

Malls Event Guidelines

Hiring event sites in City of Perth Malls
August 2025



**CITY OF
PERTH**
City of Light



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Acknowledgement of Traditional Custodians

The City of Perth acknowledges the traditional custodians of the land that we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands.

We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbarl Yerrigan.

We offer our respects to Elders past and present.

Disclaimer

This document is provided for information and does not purport to be complete. While care has been taken to ensure content is accurate, we cannot guarantee it is without flaw of any kind. There may be errors and omissions, or it may not be wholly appropriate for your particular purpose. In addition, the publication is liable to change. The City of Perth accepts no responsibility and disclaims all liability for any error, loss or other consequence that may arise from you relying on any information contained in this document.

Cover image: Forrest Place

Welcome to City of Perth Malls

What is this guide about?

The City of Perth offers designated spaces within its Malls for small to medium size activations that contribute to make our City more vibrant and encourage community participation.

This guide has been developed to give an overview of the activities that can be carried out in the City of Perth Malls and to define the best practices for their implementation. It provides an understanding of the City's approval process and an overview of the spaces available in the Malls including main features, amenities, and activation ideas.

Any activity taking place in the Malls must obtain a relevant permit, the permit applications must be submitted [online](#). Applications and permits are managed and issued by the City of Perth Activity Approvals team.

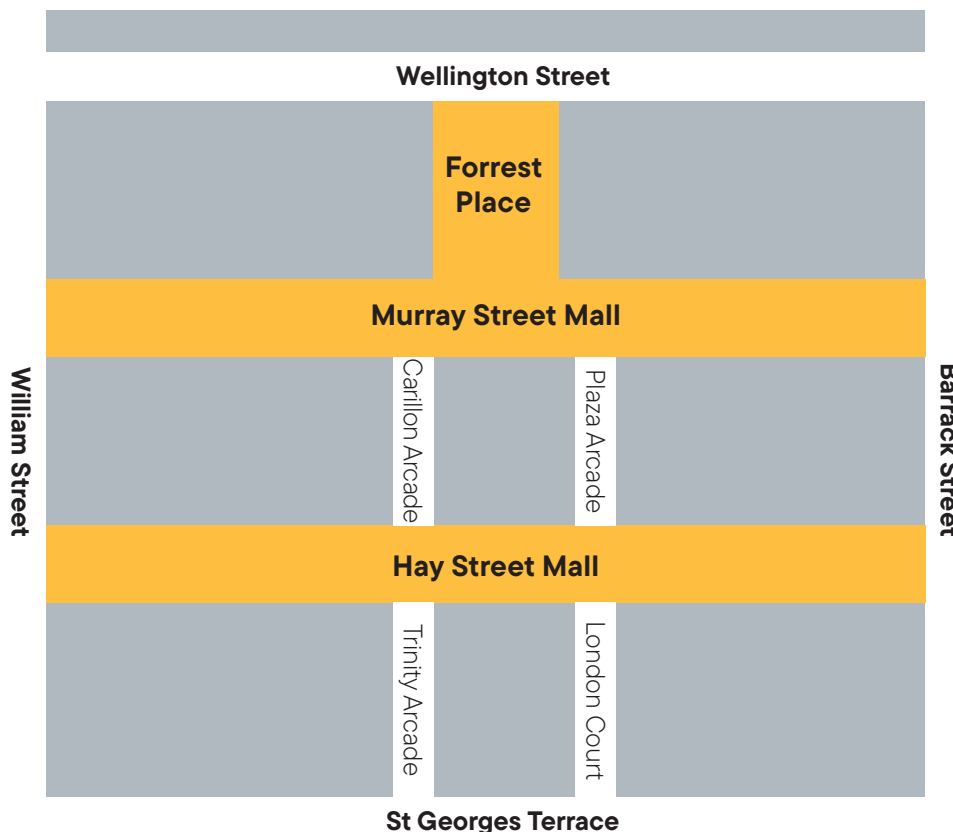
The Activity Approvals team is a group of passionate and experienced officers that coordinate and facilitate events in the city. An Activity Approval Officer will be assigned to manage your application and support you in facilitating the event. If you have any questions about the available sites and the activities that can be carried out in the Malls get in touch with us by submitting an [Activity Enquiry Form](#).

