

Public Events Information and Application Guide

November 2023



A smiling woman with blonde hair, wearing a blue floral dress and a gold necklace, stands in the foreground. The background is a blurred outdoor event with other people and greenery.

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Introduction

The City of Subiaco welcomes events, of all types and sizes, that contribute to the vibrancy and wellbeing of our community.

For events that are open to the public, the City has a responsibility to assist in ensuring these create an environment that is safe and healthy for patrons to attend. Public events should also be managed so they have minimal impact on surrounding properties, and be held in accordance with applicable legislation, including the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Buildings) Regulations 1992*. This guide has been developed to inform event organisers and stakeholders of key responsibilities and regulatory obligations, and to assist with the planning and operation of a successful event.

The guide covers a range of topics that should be considered when preparing and submitting a Public Event Application for the City of Subiaco's approval. Event organisers are encouraged to read each of the following sections carefully to identify which of these are applicable.

When planning an event, organisers are also encouraged to contact various internal branches within City and State Government departments, where relevant, to make sure all approvals, permits or bookings applicable to their event have been considered. A list of these various branches and departments is provided on page 8.



What is a public event?

A public event (for the purpose of this guide) is considered to be any prearranged gathering of people for a common purpose, that is open for the public to attend, whether it be free or ticketed, on private land or in a public space. Examples of public events include music concerts, food/wine festivals and markets.

A private event is a gathering of invited guests only, for example, weddings and birthdays. An event approval, as outlined in this guide, is not required for a private event, however if it's proposed to be held in a City-owned venue, then the booking of the venue is still applicable, refer to [Section 5](#).

Contact the City of Subiaco

For any questions of clarification regarding the event approval process or information in this document, do not hesitate to contact the City's Environmental Health branch on 9237 9222, or at eventapplications@subiaco.wa.gov.au.

Further information – WA Department of Health

The WA Department of Health has developed a comprehensive guideline to assist with the preparation and delivery of safer public events, entitled [Guidelines for Concerts, Events and Organised Gatherings 2022](#). This document outlines requirements for concerts, events and organised gatherings to ensure they are safe for patrons, minimise impacts on neighbouring people and provide uniformity throughout WA.

A number of sections from this guideline have been referenced and included in this document.

Submitting an application

Approval from the City of Subiaco is required for public events held within the City.

It is important to allow sufficient time and to include adequate information when submitting a Public Event Application so it can be properly reviewed and approved by the City.

All applications are required to be submitted via email to eventapplications@subiaco.wa.gov.au within the timeframes outlined below.

Late applications may not be approved by the City.

Timeframes for submitting an application

The minimum timeframe required for submitting a Public Event Application for approval by the City's Environmental Health branch is based on the size of the event:

- **Small event – up to 500 patrons (no alcohol provided)**
At least 10 business days before the event
- **Small event – up to 500 patrons (with alcohol provided)**
At least 20 business days before the event
- **Medium event – 501 to 1500 patrons**
At least 20 business days before the event
- **Major event - more than 1500 patrons**
At least 45 business days before the event



Part two Submitting an application

It is important for event organisers to consider other approvals, permits or bookings that may be applicable to an event, and be aware of any **additional timeframes** associated with these. For example:

Type of approval/permit	Recommended minimum timeframe	Refer to section
Park/reserve booking	Major events: 30 business days Small events: 10 business days	5.1
Hall/community centre booking	10 business days (or longer to ensure venue availability)	5.2
Obstruction Permit	- 5 business days for obstruction not involving any traffic management - 10 business days for obstructions involving traffic management plan - 21 business days for obstructions requiring Main Roads approval	7
Regulation 18 Noise Approval	60 business days	11.1
Fireworks Approval	Refer to Fireworks Event Permit	11.3
Temporary Food Stall Permit	10 business days	12.1
Liquor Licence	Refer to Racing, Gaming and Liquor	12.2
Event running more than 48 hours, or installation of signage	40 - 60 business days	14 or 15

The City's Environmental Health branch is the primary point of contact to assist with the coordination of the assessment and approval event applications, so for any questions or clarification regarding these additional approvals, permits or bookings contact the City's Environmental Health branch on 9237 9222, or email eventapplications@subiaco.wa.gov.au.

Application fee

The application fee associated with a Public Event Application is relative to the size of the event. Detail of the fee applicable to a small, medium or large event is outlined on the City's website [here](#).

What to include with an application

As a minimum, all Public Event Applications must include the following:

- completed [Public Event Application](#) form
- Site Plan showing the layout of the event area (this can be in draft format)
- Public Liability Insurance Certificate of Currency, minimum cover \$20 million (for events held at a City-owned venues the City of Subiaco must be named on the policy as an interested party).

Further supporting information or specific management plans may be required in addition to these documents, dependant on the size and nature of the event, temporary structures and activities proposed (as outlined in the Section 3 below).

The Public Event Application form also has notes to advise applicants where further supporting detail may be needed. An application may be rejected if this detail is not provided.

Approval process

When a complete Public Event Application is submitted to the City, a member from the Environmental Health branch reviews the documentation provided and advises the applicant if any further supporting information, management plans, or additional approvals/permits will be required.

The Environmental Health branch member will remain the primary point of contact throughout the assessment and approval of the event application.

