



# Hosting a public event

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Information and application guide

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## Process

### Get in contact with the City of Subiaco

The first step in organising your event should be contacting the City of Subiaco's Environmental Health branch on 9237 9222 or [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au).

The Public Event Application Form is required to be filled in by the event organiser and submitted to the [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au), along with a plan showing the layout of the event area, as soon as possible. Below is a general guide as to when the Event Application Form should be submitted to the City of Subiaco, however, more complex items such as road closures and noise management will require longer timeframes, so it is up to the event organiser to contact the City of Subiaco as early as possible regarding their event.

#### **Small Event – i.e. no more than 500 persons (no alcohol provided)**

> No later than ten business days before the event

#### **Medium Event – i.e. between 501 and 1500 persons (includes small events with alcohol)**

> No later than twenty business days before the event

#### **Major Event - more than 1500 persons**

> No later than forty five business days before the event

### Book a venue

If you are planning on hiring a City of Subiaco venue, then you will need to complete the appropriate booking method as soon as possible to ensure the space is available.

- Parks and reserves
- City owned halls and community spaces
- Roads, footpaths and carparks
- Private

Information on how to book specific venues can be found on page 4.

### Event approvals and permits

After submitting your Event Application Form a City Officer will let you know what approvals and permits are required for your event. These will need to be completed within their required timeframes and submitted to the City for processing. Any completed forms or applications should be completed and emailed to [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au).

### Sponsorship and grants

The City of Subiaco offer event sponsorship and grant opportunities for events held within the council boundaries. For information on See Subiaco Event Sponsorship and Community Development Sponsorship funding rounds and eligibility please head to the City of Subiaco website.

## Types of venues

### Parks and reserves

The City has a number of parks and reserves within the municipality that may be used for events. Groups of less than 50 people are not required to submit a parks and reserves booking form as they are considered local gatherings unless they have infrastructure items eg. petting zoos and bouncy castles. More than 50 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 50 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 contact the Operations and Environment Services as early as possible to ensure that the park is available on the day required.

The event organiser is required to complete a Parks and Reserves Booking Form which can be filled in [online](#) or downloaded and printed from the City of Subiaco website.

The application will need to include a map indicating the area of the park the booking is for. Please see [Community map](#) for assistance.

### Fees

Applicants are required to pay a non-refundable booking fee and a fully refundable bond prior to the booking being confirmed in writing. A refundable bond is required for all events, which is calculated using a risk assessment based on number of attendees, activities planned and any temporary structures constructed for the event.

### Application 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 and Reserves 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 your 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. A site assessment will be undertaken post event to ensure all conditions detailed in the confirmation letter have been adhered to.

All litter is the responsibility of the event holder and is to be removed. It is not acceptable to use the public bins.

The costs to rectify damage or clean the site will be deducted from the bond. The bond is refunded by electronic fund transfer. Please refer to the terms and conditions of use of Parks and Reserves for specific details of conditions imposed.

Should you have any questions regarding the amenities and size of a park or reserve, or require further information regarding the requirements or application process, please contact the City's Operations and Environment branch on 9237 9222.



### **City owned halls and community spaces**

For a full list of facilities and the available amenities, please refer [Venue hire rates](#) document. Interactive tours of the venues are available on the City of Subiaco website.

### **How to book**

Please complete the community facilities hire application to tentatively reserve a City of Subiaco facility. Once your form has been submitted, the City will contact you to confirm your hire and finalise payment.

Please read the terms and conditions of hire.

For more information or to enquire about venue hire contact Lords Recreation Centre on 6229 6600

or [lords@subiaco.wa.gov.au](mailto:lords@subiaco.wa.gov.au).

### **Road closures**

To close a road or obstruct footpaths, verges or parking bays you are required to obtain approval from the City's Transport and Infrastructure Development branch. There are three main authorities that may be involved in providing approval for a road closure; the relevant Local Government, WA Police and Main Roads WA.

All event road closures are managed in accordance with the [Traffic Management for Events Code of Practice](#).

Road closures are categorised into six main categories in order to help identifying the processes for approval and determination of Traffic Management requirements under this Code of Practice. The first four are listed below.