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 holding an event on the City's Malls.

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 20](#).



What type of activities can take place in the Malls?

The City of Perth Malls are ideal for small to medium size activations during the day that aim at engaging with the high foot traffic of the CBD. The central position of the sites allows exposure to professionals, businesses, tourists, and shoppers. We permit and encourage the following activities in our malls:

- **Events:** Community engagement, entertainment - music and dance performances, food and artisanal markets.
- **Fundraising and Awareness:** Street appeals, fundraisers, parades, marches, and rallies.
- **Promotion:** Flyer, sampling, and pop-up stalls.

When do I need an event permit?

You will require an event permit if you want to book exclusive use of a specific area, or you are running a commercial enterprise.

You can apply for an event permit [here](#). When lodging the application, a \$100 non-refundable application fee is payable upon application.

Activity Approvals Officers also manage permits for events, Flyer Distributions, Public Trading, Marches and Rallies, Social Gatherings, and activations in the Malls. You can find more information on these, and other permits on the City's website.

What CBD spaces can I hire?

Forrest Place

Forrest Place is a premier event space in the heart of the City amongst the shopping mecca of the CBD. The location is versatile as it comprises of different areas that can host small activations as well as larger events. If you are planning to run a larger event, refer to our [Event Planning Guidelines](#).

Murray Street

Murray Street has five hireable event sites ranging from 9sqm to 36sqm. The sites provide maximum exposure to a steady flow of pedestrian foot traffic throughout the day and are ideal for activations that aim to engage with the public. Contact Activity Approvals team, if you would like to activate alternative locations in the Mall.

Hay Street Mall

Hay Street Mall runs parallel to Murray Street and connects with numerous arcades, including the popular London Court. It features multiple event spaces ranging from 9sqm to 18sqm that are suitable for installations, and activations that blend into the narrow thoroughfares.

Do you have an idea for an activation?

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 submit an [Activity Enquiry Form](#) or call the Activity Approvals team on (08) 9461 3333 to discuss your ideas.



Forrest Place

Featuring 2,000sqm of usable space and the iconic Grow your Own sculpture by James Angus, Forrest Place is the City of Perth's premier event location situated in the heart of the City between the heritage landmark General Post Office building and Forrest Chase shopping complex.

The space is versatile as it comprises of different areas - Stage, Sunken Area & Water Labyrinth, Lounge - that can host small activations as well as larger events up to approximately 2,000 attendees at any given time.

Stage

The Stage is ideal for performances, official and awards presentations - either as standalone activities or as part of a larger activation. It is located on the Wellington Street side of Forrest Place and measurements are:

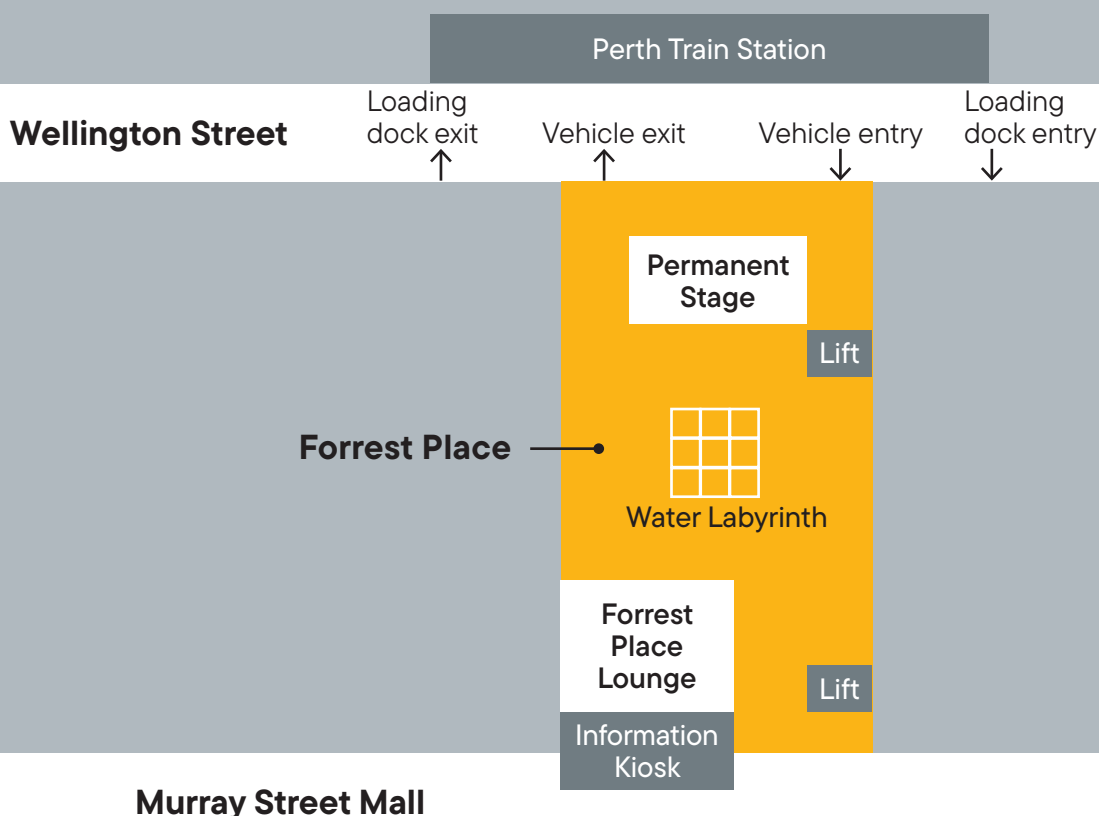
- Size 12.995m x 8.05m (excluding ramp)
- Ramp 12m x 1.5m
- Elevation 770mm
- Cover canopy overhead to provide shelter on stage (**the canopy doesn't cover the entire stage depth*)
- Height of canopy is 9.6m (north side) and 10m (south side)
- Power available (32 and 15 AMP)

Sunken Area & Water Labyrinth

The sunken area measures 22m x 44m of which the Water Labyrinth takes over 12m x 12m. To protect the water feature, floor covering is required in most cases. Additionally, weight restrictions must be considered, and vehicles are prohibited from driving on the Water Labyrinth.

Events that involve the consumption of food and drinks are required to cover the water feature with adequate flooring to ensure no spillage (particularly oil spills) leaks into the structure.

It features one water outlet and power outlets (32 and 15 AMP).



Lounge

Featuring seating and shaded tree areas, the lounge is ideal for small activations.

- It has a small water feature and power outlets (32 and 15 AMP).

Weight restrictions

When planning your event, be aware that weight restrictions are in place. Ask the Activity Approvals team for more information about weight restrictions and how they relate to your event.

Loading Dock and Undercroft Event Bays

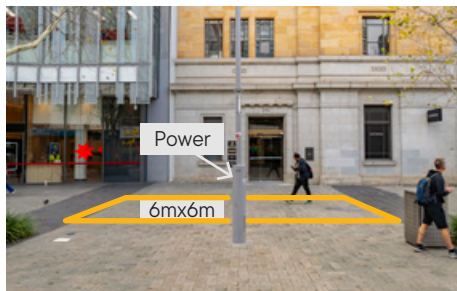
When booking Forrest Place, you can request up to two parking bays located in the loading dock (underneath Forrest Place) via your Activity Approvals Officer. A goods lift is also available from the loading dock to the ground level of Forrest Place.



Murray Street Mall

The Murray Street Mall is the larger of the two pedestrian Malls and has a high pedestrian traffic flow. This Mall is a perfect location for performers, smaller exhibitions, fundraising, community information and media launches, displays and competitions. There are five separate event sites in Murray Street Malls.