Other internal branches within the City may also need to provide input or approval for an event, depending on the location, temporary structures proposed or various activities associated with the event. The following sections in this document provide guidance as to when other branches may become involved (as listed in the table below).

Internal branch	Function
Community Development (Cultural Services)	Community Development Grants
Parks and Environment Services	Booking and use of a park / reserve
Recreation Services	Booking and use of a hall / community centre
Building Services	Approval of temporary structures
Engineering Services	Approval of road or footpath closures
Planning Services	Approval of events running >48hrs or installation of signs
Waste Services	Review of Waste Management Plans

A flow chart summarising the key steps in the City's approval process is provided on page 40.

Providing supporting documentation

If further information, or supporting documentation, is required for the assessment and approval of an event application it will be requested by the Environmental Health branch. It is important that this information be **provided within the timeframes specified** to allow adequate time for proper assessment and approval by the City.

To simplify the process for event organisers, all supporting documentation or completed forms and applications associated with an event should be submitted via email to eventapplications@subiaco.wa.gov.au.

Community development and community partnerships

The Cultural Services branch deliver two [Community Development Grant](#) rounds per year (March and September), issuing up to \$5000 to eligible not-for-profit community organisations. The grants are available to organisations that deliver initiatives, such as community events to help improve health, wellbeing, safety, security, social inclusion and connectedness, and quality of life.

The Cultural Services branch administer a number of [community partnerships](#) with eligible not-for-profit organisations, with average funding amounts of \$1000 - \$10,000. The City of Subiaco will consider working in partnership with other organisations by providing financial and/or in-kind assistance for community initiatives which align with the City's strategic vision.

To find out more about how the City can support events through its funding programs, visit the [City's website](#), or contact the Cultural Services branch via email at culture@subiaco.wa.gov.au.



Booking a City of Subiaco venue

If an event is proposed to be held at a venue that is managed by the City of Subiaco, for example a park/reserve or hall/community centre, the relevant booking form should be submitted to the City within the timeframes listed on page 6 to ensure the space is available and will be suitable for the proposed event.

- [Parks booking form](#) (refer to Section 5.1) – require a minimum of 30 business days for larger events, or 10 business days for smaller events.
- [Community facilities hire form](#) (Section to Section 5.2) – required at least 10 business days before the event (although longer is recommended to ensure the venue is available).

5.1 Parks and reserves

The City has a number of parks and reserves that may be used for events. Groups of less than 30 people are not required to submit a parks and reserves booking form as they are considered local gatherings, unless they have infrastructure items, for example a petting zoo or bouncy castle. More than 30 people holding a not-for-profit social gathering, may reserve an open space for a park booking fee and a refundable park bond. Groups of 30 or more people are considered to be an 'organised activity'.

How to book

Due to the high demand for City of Subiaco parks and reserves, it is important to submit a [parks booking form](#) as early as possible to ensure the space is available on the date required.

Event organisers can complete a [parks booking form](#) online or download and print one from the City's [parks bookings webpage](#). The application will need to include a map indicating the area of the park the booking is for.

Fees

Applicants are required to pay a non-refundable booking fee and a fully refundable bond (as outlined on the [parks bookings webpage](#)) prior to the booking being confirmed in writing. A refundable bond is required for all events on a reserve, which is calculated using a risk assessment based on number of attendees, activities planned and any temporary structures.

Booking processing

All events will be subject to the operational guidelines of the City's *Use of Passive Recreational Areas Policy*. Applications will be assessed and approved based on the following criteria:

- the event organiser must complete and submit a [parks booking form](#)
- the park or reserve and its amenities are suitable for the type of event proposed
- any permits necessary for the consumption of alcohol must be obtained prior to conducting an event
- the City will provide a written quotation in line with the schedule of fees and charges.

Prior to event commencement a park booking confirmation letter will be provided.

All litter is the responsibility of the event holder and is to be removed. It is not acceptable to use public bins within the reserve. A site assessment will be undertaken post event to ensure all conditions detailed in the confirmation letter have been adhered to.

The costs to rectify damage or clean the site will be deducted from the bond. Please refer to the [terms and conditions of use of parks and reserves](#) for specific details of conditions imposed.

To find out more about the booking process or for any questions regarding the amenities and size of a park or reserve applicants may liaise directly with City's Parks and Environment branch via email at parks@subiaco.wa.gov.au.

5.2 City owned halls and community centres

For a full list of facilities and the available amenities, please refer to the [community centre bookings webpage](#).

Virtual tours of the venues, and venue hire fees are available through the above link.

How to book

Please complete the [community facilities hire application](#) form to tentatively reserve a City of Subiaco facility. Once a form has been submitted, the City will contact the applicant to confirm details of the hire and to finalise payment.

Fees

Detail of hire fees and terms and conditions applicable to the booking of a facility are provided in the [community facility hire information pack](#). Applicants are required to read these.

Applicants may liaise directly with Lords Recreation Centre via email at lords@subiaco.wa.gov.au, or phone 6229 6600, to find out more about the booking process.

Events at privately-owned venues

If a public event is proposed to be held at a privately-owned venue, or on privately-owned land, a public event application form may still need to be completed and submitted to the City.

