City of **Perth**

Event Guidelines

August 2021

CEO Foreword

The City of Perth is recognised as one of the most liveable cities in the world. Our unique geographical location, pristine weather and abundance of natural environment all contribute to making Perth so attractive. What makes our city truly shine, is our broad cultural diversity and rich history as an older civilisation. Our uniqueness and spirit are to be celebrated at every opportunity. We have recently adopted three strategic pillars at the City to drive our vision for the future, which are:

'Liveable' – a community that is safe, socially cohesive, inclusive and activated

'Sustainable' – a healthy environment, with social and economic systems in balance

'Prosperous' - a successful, flourishing and thriving City.

Events play a key role in realising this vision and provide wonderful opportunities for communities to enjoy positive and meaningful experiences. We support the attraction of significant events which promote Perth and attract patrons at a national and international level. We also embrace the diverse and inclusive events, of all sizes, that contribute to making Perth so vibrant and fun.

The City of Perth offers 30 unique locations to hold an event and facilitates approvals of 800+ event and activity applications each year, across both the public and private realm. The City also manages, and coordinates City-run events, supports many community and festival-based events and provides additional sponsorship of projects and initiatives, including arts grants and business events.

This guide has been developed to assist organisers to plan and deliver safe and successful events within our city. The Activity Approvals team have extensive knowledge and expertise to further support you and complement the step-by-step process, whilst maintaining our commitment to stakeholders and community. I welcome you to our beautiful city, extend our collaborative services and wish you every success with your event.

Michelle Reynolds
Chief Executive Officer

Acknowledgement of Country
The City of Perth acknowledges the Whadjuk Nyoongar people as the Traditional Owners of the lands and waters where Perth city is situated today and pay our respect to Elders past and present.

Contents

How to use this digital guide

This digital guide has been produced to ensure maximum usability and allow you, as the event organiser, to easily find information that applies to your event planning. The information is ordered the same way as you would receive it in an event application process.

Every word with an underline is a hyperlink. These links will take you to the website mentioned, or to one of our many examples, templates, checklists or maps. These have been created to give you a comprehensive event toolbox to use throughout your event planning journey.

While we have done our best to reduce event jargon in this guide, there are some words we couldn't leave out and have put together an extensive glossary on page 38.

Welcome to City of Perth events

What is this guide about?

The City of Perth attracts significant and varying styles of events, of diverse size, which have different impacts to the city environment and community. This guide has been developed with the understanding that not all events require the same level of planning.

Whether you are planning your first event or are a seasoned professional, this guide will provide an understanding of the City's approval process, your obligations and any legislative requirements

Types of events in the city

The variety of events and activities hosted within our city is vast; from small private functions to free mass gatherings of over 200,000 people; flash mobs to major music festivals.

The City champions events that boost vibrancy, encourage repeat visitation and deliver positive economic impacts for our business community.

International entertainment, cultural celebrations, community groups, social awareness, commercial ventures, sporting pursuits and unique experiences all contribute to making Perth a vibrant, connected and exciting place to be.

The City has developed a new Events Strategy, following a comprehensive review of our event services. In a coordinated and collaborative way, we aim to better facilitate and support our events industry to create improved outcomes for our community and local businesses. We are excited by what the future holds and look forward to working with you to ensure Perth continues to be the leading destination for events in WA.

Who is the Activity Approvals Event team?

The Activity Approvals Event team is a group of passionate and experienced officers that coordinate and support events in the city.

An Activity Approvals Officer will be assigned to manage your application and will be the central point for the gathering and distribution of your submitted documentation for your event permit approval. Your assigned officer will work alongside you as your main point of contact and will be the central point for all other units in the City, including Building Approvals, Environmental Health, Parks and Environment, Waste and Cleaning, Customer Experience, Transport and Parking Services. Your officer will also assist in maintaining communication with key stakeholders such as Western Australia Police Force (WA Police Force), Main Roads WA and the Public Transport Authority.

Other activities we look after

Activity Approvals Officers also manage permits and notifications for Flyer distributions, Public Trading, Marches and Rallies, Social gathering and activations in the Malls. You can find more information on these, and other permits issued by the City under other permits, bookings and licences.

Disclaimer
While we have taken every precaution to ensure that the content of this guideline is both current and accurate, errors can occur. Information provided does not supersede any Local, State, Commonwealth or other Authorities; Regulations, Legislation, or Acts. It is the responsibility of the user to determine best practice in all circumstances.

What event spaces can I hire?

Parks and reserves

The City takes great pride in its parks and reserves, with over 120 hectares of parks, gardens and reserves within the Perth city boundaries.

These vibrant public spaces are maintained by the Parks and Environment Operations team. The team focus on conservation and sustainable practices to ensure these spaces are preserved into the future.

The City will work with the event organiser to ensure the protection of all green assets, with a particular focus on tree root zones and the natural growth cycle of the turf.

The City's bookable spaces map provides a geographical overview of the venue locations. Further information on parks and reserves can be found in 2.17 Parks and reserves conditions.

Parks, Gardens and Reserves
FOR HIRE

PARKS AND RESERVES

1	Arden Street Reserve
2	Barrack Square
3	Claisebrook Cove
4	Claisebrook Lake (Brook Street)
5	Foreshore
6	JH Abrahams Reserve
7	Langley Park
8	Mardalup Park
9	Narrows Beach Reserve
10	Northbridge Piazza
11	Ozone Reserve
12	Russell Square
13	Supreme Court Gardens
14	Totterdell Park
15	Victoria Gardens
16	Wellington Gardens
17	Wellington Square

WEDDING VENUES
(Preferred)

18	John Oldham Park
19	Point Fraser
20	Council House Gardens
21	Stirling Gardens
22	Queens Gardens
23	Harold Boas Gardens

City Mall sites

Forrest Place has approximately 2,000sqm of usable space with a large, covered stage and green room available.

Murray St Mall has four available event spaces ranging from 9sqm to 36sqm; suitable for activations.

Hay St Mall has multiple event spaces ranging from 9sqm to 18sqm; suitable for activations.

City of Perth Library

The award-winning Library is in the vibrant Cathedral Square precinct in the heart of the city. It offers a variety of meeting rooms and an auditorium for functions up to 90 people. Please contact the Library Services team at library.events@cityofperth.wa.gov.au or refer to the City of Perth Library.

Perth Town Hall

The historic Town Hall is a great location for weddings and events such as theatre shows, or corporate functions. It can hold anywhere from 200 to 400 guests depending on the style of function. Contact the Perth Town Hall Bookings Officer on (08) 9461 3555 or by email townhall@cityofperth.wa.gov.au.

Private venues within the city

There are also plenty of private bookable spaces in the city to hold events.

Depending on the type and size of your event you may be required to do a permit with both the City and owner or land manager of the space. Event organisers should always check with the City to understand what permits and approvals may be required.

Further details for private property event spaces can be found at the following websites:

Roads and footpaths

Roads in the city are often used for fun runs and parades, or may be closed around events on parks and reserves to ensure the safety of patrons. Footpaths are sometimes used as an extension to an existing venue, or are closed off as part of the event road closure.

Section 2.15 Road closures and hostile vehicle management outlines the requirements for road and footpath closures.

Do you have an idea for a venue?

There are many city locations that remain undiscovered. Thinking outside the box, you may wish to hold your event in one of these unique locations including carparks, alleyways or rooftops.

Please call the Activity Approvals team on (08) 9461 3333 to discuss your ideas before submitting an application.

Elizabeth Quay and **Yagan Square**: managed by Development WA

Perth Cultural Centre: managed by Perth Theatre Trust

Perth Concert Hall: managed by WA Venues and Events

Kings Park: managed by the Botanic Gardens Authority

The WACA Ground: managed by the West Australian Cricket Association

Gloucester Park: managed by WA Trotting Association

Cathedral Square: managed by Assembly & Co.

Step 1

The event permit application

Why you need an event permit

An event permit ensures that the event is held in accordance with State Legislation and the City's Local Laws. It also means any disruption to stakeholders is minimal and parties that may be impacted are notified beforehand.