Table One: Event Categories 1 to 4

Category	Description	Examples	Submit Application
Category 1 event	Event involving a large public participation	Subiaco Street Party, Channel Seven Christmas Pageant	Not less than six months prior to event
Category 2 event	Motor vehicle racing event and does not involve large public participation	Targa West, Forest Rally	Not less than three months prior to event
Category 3 event	Racing of non-motorised vehicles, an athletic event or any other event, other than a locality or street event, which does not involve large public participation	The Ring Summer Criterium Series, National Triathlon Series	Not less than one month prior to event
Category 4 event	Local street event – that does not fall within categories 1, 2 or 3	Neighbourhood street party or play street, community market	Not less than one month prior to event

For all category 1 to 4 events an Application for an Order for a Road Closure and a Traffic Management Plan is required to be submitted. This is reviewed and approved by the City first, then submitted to WA Police. Main Roads WA only need to be consulted if the event impacts a road under their direct management and they simply have to provide consent on the application form.

For category 4 events the applicant must provide written consent from at least two-thirds of the occupiers of land adjacent to the road subject to road closure. For this purpose an Occupier's Consent Form for a Street/Locality Event is incorporated with the Application for an Order for a Road Closure.

Some City owned carparks, such as Forrest Square Carpark can be hired for the use of an event.

There is a hire fee applicable during fee payable hours which will be calculated once an application has been submitted.

#### How to book

When submitting your Event Application Form you will be required to state the location of your event. If this is intended to be a road, footpath or carpark, please name the location in the application, mentioning any intersections.

A consultation may be booked with the City's Transport and Infrastructure Development branch who can provide specific advice on your application requirements. The application may require Traffic and Pedestrian Management prepared by an accredited traffic management person or company. In addition, some complex traffic management require Main Roads WA approval endorsed by Road Traffic Manager (RTM).

### Things to consider

- set -up and pack-down times frames for the event
- does the event require the closure of abutting roads, footpath or cycle path to assist with safe event ingress and egress
- for all road and carpark closures, the applicant must undertake notification by letter box drops to all affected residents and business proprietors of the closures.

### Private Venues

If a public event is being held on private land there may still be a requirement to submit an Event Application Form. Please contact the City's Environment and Health branch for further information.

## Site Plan

### *Environmental Health Services*

A site plan drawn to scale is required to be submitted. The amount of detail that needs to be included in the plan can vary depending on the complexity of the event. The City's Environmental Health Officers are available to provide advice on site plan requirements, but as a minimum it should include key items:

- temporary structures
- stage and speaker layout
- food vendors
- sanitary facilities
- electrical installations and generators
- parking arrangements and road closures
- emergency lighting, signs and assembly points
- exits, fire extinguishers and first aid posts
- emergency vehicle access points

A site plan will need to be submitted with the Public Event Application Form. This can be in draft form, however, a finalised site plan will need to be submitted to the City of Subiaco, prior to the event for approval.

## Event Safety

### Emergency Vehicle Access

In addition to medical services provided at an event, please ensure that emergency access for all vehicles and personnel is provided throughout the event at all times. When submitting an application for an event within the City, please ensure emergency vehicle access points are shown on the site plan to satisfy the assessing department that you have considered how emergency response teams can move throughout the event.

### Emergency Evacuation plan

#### *Environmental Health Services*

Evacuation plans are required for all events expecting over 250 attendees due to the potential risks associated with the event however are also recommended for smaller events. The evacuation plan must be provided in writing within the specified timeframe as agreed by an authorised officer of the City.

An evacuation plan must satisfy the requirements of AS 3745-2010 and incorporate a Risk Management Plan that has been developed in accordance with AS/NZS 4360:2004.

### Risk management plans

#### *Environmental Health Services*

Risk management plans are required for all events with more than 1000 persons in attendance, in accordance with AS/NZS 4360:2004. For other event sizes a risk management plan may not be required however is strongly recommended. A risk management plan should address all health and safety issues at the event such as noise emissions, restricted parking, waste management, patron behaviour, emergency exits and fire hazards.

### Fire safety

#### *Department of Fire and Emergency Services*

All firefighting equipment must be provided in accordance with AS 2444 and Section E of the Building Code of Australia.

The type of fire equipment required is dependent on the type of event you are having. Please consult with the Department of Fire and Emergency Services (external State Government department) for fire equipment advice.

Please note that any fire equipment provided at an event must have undergone routine testing and maintenance as outlined in AS 1851. It is a requirement for any fire safety equipment to be checked every six months and if necessary replaced and/or recharged.

For further information regarding firefighting equipment required, please refer to the Department of Fire and Emergency Services website [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).