Please contact the City's Environmental Health branch at eventapplications@subiaco.wa.gov.au, or on 9237 9222 to enquire, or for further information.

Road or footpath closures

Any obstruction of a public thoroughfare or City infrastructure, for example roads, footpaths, verges or parking bays, requires prior approval from the City's Engineering Services, by way of an obstruction permit.

Information regarding obstruction permits, and an application form, can be found on the City's [road, verge and footpath obstruction permits webpage](#).

For larger obstructions of infrastructure and public thoroughfare such as road or lane closures, the City may require applicants to support their obstruction permit application with a traffic management plan or traffic guidance scheme. Details regarding these supporting documents and any ancillary requirements can be clarified directly with Engineering Services via email at transport@subiaco.wa.gov.au, or on 9237 9222.

Please note the following processing timeframes for obstruction permit applications:

- **5 business days** for obstruction not involving any traffic management
- **10 business days** for obstructions involving traffic management plan
- **21 business days** for obstructions requiring Main Roads WA approval

It is important to account for these processing durations when lodging an event-related obstruction permit application to avoid delays and rescheduling.

Applicants may liaise directly with Engineering Services (details above) to find out more about the obstruction permit process.

Event site plan

A site plan showing the layout of the event must be provided when an event application is submitted to the City (this plan can be in draft format initially).

A finalised site plan, drawn to scale, will be required as planning for the event progresses and the layout is confirmed.

The amount of detail required in the plan will vary depending on the complexity of the event. The Environmental Health branch can provide assistance; however it should include the following key items (where applicable):

- temporary structures
- stage and speaker layout
- barriers/fencing
- food vendors
- bars and licensed areas
- sanitary facilities
- first aid posts
- electrical installations and generators
- fire extinguishers
- emergency exits, lighting, signs and assembly points
- emergency vehicle access points.



Structures and facilities

9.1 Temporary structures

Detail of all temporary structures proposed to be installed for the event is required to be provided as part of an event application. Structures may include:

- marquees
- stages
- overhead lighting
- oversized banners/signs
- inflatable structures (e.g., bouncy castles) and amusement rides
- obstacles (e.g., ladders, steps, landings).

Engineer or manufacturer specifications may also be requested. These specifications will be reviewed upon receipt by the City's Building Services branch, to determine if a building permit is required. The applicant will be advised if a building permit is required.

The City may also request that a [certificate for installation of temporary structures](#) be completed by a qualified person confirming that all temporary structures have been erected in accordance with engineer's or manufacturer's specifications.

9.2 Amusement rides

For any inflatable structures or amusement rides the documents listed below must be provided for each structure:

- manufacturer specifications
- WorkSafe plant registration certificate
- certificate of annual inspection.

Please contact the City's Environmental Health branch at eventapplications@subiaco.wa.gov.au, or on 9237 9222 for further information.

9.3 Toilet facilities

The tables below have been provided from the WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#) as guidance for the number of toilets required at an event. The supply of alcohol will vary the demand for toilets, as reflected in these tables.

Disability access toilets must be provided for all events and situated in a location that has wheelchair access.

Ratio for events without alcohol = 1/50

Capacity	Females	Males		Hand Basins	
	WCs	WCs	Urinals	Female	Male
<1000	3	1	3	2	2
1001 – 2000	7	2	5	3	3
2001 – 3000	10	3	8	4	4
3001 – 4000	13	3	10	5	5
4001 – 5000	17	4	13	7	7

Basic ratio = 1/100 (low level of alcohol)

Capacity	Females	Males		Hand Basins	
	WCs	WCs	Urinals	Female	Male
<1000	5	1	4	2	2
1001 – 2000	10	3	7	4	4
2001 – 3000	15	4	11	6	6
3001 – 4000	20	5	15	8	8
4001 – 5000	25	6	19	10	10

Ratio for events with alcohol = 1/85

Capacity	Females	Males		Hand Basins	
	WCs	WCs	Urinals	Female	Male
<1000	6	1	4	4	2
1001 – 2000	12	3	9	5	4
2001 – 3000	18	4	13	7	6
3001 – 4000	24	6	18	9	5
4001 – 5000	29	7	22	12	7

Note: these tables are provided as a guide and toilet numbers may be adjusted to suit the specific needs of an event, for example the type and duration of the event. Proposed requirements should be discussed with the City's Environmental Health branch on 9237 9222 or at eventapplications@subiaco.wa.gov.au.

9.4 Public building approval (certificate of approval)

If an event is being held within a fenced area, or within an enclosed building or temporary structure, a **certificate of approval** may need to be issued by the City under the requirements of the *Health (Public Buildings) Regulation 1992*. The certificate of approval (or public building approval) will state the maximum number of patrons permitted within the enclosed area or building, and takes into account factors such as the size of the space and exits available in case of an emergency.

To apply for a public building approval the following forms are required to be completed and submitted to the City prior to the event:

- Form 1 - [Application to construct, extend or alter a public building](#)
- Form 2 - [Application for certificate of approval](#)

The City's Environmental Health branch will assess the application to determine the maximum number of patrons permitted within the enclosed area, and provide the applicant with conditions of approval for the set-up of the area.

Prior to the commencement of the event, a site inspection will be conducted to ensure all conditions of approval have been met. A certificate of approval is issued on completion of the inspection, provided that all conditions have been addressed.