When you will not require an event permit

If your event falls outside the event permit application requirements on a reserve, the City requests that a Social Gathering Notification is completed.

Social Gathering Notification: You will receive an automated response via email confirming that the City has been notified of your gathering. This email will include contacts and information that may assist you.

You may find that your event does not require an event permit, however you may still decide to apply for one. The key benefit is that you will be able to secure exclusive use of that area, for the duration of the permit.

How long does a permit take to process?

Event permit process times are dependent on the impact your event has on the venue and the community. Understanding your event impact in the early stages of planning, will set you on course with your requirements for holding a safe and successful event.

Organisers can access a detailed Event impact checklist to determine what category their event impact falls under. Once you've assessed your event, you can review the event impact checklists. These checklists will outlay the type of documents you may require and the timeframes for submission.

Event impact requirements and application timeframe

Low impact
Submit application a minimum of 10 business days before event. Minimal infrastructure, 50 - 999 pax approximately, no road closures or noise impact, short period on reserve or venue
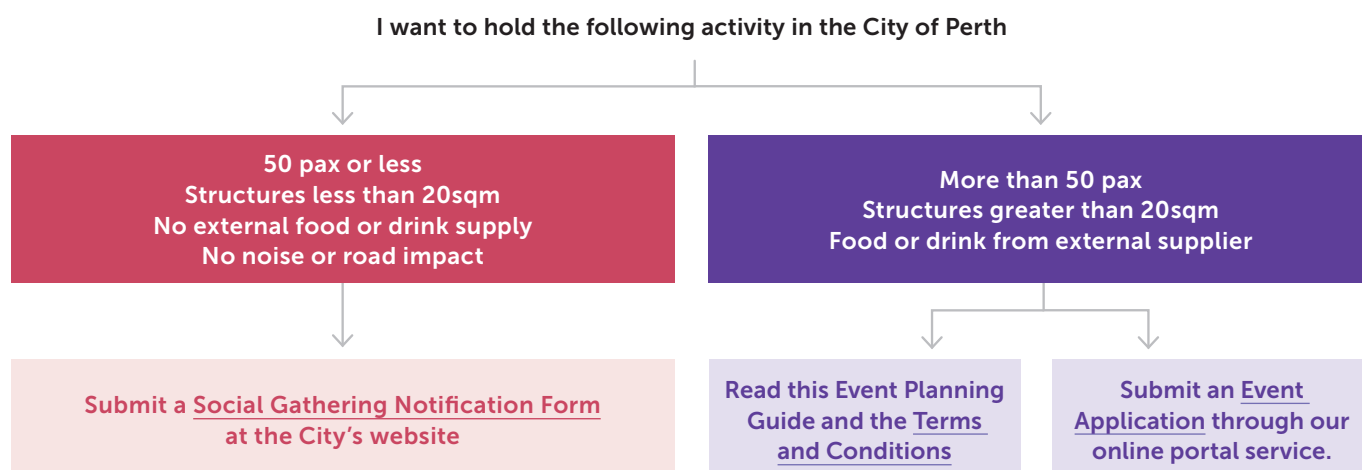
Medium impact
Submit applicaton three months before event. Infrastructure, 1000 or more pax, minimal road closure, medium impact to reserve and/or surrounds e.g. noise, road closures, short to medium period on reserve

High impact
Submit application six months before event. Major infrastructure, 5000 plus pax, comprehensive road closures, high impact to reserve and/or surrounds (e.g. noise, road closures, medium to high period on reserve)

Major impact
Submit application six to twelve months before event. Major infrastructure, 10,000 plus pax, comprehensive road closures, high impact to reserve and/or surrounds (e.g. noise, road closures, high to major period on reserve)

I want to hold the following activity in the City of Perth

50 pax or less Structures less than 20sqm No external food or drink supply No noise or road impact	More than 50 pax Structures greater than 20sqm Food or drink from external supplier
Submit a Social Gathering Notification Form at the City's website	**Read this Event Planning Guide and the Terms and Conditions** **Submit an Event Application through our online portal service.**

How can I apply

The City has an online application service. Before submitting your application, please make sure you have read this guide and the Terms and Conditions, then call the Activity Approvals team to find out if the event space is available, on (08) 9461 3333 or activity. approvals@cityofperth.wa.gov.au. All applications will incur a non-refundable processing fee.

Once the Activity Approvals team receives your application it will be further assessed against the event impact assessment matrix. Within seven days you will receive an introductory email from the appointed Activity Approvals Officer. This email will detail the important steps that you will be following and the timelines.

From here on in, your assigned Officer will work alongside you to ensure the smooth progression of your application to a safe and successful event.

Please be aware; the City reserves the right to decline, suspend or cancel an application if insufficient notice or information has not been provided in order to process your application, at any stage of the process.

Can I cancel or change my application after submitting it?

In some circumstances, you can cancel or make changes after submission. However, event permit application fees are non-refundable.

Please discuss your options with your assigned Officer prior to submitting your cancellation or changes, as any cancellation or change request must be received and acknowledged by the City in writing.

Other items to consider at the initial application step

Event fees and charges

The City's Municipal Fees and Charges are reviewed and updated every financial year. If you need further clarification or a cost estimate for your event please speak to your assigned Officer.

Fees are split into two categories:

Commercial events are determined as any activity that uses the City's reserves, malls or roads for financial gain. This may be through ticket sales, promotion, or on-selling of event spaces for profit. Events that use sales to cover costs, rather than profit, may be considered at the community rate.

Community events are determined as activities that do not operate for financial gain.

Council Services fee

Some events require additional services from the City. This may include: irrigation/inground services marking, facility cleaning, letter distribution or pre-determined remediation. You will be provided with these costs well in advance of your event to ensure there are no surprises.

Prior to and at the end of the event or activity, the City will conduct an inspection to assess the condition of the site. Any remediation works that need to occur post event can be discussed with the Parks and Environmental Operations Team, with all costs being charged to the organisers.

Sponsorship and Grants

The City offers a wide range of sponsorships and grants to event organisers and community organisations. This includes the arts, recreation, community, events and business sectors.

Sponsorships and grants help recipients to deliver quality programs and events which are of benefit to Perth and our community, bringing in a wide range of social and economic returns to the city.

Interested applicants are required to discuss your event with a Sponsorship Officer on (08) 9461 3333 or sponsorship@cityofperth.wa.gov.au to determine the appropriate funding program for your event. More information can be found at the Sponsorship and Grants.

It's time to plan your event

Step 2 provides a 'how to' so you can start planning and building your event. You can use this guide to assign roles and responsibilities early in the planning phase.

Step 2

Planning your event

As the event organiser you are responsible for providing all relevant and up-to-date information regarding your event. It's important to know that every event is different, the quality of planning and delivery must be consistent according to the impact scaling assigned to it. Low impact events generally require little detailed information, while high and major impact events require extensive professional documentation.

Professional event organisers

Should you need additional support to meet your event requirements, it may be worth enlisting the help of a professional event planner. Engaging an organisation with experienced staff can help streamline and coordinate the process whilst minimising your liability.

The below table is a quick and easy reference for you to use to determine any documents you may require based on the impact of your event.

This section explains in detail some of the compulsory requirements, as well as sharing helpful tools and tips for other areas you may need to address in the planning of your event.

DOCUMENTATION	EVENT CATEGORY (SEE PAGE 7 FOR CATEGORY DEFINITIONS)			
	Low	Medium	High	Major
Event plan or overview	Brief overview	Basic Plan	Detailed Plan	Detailed Plan
Site plan	Mud map	To scale	To scale	To scale
Production schedule or run sheet	Not required	Required	Required	Required
Contact list	Not required	Required	Required	Required
Public Liability Insurance	Required	Required	Required	Required
Risk Management Plan	Not required	Required	Required	Required
Emergency plan	Not required	Required	Required	Required
Medical plan	Not required	Required from First Aid provider	Required from First Aid provider	Required from First Aid provider
Noise plan	To be included in the Event overview	Plan required if applicable	Plan required if applicable	Plan required if applicable
Waste plan	Not required	Required	Required	Required
Traffic plan (if closing roads)	Not required	Required from a traffic company	Required from a traffic company	Required from a traffic company
Stakeholder notification	Not required	Required	Required	Required
Vehicle access to reserve	Allowed for bump-in and out only on approval	Yes- managed vehicle movement at all times	Yes- managed vehicle movement at all times	Yes- managed vehicle movement at all times

2.1 Event Management Plan

Your Event Management Plan (EMP) is an overview and summary of the event and operations. The greater the risk and impact, the greater the detail that will need to be provided.

