available for attendees and/or face painters.

14.0 Liquor

Without prior consent of the landowner, it is an offence in Western Australia to consume alcohol in public places such as parks and reserves. The sale, supply or consumption of alcohol may be permitted within a delineated area of a reserve or public place – but the use of glassware is not permitted on Council reserves. It will be the organiser's responsibility for the behaviour and wellbeing of all patrons at the event. The responsible service of alcohol is the key to preventing and minimising alcohol-related problems at your event. In circumstances where the event organiser is not the licensee of the event, he/she has a duty of care to ensure the sale and supply of alcohol does not cause harm. In this regard, the event organiser should ensure the prevention of alcohol-related problems is a priority and incorporated into the event planning process. Event organisers may be required to provide licensed security officers and their licence numbers should be provided to the City before the event. The event organiser should have a readily accessible and clearly understood



management plan in place for addressing problems such as disorderly and intoxicated patrons.

13.1 Liquor consumption

The City does not permit the consumption of alcohol in halls/buildings for private, individual or business events. This does not apply to events run by incorporated sporting clubs or incorporated community organisations based within the City of Nedlands, which are licensed. If you wish to consume alcohol on Council premises you will need to complete an 'Application to consume alcohol on Council premises'.

13.2 Sale of alcohol

The sale or supply of alcohol requires a liquor licence from the racing, gaming and liquor section of the Department of Local Government, Sport and Cultural Industries. If on a reserve or in a public place, prior consent may be required from the City to accompany your licence application. A copy of the licence must be provided to the City of Nedlands as part of your event approval. More information on the application process can be obtained from www.dlgsc.wa.gov.au.

To obtain permission to sell alcohol on a Council reserve, an 'Application to consume alcohol on Council premises' is to be submitted.

15.0 Environmental considerations

As an event organiser, consideration should also be given to protect patrons against any specific environmental conditions such as unfavourable weather that may adversely affect patrons attending the event.

Australian Standard 1768 – Lightning Protection sets out guidelines for the protection of people outdoors and outlines precautions that should be taken if lightning is forecast and a threat becomes imminent. The standard provides specific recommendations for large tents and marquees, seating stands and metal scaffold structures.

The majority of events are held during the summer season when hot weather, dehydration and sunburn are common issues. For events that take place outdoors, shaded areas and suitable supplies of drinking water must be provided.



16.0 Risk management

Where the combined number of spectators and competitors exceeds 1,000 persons, a risk management plan must be submitted to the City at least 21 days before the event. The risk management plan must comply with Australian Standard 3100:2009: Risk Management. Depending on the nature of the event, the City of Nedlands may require that smaller events have a risk management and emergency management plan.

Plans must be easy to follow and include:

- An assembly point or points, depending on the venue size, determined to enable groups that have become separated to be reunited.
- Special consideration must be given in situations where children may be in a different location to their parents or guardians.
- Consideration of environmental conditions.
- Staff induction training (ensuring staff know what to do and when to do it in an emergency).
- A communications procedure, both internal and external.

Please refer to Guidelines for Concerts, Events & Organised Gatherings (WA Department of Health 2009), available from www.health.wa.gov.au, for more information.

For community organisations, the Department of Local Government, Sport and Cultural Industries has developed a useful guide that can be used for events or as part of an ongoing risk management protocol. The document 'Risk management – can you risk it?' is available at www.dsr.wa.gov.au/support-and-advice/organisational-development/management-and-planning/risk-management.

16.1 Emergency evacuation plans

The event organiser is required to formulate an evacuation plan, as per the Health (Public Building) Regulations 1992, if deemed necessary. Please mark out evacuation exit points, emergency vehicle access areas, first aid posts and muster points.

All staff/participants/performers for your event are to be made aware of the evacuation plan and have knowledge of the evacuation procedures.

16.2 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
< 1,500	4	1
< 3,000	6	1
< 5,000	8	1
< 7,000	10	2
< 9,000	12	2
< 10,000	14	2
> 10,000	As determined in consultation with the Manager Health and Compliance, event organiser and first aid provider.	

Qualified first aid personnel should be present at all times during the event, from commencement to adequate dispersion of patrons from the event.

16.3 Fire safety

Fire safety equipment is required in the following conditions:

1. One 4.5kg B (E) 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
2. Pressured water-type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided.
 - within 10m of each designated exit (1x)
 - backstage (2x)

All firefighting equipment must be kept fully charged and maintained in accordance with Australian Standard 1851. This standard requires extinguishers to be tested at least every six months with the test dates clearly identified on each extinguisher.