9.5 Electrical safety

All power supplies and electrical installations associated with an event must meet specified safety standards.

An electrical contractor will be required to certify that all temporary electrical installations comply with the *Health (Public Buildings) Regulations 1992*, by submitting a [Form 5 – Certificate of electrical compliance](#) to the City's Environmental Health branch prior to the event commencing.

Equipment that is plugged into a general-purpose outlet (GPO) is not required to be certified, but should be subject to testing and tagging requirements as prescribed in AS/NZS 3760:2010 *In-service Safety Inspection and Testing of Electrical Equipment*.

In addition to these requirements, the following points will be applicable to temporary electrical installations:

- Electrical outlets must be protected by residual current devices (RCDs). RCDs need to be tested and tagged every 12 months.
- All portable electrical equipment, plugs, sockets and leads must be tested and tagged every 6-12 months.
- Electrical connections must not be accessible to the public and leads must not create a trip hazard. Where located in public areas, leads must be protected by cable covers or suspended so they are out of reach to the public.
- Cord junctions should not be exposed to the weather or placed in damp situations.

Event safety and risk management

10.1 Risk management plans

As specified in the *Health (Public Buildings) Regulations 1992*, a risk management plan is required to be developed in accordance with *AS/NZS 31000:2018 Risk Management Guidelines*, for events attracting more than 1000 patrons.

Risk management is a logical and systematic method to identify, analyse, treat, monitor and communicate risks associated with any activity, function or process. Effective risk management is essential for the success of a public event, and enables effective preventive and corrective actions to be implemented.

For further information and guidance on the development of an event risk management plan, refer to the WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#).

For smaller events (attracting less than 1000 patrons), a risk management plan is not mandatory however is recommended to assist with the planning and running of a safe and successful event.

10.2 Emergency management plan

As outlined in the WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#), an emergency management plan is required to be prepared for all high-risk* events and those expecting more than 1000 patrons.

Emergency management plans are also recommended for medium-risk events.

Plans should comply with the intent of the Australian Standard *AS 3745:2010 Planning for Emergencies in Facilities*. This standard outlines procedures for safety during emergencies, guidelines for the appointment of the responsibilities and relevant committees.

Security and key personnel must be familiar with the emergency procedures within the emergency management plan.

An emergency management plan should encompass:

- emergency and disaster planning and preparedness
- hazard identification and mitigation
- emergency response
- emergency evacuation from the venue.

**The City's Environmental Health branch will assist in determining the risk rating for an event (in accordance with State Government guidelines).*

10.3 Evacuation plan

A basic evacuation (aerial) plan may be required for an event where more than 250 patrons are expected to attend.

This plan should include:

- clear pathways for emergency services
- emergency pathways for patrons exiting the venue
- clearly defined emergency exits
- location of muster points outside of the event area.

10.4 Lighting

It is important adequate lighting is provided for patrons if an event is being held outside of daylight hours. Light sources can either be existing fixtures, for example park lights, or installed specifically for the event, for example emergency flood lighting.

The WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#) provides specific advice in relation to lighting requirements. The following key points have been taken from this guideline:

- areas available to the public at night should always be illuminated
- for general areas, illumination should be enough to allow trip hazards to be identified with levels less than 5 lux being acceptable
- lighting should be energised prior to sunset
- for events where lighting will be dimmed or extinguished, stairs, ramps and exit paths must be illuminated by safety lighting.

10.5 Disability and inclusion

To ensure everyone has an equal opportunity to access and be included in community events it is essential to consider individuals living with a disability. It is recommended that event organisers visit the proposed event venue prior to an event to ensure all attendees are able to access the event without any restrictions.

The City of Subiaco's Disability Access and Inclusion Plan can be found [here](#).

For more information to ensure an event or activity is accessible and inclusive across all phases, including planning, implementation and post-event, please visit the City's [access and inclusion webpage](#) and complete an [accessible events checklist](#).

Applicants may liaise directly with the Cultural Services branch via email at culture@subiaco.wa.gov.au to find out more about disability and inclusion requirements.

10.6 First aid

Event organisers have a responsibility to ensure that appropriate first aid and medical services are provided and reflect the risks associated with the event.

This service must be easy to locate and readily accessible for all patrons attending an event.

The number of first aid providers and personnel will vary depending on the size and type of event. The table below has been copied from the WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#) and should be used as a guide.

Patrons	First aid staff	First aid posts
Less than 500	2	1
1000	4	1
2000	6	1
5000	8	2
10,000	12	3

The following points should also be noted in relation to the provision of first aid and medical services:

- First aid providers should be engaged early in the event planning process to ensure proper planning of medical resources.
- All first aid providers should have appropriate professional indemnity insurance for their personnel and hold current first aid qualifications from an accredited training provider.
- First aid posts must be easily accessible and have clear signage.
- Specific first aid requirements may be revised in consultation with the Environmental Health branch to suit the specific needs of various events.
- A medical plan is generally required for all medium and high-risk* events.

**The City's Environmental Health branch will assist in determining the risk rating for an event (in accordance with State Government guidelines).*

Emergency vehicle access

Access and egress for ambulances and other emergency services must be considered when planning the layout for the event.

The site plan developed for the event should clearly show how emergency services can access the event.

