

# Approval Services

## Application to hold an Event

Please complete the enclosed form and conditions of use and return together with the application fee to:-

**By Mail:** Chief Executive Officer  
City of Perth  
GPO Box C120  
PERTH WA 6839

**In Person:** To the City's Customer Service located on the Ground Floor of Council House, 27 St Georges Terrace, Perth

**Via Email:** [info.city@cityofperth.wa.gov.au](mailto:info.city@cityofperth.wa.gov.au)

**For Assistance:** Further information is available from the Technical Services Section on 9461 3419 or 9461 3227.



City of Perth

Council House  
27 St George's Terrace  
PERTH WA 6000

Facsimile: (08) 9461 3083  
Email: [info.city@cityofperth.wa.gov.au](mailto:info.city@cityofperth.wa.gov.au)

**Current July 2011**

# Application to hold an Event



## Applicant Details

Organisation/Company/Name

  
  

Address

  
  

ABN No:

Contact Person

## Applicant Contact Details

Business Phone No:

Home Phone No:

Mobile

E-Mail

## Secondary Contact Details

Name and Address

  
  

Business Phone No:

Home Phone No:

Mobile

E-Mail

## Event Details

Name of Road, Park or Reserve Required:-

Event Name

Parks

Road

## Activities Planned

  
  

Date(s) of Event

## Event Times

From

To

## Bump in Dates

From

To

## Bump out Dates

From

To

## Anticipated Attendance

Number of People Per Day

Will an entry fee be charged ?

Yes

No

If yes, please indicate cost \$

## **Please note ...**

City of Perth Local Laws do not permit vehicles, amplification of noise, any structures, vending or obstructions within a public place, thoroughfare or reserves; or any interference with or alterations to any fitting or facilities located thereon, unless the approval of the City is first obtained. Applicants seeking the City's approval for any activities, which are generally prohibited by the Local Laws, are to ensure this application form is completed in full. Completion of the form does not automatically imply approval. Non completed areas will imply that that particular facility is not required. **Applicants are required to read the attached General Conditions and information for Use of Roads and Reserves before signing the application.**

**Electrical Power Required:**

Yes  No

The applicant should establish if the existing power facilities (*if any*) are suitable for the event. Please note Electricity consumption will be charged at 100% of cost for large events.

**Vehicle Access onto Reserve Required:**

Yes  No

If yes, please nominate purpose, vehicle type(s)


**Noise Control:**

Do you think that noise associated with the event including bump in, or bump-out will impact on surrounding premises. If yes you may require additional noise approval (refer to *Clause 3* in the General Conditions and Information for Use of Roads and Reserves)

Yes  No

**Type of Noise:**

Music	<input type="checkbox"/>
Construction	<input type="checkbox"/>
Other	<input type="text"/>

If amplification is to be used, please provide details


**Catering:**

Yes  No

If yes, please complete the following:-

Number of Catering Units:

Food

Drink

Type of Catering Units  
(NB: Skid mounted vans are not permitted)


**Shade Structures:**

**Tents/Marquees or Other Structures such as Stages, Scaffolding, Seating, Lighting Towers etc ...**

Yes  No

If yes, please complete the following:

Number:

Total area covered (m<sup>2</sup>)

Please refer to *Clause 16* in the General Conditions and Information for Use of Roads and Reserves.

**SUBMIT SITE PLAN WITH APPLICATION FORM.**

Final site plan, structural details and certification must be submitted at least **10 working days** prior to the event. Final site plans must be marked as 'Final Drawing'. **(Note: stakes, star pickets or pegs are generally not permitted on reserves).**

**Signage Proposed:**

Yes  No

If yes, please supply a map with location, size and format plus construction/installation details. All signage must be free standing.

**Please note ...**

*Subject to approval signage may be placed on a reserve 7-10 days prior to an event*

**Special On/Off Street Parking Provisions Required:**

Yes  No

Are special parking provisions needed to accommodate anticipated crowd or servicing of event. Please provide details below.


**Other:** Other associated activities:  
*eg: consumption of liquor or fencing of reserve etc)*

Yes  No

If yes, please provide detail below.

*If insufficient space has been provided please attach an appendix.*


**Fees and Charges**

A \$72.00 application fee (*incl GST*) applies for events on reserves or roads. If the event requires the closure of a road the fee is \$140. **LARGE COMMERCIAL EVENTS** require a \$256.50 application fee (*incl GST*). These fees are non-refundable. Additional reserve hire fees, Health Act fees, and Council service fees will be charged separately.

**Payment Method:**

**Cash Payment**

Can be made at the Customer Service Centre, Ground Floor, Council House, 27 St Georges Tce, Perth.

**Cheque**

(to be made out to the 'City of Perth' and attached to your application) and mailed to: City of Perth  
GPO Box C120, PERTH WA 6839

**Credit Card**

(Visa, Amex or MasterCard only). Can be paid via phone on (08) 9461 3419 or by providing credit card details below:

**Card Number:**  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiry Date:**  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name on Card:**  
\_\_\_\_\_

**I have read and understood the 'General Conditions and information for use of Roads and Reserves', and enclosed the appropriate fee and SITE PLAN.**

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**Name (Please print name)**

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**Signature and Date**

**THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED.**

## **GENERAL CONDITIONS AND INFORMATION FOR USE OF ROADS AND RESERVES**

### **1. Indemnification**

Upon acceptance of the use, the applicant undertakes to hold the City of Perth indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of, or arising out of the use of the venue, or the property of the City of Perth, during all periods when such venue is used.