The City is mindful that these event sites are situated in front of existing businesses, and as such clear lines of site need to be maintained. This means that walls on marquees are only permitted at the Kiosk event site.



West-end site



CommBank site



Kiosk event site

1. West-end event site

West-end event site is located at the western end of Murray Street, and is the closest event site to William Street. The event site allows for a maximum event site area of 6m x 6m and has power available from the light pillar (15AMP)

Walls on marquees are not permitted on this site.

2. CommBank event site

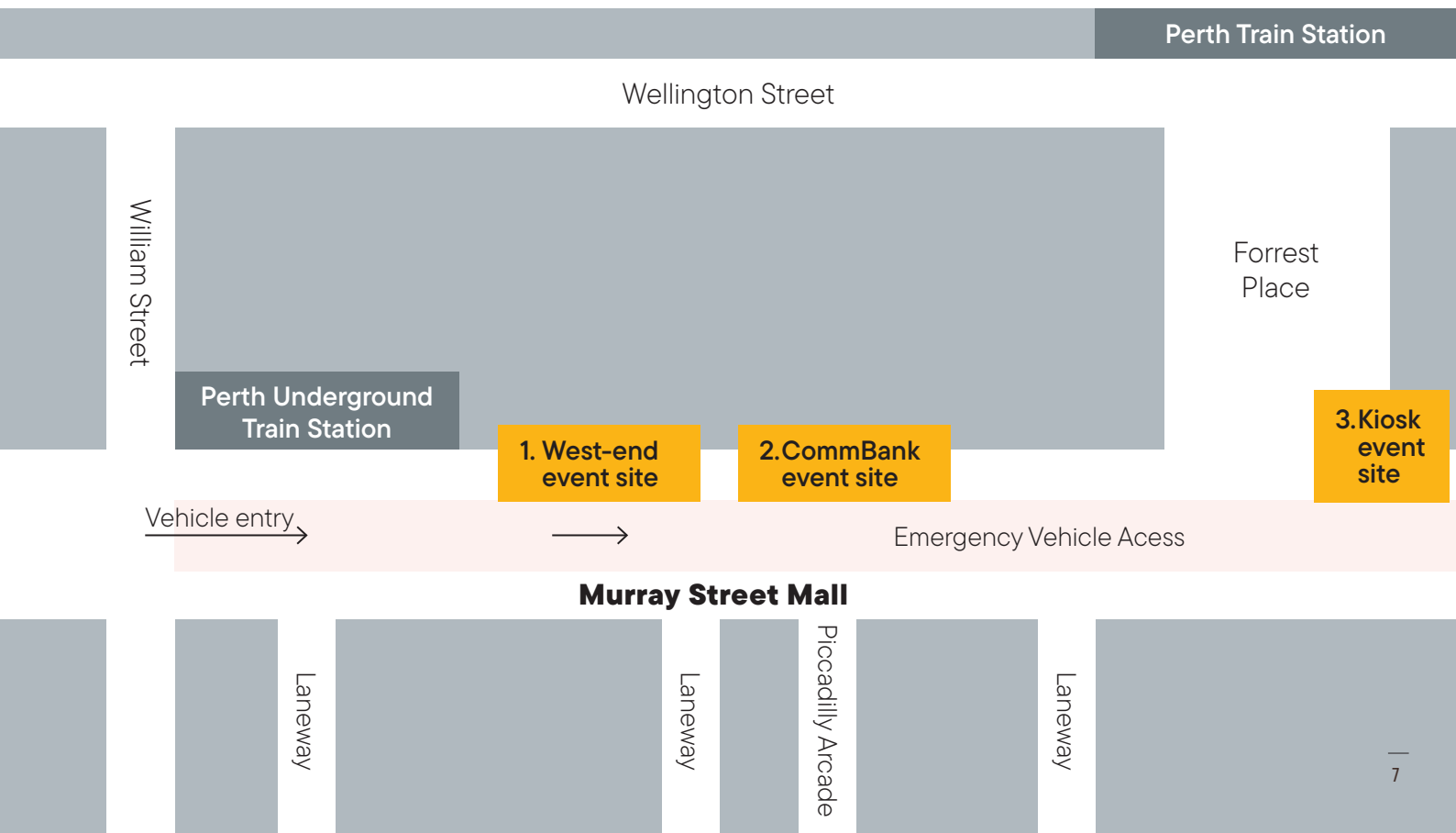
CommBank event site is located directly outside the Commonwealth Bank Building and opposite Piccadilly Arcade. The event site allows for a maximum event site area of 6m x 6m and has power available from the light pillar (15AMP)