## Permits and Approvals

### Public buildings

#### *Environmental Health Services*

If a public building is being constructed for the event, the following forms will need to be completed prior to the event:

*Form 1: Application to Construct, Extend or Alter a Public Building*

*Form 2: Application for Certificate of Approval*

Once the assessment has been completed Conditions of Approval will be provided to the applicant and a maximum accommodation number will be determined.

Prior to event commencement a site inspection must be conducted by an Environmental Health Officer, whereby each condition listed in the conditions of approval will be checked to ensure compliance. Provided that all conditions have been addressed, a Certificate of Approval will be issued at the completion of the inspection.

*Form 5: Certificate of Electrical Compliance.*

Any electrical work undertaken for the event must be tested and tagged, then signed off by a licensed electrician using the Form 5. An electrical safety certificate is a legal document certifying that the installing work has been completed, checked, tests and complies and is safe to connect to the electrical supply. This must be provided to the Environmental Health Officer during the site inspection.

### Temporary structures

#### *Environmental Health Services and Building Services*

Provide details of any structures which are proposed for the event. 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).

The engineer or manufacturer specifications must be provided with an event application. The specifications will be reviewed upon receipt, to determine if a Building Permit is required, if so, the City's Building Services branch will be in contact with the applicant.

## Amusement rides

For any inflatable structures and amusement rides the below must be provided for each structure;

- manufacturer specifications
- Work Safes Plant Registration Certificate, and
- Certificate of Annual Inspection.

## Street market permit

### *Environmental Health Services*

Should your event propose to create a street market whereby a collection of stalls, stands or displays are located on a street or public places and a transaction sale occurs, you must complete an Application for a Street Market Permit under the City of Subiaco's Trading in Public Places Local Law 2014. Please note that a Street Market Permit can be issued for a day, a month or annually.

- confirmation that the following authorities have been notified of the proposed market:
  - WA Police
  - Department of Fire and Emergency Services
  - Public Transport Authority of WA
- a copy of the current, valid public liability policy, which notes the City of Subiaco for its rights and interests
- the prescribed application and permit fees (refer to Fees and Charges).

Prior to opening a street market to the public, a site inspection will be undertaken by an Environmental Health Officer, confirming that the set-up is accurate based on the application submitted. Should the street market comply with above mentioned local law, a Street Market Permit will be provided to the event organiser at the conclusion of the site inspection.

For further information please contact the City's Environmental Health Services

## Fireworks and pyrotechnics

### *Department of Mines and Petroleum*

If you are proposing to have fireworks or pyrotechnics at your event you must obtain the relevant application form from the Department of Mines, Industry Regulation and Safety (external State Government department).

The application form requires approval from the Police, Department of Fire and Emergency Services and local government. Relevant information and applications are located on the Department of Mines, Industry Regulation and Safety website [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au).

## Music

### *Australian Performing Rights Association & Phonographic Performance Company of Australia*

If an event has live or pre-recorded music and the event is for commercial purposes, a licence will need to be obtained from the Australian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA) as music is protected by copyright.

To simplify the process of gaining these licences APRA and PPCA have formed a joint initiative, OneMusic. Relevant information and applications are located on the OneMusic website <https://onemusic.com.au/>.

## Noise Management

### *Environmental Health Services*

Noise is regulated under the Environmental Protection (Noise) Regulations 1997. Events which commonly create unreasonable noise include the use of stereo systems, loudspeakers and musical instruments.

Should an event propose to create noise that may contravene the assigned levels defined in regulation 8 of the Environmental Protection (Noise) Regulations 1997 (as amended), the event organiser is required to apply for an approval to allow noise emissions to exceed or vary from the standard under regulation 18 of the above mentioned regulations. An application for approval should be provided sixty business days prior to the event with the prescribed \$1000 application fee.

The following must also be provided:

- specify start and completion times for the event
- a running sheet of performances
- description and map of noise related equipment including:
  - location of the front of house sound desk
  - main speaker banks and delay stacks (if applicable)
- list of instruments which will be used during performances
- if known, sound levels proposed for the event
- description and map of all stages, in relation to the public building area
- contact name and details in case of emergencies or complaints
- copy of the notification letter sent to neighboring residents.

An application for a regulation 18 approval may be made within fifty-nine to twenty-one business days before the event. However, it must be accompanied by the late fee of \$250, totalling a prescribed application fee of \$1250.

An application for a regulation 18 approval can be made within 21 business days before the event. However, the CEO must be satisfied that there are exceptional circumstances which prevented the application from being provided earlier and the application must also be accompanied by the late fee of \$250, totalling a prescribed application fee of \$1250.