10.7 Security personnel

It is the event organiser's responsibility to ensure that adequate security and/or crowd controllers are provided at an event, and that these personnel carry out their duties effectively to ensure the safety of patrons attending the event.

The number of security personnel should be provided in accordance with the risk management plan or emergency management plan (where applicable).

The WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#) provides additional detail with respect to the provision of security and crowd control personnel.

For events involving the supply of alcohol, the number of security personnel will be stipulated in the liquor licence issued by the Department of Local Government, Sport and Cultural Industries (further information is available on [DLGSC's website](#)).

Security and crowd control officers should be:

- licensed under the *Security and Related Activities (Control) Act 1996*
- familiar with emergency procedures
- provided with an effective means of communication with each other and the event manager, for example two-way radio.

Under no circumstances are security dogs to be used within the City of Subiaco.

10.8 Fire safety

It is the event organiser's responsibility to ensure that adequate fire safety equipment is provided at an event, and that this equipment is readily accessible and maintained in a good working order.

As outlined in the WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#) the following firefighting appliances should be provided.

One 4.5kg (ABE) dry chemical powder extinguisher located adjacent to:

- any electrical generator or switchboard
- any flammable liquid or gas containers
- any food preparation / cooking area*

Pressurised water type extinguishers or 4.5kg (ABE) dry chemical powder extinguishers located:

- within 10m of each exit
- backstage / back of house.

All fire equipment must be maintained in accordance with AS 1851, and be tested and tagged at least every six months.

**Gas cooking facilities must be used in accordance with the [guidelines for the safe use of gas appliances in public venues](#), administered by the Department of Mines, Industry Regulation and Safety.*

10.9 Drinking water

Free drinking water should be available to all patrons. Under the *Liquor Control Act 1988*, it is mandatory for licensees to provide free, cool water to patrons at licensed events.

As outlined in the WA Department of Health's [guidelines for concerts, events and organised gatherings 2022](#) the following points should be noted:

- For events where patrons are prohibited from bringing their own food or beverages, patrons should be permitted to bring branded, transparent and unopened water bottles.
- For events held during the day:
 - a minimum of two litres of free drinking water per person or a rate calculated at 500mL/hour (whichever is greater)
 - one water outlet provided per 1000 people.

Free water points must be readily accessible for patrons and provided with clear signage to identify their location.



Entertainment / amplified music

11.1 Noise management

It is important for event organisers to be aware of potential noise sources and anticipated noise levels associated with their event, particularly when residents live close-by and the event is occurring later at night. Events that are known to create excessive noise typically include the use of live bands, amplified music and loudspeakers.

Noise levels from events are required to comply with the *Environmental Protection (Noise) Regulations 1997*. As a guide, if noise from an event is clearly audible at a neighbouring residential property (particularly during night-time hours), then it is likely to be excess of the levels permitted by these regulations.

Where noise levels are anticipated to be an issue, or need to more clearly defined, the City's Environmental Health may request a noise management plan which details:

- a site plan showing key features, for example stages, speakers
- times and duration of various noise sources, for example when a band/DJ will be playing
- expected noise levels from the various noise sources
- measures to be taken to minimise or reduce noise levels
- how noise levels will be monitored during the event
- measures proposed to notify neighbouring residents of the event (if applicable).

There are also provisions under the *Environmental Protection (Noise) Regulations 1997* that allow for 'noisy' events. Regulation 16 allows for higher noise levels associated with a 'community activity', for example sporting activities, church services, fairs and fetes. Regulation 18 makes provision for higher noise levels associated with a sporting, cultural or entertainment event (that would lose its character if required to comply with the prescribed standards), for example a loud outdoor rock concert playing at night.

Regulation 16 notification – community event

If an event is defined as a community activity and noise levels are expected to exceed specified limits in the regulations, the event organiser may be required to prepare and submit a noise management plan to the City, as outlined above.

If deemed necessary, the City may specify conditions for the management of noise in the form of a noise control notice.

Regulation 18 application – non-complying event

Event organisers can apply for an approval by completing the [application for approval as a non-complying event](#) located on the City's website.

Applications are required to be submitted at least 60 days before the event with the prescribed fee application fee of \$1000. Applications may be submitted between 21–59 days before the event however a late fee of \$250 is added. Applications may be submitted less than 21 days before the event, however the City's Chief Executive Officer must be satisfied that there are exceptional circumstances which prevented the application from being provided earlier and the late fee of \$250 is added.

For any questions or clarification regarding the requirements of a noise management plan, or Regulation 16 or 18 noise approvals, please contact the City's Environmental Health branch on 9237 9222 or at eventapplications@subiaco.wa.gov.au.

11.2 Notification letter

If an event is likely to impact on local residents or businesses in the vicinity of the event, for example excessive noise, road closures or parking issues, the event organiser may be required to prepare and distribute a notification letter to these properties. This letter should include:

- event details – event name, organiser's details, location, date, time and duration
- details of when impacts such as noise disturbances, road closures or parking issues may occur
- name and mobile number for a key contact at the event for queries or complaints.

All calls received by event staff should be dealt with in a professional and courteous manner, with an aim to resolve any issues raised.

Any complaints lodged in relation to the event must be recorded and provided to the City's Environmental Health branch with 48 hours following the event, as outlined in Section 17 below.