The plan should include:

- Event name.
- Event locations – site location or route.
- A description of your event – what your event is about and what types of activities you will have at your event.
- Event times and dates – including bump-in and bump-out.
- The purpose of your event (eg. a music festival engaging local musician and targeted at musicians and enthusiasts, or a community event celebrating the diverse cultures of WA).
- Nature of attendance and expected or estimated attendance figures (eg. public or private event, ticketed or non-ticketed).
- An overview of your event's key entertainment and activities (eg. runsheet with key timings of performances).
- Target audience (eg. families, all ages).
- How the event is being promoted (eg. Social Media, Radio, TV, Flyers).
- A description of event operations and logistics.
- Event cancellation procedures.

Annexures or references to other management plans within the EMP can be included as well. This includes your risk management, medical, security, emergency, or evacuation plans and your bump-in and out, or production schedules.

2.2 Site plan

One of the first items the City will request is a site plan of your event.

A draft site plan is acceptable during the early planning stages of the event. The site plan should be clear, drawn to scale with the scale noted, and should contain a legend to identify all structures and components of the event.

This includes, but is not limited to, items such as;

- Entries and exits (with dimensions in meters)
- Emergency exit sign locations
- Toilets

- Generators and cable tray runs
- Stages, stage barriers, dancefloors, mixing desks, speaker locations
- Marquees and structures
- Shipping containers
- Front of house and back of house areas
- Fencing (including height and type)
- Fire safety equipment locations
- Amusement rides
- Food stalls
- Bars and licensed areas
- First aid posts
- Lighting
- Site Offices
- VIP areas

You may also be asked to provide separate evacuation plans which highlight the safest and shortest pedestrian evacuation route. This plan should also outline the muster points outside of the event space.

2.3 Production schedule and run sheets

Creating production schedules and run sheets ensures best practice for planning, tracking and keeping your event running on time.

Production schedule

A production schedule is used for bump-in and bump-out of your event, and should outline and list in a timeline the following items:

- Dates, times and locations.
- Action items eg, mark-out event site, toilet delivery or stage installation.
- Responsible personnel and contact numbers.

Run sheets

Run sheets are used on event day and provide a timeline of event day operations. The run sheet may list the following actions:

- Gate and ticket box set-up.
- Site inspection by Council.
- Staff briefing.
- Schedule of entertainment such as live music, art installations, roving performers or speeches.
- Event egress times.
- Clean-up and security times.

The City has prepared example templates found at Events, Forms and Templates.

2.4 Contact list

A contact list is essential and should contain all key event contacts and stakeholders involved in your event. Names and numbers of key event management, staff, suppliers and stakeholders should be provided on the list.

It is also important to create an additional emergency key contact list and add in safety wardens, public authorities, and emergency services, including the nearest hospital, police department and fire station.

These contact lists should be provided to all stakeholders. They can also be printed out and distributed throughout your event site including the ticket box, staff areas and food and drink locations.

2.5 Public Liability Insurance

Public Liability Insurance is compulsory for all events in the public realm rated medium impact or higher. A minimum of $20 million public liability cover is required.

Social gatherings on City reserves and parks do not require public liability insurance.

2.6 Risk Management Plan

Identifying possible hazards and putting a plan in place to minimise the risk of injury/harm to your attendees is highly recommended when planning your event. This can be achieved by writing a Risk Management Plan (RMP). Your RMP should outline risks, that are specific to your type of event, to be assessed and controlled.

An RMP will be requested by the City for an event with 1000 people or more in attendance. The RMP must be developed under the Australian Standards requirements and needs to identify all relevant risks in a logical, systematic manner. When assessing

the RMP, City Officers are primarily interested in risk management measures regarding the health and safety of the public.

It is highly recommended that stakeholders such as WA Police Force, Department of Fire and Emergency Services (DFES) and first aid providers are supplied the most up to date version of your RMP and are given the opportunity to provide feedback.

To help you develop a RMP the City has prepared examples of a risk template, risk matrix and risk rating which can be found at the Events, Forms and Templates page. It is highly recommended that you consult with a risk management consultant for high risk events.

2.7 Emergency Management Plan

An Emergency Management Plan is required to address any unforeseen occurrences leading to injuries, death, damage to physical facilities or the environment.

Unforeseen events include but are not limited to the following:

- Fire.
- Flash flooding.
- Severe weather.
- Crowd dynamics.
- Terror or criminal events.
- Structural failure.
- Electrical failure.
- Pandemics and health emergencies.

Emergency plans are a risk-based process designed to reduce loss of life and damages to physical facilities. It needs to be action-based and all applicable staff should be familiar with the emergency processes.

Pandemics and health emergencies

It is important to consider outside factors that may potentially affect your event such as global pandemics. To prepare for these situations you may consider the following as part of your emergency planning:

- Integration with state emergency plans.
- Communication plans to push out information rapidly.
- Insurance for postponement or cancellation.
- Safety plans and strategies in place should an outbreak occur during your event.
- Implementation of safety standards at the event such as PPE, additional cleaning and additional medical services.

Emergency evacuation plans

You should be able to demonstrate appropriate responses to different scenarios according to how the site needs to be evacuated. This would include preparation of full evacuation, partial evacuation, phased evacuation or invacuation (lockdown of the site). Information detailing the full name and role of the person responsible for enacting the evacuation and communication procedures should be detailed in the plan.

An evacuation plan and muster point map will need to be provided as part of the emergency plans.

This aerial plan of your event site needs to include:

- Emergency rescue pathways for emergency services.
- Emergency pathways for patrons exiting the venue.
- Emergency exits clearly defined with gate width measurements.
- Numbered muster points outside of the site and pathways to these points.
- Zoned areas for evacuation/security purposes.

2.8 Security and crowd management

Security

Depending on the size of your event, security can be provided by a licensed security company or qualified volunteers.

All security personnel must have skills in communicating and should be debriefed on escalation protocols, evacuation plans and RMP's. Security personnel may be responsible for crowd management, and the protection of property and infrastructure.

Police attendance may be required for high risk events and this should be discussed with WA Police Force – Major Events team in the early planning stages. Where alcohol is being served or consumed you will be required to adhere to the conditions on your liquor licence in regard to crowd control ratios.

Crowd Management

Under the Security and Related Activities (Control) Act 1996 crowd controllers employed by an event organiser must be provided by a licensed crowd control agent. Crowd controllers may screen people seeking entry to a venue, monitor and control behaviour and remove people where necessary.

Crowd Management Plan

The event organiser should have a basic understanding of crowd management and crowd dynamics. Failure to do so may result in serious injury or incident such as crushing, overcrowding and unruly behavior. Patron safety is ultimately the event organisers responsibility.

Understanding the purpose of your event, combined with an understanding of crowd management, will provide direction on how best to set up the proposed venue and operational plans.

A Crowd Management Plan (CMP) addresses issues such as crowd control, entry to and exit from an event, undesirable conduct, crowd density and flow rates, and prevention of death and injuries.

The plan should also identify:

- Crowd demographics (age, low or high energy behaviour expected).
- A clear mandate to prevent problems and use of non-aggressive management techniques.
- Probable areas of concern and responses to prevent problems.
- Numbers and location of crowd controllers and/or security officers.
- Start and finish time of crowd controllers and/or security officers.

CMP's are often written and produced by the security company supplied to manage crowd and asset protection for your event.

Event Operations Centre

All medium or higher impact events should have an Event Operations Centre (EOC) on the day/s of their event. This centre is established for the purpose of dealing with emergency situations, and recording and communicating all incidents that may occur at the event.

The EOC are made up of people who, by their position, availability and/or training, are required to take control of any emergency situation. In this regard, they are responsible for deciding whether or not an evacuation is required and what actions should be taken.