## Food provided or sold

### *Environmental Health Services*

Food safety is regulated under the Food Act 2008 and Australia New Zealand Food Standards Code. It is a requirement to notify the City of Subiaco should any food, including beverages, be provided during an event.

Any temporary food stall or mobile food vehicle proposing to trade within the City of Subiaco must complete an Application to conduct a Temporary Food Business form.

Accompanying the application form must be:

- temporary food stall diagram/ mobile food vehicle diagram
- copy of the food menu
- copy of the food providers Food Act 2008 Certificate of Registration and
- the prescribed notification fee (refer to Schedule of Fees and Charges).

Any temporary food premises which is classified as an exempted food business, under the Food Regulations 2009 is still required to notify the City but is exempted from paying the prescribed notification fee.

To assist you with your temporary food stall application and set up, please refer to the Temporary Food Business Guidelines and Temporary Food Stall Diagram example which can be found on the City of Subiaco website.

## Liquor licensing

### *Department of Local Government, Sport and Cultural Industries*

Should alcohol be provided at an event the Racing, Gaming and Liquor Division of the Department of Local Government, Sport and Cultural Industries (external State Government department) must be contacted to confirm whether and which license is required. An application may be obtained from <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>.

Two of the most common event licences are an 'Occasional Licence' and 'Variation of an Existing Licence'. There are several accompanying documents required for these applications.

Neighbourhood events where liquor is not sold as defined under 'sell' of the Liquor Control Act 1988 are not required to notify Racing Gaming and Liquor. However, it is an offence to provide liquor in a public space without notifying the relevant local government authority.

A copy of the liquor licence must be submitted to the City of Subiaco Environmental Health Services prior to the event.

## Event Organisation

### Water requirements

#### *Local Government, Sport and Cultural Industries*

Potable water should be available to all attendees for hydrating and cooling purposes. Under the Liquor Control Act 1988, it is mandatory for a licensee to provide free potable water to patrons.

For day events there should be:

- a minimum of two litres of free drinking water per person or a rate calculated at 500ml/hour, whichever is greater, and one water outlet provided per 500 people
- information regarding water locations must be displayed in clearly visible areas to clearly direct attendees to water sources.

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 where patrons queue for a long period of time, patrons should be permitted to bring branded, transparent and opened water bottles. It is expected that water will be opened and consumed whilst waiting.

### Security

#### *Environmental Health Services*

It is the event organiser's responsibility to ensure security and/or crowd control officers are carrying out their duties to ensure the safety of visitors.

Please note that security and crowd control officers should be licensed under the Security and Related Activities (Control) Act 1996 and under no circumstances are security dogs to be used within the City of Subiaco.

For events involving the supply of liquor, the number of security personnel will be stipulated by the Local Government, Sport and Cultural Industries.

### Toilet facilities

The table below provides a guide to the number of toilets required for an event. Factors such as the provision of alcohol and the length of the event can cause variations to this guide.

Disability access toilets must be provided in a wheelchair accessible area of the event.

Table Two: Number of toilets required for temporary events.

Total attendance at any one time	Male			Female	
	WCs	Urinals	Hand Basins	WCs	Hand Basins
Up to 1,000	2	3	1	5	1
1,000 to 2,000	3	6	2	10	2
2,000 to 3,000	4	9	3	15	3
3,000 to 4,000	5	12	4	20	4
4,000 to 5,000	6	15	5	25	5
5,000 to 6,000	7	18	5	30	6
6,000 to 7,000	8	21	6	35	7
7,000 to 8,000	9	24	7	40	8
8,000 to 9,000	10	27	8	45	9
9,000 to 10,000	11	30	9	50	10

Table Three: Adjusting the required number of toilets at an event.

Duration of event	Percentage of the table values (using Table Two)
More than 8 hours	100%
6–8 hours	80%
4–6 hours	75%
Less than 4 hours	70%

If alcohol is not available, then reduce the requirements by a further 50%. Please note that this table is a guide and whether or not the adjustment is applied will be determined by the City's Environmental Health Services. Please contact a City Environmental Health Officer on 9237 9222 to discuss how this may apply to your event.

The above tables have been produced by the Department of Health. For more information refer to [Concerts and Mass Gatherings, 2009](#).

## First aid

### Environmental Health Services

It is important for event organisers to ensure the level of medical services provided reflects the identified event risks.

Some of the common medical conditions which occur during events include:

The number of first aid providers and personnel will vary for each type of event but the table below can be used as a guide. It is not recommended or encouraged for staff to have dual roles.