### **2. Fees & Refundable Bonds**

Payment of any reserve hire fees, health act fees, fees for services provided, or bonds are to be determined by the City once the application is received. These fees are payable to the City at least fourteen (14) days prior to the event. Should an approved event be cancelled, a portion of the fees may be refunded, however the City will retain a cancellation fee of \$150. A \$72.00 application fee is also payable upon submission of your application.

### **3. Environmental Protection (Noise) Regulations 1997**

The noise regulations specify 'assigned' levels of noise that may be received by any premises. Should any part of your event, including bump in and bump out, be likely to exceed the assigned levels separate approval may be required. Further information can be obtained by speaking to an Environment Health Officer. Separate fees may apply.

### **4. Duration of Use**

The facilities may only be used for the agreed times.

### **5. Risk Management Plans**

Depending on the type, size and impact of the event, the City may require the applicant to prepare a Risk Management Plan. The Plan must be produced in accordance with AS/NZS 4360:2004. Staff of the Approvals Services Unit are available to assist in the development of the plan.

### **6. Emergency Services**

All Emergency Services are to be notified prior to the event, in some instances their approval may be required. Dependent on the size of the event, adequate first aid facilities must be provided and all associated costs are payable by the applicant.

### **7. Signs**

Signs for the purpose of advertising events may be installed on the reserve 7-10 days prior to the commencement of the events, subject to the approval of the City first being obtained. The signs are not to contain any commercial advertising except that the sponsorship may be identified by a discreet Logo of approved shape and design. The signs must be removed immediately after the event.

### **8. Removal of Rubbish**

Rubbish is to be collected and removed each day from the area or contained in satisfactory enclosed containers approved by the City's Compliance Services Unit during the period of use. Applicants are responsible for the costs associated with the cleaning, collection and removal of the litter from the particular facility and it would be preferred that this work be undertaken by independent subcontractors.

### **9. Cost of Damage**

Applicants will be responsible for all costs relating to damage attributable to the conduct of the event, including turf reinstatement costs, any Council asset or damage caused to public utility services.

Accordingly, it is recommended that the applicant arrange a pre and post inspection of the site with a Council Officer to assess the condition of the reserve to be used, to assess any damage that may have occurred during the event.

### **10. Health Act 1911**

Depending on the size and nature of the event proposed, other approvals may be required under the Health Act 1911. Additional approvals could include, for example,

- Health (Public Building) Regulations 1992 – covers health and safety requirements of the event.
- Food Act 2008 & Food Safety Standards – includes the provision of food and beverages to patrons.

Further information can be obtained by speaking to an Environment Health Officer. Separate fees may apply.

**11. Pedestrian and Vehicular Access**

Subject to the satisfaction of the City, adequate measures shall be taken by the applicant in respect to pedestrian and vehicular access to the reserve to ensure the City's facilities are safeguarded. The event must be accessible for people with disabilities.

**12. Parking Provisions**

Based on event requirements a limited number of permits may be approved for parking on reserves. This will be at the discretion of the City. However any parking must be managed and supervised by the applicant. These costs are the responsibility of the applicant. Applicants requiring public parking should contact the City's Off Street Parking Unit on 9461 1704.

**13. Road Closures – Deviation of Traffic**

Where a particular event requires either full or partial road closures, the design, installation of equipment, lighting and sign posting are to be undertaken by accredited Traffic Management Company. The costs incurred for these works are to be met by the applicant. In some instances, Western Australian Police Services approval will be needed.

**14. Electricity Supply (Large Functions)**

Where electricity is available on the reserve, the applicant is required to arrange via the Contract Management Unit (9461-3122) for connection to the supply via a temporary meter and pay all necessary charges including the cost of electricity consumption. Electrical work associated with a Public building will need to be certified by a licenced electrician.

**15. Security Control**

Where the applicant engages or arranges any form of security or patrol service, the persons engaged for that purpose are to be accredited and properly instructed as to their duties and the limitations of their authority. Details of all licensed personnel (ie: security number) must be forwarded to the City prior to the event.

**16. Construction Works**

Applicants seeking approval to erect temporary structures in the nature of tents / marquees (in excess of 20m<sup>2</sup>), grandstands, staging, lighting towers, scaffolding and the like, must submit with their application the following details:-

1. The name and contact telephone number of the contractor.
2. A site plan of the venue showing the locations of the temporary structures.
3. Adequate drawings and / or descriptions indicating the size and nature of the structures.
4. Unless specifically excluded by the City, certification by a professional engineer that the proposed structure is structurally sufficient for its intended use.
5. Unless specifically excluded by the City, certification by a suitably qualified and competent person that:-
  - a) the structure has been erected in accordance with the manufacturers specification, engineering certification and relevant Australian Standards; and
  - b) the ground anchorage method employed is adequate for the relevant ground and wind conditions.
6. The cost incurred in all construction works including alterations, the supply, erection and removal of barricades are to be met by the applicant. The applicant should arrange for their own electrician and plumber to be on stand-by to attend to any emergency requirements during the course of the event. If the City's staff is required to be on standby for any emergency, the costs incurred are to be met by the applicant.

**Note:** 1. **Details of construction work to be provided to the City a minimum of 10 working days before the event.**

2. **Temporary structures such as marquees, grand stands etc, utilised as assembly or public buildings will require separate approval under the Health Act. Refer to Clause No. 10.**

**Disability Discrimination Act 1992 (DDA)**

It is the responsibility of the applicant to ensure that the event complies with the DDA. Further information may be obtained from the Disability Services Commission.