2.9 Medical plans

The City recommends that all events have first aid. Events with a capacity of 1000 people or more may be required to submit a medical plan as part of the event application. A medical plan can be supplied to you by your First Aid provider.

On event day please make sure of the following for first aid:

- First Aid Officers are not to hold dual roles e.g. crowd controller and first aid provider.
- All dedicated first aid posts must be clearly signed and enable patients to be treated in privacy.
- Emergency services pathways should be clear for all first aid vehicles.
- First aid should be available to patrons prior to the event (during queueing etc), during the event and post event until patrons have left the venue.

2.10 Noise management

Noise

Events create vibrancy and unique experiences however it is important to be mindful of how they affect surrounding residents. The Environmental Protection (Noise) Regulations 1997, provides set levels that need to be adhered to, to ensure noise sensitive premises such as residential properties, hospitals and schools are not exposed to high levels of noise.

If you do not believe your event is able to comply with these levels, then Noise Regulation approvals may be applicable to your event. You will also need to consider and prepare a detailed Noise Management Plan (NMP).

Noise Management Plan

If required to complete an NMP, it should address the following:

- name and contact details of the person responsible for noise control during the event
- nature of noise (e.g. DJ/acoustic/dance music)

- a site plan outlining the location of any equipment/ structures that are associated with noise e.g. stage, speakers, audio systems
- list of performances and time schedule
- steps that will be taken to minimise the impact of noise on surrounding residences
- complaint response process

Regulation 18 Approval

A Regulation 18 Approval allows an event, at the discretion of the CEO, to exceed assigned levels set out in Regulation 7 under the Noise Regulations.

Approvals are subject to conditions and limitations to minimise and manage impacts to the community as much as reasonably possible.

Venues within the city are limited to a set number of Regulation 18 events that are allowed to be held within a 12-month period. Therefore, it is important to check with your assigned Officer to see if your event type can be accommodated.

Please refer to the Regulation 18 Guidelines at Events, Forms and Templates for more information.

Regulation 16 Approval

Most community or cultural events are exempt from the prescribed noise levels. Please discuss this with your assigned Officer to see whether your event falls under this category.

If exempt, you will still need to provide a noise management plan to address measures that will be taken to mitigate any unreasonable noise. Depending on your event type you may be issued with a Noise Control Notice with applicable conditions.

Please refer to the Regulation 16 Guidelines at Events, Forms and Templates for more information.

Regulation 13 Approval

Any noisy works such as building, dismantling, installation of structures as part of the bump in or bump-out of your event are to be done between the hours of 7am and 7pm Monday through to Saturday. Any works that are unable to be done within those time frames must apply for – out of hours approval – (Regulation 13).

Please see the Regulation 13 Guidelines at Events, Forms and Templates for more information.

2.11 Waste management and sustainability

Waste management

For events that exceed 1000 attendees, you will need to produce and implement a Waste Management Plan.

The plan must address the following:

- Waste generation rates.
- Waste reduction strategies.
- Event waste collection.
- Bin collection.
- Bin size and management.

You are responsible for coordinating waste management resources and facilities to areas affected by the event, inclusive of areas outside of your event perimeter. Engaging cleaners to do street sweeps outside your event perimeter during operation hours ensures debris and other waste is contained and cleared. Public bins should not be used during your event.

For smaller events, a waste management template has been created and is accessible at Events, Forms and Templates.

Applicants are encouraged to discuss their waste management plan and servicing requirements with the City's Waste Management team, who can also provide bin hire, collection and waste removal. Please contact your assigned Officer who will put you in touch with the Waste Management team.

Container Deposit Scheme

The City of Perth is proud to announce its involvement in the State Government's container deposit scheme, Containers for Change.

The scheme aims to:

- Increase recovery and recycling.
- Reduce litter and landfill.
- Provide opportunities for social enterprise and benefits for community organisations.
- Create opportunities for employment.
- Complement existing collection and recycling activities for recyclable waste.

More information of the scheme can be found at the Containers for Change or by contacting wac.inbox@cityofperth.wa.gov.au

Sustainable events

The Council is supportive of initiatives which contribute to the sustainable future of the City of Perth, and align to the City's strategic vision.

Sustainable and innovative waste management techniques show innovation and consideration by event organisers. These measurements can also result in improved cost efficiency by reducing post-event clean-up costs and the cost of disposing of waste in landfill. Things to consider at your event which contribute towards sustainable initiates and waste reduction include:

- Food vendors excluding the use of single-use plastics including straws, cutlery, cups, bottles, plates and cling wrap. Please note single-use plastic is currently being phased out by the end of 2022.
- Providing reusable cutlery and plates or products that are made from 100% plant material or are bio-degradable.
- Excluding/prohibiting/discouraging the distribution or sale of balloons and confetti. Please note confetti is not allowed to be used at any of our Parks and Reserves.
- Providing clearly labelled bin stations that have recycling and landfill bins.
- Minimising printed promotional material by increasing digital marketing instead.
- Provide information and promote alternative transport options to driving to the event such as walking, buses, trains, bikes and carpooling.

Being sustainable and environmentally responsible strengthens relationships with the City; who has a responsibility to consider the impact your event has on the environment. Sustainability also helps to generate goodwill amongst the public and local community.

Toilet facilities

The number of toilets at your event will need to be included on your event management plan and your site plan. The City has devised a toilet calculator found at Events, Forms and Templates to help in determining the minimum number of toilets required to cater for your event attendees.

Toilet facilities must be kept clean and in good condition, easily accessible and internally illuminated at night.

2.12 Temporary structures

If you plan to install infrastructure at your event, you will need to submit detailed information to the City's Development Approval Unit (DAU) for assessment. The aim of the DAU team is to ensure that appropriate levels of safety, health and amenity are achieved and maintained. The type of documentation required is dependent on the size of structures and persons being housed within.

The following list is a quick reference to City requirements based on structure size or capacity. A Temporary Structures Guidelines can be found at the Events, Forms and Templates. webpage.

For marquees/tents not more than 20sqm:

- The structure is to comply with manufacturer's installation instructions and the City's condition for tie-down. (Wind limitations may apply).

For unenclosed (open-sided) marquees/tents between 20sqm and 750sqm:

- Provide structural certification along with engineering details prior to installation.
- Show adequate separation distance to existing buildings on the site plan.
- Provide, Certificate for installation of temporary structure, signed by a competent/ licensed person responsible for the installation, upon completion.

For enclosed marquees/tents between 20sqm and 750sqm:

- As per above, Plus -
- Provide details of fire hazard properties of the roof and wall coverings.
- Consider provision for egress width, exit numbers, and exit travel distance.
- Provide a Certificate for installation of temporary structure, signed by a competent/ licensed person responsible for the installation, upon completion.

For temporary structures over a single level, with not more than 50 people:

- As per above, Plus -
- Consider stair construction (handrails, stair risers and nosing), balustrade, accessible features to the applicable Australian Standards.
- Consider wheelchair access and if you need an access consultant to assist.
- Provide a Certificate for installation of temporary structure, signed by a competent/ licensed person responsible for the installation, upon completion.

For Tiered seating or stage or elevated platform with not more than 50 people:

- As per above, Plus -
- Show Dimensional requirements for tiered seating on the site plan.
- Provide a Certificate for installation of temporary structure, signed by a competent/ licensed person responsible for the installation, upon completion.

For marquees/tents greater than 750sqm, or where there are 50 people or more for temporary structures over a single level, tiered seating, stage, or elevated platform:

- As per above, Plus -
- Provide a Letter of Substantial Compliance from a WA registered Building Surveyor that the installation is fit for purpose and meets our Temporary Structures Guidelines.

A list of building surveyors can be accessed at the Department of Mines, Industry Regulations and Safety.

2.13 Temporary food vendor

If you are holding an event with food stalls or food trucks you will need to ensure all vendors:

- Hold a current Food Act Registration Certificate with the local government in which they are located (in accordance with the Food Act 2008).
- Lodge a Temporary Food Vendor Permit form, with a site plan to demonstrate the layout of your equipment and pay the applicable fee.
- Comply with the Environmental Health Guideline Temporary Food Business.