Walls on marquees are not permitted on this site

3. Kiosk event site

Located at the entrance to Forrest Place, the kiosk event site allows a maximum event site area of 6m x 6m. A minimum distance of 4m must be kept from the iCity Information Kiosk adjacent to the event site.

Power is available via the light pillar at the front of the event site (15 AMP).





4. Myer Event Site

The Myer event site is positioned directly adjacent to the Myer entrance in Murray Street Mall. The space available is just left of the tree on the western side of Myer entrance, with a maximum space of 3m x 3m. Power facilities are not available at the Myer event site.

5. East-end Event Site

The East-end event site is positioned directly outside the Woolworths entrance in Murray Street Mall. The event site allows a maximum event site area of 3m x 3m.





Hay Street Mall

Requests for events in the Hay Street Mall are considered on a case-by-case basis. The event spaces are perfect for small activations or promotions and have flexibility of use.

Power is available along the Mall, though due to the narrow throughfare and proximity to businesses, structures are generally not permitted but will be considered through the approval process.

The City may consider alternative sites and activations, please submit an [Activity Enquiry Form](#) or call the Activity Approvals team on (08) 9461 3333 to discuss your ideas.



Useful Information

What type of infrastructure is permitted?

The table below helps to understand the types of structures permitted for each site. If you are unsure about what location will best suit your activations, discuss your ideas with the Activity Approvals team.

Event Site	Site Size	Permitted Structures	Power Available
Forrest Place	22m x 44m	Low and Medium impact events: <ul style="list-style-type: none"> • Food vendors stalls and trucks • Larger marquees • Shade structures • Shipping containers • Table and Chairs • Branded Vehicle 	Yes 32 and 15 AMP
Murray Street Mall West End Site	6m x 6m	<ul style="list-style-type: none"> • 6m x 3m marquee (no walls) • Table and Chairs • Branded Vehicle • Teardrop or feather banners (no A-frames) 	Yes 15 AMP
Murray Street Mall CommBank Site	6m x 6m	<ul style="list-style-type: none"> • 6m x 3m marquee (no walls) • Table and Chairs • Branded Vehicle • Teardrop or feather banners (no A-frames) 	Yes 15 AMP
Murray Street Mall Info Kiosk Site	6m x 6m	<ul style="list-style-type: none"> • 6m x 3m marquee • Table and Chairs • Branded Vehicle • Teardrop or feather banners (no A-frames) 	Yes 15 AMP
Murray Street Mall Myer Event Site	3m x 3m	<ul style="list-style-type: none"> • 3m x 3m marquee (no walls) • Table and Chairs • Branded Vehicle • Teardrop or feather banners (no A-frames) 	No
Murray Street Mall East- End Site	3m x 3m	<ul style="list-style-type: none"> • 3m x 3m marquee (no walls) • Table and Chairs • Branded Vehicle • Teardrop or feather banners (no A-frames) 	No
Hay Street Mall	Up to 6m x 3m	<ul style="list-style-type: none"> • 3m x 3m marquee (no walls) • Table and Chairs • Branded Vehicle • Teardrop or feather banners (no A-frames) 	Yes 15 AMP

Vehicle access

To produce an efficient and safe build of your event you may require vehicles to access and unload equipment onto the mall. The City understands this and may give approval for essential vehicles on site, with some site- specific conditions.