11.3 Fireworks

Fireworks displays have the potential to cause fires and injure patrons or members of the public. The use of fireworks is strictly regulated by the Department of Mines, Industry Regulation and Safety (DMIRS) under the Dangerous Goods Safety (Explosives) Regulations 2007.

Only a licensed fireworks operator may set up and initiate fireworks at an event, and a fireworks event permit must also be obtained from DMIRS. The police and City of Subiaco will be consulted as part of the approval process for this permit (if applied for at an event within the City).

A copy of the fireworks permit issued by DMIRS may be requested by the City's Environmental Health branch as a supporting document for an event application. Further information regarding fireworks permits is available on [DMIRS website](#).

Food and beverages

12.1 Food stalls / food vans

Food safety, and the selling of food, is regulated under the *Food Act 2008* and Australia New Zealand Food Standards Code. All food stalls/vans providing food at an event must notify the City of Subiaco of their intent to operate at an event.

All food stalls/vans must also hold a food business registration, unless exempt, such as charitable or community groups, for example running a cake stall or sausage sizzle.

To notify the City, food businesses can complete an [application for approval to operate a temporary food stall](#) which must be submitted to the City at least 10 business days before the event.

The following detail must be included with this application:

- public liability insurance – certificate of currency (minimum cover of \$20m)
- certificate of registration of a food business
- plan of the food stall layout/mobile food van
- proposed food menu.

For further information regarding a permit to operate a temporary food stall refer to the [City's website](#), and the for the set-up and operation of the stall refer to the [FSANZ temporary food premises guide](#).

12.2 Liquor licensing

The consumption of alcohol at an event significantly increases the risk rating for the event (as outlined in the WA Department of Health [risk classification matrix](#)).

If alcohol is proposed to be sold or supplied at an event, a liquor licence must be obtained from the Racing, Gaming and Liquor division of the Department of Local Government, Sport and Cultural Industries.

Event organisers and managers have a duty of care to ensure the sale and supply of alcohol does not lead to harm. Specific conditions will also be stipulated on the licence to assist with the safe supply of alcohol and management of patrons. A copy of this licence may be requested by the City's Environmental Health branch as a supporting document for an event application.

Further information regarding liquor licensing requirements, and how to apply for a licence, is available on the [Racing, Gaming and Liquor](#) website.

General waste, food organics and recycling; collection and venue cleaning requirements

The event organiser is responsible for:

- The collection, removal and disposal of litter from the event area and adjacent public areas, to be completed on the same day that the event finishes.
- Ensuring that public bins provided by The City of Subiaco are not used for the disposal of waste from the event.
- Offering a full waste service, allowing for the separate collection of food organics, general waste and recycling, i.e., glass, cans and cardboard waste, produced during the event.
- Providing a sufficient number of waste receptacles throughout the duration of the event.
- Ensuring any event greater than 250 people has a waste management plan submitted with the event application.
- Ensuring that any City of Subiaco space used for an event, is returned to the condition it was in before being occupied.
- Acknowledging that the City may seek reimbursement (under relevant local laws) from the event organiser for works undertaken by the City to restore any areas used in relation to the event to its original state, including the restoration of any City infrastructure.

Applicants may liaise directly with the City's Waste branch via email at waste@subiaco.wa.go.au for more information on waste management requirements for events.

Events with duration of more than 48 hours

Public events that are planned to run for more than 48 (consecutive) hours may require development approval from the City's Planning Services.

If an event is proposed to be held on land reserved under the Metropolitan Region Scheme (such as parks and recreations reserve) separate approval may be required from the State Government through the Western Australian Planning Commission.

Please note that an application for development approval should allow sufficient lead time (as outlined in Section 2) for the application to be considered, assessed and determined. Applications may require consultation if the proposal includes significant variations from the City's requirements.

Events that are defined as 'City Managed Events' under [Local Planning Policy 7.7: Development Approval Exemptions](#) may be exempt from development approval, if they meet the relevant exemption criteria as outlined in this policy.

The City encourages event holders to engage in early dialogue to ensure that the processing of the application can be as efficient as possible.

Applicants are encouraged to contact the Planning Services branch on 9237 9222, or via email at planning@subiaco.wa.gov.au, to confirm whether development approval is required.

Use of signage or banners

The City of Subiaco's [Local Planning Policy 8.2: Advertisements \(Signs\)](#) provides instances where temporary signage for events may be exempt from development approval.

Where an exemption is sought, the applicant must seek written confirmation from the City that the exemption can be applied to the signage proposed.

If an exemption is not applicable, development approval must be obtained from the City prior to the installation of the signage.

Applicants are encouraged to contact the Planning Services branch on 9237 9222, or via email at planning@subiaco.wa.gov.au, to confirm whether an exemption is applicable, or development approval is required.



Insurance

Event organisers must have a comprehensive public liability insurance policy (through an insurer of their choice) that covers the date and location of the event. A copy of the certificate of currency is required to be provided when submitting a public event application to the City.

This policy is required to have a minimum insured value of at least \$20 million. For events held at a City owned venue, the City of Subiaco must be named on the policy as an interested party.

