



Thank you for your interest in holding an event in the City of Nedlands. Please ensure you read all the following information.

Important information

The City requires you to submit an event application form for any public event or function proposed on City parks and reserves – or in City-owned buildings, halls and pavilions – when:

1. It is a community-based or private function (including private parties and weddings).
2. The public will have access to your event.
3. Approval is needed or there is a requirement for any of the following:
 - Road closure or temporary suspension of road traffic.
 - Risk management plan.
 - Provision of public liability insurance.
 - Consumption or sale of alcohol.
 - A licence to trade in public places (including stall holders).
 - Temporary structures such as marquees, staging and amusement equipment.
 - A parking or transport plan is required (eg Bishop Road Reserve).
 - Fireworks or pyrotechnics display.
 - Commercial or private filming.
 - Vehicle access to a park or reserve is necessary.

After submitting your event application, the City can assess which approvals are needed and send you any additional documentation required. The package aims to simplify the process both for the organiser and the City by providing all documentation at the same time. All documents required are available to at www.nedlands.wa.gov.au.

The event application package must be submitted a **minimum of four weeks** prior for small events (ie less than 200 people). Your event is not approved until the City is satisfied with all sections of the application and you have received written confirmation from the City.

All cancellations and changes made to your event must be submitted to the City in writing and are subject to approval.

Event payments will be invoiced directly to the event organiser. Payment must be finalised two weeks before the event. Payment can be made directly, over the phone or with a cheque by mail to the cashier. For further information, please contact the City on 9273 3500 or council@nedlands.wa.gov.au.

Application procedure

1. Check availability for the desired venue by contacting the City on 9273 3500.
2. Complete an event application form and submit council@nedlands.wa.gov.au or 71 Stirling



Highway, Nedlands WA 6009. Submit your application **no less than four weeks prior** for events under 200 people.

3. A tentative booking for the desired venue will be held while your event is assessed.
4. Receive and complete any additional event forms, specific to your event, completing all sections required and sourcing any documents requested.
5. You may not proceed with your event until written confirmation of your approval is received
6. Payments should be made to the bookings officer within two weeks of receiving the event approval letter, prior to the date of the event.

Hall and reserve bookings

Before proceeding with your application, it is important to determine if the reserve or hall you desire is available for the proposed event date.

You will need to make a booking with the Bookings Officer on 9273 3500. Once this has been recorded, you may proceed with your event enquiry form. Upon approval of your event application, you will receive a statement of fees, charges and bonds payable. Booking confirmations will be posted with the letter of approval.

Halls and reserves have different capacities so the area you require may not be suitable for the number of guests. Please contact the City for more information on halls and reserves.

Public liability insurance

The City requires all groups, associations, organisations and clubs to provide public liability insurance to the minimum value of \$20 million. In order to satisfy your approval, you will need to supply a copy of a certificate of currency for public liability insurance, listing the City of Nedlands as an interested party.

Organisers of an event or function will be required to satisfy the City they have arranged public liability insurance cover of \$20 million if:

- attendance at the event will exceed 200 people
- the event is considered to be of a high-risk nature
- the event requires a road closure or temporary suspension of road rules
- an entrance or registration fee is charged for the event.

Risk management plan

A risk management plan is a document which details the risks associated with running a specific event, considering the likelihood and consequences, prevention and accountability. A risk management plan aims to increase communication and awareness amongst event organisers so that risks are minimised and addressed effectively.



All events, except weddings which are low risk, are required to submit a risk management plan which is in line with *The Australian and New Zealand Standard for Risk Management AS/NZS ISO 3100:2009*. For small events the risk management plans can be brief whereas for large events, 200 people or more, the risk management plan is required to be detailed and extensive.

The City will provide a guide on how to write a risk management plan in the event application package. The information will detail steps of risk identification, assessment, prevention and accountability. A risk management plan template is also available to download from www.nedlands.wa.gov.au.

Course map

If you are organising an event where a course is to be followed, you must supply a detailed course map highlighting the event route (including road names).

Site map

If you wish to hold your event on a reserve, you will be required to indicate the specific location on a **scaled** site map, including position and event structure. If permission is granted to consume alcohol, drinking will be restricted to this allocated area. Please also be aware that parks and reserves are public spaces and hence may be utilised by other members of the public. Temporary structures, such as marquees and staging, should be indicated on the site map to ensure they do not cause any damage to the reticulation systems on the grounds.

