



Thank you for your interest in holding your event in the City of Nedlands. Please make sure you read all the attached information on holding an event in the City.

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. More than 200 people are likely to attend, 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:
  - a. Road closure or the temporary suspension of road traffic.
  - b. Risk management plan.
  - c. The provision of public liability insurance.
  - d. The consumption or sale of alcohol.
  - e. A licence to trade in public places including stall holders.
  - f. Temporary structures such as marquees, staging and amusement equipment.
  - g. Parking or transport plan is required. For example: Bishop Road reserve.
  - h. Fireworks or pyrotechnics display.
  - i. Commercial or private filming.
  - j. Vehicle access to a park or reserve is required.

After submitting your event application, the City can assess which approvals are needed and send you out any additional documentation required. The package aims to simplify the process both for the organiser and the City by providing all documentation required together at the one time. All documents required are available to download via [www.nedlands.wa.gov.au](http://www.nedlands.wa.gov.au).

The event application package must be submitted a minimum of eight weeks prior for large events and four weeks prior for small events. Your event is not approved until the City is satisfied with all sections of the application. Once your application has been assessed you will receive 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.

Payments can be made directly or mailed to the bookings officer in the form of cash, money order or cheque. For further information, please contact the City.



## Application procedure

1. Check availability of the desired venue by contacting the City on 9273 3500.
2. Complete an event application form and submit it to the City via [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au) or 71 Stirling Hwy, Nedlands WA 6009. Submit your application at least eight weeks prior for larger events (more than 200 people) and four weeks prior for small 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 must 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 your 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. Therefore, the area you require may not be suitable for the number of guests. Please contact the City for more information on halls and reserves.

## **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 (of which proof may be requested).

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

1. An application to consume alcohol on Council premises.
2. A copy of the liquor licence, including an approval from the Department of Local Government, Sport and Cultural Industries.

## **Site map**

If you wish to hold your event on a reserve, you will be required to indicate the specific location on a 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 to ensure they do not cause any damage to the reticulation system on the grounds.

## **Course map**

If you are organising an event where a course is to be followed, such as a triathlon, please highlight the event route (including road names) on a detailed map.

## **Risk management plan**

A risk management plan is a document that 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 among 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 4360. 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 information 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](http://www.nedlands.wa.gov.au).

### **Traffic management plan**

Any events held on the road, affecting 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's Ranger Services department. 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.

More information and examples are available from the traffic management events section on the Main Roads WA website at [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au).

### **Temporary structures**

There is a requirement that all temporary structures and amusement equipment be certified for engineering and safety design. For public and private events, drawings and/or engineering certificates for all structures are required to be submitted to the City for approval. This includes marquees, fencing, stages, lighting towers and amusement equipment. If the event organiser is hiring this equipment, it is recommended that structural certification is obtained from the supplier before booking the equipment to avoid complications.

Under state legislation, such as the Health Public Buildings Regulations 1992, every new and public building constructed, whether permanent or temporary, is to be classified under the regulations as a public building and issued with a certificate of approval. Public buildings or temporary structures must meet various requirements pertaining to fire safety, structural integrity, egress, electrical safety and provision of toilet facilities. Once the event has been approved, a certificate of approval will be issued stating the date of the event, name of the event and maximum number of persons permitted to attend.

If any temporary structures are to be erected, a structural certification checklist will be sent out with the application package for the organiser to complete on or prior to the day of the event.



Details of the structure, including description, measurements, anchoring method, accurate positioning and length of time in place, need to be submitted and assessed.

## **Electrical installations**

The event organiser is responsible for ensuring the electricity supply and installations are safe, appropriately tagged and in compliance with all legislative requirements. Public events utilising electrical installations such as lighting, generators and live music equipment are required to have a registered electrician fill out a certificate of electrical compliance.

## **Fireworks and pyrotechnics**

Applications must be submitted to the City by an authorised contractor 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.

## **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 and drink stall 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.

When planning to sell food and drink at an event, the event organiser should consider if food and drink stalls meet the minimum criteria for the operation of temporary food stalls.

## **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 for advice on waste minimisation, please contact the City on 9273 3500.

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

## **Helium balloons**

Helium balloons are not permitted inside any City buildings.

Helium balloons are permitted outside City buildings provided they are kept secured at all times and not released into the atmosphere. "Balloon release" activities



ultimately contravene the *Litter Act 1979* and are therefore strictly prohibited. Any deliberate releasing of helium balloons into the atmosphere may result in the event bond being withheld by the City.

## **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. For information on the number of toilets required at your event, please contact the City on 9273 3500.

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

1. Accessible toilets.
2. Adequate gender signage.
3. Separate staff toilets where food is prepared and sold.

## **Public liability insurance**

The City requires all groups, associations, organisations and clubs to provide public liability insurance to the minimum value of \$5 million for events.

Organisers of an approved event or function will be required to satisfy the City that they have arranged public liability insurance cover of \$10 million if:

1. Attendance at the event will exceed 200 people.
2. The event is considered to be of a high-risk nature.
3. The event requires a road closure or temporary suspension of road rules.
4. An entrance or registration fee is charged for the event.

In order to satisfy your approval, you will need to supply a copy of a certificate of currency for public liability insurance.

## **Ranger Services**

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. For example: triathlons and bike races when the road is closed only for a short period of time.

The application for an order of a road closure can be downloaded from [www.police.wa.gov.au](http://www.police.wa.gov.au). Once local police and Main Roads WA have granted their approval, this form will need to be forwarded to the City for approval.

## **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](http://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 Ranger Services department regarding parking issues and plans. Accessible parking for people with disability should be provided and public transport encouraged. The City supports and encourages TravelSmart initiatives.

## **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 on the Event Enquiry Form. If noise levels are expected to affect nearby residents, it is advised they should be notified prior to the date of the event. All noise emissions should comply with the Environmental Protection (Noise) Regulations 1997.