

GENERAL INFORMATION ON APPLYING TO HOLD AN EVENT OR ACTIVITY



- **Why do I need to apply for a permit?**
 - The City of Perth uses its parklands and public spaces for many events and functions, from social activities to festivals, concerts, and carnivals. An approval process follows all local and state laws helping to make sure all people can enjoy the spaces in a safe and lawful manner.
- **What is the difference between an event and a social gathering?**
 - The Event Approval team will assess an Event Permit application to determine what process is needed.
 - The process can vary between a low impact low risk activity to major impact high risk event with associated fees.
 - Activities that are very small in scale, non-commercial, have minor impact on the surrounds, do not require vehicle access, and have 50 or less people may be classed as a social gathering. Social gatherings require an on-line notification to the City with no associated fees.
- **Who needs to submit the application?**
 - Anyone looking to have an event or be involved in an activity within the City or Perth is requested to contact the Activity Approvals team first to check site availability.
 - The Activity Approvals team will determine your requirements as some activities may not necessarily need a formal application.
 - For anything other than an approved social activity you will need to submit an Event Permit application.
- **What types of Event Permit applications are there?**
 - Contact the Events Approval team before you apply to determine your requirements.
 - The City processes your application depending on the activity and the impact. As a guide, your event could classify as a:
 - Low Impact Event – 50-999 people, no road closures, no noise impact, short timeline
 - Medium Impact Event – 1,000 people or more, minimal road closure and noise impact
 - High Impact Event – 5,000 people plus, road closures, noise impact on residents
 - Major Event – 10,000 people plus, road closures, noise impact on residents
 - The Event Approval team will consider the scope, impact, size, complexity, and risk when assessing your application.
- **What does it mean to “bump in” or “bump out”?**
 - “Bump in” refers to the process of setting up your event or bringing infrastructure onto site
 - “Bump out” refers to cleaning the site up and removal of infrastructure after an

- event
 - You must include the time taken to “bump in” and “bump out” in your event application timeframe.
- **What are the costs to submit an application?**
 - There are no fees for a Social Event Notification, only for Event Permit applications.
 - You will need to pay a non-refundable application fee at time of lodgment of an event application.
 - Other fees that may be applicable and assessed during the application process are:
 - Venue hire and utility services.
 - Parking bay fees.
 - State and Federal legislative fees.
 - A bond held against damages and restoration of the site and infrastructure.
 - Fee for City Services held as a deposit.
 - Other fees apply for reassessments and late lodgment of documentation.
 - Unless previously arranged, you will need to pay the balance of any fees, deposits, and full payment of any bonds prior to the Event Permit being issued.
 - A full list of the relevant fees and charges can be found at the City [Events Fees & Charges](#) .
- **Will I be required to pay a bond?**
 - A bond may be needed if your event poses a risk of damage to any City assets, e.g. footpaths, reserves, furniture.
- **How long does it take to get the bond or City Services deposit back?**
 - At the end of the event or activity, the City will conduct an inspection to assess the condition of the site. Once we finish this inspection and report, a bond return assessment can occur.
 - If there is no damage to the facility or equipment or added costs arising from the hire, the bond can be refunded, usually within 4-6 weeks from bump out.
 - Repair costs will be deducted from the bond. You will be invoiced for any repair costs that exceed the value of the bond.
- **How long does an application take to process?**
 - Events and activities vary in complexity. The time needed to process an application can also vary.
 - A discussion with the events team will help you to determine the processing time needed for your event or activity. In general, the following minimum times apply:
 - Social Activity Notification – 5 Business Days.
 - Low Impact Events – 10 Business Days.
 - Medium Impact Events – 3 Months.
 - High Impact or Major Events – 6 Months.
 - These times are relevant for an application that is correct, and the applicant has supplied quality documents within the requested time.
- **How can I help with the approval process?**
 - Discuss your application with the Event Approval team before submitting.
 - Apply for your permit early with ample time before your event bump in date.