Prior to your event day, the event applicant must submit a vehicle access request form with the following information:

- Applicant email, phone number and address.
- Your event reference number (supplied once your event application has been submitted).
- Entry dates and times.
- Vehicle make and model and registration number.
- Designated entry point.

This list is given to the City’s Surveillance Centre so that they can lower the bollards on entry. Your assigned Activity Approvals Officer will help assist you with the best entry point for your event.

For larger events additional requirements may be required, including exclusion zones or a vehicle marshal or security officer to monitor and control the flow of vehicle’s through the malls.

Vehicle movement restrictions

Due to high levels of foot traffic, there is no vehicle movement in the malls between the following times:

- 12noon – 2pm Seven days a week
- 5pm – 6pm Monday to Friday
- Weekend by request

There is strictly no parking on the malls at any time. Vehicle access is for delivery/pickups only.

Forrest Place conditions:

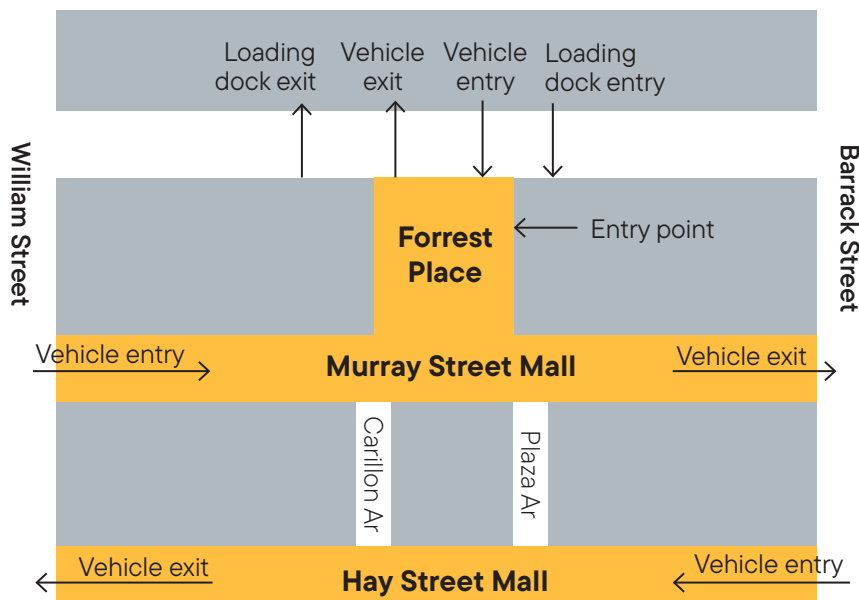
- Vehicle can enter from Wellington Street and exit Wellington Street or Barrack Street via Murray Street
- There is strictly no driving or parking on the labyrinth infrastructure.
- Vehicles must travel at a maximum of 5km per hour and hazard lights of the vehicle must be on whilst in motion.
- Vehicles are to be removed from the area immediately following bump-in/out activities.

Murray Street Mall conditions:

- Murray Street is one way.
- Entry is left turn via William Street and exit is left turn only onto Barrack Street.
- Vehicles must travel at a maximum of 5km per hour and hazard lights of the vehicle must be on whilst in motion.
- Vehicles are to be removed from the area immediately following loading/unloading of the vehicle.

Hay Street Mall conditions:

- Hay Street Mall traffic is one way.
- Entry is via Barrack Street and exit is onto William Street (note, this is the opposite direction to Murray Street Mall).
- Vehicles must travel at a maximum of 5km per hour and hazard lights of the vehicle must be on whilst in motion.
- Vehicles are to be removed from the area immediately following loading/unloading of the vehicle.



Power supply

Upon request, applicants can be granted access to City of Perth power.

Forrest Place has many access points around the whole site. Murray Street Mall has power available at the West End, CommBank and Info Kiosk site and Hay Street Mall has power available upon request.