16.4 Security

Security personnel are required at a minimum ratio of one security person per 500 event attendees. All security personnel should be licensed and are to remain on duty at the conclusion of the event, until the orderly dispersion of patrons has occurred.

Where a liquor licence has been obtained, the ratio should be two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof.

For minor events, where there is no liquor licence or major structures, volunteer personnel may assist with security during the event.

16.5 Public safety

The public access area should be free from disruption (eg. crowds stopping to view something of interest, a queue to an attraction), trip hazards or other threat of injury (eg. uneven ground, peg/stake protection, electrical cords, vehicle transit). Fire safety equipment must be provided in appropriate locations. Access for emergency vehicles should be maintained at all times. Areas for pedestrian traffic flow should be free from disruptions.

17.0 Waste management

All event organisers are responsible for cleaning arrangements during and after the event. All premises used for events, such as reserves and halls, are to be left completely free of rubbish and debris and returned to their original condition following the event.

The number of bins required at an event will depend upon the type of event being planned and the duration of the event. Generally, the ratio is one bin per 50 people for events where food and drink will be consumed and one bin per 150 people where no or minimal food or drink will be consumed.

To determine whether additional facilities will be required, or to organise for additional waste receptacles, please contact the City of Nedlands Waste Services on 9273 3500 at least four weeks before the event. To order bins for your event, please complete a bin request form. If you choose to order bins from the City, please note the following:



- At least three working days' notice is required for hire of bins – due to delivery schedules, late requests may not be able to be accommodated.
- Please give a minimum of 72 hours for cancellation of a request or you will be charged the full amount for the service.
- Function bins will need to be paid for in advance or they will not be delivered.
- Free recycle bins are provided with each general rubbish bin purchased.

Should the event require skip bins, this will need to be arranged with independent subcontractors. Large events may be requested to supply a waste management plan. You may also like to contact [Keep Australia Beautiful](#) to obtain resources and information regarding litter collection for your event.

18.0 Notifying stakeholders

This is to ensure the relevant authorities are aware of events occurring to ensure they are adequately prepared, should their services be required.

Common stakeholders that may require notification in the City of Nedlands include:

- Residents
- Sporting clubs and businesses
- Surrounding local governments
- Department of Water and Environmental Regulation
- Department of Biodiversity, Conservation and Attractions
- University of Western Australia
- Local police
- Local hospitals
- Local fire stations

The event organiser should have easy access to a mobile phone and the following contact numbers in case of an emergency:

- Police – 131 444
- Fire and Emergency Services – 000
- Ambulance – 000 or 9334 1234 non-emergency
- Department of Biodiversity, Conservation and Attractions – 9219 9000

When an event has more than 100 people, or there is a permit to consume alcohol, the police need to be notified.

Cottesloe Police
166 Curtin Avenue

Wembley Police
379 Cambridge Street



Cottesloe WA 6011

Tel: (08) 9286 7777

Fax: (08) 9385 1172

Mon-Fri 8am-4pm

Includes: Dalkeith, Swanbourne and Mt Claremont

Wembley WA 6014

Tel: (08) 9214 7100

Fax: (08) 9214 7166

Mon-Fri 8am-4pm

Includes: Crawley, Floreat, Karrakatta, Nedlands and Shenton Park

19.0 Traffic management

If the event is on a road, or part of a road, you will require approval for a road closure from the City of Nedlands, Main Roads WA and the local police.

As an event organiser, consideration should be made if there will be changes to the traffic environment surrounding the event. Any event that has the potential to create a traffic or pedestrian hazard within the road or road reserve (ie. road closures, large volumes of traffic or pedestrians) should also have an approved traffic management plan prior to the event commencing. Events that can impact on the safe and efficient use of road-users can create potential hazards and delays that can give rise to injury or damage. Having detailed plans for managing the traffic and parking is essential for event organisers, in order to protect both road-users and those involved in the events. Event organisers can contact the City on 9273 3500 to discuss. Traffic management plans (when required) must be prepared by people 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” on the Main Roads WA website www.mainroads.wa.gov.au for more information.

20.0 City of Nedlands attendance at events

For large events, an Environmental Health Officer from the City may attend in order to:

- Issue a certificate of approval to the event organiser
- Collect the completed Form 5 – Certificate of Electrical Compliance
- Collect the Certification of Structures Form(s)
- Assess food stalls
- Conduct noise monitoring.