- Submit all requested documents by the due date.
- Ensure your documents and plans are complete and have all the requested information.
- Answer all questions honestly and accurately.
- Be clear about what your works involve and the intent of your project.
- Read and understand this Useful Information and General Terms and Conditions
- **What documents, plans or maps may I need to provide?**
 - The City may need specific documents to progress the assessment of your application depending on the risk, scale, and complexity of your event. For example, medium type events may require:
 - Event Management Plan
 - Detailed scaled Site Plan
 - Risk Management Plan
 - Waste Management Plan
 - Noise management Plan
 - Traffic Management Plan
 - Approvals for temporary structures including engineering reports as necessary
 - Liquor License
 - Temporary Food Vendors Permit
 - Worksafe approvals
 - Public liability Certificate of Currency
 - The applicant and the City must enter into a binding Deed of Agreement (Deed) for events considered major events (Higher risk and complexity)
- **How can I check if a site is available and make a reservation?**
 - Contact the Activity Approvals team to discuss if a site is available, supply an overview of your event or activity and they can tentatively reserve the site for you.
 - You must submit an Event Application to the City within 10 business days to secure the booking.
- **Are there any specific requirements for working in the City malls?**
 - The City of Perth pedestrian malls and Forest Place have unique features and risk, as such, there are special conditions placed on events or activities within these areas.
 - These could include limits on permitted vehicle types, vehicle movement times, weight limits, event times and durations, noise and environmental hazard management, site protection and restoration work.
 - Please discuss this with the Event Approval team before submitting your application.
- **Can I use City or private infrastructure at my event?**
 - With an application, the City may allow use of its amenities, facilities, or services.
 - In general, for most events you must supply your own infrastructure including cooking, shelter, waste, and toilet facilities.
 - You must protect any grassed areas, as such, there are limits around vehicle parking, vehicle movement, staking or storage on the grass.
 - Discuss your water and power infrastructure needs with the Event Approval

team before bringing anything on site or using the City power grid.

- **Will there be other conditions placed on my final permit?**
 - The City may add conditions to your final event permit depending on the risk, scale, and complexity of your event, other. For example:
 - Number of patrons permitted.
 - Conditions around the supply of food and drink.
 - Noise management conditions.
 - Vehicle and pedestrian traffic management.
 - Toilet, hygiene, cleaning, and waste management conditions.
 - Restoration of site requirements.
 - Business and resident's notification.
 - Payment of a bond or City Services deposit.
- **Will you need the exclusive use of parking bays?**
 - You must show any parking bays that you need in your Event Plan. The City can reserve these bays after assessment and payment of the fee.
- **Can I cancel or change my application after submitting it?**
 - In some circumstances you can cancel or make changes after submission.
 - Event Permit application fees are non-refundable.
 - Please discuss your needs with the Event Approval team prior to submitting your cancellation or changes as any cancellation or change request must be received and acknowledged by the City. in writing.
 - Cancellation of an event by the applicant may result in forfeiture of a percentage of some additional fees, charges or deposit paid. The amount is scaled depending on the type of the event and how much notice you provide.
 - Discuss this with the Events Approval team prior to submitting your application.
- **Can the City cancel or alter my application or event?**
 - The City may cancel or alter a Social Activity Notification or Event Permit if:
 - there is a breach of the conditions of the event or activity approval;
 - there is false information in the permit application; or
 - the event poses an unacceptable risk to the City, the public or the environment.
 - The City reserves the right to close an event facility or restrict space in the event to:
 - remove an unsafe situation or condition;
 - manage an emergency or critical incident,
 - manage changes to fire, weather or security conditions;
 - undertake emergency repairs or maintenance; or
 - allow alternative use of the space.
 - The City will attempt to provide reasonable notice and offer help to move or reschedule the event in all but serious breaches of the application conditions.
 - An authorised City of Perth officer shall have authority to stop the event or activity in case of non-compliance, if in the reasonable opinion of the Officer the breach is likely to continue.
- **Are there disability access requirements that I need to address?**
 - It is the applicant's responsibility to ensure that the event follows Federal Disability Discrimination Act 1992, the Western Australian Disability Services Act 1993, and Australian Standards AS1428.

- Access and facilities to consider include:
 - Designated pick up/set down areas with level access to the principle entry.
 - Level access to all public facilities.
 - Dedicated and accessible toilet facilities.
 - Dedicated viewing areas, with added space for carers.
 - Translation services including information in accessible formats, Auslan interpreters and subtitles where applicable.
- If you have any queries, please contact the Disability Services Commission on (08) 9426 9200.
- **Can I promote my event around the City?**
 - There are conditions around the use of promotion material around the City such as flyers, banners, posters, decals, and signage.
 - Event holders are not to use the City of Perth logo or reference the City in their promotional material without prior City approval.
- **Where can I find further information?**
 - On our website: www.cityofperth.wa.gov.au.
 - Contact our Events Permit Approval team at the City on 08 9461 3333 or by email activity.approvals@cityofperth.wa.gov.au