Public building approval

Public buildings are for the gathering of people for a common purpose and can include a permanent or temporary structure – but may also include some events, depending upon the activities. Public buildings must meet various requirements comprising fire safety, structural integrity, egress, electrical safety and provision of toilet facilities. Public buildings are given a certificate of approval that state the date and name of the event and maximum number of people permitted to attend.

Any event requiring public building approval requires the following forms:

- Form 1 – Application to Construct, Alter or Extend a Public Building
- Form 2 – Application for Certificate of Approval

Public building – temporary structures

Structural documentation must be provided for all temporary structures (eg marquees greater than 10m², fencing, stages, lighting towers and amusement equipment etc). The following details of temporary structures are to be provided:

- Certification of the design of the structure and seating by the manufacturer's structural engineer, or a certificate from a practising structural engineer to show the structure is suitable for the use it is to be put. Note: assessment certificates should show who, where and when the



assessment was made.

- Test reports to show the flammability indexes of the structure and any curtain or lining materials.
- A scaled diagram/drawing showing the layout of the structure that includes:
 - size of the structure
 - seating layout
 - areas set aside for public, staff, performers etc.
 - exits.
- Details of seating used (eg bleacher, continental or chairs).
- Details and locations of fire-fighting appliances.
- Indication of what wind strength you will operate at.
- Details of holding down provisions – driven pegs or ballast.
- Details of the electrical installation:
 - supply authority mains or on-site generators
 - number location and size of generators to be used.

Structures **greater than 55m²** require structural certification of the designs or certification from a practicing structural engineer.

If the event organiser is hiring equipment, it is recommended the above information is discussed and obtained from the supplier before booking equipment, to avoid complications.

Public Building – electrical installations

The event organiser is responsible for ensuring the electricity supply and installations are safe, equipment is tested and tagged and in compliance with all legislative requirements. Events utilising electrical installations are required to have a registered electrician fill out a Form 5 – Certificate of Electrical Compliance. If a system of leads and portable outlet devices is to be used, this form is not required – however, all equipment must have been tested and tagged by a qualified electrical contractor.

Public Building – toilet facilities

The event organiser is responsible for the provision of adequate toilet facilities for attendees. For large events, organisers may need to provide extra ablution facilities for their guests. Events for 200 people must at least:

- one male toilet with one hand-wash basin
- two female toilets with one hand-wash basin.

If additional toilet facilities are provided, the organiser must ensure they provide:

- accessible toilets
- adequate gender signage
- separate staff toilets, adjacent to where food is prepared and sold



Fire Safety Equipment

Please note that one 4.5kg B (E) dry chemical powder extinguisher must be located adjacent to:

- any flammable liquid or gas container
- any food preparation/cooking area.

Amusements

Bouncy castles – information required:

- provider information and contact details
- picture and diagram of bouncy castle
- dimensions of the amusement
- map or diagram of where the amusement will be located (park or reserve overview)
- copy of the vendor's certificate of currency of public liability insurance, listing the City of Nedlands as an interested party (at least \$5 million)
- method of anchoring to be used
- presence of residual current device (RCD) protection and confirmation the equipment has been electrically tested and tagged by a qualified licensed electrician
- details of power supply (ie 10A 240V from a general power outlet, one x 20kva generator)
- plant registration issued by WorkSafe or equivalent authority from the eastern states for the bouncy castle
- 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).

Animal petting zoos/pony rides – information required:

- provider information and contact details
- map or diagram of where the amusement will be located (park or reserve overview)
- dimensions of the amusement
- copy of the vendor's certificate of currency of public liability insurance with a minimum value of \$20 million, listing the City of Nedlands as an interested party.
- details in relation to sanitary provisions (ie hand sanitiser made available, location of the nearest hand-washing facilities for attendees)
- course of the amusement on a map (pony rides).

Petting zoo operators are to be familiar with the Environmental Health Directorate's [Petting Zoo Guidelines](#).

Face painting – information required:

- provider information and contact details
- map or diagram of where the amusement will be located (park or reserve overview)
- dimensions of the stall



- copy of the vendors certificate of currency of public liability insurance, listing the City of Nedlands as an interested party (at least \$20 million)
- details in relation to sanitary provisions (ie hand sanitiser made available, location of the nearest hand-washing facilities for attendees)

It is advised that face-painting operations familiarise themselves with, and adhere to, the Department of Health's [Face and body painting guidelines](#).

Food and drink stalls

If you intend to sell food or drink at an event, or if it is included as part of ticket prices, a "Food Business Notification Form" and "Street Trading License" application needs to be submitted. If the stall complies with the criteria, an approval will be issued with attached conditions. It is recommended the event organiser submits a list of all external contractors they intend to hire for the event so an Environmental Health Officer can assess their compliance with health regulations.