The City may conduct an inspection of your food stall or vehicle prior to the event or on the day of the event. The Temporary Food Vendor Permit must be submitted at least three weeks prior to your event.

2.14 Public Building Approvals

Further to gaining the right approvals for installing or building any infrastructure, the City's Environmental Health team will assess your event site for public building approval (if required).

Public Building Approval (Form 1)

Any place where people assemble or gather for educational, entertainment, recreational and sporting purposes requires Public Building Approval.

Events that fall under the Public Building definition (in accordance with the Health (Public Building) Regulations 1992) include indoor and or outdoor spaces that have that have been altered to attract a group of people for a specific shared event. These events must submit an - Application to Construct, Extend or Alter a Public Building (Form 1) found at Events, Forms and Templates as part of the event application.

Certificate of Approval (Form 2 and Form 4) – Event Capacity

An enclosed event will be assessed based on the available space that patrons can safely occupy.

Following the assessment the event area will be granted a Certificate of Approval, also known as a Maximum Accommodation Certificate (Form 4), which details the number of persons that can occupy the area at any one time.

If your event is completely open and not fenced, you will not require a Certificate of Approval. If your event is fenced or enclosed by other means (for example by container bars, food trucks or marquees) then an - Application for a Certificate of Approval (Form 2) found at Events, Forms and Templates is to be made in writing to receive your Form 4.

Your event capacity will be dependent upon three factors:

- Availability of exits and capacity to evacuate attendees in a given time span.
- Event area (m2) available to the public.
- Number of toilets.

An Operational Compliance checklist form available on Events, Forms and Templates will need to be sent into the City. This checklist will prompt a City's Environmental Health Officers, who will issue your certificate prior to the opening of your event. Please note you cannot commence your event without this certificate.

If you have been granted a liquor licence and the capacity given to you on your liquor licence differs from your certificate you are required to comply with the lower of the two numbers.

Existing Public Buildings (Form 3)

If you are making alterations to the layout of an existing public building, such as reducing or increasing floor space as part of your event, then this will affect the building's existing Certificate of Approval.

An Application for Variation of Certificate of Approval Form 3 found at Events, Forms and Templates will therefore need to be submitted to the City for assessment. Please note this may result in an increase or decrease in the maximum accommodation number for the premises.

2.15 Road closures

The City works closely with event organisers who implement road closures at their event. This may include events that take place on the road, closing roads around the site as a safety measure, or closing roads for patron ingress and egress. You may also consider rolling or static road closures during the bump-in and out.

A Traffic Management Plan (TMP) is required to be submitted when you intend to have road closures at your event. All companies engaged in traffic management on Perth city roads must have current registration in the State Road Traffic Management Company Registration Scheme administered by Main Roads WA.

The City, Main Roads WA, Public Transport Authority and the WA Police Force are your key stakeholders who should be involved in all stages of planning and implementing of road closures.

Events that require a TMP generally require longer processing times. Please consider these example timelines if you are planning a road closure.

Low impact

Low impact closures have minimal effect on trafic or pedestrian movement and do not impact traffic signals (eg. lane closure or minor arterial road). Draft TMP submitted 20 days prior, final (AWTM) endorsed TMP submitted to City 14 days prior to implementation. Main Roads approval not required. Letter drop to affected residents/businesses 7 days prior, if required.

Medium impact

Medium impact closures affect traffic flow and traffic signals on main or arterial roads. Stakeholder consultation 3 months prior, draft TMP 60 days prior, final (RTM) endorsed TMP submitted to City 30 days prior. Once approved by City, submission to Main Roads minimum 15 days prior to implementation. Letter drop to affected residents/businesses is required 7 days prior.

High/Major impact

Major/High impact closures have significant effect on multiple road networks and stakeholders, requiring high level collaboration. Initial stakeholder consultation is required up to 12 months prior, draft TMP submitted up to 6 months prior, final (RTM) endorsed TMP submitted to City 60 days prior. Once approved by City, submission to Main Roads minimum 15 days prior to implementation. Print and digital notices, plus letter drop to affected residents/businesses is required minimum 7 days prior.

Please note, for all events that take place on a road (eg. Fun run, street parade), the organiser is required to submit a Form 1 – Application for an order for a road closure found at Events, Forms and Templates which is to be lodged at the police station nearest to the proposed event location.

Further information on road closures and events can be found at Main Roads WA. Fees and charges may apply to the road closures and can be discussed with your assigned Officer.

Hostile vehicle management

Events can attract large groups of people to relatively small locations. As such they have potential to be a target for vehicle-based attacks.

As an event organiser, you need to ensure your site is well protected and as safe as possible for your staff and your event attendees. The layout and design of your event infrastructure can play a large part in securing your event site from potential threats. However, in some instances the installation of suitable barriers may be required.

The Hostile Vehicle Guidelines for Crowded Places is an informative guide to gain knowledge and understanding of potential requirements around hostile management for your event.

Your assigned Officer will be happy to discuss any measurements you may need to put in place at your event or answer any queries on crowd safety.

2.16 Stakeholder requirements

Who will need to be involved

It's important that all relevant stakeholders are notified, and provided with information on your event. For high to major impact events you will also need to have regular stakeholder meetings to ensure all requirements are being met, and all information is being shared regularly.

It is highly recommended that event organisers inform the Department of Health of their upcoming event through the Event Registration Form. Your event will then be included on the department's events calendar.

A stakeholder list can be found under Useful Contacts and Links in this guide.

Community consultation

Events may impact on the day to day activities of residents and business. When the impact is considered to be significant, the City will consult and support on stakeholder communication for you to action.

Based on your level of event impact, the stakeholder communication may include items, such as:

- Pre-event notification: letter or email.
- Stakeholder information meetings.
- Event signage installed on perimeter fencing.
- Print media notifications.
- Online platform notifications.
- Monitored event hotlines and emails.

Stakeholder notifications for traffic

Communication and notification of road closures is a requirement from the City, Main Roads WA, WA Police Force and Public Transport Authority.

A minimum seven days prior to the road closures being put in place, formal notification must be sent to all stakeholders. The notification must outline all key factors to help minimise any impact on the surrounding stakeholders.

The notification must include the following items:

- Event name.
- Event dates and timings.
- Bump-in and out timings.
- Map with road closures and timings.
- Event hotline pre-and during event.

Stakeholder notifications for noise

If your event is exceeding the noise regulations, then notification to sensitive noise premises must be undertaken. The City will provide you with a list of addresses and the location for notification.

A minimum seven days prior to the noise taking place a formal notification must be sent to all stakeholders. The notification must outline all key factors to help minimise any impact on the surrounding stakeholders.

The notification must include the following items:

- Event name.
- Event dates and timings.
- Bump-in and out timings.
- Schedule of all noise, including soundchecks and any other related noise.
- Event complaint hotline for pre-and during event.

2.17 Parks and reserves conditions

Care and custodianship

Where an event has a disruptive effect on those areas, the event will be charged for remediation in order to return the park to its former condition as quickly as possible.

Premium sites have a higher expectation for the quality of the turf and environment, therefore, additional charges may be expected on these sites.

To minimise remediation costs to event organisers, rest and remediation periods will be programmed for the parks and reserves in the event booking schedule.

Conditions on site for bump-in of your event

Your assigned Officer will work with you to make sure all infrastructure being installed on site is appropriate and approved prior to event commencement.

The following best practice conditions must be adhered to:

- unless otherwise agreed to by the City, all structures are to be stabilised by weights and not staked
- all fencing must be erected a minimum of 700mm from the kerb
- no infrastructure is to be tied to, or attached to any part of a tree, or existing City infrastructure
- no trees, gardens or flowers shall be cut, damaged or used
- structures must not be installed within the dripline of any tree canopy.

Vehicle access on reserves:

To produce an efficient and safe build of your event you may require vehicles to access and unload equipment onto the reserve.

The City understands this and may give approval for essential vehicles on site, with some site-specific conditions put in place for certain parks and reserves.

