

Applicant Use

Application submission checklist

The following checklist will assist you with the application process by identifying activities taking place at your event and the application forms with corresponding documents and fees that must be submitted to the city.

Please note that not all applications are required for every event and if in doubt refer to *Hosting a public event – Information and application guide* or contact the city on 9237 9222.

All forms are available from the public events page on the city's website www.subiaco.wa.gov.au

General

- Event Application Form

Environmental Health Services

Public Building Approval

- Form 1 – Application to Construct, Extend or Alter a Public Building
- Form 2 – Application for Certificate of Approval
- Plan/s to scale of 1:50 showing:
 - Floor area layout
 - Emergency exits
 - Emergency lighting
 - Temporary structures (e.g. stages, marquees)
 - Music equipment (e.g. DJ set up, band location)
 - Food vendors
 - Sanitary facilities
 - Storage/locker areas
- Risk Management and/or Emergency Evacuation Plan
- Applicable fee – refer to the Health Services schedule of fees on the city's website

Temporary Structures Approval

- Manufacturer details
- Structural specifications
- Plan of structure/s
- Work Safe Plant Registration Certificate and Certificate of Annual Inspection (application for inflatables and amusement rides)
- Copy of public liability insurance (providing \$20 million cover)

Non-complying Noise Emissions Event Approval

- Application for non-complying event – submit at least 60 days prior to event
- Applicable fee – refer to the Health Services schedule of fees on the city's website

Temporary Food Business Approval

- Application to conduct a Temporary Food Business
- Certificate of *Food Act 2008* Food Business Registration
- Floor plan of temporary food stall set up
- Applicable fee – refer to the Health Services schedule of fees on the city's website

Street Market Permit

- Application for Street Market Permit
- Floor plan of street market set up
- Copy of public liability insurance (providing \$20 million cover)
- Applicable fee – refer to the Health Services schedule of fees on the city's website

Street Entertainment Permit

- Application for a street entertainment permit
- Copy of public liability insurance (providing \$20 million cover)

Please note there are no fees for street entertainment permits

Transport, Planning and Development

Road Closure and/or Street Obstructions

- Application to obstruct road or footpath OR
- Application for an order for a road closure
- Applicable fee – refer to the application form

Operations and Environment Services

- Parks and reserves booking form
- Applicable fee – refer to the application form
- Waste removal – provide a formal written notification

Field Services

- Application for commercial parking permits
- Applicable fee – refer to the application form

Planning Services

- Application for Development Approval
- Applicable fee – refer to the application form