Table Four: Medical Resource Planner

Patrons	First aid posts	First aid staff
Less than 500	1	2
1,000	1	4
2,000	1	6
5,000	2	10
10,000	3	16

All first aid providers should have appropriate professional indemnity insurance for their personnel and should hold current first aid qualifications from an accredited training provider.

For large and high risk events, a medical plan should be developed based on risks identified during the process outlined in AS 4360:2004 Risk Management.

The above table has been produced by the Department of Health. For more information refer to [Concerts and Mass Gatherings, 2009](#).

Should you require assistance with the completion of the health and medical planning requirements, please contact the Disaster Preparedness and Management Unit on 9222 2437 or [DPMU@health.wa.gov.au](mailto:DPMU@health.wa.gov.au).

### Disability and Inclusion

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

The City of Subiaco's Disability and Inclusion Plan can be found here:

<https://www.subiaco.wa.gov.au/CityofSubiaco/media/City-of-Subiaco/Our-community/Access-and-inclusion/Disability-Access-and-Inclusion-Plan-2017-2022-web-version.PDF>

### Notification Letter

Resident notification is recommended if impacting on the neighbourhood and should include information such as:

- event details – event name, location, date, time and duration of event
- details of when noise disturbances or road closures may occur (i.e. during performances or during bump in/bump out times)
- organiser's name
- contact name and number for complaints.

Should any noise complaints be received, the City's Environmental Health Services must be informed by the next business day so City staff can follow-up with the complaint.

Consider noise from construction and deconstruction of an event when submitting an application.

## Recycling, waste and cleaning services

### *Operations and Environment Services*

The event organiser is responsible for the collection, removal and disposal of litter from the event area and adjacent public areas. Any cleaning services are to be provided and managed by the event organiser. A sufficient number of waste receptacles must be provided throughout the duration of the event and must be emptied in the correct manner. It is strongly recommended to recycle glass, plastic and cardboard waste produced from the event.

There is an expectation that any space occupied for an event is returned to the condition it was initially occupied in. For any event greater than 250 people a Waste Management Plan must be submitted with the event application.

Should any work be undertaken by the City to restore the area to its original state, including the restoration of any City infrastructure (footpaths, roads, bins etc.) the City may seek reimbursement from the event organiser through the local law of activities and thoroughfares.

For further information please contact the City's Waste Services branch.

## Long/recurring events and advertising

### **Over 48 hour event**

#### *Planning Services*

Whether you require development approval depends on what the land is zoned and/or reserved as this dictates whether the City or the State Government is the planning authority for that land.

#### **On land zoned or reserved under City's Local Planning Scheme No. 5**

Any event that is in existence for less than 14 days and on land zoned or reserved under the City's Local Planning Scheme No. 5 does not require development approval.

#### **On land reserved under the Metropolitan Region Scheme**

If the event is proposed to be on land that is reserved under the Metropolitan Region Scheme (such as parks and recreations reserve), any event may require separate approval from the State Government through the Western Australian Planning Commission (WAPC). Please contact the Planning Services branch on 9237 9222 for further information and to discuss your application.

Any application for development approval that may be required should allow sufficient lead time to allow the application to be considered and assessed. Applications may require consultation should the proposal include significant variations from the City's requirements. Applications which do not require public consultation must be submitted 60 days prior to an event, and those that require public consultation must be submitted 90 days prior to an event. The City encourages event holders to engage in early dialogue to ensure that the processing of the application can be as efficient as possible.

## Publicity, signage and banners

### Planning Services

Any advertising to be conducted throughout the municipality must be given approval by the City.

A formal written request should be addressed to the CEO including the following information:

- applicant details such as full name and contact details
- reason for display of advertisement – such as promotion of event
- brief description of event – such as the nature of event and date and time proposed
- clear location for the display of advertisement
- date and time the advertisement will be on display
- type of imagery displayed – recommended to provide clear, legible photographs of the advertisement
- description of how the advertisement will be secured whilst on display (e.g. secured to a fence line).

Once reviewed a written approval will be provided to the applicant.

*Please note any advertising which is to remain on display for longer than 48 hours on private property must be approved by the City's Planning Services branch. A development application must be submitted at least 60 business days prior (when an application does not require public consultation) to the proposed advertisement being displayed.*

For further information regarding the display of advertising, signage or banners for over 48 hours on private property please contact the City's Planning Services branch.

## Insurance and complaints

### Insurance requirements

All insurance is the responsibility of the promoter/ event organiser. Most events must be covered by a comprehensive public liability insurance of no less than \$20 million, noting the City for its rights and interests.