It is important that all vehicles on-site are approved and supervised by the site manager. A vehicle marshal or security officer should be located at the entrance to site, to monitor and control the flow of vehicles.

Some of these conditions may include:

- where possible only small trucks or vehicles are to be brought onto site. Large trucks or vehicles must stay on the gravel or hardstand where use of a telehandler to unload and move equipment on the turf should occur
- any vehicle movements within the reserve are to be kept to a bare minimum and drivers are to adhere to the agreed paths of travel including entry and exit points from site
- forklifts/telehandlers without turf tyres will not be allowed to operate on City reserves
- vehicles parking on the reserve, without a permit, may be infringed. The organiser is responsible for notification to all event personnel and manage all vehicle movements.

The City can be flexible if alternative arrangements need to be made, please contact your assigned Officer for further information.

2.18 Electrical works

All temporary electrical installations must be certified by a licensed electrical contractor.

A Form 5 - Certification of Electrical Compliance found at Events, Forms and Templates will need to be completed by a certified electrician following the inspection of the electrical installation. This form is to be submitted to the City prior to the event opening.

All electrical installations must comply with the Supply Authority or Office of Energy Safety requirements AS 3000, AS 3002 plus any special requirements of the Health (Public Buildings) Regulations 1992:

- all electrical outlets must be protected by a residual current device
- all power leads and extension cords must be tested and tagged within the past six months in accordance with AS 3760
- temporary electrical leads must be flexible cables, Thermoplastic-Sheathed (TPS) cables are not permitted
- leads must not be placed on the ground in trafficable areas, without appropriate covers
- cord junctions shall not be exposed to the weather or placed in damp situations.

2.19 Safety at events

One of the City's top priorities is the safety of patrons, visitors and the general public. When holding major or high-profile events, you will need to consider and address security, hostile and counter terrorism issues.

Crowded places self-assessment:

There is a useful self-assessment tool available at Australian National Security, along with several helpful resources for event organisers to use. This self-assessment tool will also help you in the planning of your risk and emergency management plans.

Community safety

The City works with other agencies and has many initiatives which aim to keep people safe and minimise damage and crime. We aim to prevent negative occurrences that impact on public safety and should something happen, respond as quickly as possible.

Safe City Rangers and Citywatch Surveillance Centre

The Safe City Rangers deal with a variety of city based issues. They work with the Activity Approvals team to check various event permits, and are available to assist event organisers should an issue or emergency arise.

Additional to the rangers' regular street patrols, the City operates a surveillance centre, 24 hours a day, 7 days a week, 365 days a year. Citywatch, monitors over 600 cameras across the CBD, Northbridge, East Perth and key public spaces. They can be contacted on (08) 9461 6611.

Fire safety

All fire safety equipment must be maintained and tested in accordance with AS 1851 Maintenance Standards. Staff should be familiar with the locations of fire equipment and how to use it.

A minimum one 4.5kg B (E) dry chemical powder fire extinguisher must be located in close proximity to:

- any electrical generator or switchboard
- any flammable liquid or gas
- any food cooking areas.

Pressured water type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided:

- within 10 metres of each exit
- in any backstage areas.

If you wish to have fire dancing, open fire pits, pyrotechnics or other fire-related activities at your event please consult the Department of Fire and Emergency Services for any approvals.

2.20 Accessible events

The Disability Access and Inclusion Plan outlines the actions the City will take to improve access and inclusion for people of all abilities.

Consideration and needs will vary depending on the people attending and the type of event. When planning items like parking, stage viewing, pathways, signage and toilets, you should consider the use and accessibility for all.

The City has developed a helpful checklist found at Events, Forms and Templates for you to understand how accessible your event is and any improvements you can make.

Major impact events will be required to provide a Disability, Access and Inclusion Plan as part of the event documentation.

Your consideration, planning and implementation of the suggestions of accessibility and inclusion at your event, will reflect positively on everyone. We hope you consider the important role you have in helping our City to be accessible and inclusive to everyone.

2.21 Amusement rides, inflatables, water slides, petting zoos and circuses

If you are having amusement rides, water slides, bouncy castles or inflatables at your event, you need to ensure the safety of the attendees and ride users.The following documentation should be submitted to the City:

- annual Certificate of Inspection of the amusement structure by a competent person
- copy of the Work Safe plant registration
- copy of Public Liability Insurance
- if applicable, for Class 1 amusement structures, an assessment or certification letter from a competent person

Safe Work Australia provides helpful guidelines.

Some water slides or inflatables may be classed as an aquatic facility, which may need to be approved by the Department of Health. You can find more information about aquatic facilities at the Department of Health.

Animals and petting zoos

If you are planning on having animals or a petting zoo at your event, you will need to adhere to the City's Local Laws which include supervising the animals at all times, cleaning up after the animal, and ensuring no waste is left behind.

Please consider good hygiene practices by implementing measures such as hand washing facilities on entrance to the animal area and hand sanitizing stations. In addition, animals should be kept away from areas where food is being prepared, stored, or sold. These mitigation tools can be detailed to in your Risk or Event Management Plan.

For further information regarding animals and petting zoos please refer to the petting zoo guidelines at the Department of Health.

Circuses and the Use of Performing Animals:

The City may approve the use of performing animals subject to:

- The use of wild or non-domestic animals such as the big cats (e.g. tigers, lions, leopards, pumas, cougars) bears, buffalo, elephants, hippopotamus and primates, not being permitted;
- The use of non-wild domestic animals with a good working relationship with humans, may be permitted;
- The circus complying with the relevant Animal Welfare Act - Code of Practice.

2.22 Welcome to Country

A Welcome to Country

Your event is going to be held on Whadjuk Noongar land.

A Welcome to Country is a ceremony performed by an Aboriginal Elder, Traditional Landowner, or nominated community leader of the local area to officially welcome visitors to the land.

A Welcome to Country acts as a blessing for the occasion and is conducted as a mark of respect. A Welcome to Country can take on many forms, depending on the culture of the Traditional Owners, and can include song, dance, symbolic ritual or a speech in traditional language and/or English.

Acknowledgment of Country

Is a way for you to show awareness of, and respect for, the Traditional Owners of the land on which your event is being held, and the continuing connection of Aboriginal people to their Country.

The Welcome to Country and Acknowledgment of Traditional Ownership guidelines and protocols can be found at Events, Forms and Templates will help you in carrying out the most appropriate acknowledgment for your event.

The best source for additional information regarding Aboriginal Cultural practices is the Southwest Land and Sea Council who can be contacted on (08) 9358 7400 or reception1@noongar.org.au.

2.23 Event promotion

Can I promote my event around the City?

The City's website includes a free service to promote City-based events, retailers and attractions within the City's boundaries.

Event organisers can create and maintain their own event listings. Your event can be submitted for free to gain exposure to a sizeable, engaged audience seeking city-based activities and information, with a 2019 average of 245,000 views per month. Events listed on the website may be selected for inclusion on the website homepage and promoted on the City's social media channels.

How to register:

1. Go to portal.perth.wa.gov.au/login
2. Follow the instructions to create an account
3. Log in to start listing your event information

All listings are moderated by the City of Perth and require approval prior to going live. Please allow up to 3 working days for your content to be published.

Next step

As an event organiser you now have all the information to successfully fulfill your requirements, gain your event permit, and hold your event.

Section 3 outlines on the day event requirements and checklists.

Step 3

Event day requirements

3.1 Event day requirements

Prior to opening and site inspections

Once you've completed bump-in and before opening to the public, the City may require further documentation.

This may be to ensure you are complying with relevant legislation and operating safely. Your assigned Officer will communicate with you these requirements and timeframes, which will also be outlined in your event impact checklist. A final inspection of the site will be booked in, with relevant stakeholders and event staff to complete the approval.

It is important to understand that your Event Permit is only valid if all Certificates and Approvals have been obtained by the City, and that all conditions on your permit are adhered to at all times.

Forms and checklists

The following forms may be required in order to receive your final approval. These are available to download from Events, Forms and Templates.

Environmental Health inspection checklist; a helpful checklist to ensure you are ready before City Officers conduct inspections of your site.

Event day checklist; a helpful checklist to support event organisers on opening day.