If food and drink is to be **sold by an external vendor** at your event, the business must provide the City with the following:

- a completed Food Business Notification Form and Street Trading License application with all documents sourced and returned.
- a copy of the vendor's certificate of registration of a food business
- a copy of the vendor's certificate of currency of public liability insurance, listing the City of Nedlands as an interested party
- a completed Street Trading Application, including dimensions of stall/vehicle.

Sale of food for fundraising events (charitable/community)

Food for sale is not permitted to be prepared/cooked at home for sale elsewhere for fundraising events unless that business has been approved and is registered as a home business within their respective local government.

Food can be sold at fundraising events, provided the following conditions are met:

- The sale of the food is conducted to raise money solely for purposes that are of a charitable or community nature
- The food handled is either:
 - not potentially hazardous food
 - after being appropriately cooked, it is provided for immediate consumption.



The following documents are required to be submitted:

- exempt food business notification form
- exempt food business street trading application form
- copy of the vendor's certificate of currency of public liability insurance, listing the City as an interested party

Sale of alcohol

The City does not approve the sale of alcohol for any event. If alcohol is to be sold at your event, you must apply to the Department of Local Government, Sport and Cultural Industries' Racing, Gaming and Liquor section for a liquor licence. This must be done at least four weeks in advance of your event.

Consumption and sale of alcohol

The City does not permit the consumption of alcohol in Council halls or buildings for private individuals or business events. This ban does not apply to events run by incorporated sporting clubs or incorporated community organisations, based within the City (proof may be requested).

If you wish to consume alcohol on a Council reserve, or wish to sell alcohol at an event, you will need to fill out and provide the following:

- An application to consume alcohol on Council premises
- A copy of your liquor licence from Department of Local Government, Sport and Cultural Industries' Racing, Gaming and Liquor section.

Waste management

The event organiser is responsible for cleaning arrangements during and after the event. Medium and large-scale events on reserves within the City will require additional rubbish and recycling bins for the duration of the event. The City is able to supply general waste bins and recycling bins for a nominal fee. To arrange extra bins for your event, and advice on waste minimisation, please contact the City 9273 3500.

Please make sure parks, reserves and halls are cleaned well and all rubbish is collected at the close of the event.

Noise

Event organisers are responsible for maintaining appropriate noise levels for the duration of the event. Details of sound amplification equipment, such as PA systems, musical instruments and stereos, must be provided with your event application form. If noise levels are expected to affect nearby residents, written notification by way of a letterbox drop may be required prior to the date of the event. Unless otherwise approved or exempted, all noise emissions must comply with the Environmental Protection (Noise) Regulations 1997.



Fireworks and pyrotechnics

Applications must be submitted by a certified operator to the City and police at least two months prior to the event. Statutory approval will then be sought from the Department of Mines, Industry Regulation and Safety under the Explosives and Dangerous Goods Act 1961. The approval process is stipulated in the Environmental Protection Noise Regulations 1997. More information can be found in the City's [Council Policy Manual](#) under the "Fireworks in the City" on page 75.

Road Closures

An application must be lodged with your local police station if you wish to conduct your event on any roads. The application may take the form of:

1. A temporary road closure, required for major events where the road needs to be closed for a significant length of time.
2. A temporary suspension of the Road Traffic Act or regulations, required when the road is not closed (eg triathlons and bike races or when the road is closed only for a short period of time).

The application for an Order for Road Closure is available at the [WA Police website](#). Once local police and Main Roads WA have granted their approval, the form will need to be forwarded to the City for approval.

Traffic management plan

Any events held on the road, or next to a live roadway that may affect traffic flow, will need to source a traffic management plan from a certified company. The plan will then be assessed and signed off by the City. Events held on the road will be assessed by engineering services to ensure event dates do not clash with any scheduled works in the area. Traffic management plans need to be submitted at least 60 days prior to the event.

More information and examples are available from the [Main Roads WA website](#).

Parking

Event organisers will need to consider the parking facilities available. Details of parking facilities for specific venues can be found at www.nedlands.wa.gov.au. It is important for event organisers to notify attendees to park safely and legally at all times. Rangers may issue parking infringements for non-compliance.

Organisers of large events need to liaise with the City's Ranger Services in relation to parking issues and plans. Access for people with disability should be provided and public transport encouraged. The City also supports and encourages [Your Move](#) (formerly TravelSmart) initiatives.