Other key stakeholders involved in the running of an event, for example entertainment provider, may also need to provide confirmation of their public liability insurance. The City's Environmental Health branch will advise where further insurances may be required following receipt of the event application.

Complaints

The event organiser is responsible for ensuring that all complaints received in relation to an event are properly logged, investigated and resolved as far as reasonably possible. It is recommended the event organiser assign a designated person with the role of receiving and responding to complaints for the duration of the event.

When a complaint is received the points below should be followed:

- create a written record, including:
 - date and time complaint received
 - complainant's full name and contact details
 - respondent's full name and contact details
 - reason for complaint
 - response provided to complainant, including details of any investigation undertaken
- the complaint should be handled promptly and in a professional manner
- if an investigation is required, it should be actioned as a priority
- the complaint should be resolved as far as reasonably practical
- responses provided to the complainant should be clear and informative.

A report of all complaints received, including investigations undertaken and resolutions achieved is required to be forwarded to the City's Environmental Health branch at eventapplications@subiaco.wa.gov.au within 48 hours following the event.

Aboriginal Welcome to Country or Acknowledgment of Country

The City encourages event organisers to include a Welcome to Country or Acknowledgement of Country at their event. These usually occur at the start of the event.

The Welcome to Country ceremony is an acknowledgement and recognition of the rights of the Noongar people's traditional country. The ceremony gives the traditional owners opportunity to formally welcome people to their land, which can only be performed by a recognised Elder or recognised traditional owner within the Noongar community.

Acknowledgement of Country is a way for the wider community to demonstrate respect for Aboriginal protocol. An Acknowledgement of Country can be performed by an Aboriginal or non-Aboriginal person. It is a demonstration of respect dedicated to the traditional custodians of the land or sea where the gathering of participants is being conducted.

To find out more about how to deliver a Welcome to Country or Acknowledgement of Country at an event, visit the [Australian Government website](#) or the [Reconciliation Australia website](#).

Parking and public transport

When choosing an event location within the City it is important to always consider parking and transport options for patrons attending the event and how this may impact residents in close proximity. The City encourages the use of public transport where available and have a host of car stations available as well.

Parking will need to be considered during the bump in and bump out phases of the event. If required to park close to the area where the event is occurring, event staff should purchase a commercial parking permit which allows them to park legally, without having to observe the time restrictions in the area. Commercial parking permits are issued as an e-permit, are approved within minutes of application and ensures staff do not unnecessarily receive a parking infringement. Permits can be applied for [here](#). For more information on parking within the City of Subiaco, contact the Compliance Services branch at city@subiaco.wa.gov.au.



Street market permit

If an event is proposing to operate as a 'street market', i.e., a collection of stalls, stands or displays located on a street or public place for the selling of goods or services, an [application for a street market permit](#) is required to be submitted to the City of Subiaco.

Part 4 of the City's [Trading in Public Places Local Law 2014](#) outlines specific requirements when applying for a street market permit and particular responsibilities of the permit holder when operating the market.

Similar to public event applications, an [application for a street market permit](#) is required to be submitted via email to eventapplications@subiaco.wa.gov.au, and the Environmental Health branch will remain as the primary point of contact throughout the assessment and approval of the permit.

For any questions regarding street markets, please contact the City's Environmental Health branch on 9237 9222 or at eventapplications@subiaco.wa.gov.au.

Post-event debrief

It is recommended that debriefing notes, or a debriefing session, be coordinated between the event organiser and the City's Environmental Health branch within 5-10 business days following the event, particularly for medium to large size, or high-risk events.

The purpose of this debriefing process is to:

- identify aspects of the event that were particularly well managed
- identify aspects of the event that could be improved for future events
- review any non-compliances in relation to the City's conditions of approval
- review any significant incidents that occurred during the event
- review any complaints received in relation to the event.

Debriefing notes will be retained on the City's records to assist with the planning and conditions of approval for future similar events.

Checklist: documents required when submitting a public event application

The following checklist is provided to assist applicants and make sure all relevant documents/forms needed to support a public event application have been considered, where applicable.

The City's Environmental Health branch is happy to assist applicants to ensure all relevant documents are provided, and to advise when these do not need to be submitted to the City.

All documents should be submitted via email to eventapplications@subiaco.wa.gov.au.

1. Lodging an application (all applications)

- ☐ [Public event application](#)
- ☐ Site plan (can be in draft format)
- ☐ Public liability insurance certificate of currency (minimum \$20m).

2. Other approvals, permits or bookings (where applicable)

Park/reserve booking

- ☐ [Parks and reserves booking form](#)

Hall/community centre booking

- ☐ [Community facilities hire application](#)

Road/footpath closure

- ☐ [Obstruction permit application](#)

Checklist: documents required when submitting a public event application

Temporary structures

- ☐ Manufacturer or engineer specifications

Amusement rides/inflatable structures

- ☐ Manufacturer specifications
- ☐ WorkSafe plant registration certificate
- ☐ Certificate of annual inspection

Public building approval (for enclosed events/events in buildings)

- ☐ Form 1 - [Application to construct, extend or alter a public building](#)
- ☐ Form 2 - [Application for certificate of approval](#)

Event safety and risk management

- ☐ Risk management plan - for events with more than 1000 patrons
- ☐ Emergency management plan - for high-risk events or with more than 1000 patrons
- ☐ Emergency evacuation plan - for events with more than 250 patrons.
- ☐ Medical plan - for medium and high-risk events