Event impact checklist; a checklist used throughout the planning stages of your event to keep you on time.

Form 2 Approval of Public Building; which will lead to a final inspection and Certificate of Approval Form 4 by the relevant Environmental Health Officers

Form 5 Certificate of Electrical Compliance; completed by a registered electrician.

Structural sign-off; depending on your temporary structures, you may require sign-off from a suitably qualified professional. Please refer to 2.12 Temporary structures.

Building approval; Building Surveyors are responsible for ensuring structures are built in compliance with building regulations. Please refer to 2.12 Temporary structures.

Step 4

You've held the event

4.1 Congratulations

Debrief and SWOT analysis

You've successfully held your event in Perth city. An essential part of event planning is the reconciliation and debrief after your event.

This is the time to reflect on what worked well, what didn't and perhaps what was missing from your planning.

Immediately following your event bump-out, it is important that you hold a debrief with all relevant key stakeholders. A comprehensive meeting with stakeholders can highlight key issues which impacted your event. Any newly identified risks or challenges resulting from your event should be highlighted and your RMP should be updated to reflect these findings.

Before holding the debrief meeting, we recommend carrying out a self-assessment in the format of a SWOT analysis. The objective of a SWOT analysis is to identify the event strengths, weaknesses, opportunities and threats.

The City will endeavor to do an assessment of your event and compare both your self-assessment and the City assessment at the debrief meeting.

Reviewing documentation

The recommendations from the debrief meeting should be used as a learning tool for future events. Whilst everything is still fresh in your mind this is a good time to implement changes to your documentation, preparing you well in advance for your next event.

Other Permits, Bookings and Licences

The City manages and issues a broad range of permits. There are some activities that you may not be aware even require a permit. The information below, will help you navigate your way to accessing the appropriate permits.

Flyer Distribution Permit

If you are intending to hand out flyers or printed material and it is not part of an event, then you will be required to obtain a Flyer Distribution Permit.

These permits allow you to access locations in the public realm managed by the City. If you are interested in handing out material on private land or privately managed public spaces, you will need to seek permission from the landowners or land managers. Further information can be found at Flyer Distribution Permit Application.

Marches and rallies

The City of Perth does not issue permits for protests, rallies and marches in the public realm. However, we'd still like you to notify us so we can plan for impacts and notify affected businesses and services. Please use our online notification template found at Marches and rallies in the City.

Any enquires or applications to hold a Public Meeting and/or Procession should be sought from the Perth District Police Station, 2 Fitzgerald Street, Northbridge via WA Police website.

The WA Police application can be applied for the purpose of public meetings where three or more persons communicate, express or procure a view where members of the public have access or are invited. Email the form to pertheventscoordinator@police.wa.gov.au, no application fees apply.

Public Trading Permit

A Public Trading Permit allows commercial entities to trade on City-managed land. This permit covers a broad range of commercial activities and can be offered for periods of up to 12 months at a time.

Public Trading Permits include:

- Tour group or transport operators, including Electronic Personal Transporters (EPT), animal rides, pedal-powered taxi or walking tours involving large groups.
- Fundraising, collections and petitioning.
- Personal training, group exercise and fitness.
- Extension of shopfront for display.
- Recreational equipment hires, including paddle boards, bicycles or boats.
- Annual food vendor program, allowing permit holders to trade in approved locations, year-round.
- Information for these permits can be found on the City's website.

Information for these permits can be found at the Public Trading Permit Application.

Obstruction Permits

Works' activities that obstruct any part of a public thoroughfare (e.g roads, footpaths, verges or reserves), using tools, equipment, waste bins, excavation machines, decals or filming, will require a permit. More information can be found at Obstruction Permit.

Obstruction Permit – Footpath and road

This includes obstructing roads (traffic management required), footpaths, verges or reserves by using works equipment. Equipment can be; cranes, cherry pickers, ladders, mobile scaffolding, waste bins, hand tools and excavation machines.

Obstruction Permit – Drone and Filming Permit

Drone launches and filming within the city will also be required to hold a permit, please see the Drone and Filming Guidelines.

Obstruction Permit - Decals

A permit is required to use the City's footpath and other paving areas for decals, and are for public event promotional purposes only. The promotion of a single business would not be considered suitable.

Banners and flag bookings

The City street banner and flag pole sites are available for hire to publicise events. Please refer to the Banner and flag site bookings page and the downloadable documents available there outlining the locations, specifications and fees.

Busking Permit

General information and the application form can be found at the Busking Permit Application page.

Public toilets

Public toilet facilities are available at most parks and reserves within the City's boundary and must remain available to the general public at all times.

The Property and Maintenance team at the City ensure all public toilets are maintained and cleaned on a daily basis. For additional fees, and subject to approval, the City is able to offer the use of these public toilets. This includes cleaning services for the toilets during your event, as well as opening and closing the toilets outside of the operating hours of 7am until 7pm daily.

For more information on how your event can use the public toilets please talk directly with your assigned Officer.

City of Perth Parking

City of Perth Parking (CPP) operates 35 car parks, both ground level and multi-story, located near many of the City's event spaces, providing just over 10,500 off street parking bays and 5,500 on street parking bays.

The following parking options may be available for your event:

- event parking management, including pre-and post-event parking and exhibitor services
- communications, promotions and signage
- security, including mobile, static and covert patrols.

Get in touch with your assigned Officer six to eight weeks before the bump-in of your event to look at any of the above options.

On-street parking reservations

On-street parking reservations can be secured for event organisers seeking parking close to their event for bump-in, event days and bump-out. You may also wish to secure parking during event hours for VIP's, artists or dignitaries attending your event.

These reservations will need to be made at least two weeks prior your event start, and can be arranged with your assigned Officer, fees and charges will apply.

Charitable street collection

Any organisation wanting to conduct a street collection in the city, whether or not licensed, must have a Street Collection Permit through the Department of Mines, Industry, Regulation and Safety.

Street collections must be held on a Friday unless otherwise approved by the department.

These permits do not allow for infrastructure such as tables, chairs or marquees to be placed on footpaths or reserves. If you would like to set-up equipment in the city, you will be required to book an event site. You will need to submit a copy of your Street Collection Permit and charitable license to activity.approvals@cityofperth.wa.gov.au

Development and Building Approvals

In some cases, event organisers may wish to occupy an event space for an extended period of time, or wish to change the use of an existing building from its current use to a temporary or permanent event space.

In such instances both planning approval – Development Application (DA) – and building approval - Building or Occupation Permit – may be required.

A DA is a formal request for planning approval to undertake the event use and any changes to existing buildings or new works, and usually takes, minimum, 60 days for approval and needs to be considered early in the planning of your event.

For further information on this process please visit Development Applications or speak to your assigned Officer for your event.

Wedding Location License

There are six beautiful gardens and reserves designated as an ideal location for a wedding ceremony; Harold Boas, Queens Gardens, Council House Gardens, Point Fraser Reserve, Victoria Gardens and JH Abrahams Reserve.

To hire a park, you must obtain a wedding location license from the City's Customer Experience Centre, who provide the approval for the license holder to use the specified area of park on the day and time booked.

You can contact the Customer Experience Centre on (08) 9461 3333 or email info@cityofperth.wa.gov.au.

Non-City issued permits

Liquor Licence

For the sale or supply of liquor a licence is to be obtained from the Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor). The sale of alcohol to patrons of the event is to be carried out strictly in accordance with conditions detailed on your Liquor Licence.

The Licensee is to ensure that sufficient facilities and expertise are available during the event to enable the License to be operated in a proper manner.

Fireworks event permit

A fireworks event permit is required from the Department of Mines, Industry Regulation and Safety (DMIRS) for aerial fireworks and if you are planning on having:

- a single fireworks event
- a group of consecutive events at the same venue – where the intervening time is not greater than 48 hours.

Note: A permit is not required from DMIRS for close proximity (rooftop) fireworks, or firecrackers however they must still be notified.

In most cases the City will need to approve, support and sign-off on the fireworks application, please speak with your assigned Officer.

One Music

If you are putting on a concert, festival or other event with live music or sound recordings, you will almost certainly need a music licence from OneMusic.