This service may incur a fee if the event occurs outside office hours.



21.0 Definitions

For the purpose of this application, the following definitions apply:

“A **non-complying event**” shall be defined as an outdoor event, usually with amplified music, where noise levels are in excess of those permissible in the Environmental Protection (Noise) Regulations 1997.

“A **complying event**” shall be defined as an outdoor event where noise levels are not expected to exceed those permissible in the Environmental Protection (Noise) Regulations 1997.

“**Assigned level**” shall be as defined by the Environmental Protection (Noise) Regulations 1997.

“**Charitable organisation**” shall mean an institution, association, club, society or body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium.

“**Circus**” shall be as defined by the Code of Practice for the Conduct of Circuses in Western Australia.

“**Crowd controllers**” shall be as defined by the *Security and Related Activities (Control) Act 1996*.

“**Event organiser**” shall be defined as the person or persons who are co-ordinating the event and are responsible for ensuring the event is run in accordance with the City’s conditions and all legislative requirements. This person will be the primary contact with the City of Nedlands.

“**Major outdoor event**” shall be defined as any outdoor festival, concert or entertainment activity or any event defined as a public area, where a gathering of **1000 people or more** is anticipated over the life of the event.

“**Minor outdoor event**” shall be defined as any outdoor festival, concert or entertainment activity or any event defined as a public area where a gathering of **less than 1000 people** is anticipated over the life of the event.



“Maximum accommodation certificate” shall be defined as an approval certificate issued by the City’s Manager Health Services, stipulating the maximum number of persons who may assemble at the event.

“Noise-sensitive premises” shall be as defined by the Environmental Protection (Noise) Regulations 1997 (Schedule 1) and, in most cases, will be premises occupied solely or mainly for residential or accommodation purposes.

“Public building” shall include an event, festival or the like and shall be defined as:

- a) A building or place or part of a building or place where persons may assemble for:
 - i) civic, theatrical, social, political or religious purposes
 - ii) educational purposes
 - iii) entertainment, recreational or sporting purposes
 - iv) business purposes
- b) Any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers or persons are usually or occasionally assembled (but does not include hospitals).

“Qualified first aid personnel” shall be defined as persons who, as a minimum, have current apply first aid qualifications from an accredited first aid training provider.



22.0 Event checklist

Task/Action	Form or approval required	Minimum time before event	Office use
Booking of reserve, public space or building	Ground booking form	12-8 weeks	
Event application	Complete event application form	8 weeks	
Public liability insurance	Certificate of currency – minimum \$10 million for small events, \$20 million for large events	2 weeks	
Site plan	Initial draft	8-4 weeks	
	Final draft to be marked “final”	2 weeks	
Small event: 50 to 200 attendees	Brief risk management plan	4 weeks	
Medium event 200+ attendees	Detailed risk management plan	4 weeks	
Expected attendance: more than 5,000 attendees or high-risk event	Risk management plan compliant with Australian Standard 4360-2004: Risk Management	4 weeks	
Noise	Application for a Regulation 18 Approval	8 weeks	
Food stall	Notification/registration form Certificate of registration of food business Public liability insurance Street trading licence application	4-2 weeks	
Stall holders and pay-by-go amusements	Street trading licence application Public liability insurance	4-2 weeks	



	Form or approval required	Minimum time before event	Office use
Public events with temporary structures ie. tents, marquees and stages > 3m x 3m	Form 1 Application to Construct, Extend or Alter a Public Building	4 weeks	
	Form 2 – Application for Certificate of Approval	4 weeks	
	Details of supplier	4 weeks	
	Manufacturer and design specifications	4 weeks	
	Certification of Structures form	On the day post-construction	
	Method of anchoring structure(s)	4 weeks	
Private events in public places with temporary structures ie. tents, marquees and stages > 3m x 3m	Form 1 – Application to Construct, Extend or Alter a Public Building	4 weeks	
	Form 2 – Application for Certificate of Approval	4 weeks	
	Details of supplier	4 weeks	
	Manufacturer and design specifications	4 weeks	
	Certification of Structures form	On the day post construction	
	Method of anchoring structure(s)	4 weeks	
Public event using electrical installations	Form 5 – Certificate of Electrical Compliance	On the day post installation	
Electrical equipment	Tested and tagged in past 6 months	4 weeks	