Noise and music

- ☐ Noise management plan
- ☐ [Application for approval as a non-complying event](#) (Regulation 18 application)

Noise/traffic impact on local residents

- ☐ Notification letter

Food stalls

- ☐ [Application for approval to operate a temporary food stall](#) (for each food stall)

Liquor licencing

- ☐ Apply for a licence through the [Department of Racing, Gaming and Liquor](#)
- ☐ Submit a copy of the approved license to City of Subiaco Environmental Services

Waste and recycling

- ☐ Waste management plan – required for events over 250 patrons

Events running more than 48 hours

- ☐ Contact [Planning Services](#) to determine if development approval is required

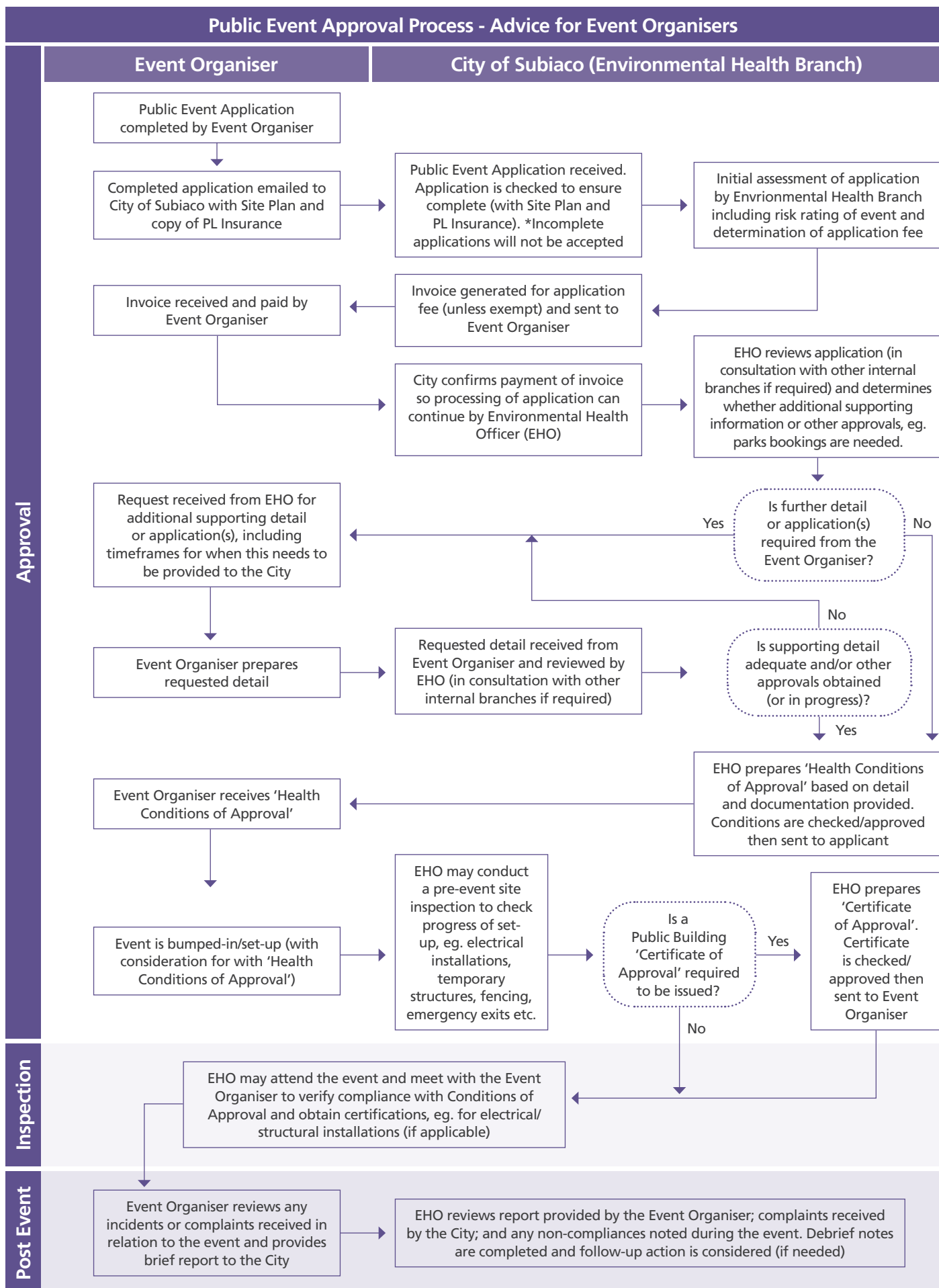
Signage

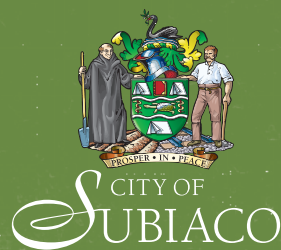
- ☐ Contact [Planning Services](#) to determine if approval is required

Street market

- ☐ [Application for a street market permit](#)

City of Subiaco approval process – flow chart





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**This plan is available in alternative
formats on request.**

**Please contact the City's Customer
Service team on (08) 9237 9222.**