OneMusic is a joint initiative of PPCA and APRA/AMCOS to ensure artists receive royalties when their music is played.

Further information can be found at One Music.

Still unsure?

Don't see information relating to your type of activity?

If you are still unsure whether you will require a permit to conduct your activity please contact the Activity Approvals team on (08) 9461 3333.

Useful Contacts and Links

This is a list of potential stakeholders to contact in regard to your event,
as well as useful links to external websites, and City guides.

City of Perth ⬈ perth.wa.gov.au
Activity Approvals team 📞 (08) 9461 3333
Environmental Health team 📞 (08) 9461 3333
Sponsorship team @ sponsorship@cityofperth.wa.gov.au
City Watch 📞 (08) 9461 6611
🔗 Environmental Health Guideline Temporary Food Business
🔗 Thoroughfares and Public Places Local Law 2017
🔗 Public Trading Local Law 2005
🔗 Special Events Local Law 2007

Department of Fire and Emergency Services 📞 13 3337 ⬈ dfes.wa.gov.au

Department of Health
Environmental Health Directorate 📞 (08) 9222 2000 @ Public.events@health.wa.gov.au
Food Safety WA 📞 (08) 9222 4222 @ healthywa.wa.gov.au/Contact-us
🔗 Guidelines for concerts, events and organised gatherings
🔗 Aquatic Facilities

Department of Local Government, Sport and Cultural Industries
🔗 Application & Liquor Licensing Information

Department of Mines, Industry Regulation and Safety
Firework applications 📞 (08) 6251 2300 @ cso@dmirs.wa.gov.au

Development WA 📞 (08) 6557 0700 ⬈ developmentwa.com.au

Dial Before You Dig 📞 1100 ⬈ 1100.com.au

Energy Safety WA
Gas cylinders 📞 (08) 6251 1901 @ commerce.wa.gov.au/energysafety/safe-use-gas

Main Roads WA 📞 13 81 38 ⬈ mainroads.wa.gov.au
🔗 Events on Roads

OneMusic 📞 1300 162 162
🔗 Music Licenses

Public Transport Authority WA 📞 (08) 9326 2000 ⬈ pta.wa.gov.au

Sports Medicine Australia
🔗 Hot Weather Guidelines

Tourism WA
🔗 An introduction to Risk Management for Event Holders in Western Australia
🔗 Event resources - Tourism Western Australia
🔗 Resource for Events in Western Australia: To assist in safe and efficient event planning and conduct

WA Police Force
🔗 Policing Major Events
🔗 Events on Roads

WorkSafe   📞 1300 307 877

🔗 WorkSafe

ANZCTC (Australian-New Zealand Counter-Terrorism Committee)

🔗 Active Armed Offender Guidelines for Crowded Places
🔗 Australia's Strategy for Protecting Crowded Places from Terrorism
🔗 Crowded Places Security Audit
🔗 Crowded Places Self-Assessment Tool
🔗 IED Guidelines for Crowded Places
🔗 Hostile Vehicle Guidelines for Crowded Places
🔗 Chemical Weapon Guidelines for Crowded Places

Australian Standards

AS ISO 31000:2018 Risk Management Principles and Guidelines
AS 3745 Planning for Emergencies in Facilities

Legislative and regulatory compliance links

🔗 Disability Discrimination legislation Act 1992
🔗 Electricity Regulations 1947
🔗 Environmental Protection Act 1986
🔗 Environmental Protection (Noise) Regulations 1997
🔗 Explosives and Dangerous Goods Act 1961
🔗 Food Act 2008
🔗 Health (Public Buildings) Regulations 1992
🔗 Liquor Control Act 1988
🔗 Occupational Safety and Health Act 1984
🔗 Occupational Safety and Health Regulations 1996
🔗 Road Traffic Act 1974
🔗 Security and Related Activities (Control) Act 1996

🔗 Security and Related Activities (Control) Regulations 1997

🔗 Working with Children Act 2004

Glossary

Activation refers to a small activity usually run for the promotion or marketing of a company, organisation, group or product. Also refers to small performances, installations or displays.

Activity refers to anything that a person, or group does in the City of Perth that is considered to be outside the normal day-to-day operations of the city. Activities include; personal training, promotions, filming, public trading, casual or seasonal sports, charity collection, weddings, private functions, marches, protests, gatherings and events.

AS refers to 'Australian Standards' documents setting out specifications and procedures to establish a minimum set of requirements which define quality and safety criteria. It is usually the prefix to a title for example AS ISO 31000:2018 Risk Management Guidelines.

Bump-in refers to the process of setting up prior to any activities starting. This may include, site mark-out, deliveries of equipment/stock, setting up any infrastructure and vehicle access to event site.

Bump-out refers to the process of removal of all elements after your activity has finished.

Busker/Busking refers to a person or persons performing; with an instrument or multiple instruments, live performance including but not limited to- singing, dancing, mime, clowning, juggling, puppetry, comedy, magic or living statue act, performing a Circle Act and creating visual art (excluding aerosol art).

Certificate of Currency is a document confirming that an insurance policy is current and includes details of the sums insured, the policy type as well as the policy expiry date.

City (upper case) refers to the City of Perth organisation, or its employees.

city (lower case) refers to the municipality (area) of the City of Perth.

Drone a remote-controlled pilotless aircraft. Permits are required for use of drones and are available by submitting an online application.

Filming refers to the recording of images, including but not limited to; film, video, digital or electronically for the purposes of exhibition and/or broadcast (television, cinema, internet, etc) and includes photography and photo shoots. Permits are required for film crews of over 4 persons, please see Obstruction Permits for how to apply.

Fundraising activity refers to any activity which aims to collect money for, or on behalf of a Registered Charity Organisation.

Green Room refers to a space away from public access, specifically set aside for organisers and/or performers to store equipment, prepare, change and shower.

Infrastructure refers to any object that is installed, erected, or otherwise; in relation to an approved activity in the City of Perth. Infrastructure may include, but is not limited to – marquees, scaffold, fence, lighting, stage, PA, tables, seating (tiered or otherwise), umbrellas, signage, amusement rides or inflatables.

Impact refers to the amount in which an event or activity affects the surrounds in which it is in. This includes; environmental, social and physical context.

Legislation refers to laws and rules made by the government. It may refer to either State (WA), or Federal (Australia) laws and rules.

Liability refers to a thing for which someone is legally responsible.

Licensee refers to the holder of a licence, particularly to sell alcoholic drinks.

Local Law refers to governance of activities on land that is owned or managed by the City of Perth, as well as certain activities conducted on private land within the city. These local laws have the status of legislation and

are enforceable by the City. The City may authorise Officers to enforce the local laws on its behalf. The City is required to review its local laws once every eight years.

Marquee refers to a large tent or canopy structure, installed temporarily at an event or gathering.

Muster point refers to a place or gathering point where everyone is ordered to go when there is an emergency. May also be referred to as 'evacuation point'.

Pax refers to a figurative amount of people or occupants.

Policies refers to City of Perth, or other entities, guidelines over a range of issues. Policies are not binding but provide a basis for the City in determining individual applications or requests. Policies also enable the community to be aware of the reasoning behind decisions. Please refer to the City of Perth website for further details.

Public place/realm refers to any space that is free and open to everyone. This guide generally refers to the public realm as an outdoor space; including streets, squares, forecourts, piazzas, parks, reserves, malls and open spaces. However, it can also include space within buildings that is publicly accessible.

Regulations refers to rules made by a government or other authority in order to control the way something is done, or the way people behave.

Risk refers to the probability and consequences of occurrence of injury or illness and the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

Stakeholders refers to any person, organisation, group, or society at large that has an interest in the activity taking place. Stakeholders can be internal or external to a company or place.

Street Collection is the "soliciting of funds or contributions and the selling and offering for sale of any button, badge, token, or other similar thing for the purpose of raising funds or contributions" in a public street or thoroughfare.

SWOT Analysis refers to a technique used to determine and define your Strengths, Weaknesses, Opportunities, and Threats

Warden refers to a person who is responsible for the supervision of a specific space or activity, including

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