A copy of the certificate of currency showing public liability details should be provided to the City for events which occur on council owned land. Please ensure a copy is provided upon request from any of the City's branches.

### Complaints and incidents

It is the responsibility of the event organiser to ensure complaints and incidents are investigated and rectified efficiently and satisfactorily. An individual should be nominated to receive complaints and respond accordingly.

If an incident does occur, please notify the Governance branch and provide as much information as you can to ensure the incident is on file, in case someone tries to make a claim.

When handling a complaint it is important to remember the following:

- a complaint should be acknowledged promptly
- if an investigation is required, it should be actioned accordingly as a priority
- the response to the complainant must be clear and informative, ensuring the complainant acknowledges and understands the response

- should the complainant not be satisfied with the response, external review (i.e. by the relevant local government) should be considered.
  - a.

When responding to a complaint, it is recommended to keep a record of the following information:

- date and time complaint received
- complainant's full name and contact details
- respondent's full name and contact details
- reason for complaint
- location of the problem
- response provided by the receiver, including details of any investigation undertaken

## Parking and Public Transport

### *Compliance Services*

When choosing your event locations within the City please consider the parking and transport options for event attendees. It is important to consider not only event attendees but also the residents within the City. Please refer to the City's [Getting around Subiaco webpage](#) which provides public transport options and parking areas throughout the City.

Should your event propose to exceed the time restrictions of any car parking bays, and you have not applied for a street trading permit and/or a road or footpath obstruction, you are required to apply for a commercial parking permit.

An Application for Commercial Parking Permits form must be submitted with the prescribed fees (refer to Fees and Charges) to the City's Compliance Services branch, whom will review your application.

In addition, the City's Compliance Services branch should be advised of events of more than 100 persons to assist with parking limitations which may affect the event and/or surrounding residents and they should be notified of any traffic flow changes.

For further information on parking please contact the City's Compliance Services branch.

# Checklist

## Getting started

- ☐ Submit Event Application Form
- ☐ Site Plan
- ☐ Public Liability Insurance of \$20million - this must include the City of Subiaco as an interested party on the Certificate of Currency.

## Event approvals and permits that may be required

- ☐ Public Building
  - Form 1: Application to Construct, Extend or Alter a Public Building
  - Form 2: Application for Certificate of Approval
- ☐ Street Market Permit Application - This permit is required when stalls, stands or displays are located on a street or public place and a transaction sale occurs
- ☐ Temporary Food Permit Application – This permit is required from all food vendors at the event.
- ☐ Application for Obstruction Permit – This permit is required when part of a public thoroughfare such as a road or footpath has been obstructed.

## Temporary structures

For any temporary structures the below must be provided for each structure to Environmental Health Services;

- ☐ Engineer or Manufactures Specifications must be provided to Environmental Health Services
- ☐ Structural Certification form is to be submitted to Environmental Health Services once the structure has been installed onsite

## Amusement rides

For any inflatable structures and amusement rides the below must be provided for each structure to Environmental Health Services;

- ☐ Manufacturer specifications
- ☐ Work Safe Plant Registration Certificate, and
- ☐ Certificate of Annual Inspection

## Road closures

For any proposed road closures the below must be provided to Transport and Infrastructure Development;

- ☐ Traffic Management Plan
- ☐ Order for Road Closure form

## Liquor Licencing

- ☐ Notify the City of Subiaco for the intent to have alcohol at the event
- ☐ Apply for a license through the Department of Racing, Gaming and Liquor
- ☐ Submit a copy of the approved license to City of Subiaco Environmental Services

## Noise and music



- ☐ Apply for appropriate APRA and PPCA licenses
- ☐ Submit an application for a Non-Complying Event – Regulation 18 approval

#### **Event Organisation**

- ☐ Risk Management Plan – Required to be submitted to Environmental Health Services for events with more than 1,000 patrons.
- ☐ Emergency Evacuation Plan – Required to be submitted to the Environmental Health Services for events with more than 250 patrons.

#### **Confirmation to the City of Subiaco that the following authorities have been notified**

- ☐ WA Police
- ☐ Department of Fire and Emergency Services
- ☐ Public Transport Authority of WA

## **Contacts**

When submitting a Public Event Application please contact Environmental Health Services.

<b>Environmental Health Services</b>	<a href="mailto:healthservices@subiaco.wa.gov.au">healthservices@subiaco.wa.gov.au</a>
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