The applicant must supply a full list of electrical equipment to determine the power requirements.

To ensure the safety of the event area, it is the responsibility of the event applicant to secure any cables from the power boxes.

The event applicant will be provided with power box keys prior of their event. It is the responsibility of the event organiser to keep these property keys safe and return immediately after the event concludes. A replacement fee will be charged in the event of non-return or loss.

For large power requests, 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.



The Event Permit Application

Why do I need a permit?

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

All activations or events on the Malls require a permit. However, there are several different types such as Flyer Distribution, Public Trading, Obstruction and Busking Permits which may also need to be considered. These will be discussed further in this document. If you are unsure of which permits applies to your event or activation, contact the Activity Approvals Team at activity.approvals@cityofperth.wa.gov.au

How long does a permit take to process?

Event permit process times are dependent on the size, scope and impact your event has on the venue and the community.

- Minimum of 3 months lead-time is requested for all medium sized event and activity applications.
- Minimum of 10 business days lead-time is requested for all small sized events and activity applications.
- Minimum of 1 week lead-time is required for flyer distribution events due to the numbers of this type of event going on around the city.

Understanding your event or activation 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 Classification Matrix Tool](#) to determine what category their event falls under. This matrix will outlay the type of documents you may require and the timeframes for submission.

Low impact	
Submit application 10 business days before event	Minimal infrastructure and vehicle movement, no noise impact, short period on booked venue location
Medium impact	
Submit application 3 months before event	Infrastructure, 1000 plus pax, multiple vehicle access requests, impact surrounds e.g., noise, fencing, pedestrian movement, extended period on booked venue location

Why you need to apply?

Before submitting your application, please make sure you have read this guide and the [Terms and Conditions](#), then submit an [Activity Enquiry Form](#) to check if the location is available. All applications will incur a non-refundable application fee.

The City is able to pencil in your booking and hold your preferred date and location while you prepare your application. Tentative bookings can be held for 10 business days from your initial enquiry.

Once the Activity Approvals team receives your application it will be further assessed against an event impact assessment matrix. You will be assigned an Activity Approvals Officer and they will contact you to discuss the important steps to follow, as well as timelines for approval.

From here on in, your assigned Activity Approvals Officer will work alongside you to help smooth the process through 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 to process your application, at any stage of the process.

Can you cancel or change your application after submitting it?

In some circumstances, you can cancel or make changes after submission. However, the application fees is non-refundable.

Please discuss your options with your assigned Activity Approvals 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 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 Activity Approvals Officer.

The hire fees for the Malls and Forrest Place are charged on a per day basis. These are outlined on the Fees and Charges document, but your assigned Activity Approvals Officer will advise you if your event would be eligible.

For larger scale events, the following additional charges may be applicable for the provision of City of Perth services including, but not limited to:

- Public Building;
- Waste management;
- Cleaning;
- Noise approval/monitoring;
- 3-phase power.

All invoices must be paid in full prior to an event permit being issued.

Sponsorship and grants

Through the provision of sponsorship and grants, the City supports events that make Perth a great place for people to live, work and visit.

The City's sponsorship and grants help organisations deliver quality events to drive visitation, create vibrancy, celebrate our diverse culture, and support economic growth.

The City has several different grant and sponsorship programs. Interested applicants are required to discuss your event with a Sponsorship Officer on (08) 9461 3333 to determine the appropriate funding program for your event. More information can be found at - [Grants and sponsorship](#).



Planning your event

As the event organiser you are responsible for providing all relevant and up-to-date information regarding your event or activation. It's important to know that while every event is different, the quality of planning and delivery must be consistent and in accordance with the impact scaling assigned to it.

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.

Event documentation

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

Public Liability Insurance is compulsory for all events in the public realm All events must supply a Certificate of Currency showing a minimum of \$20 million public liability cover.

As part of the application process, your assigned Activity Approvals Officer will advise what documents need to be submitted and the relative timeframes. The City have created an extensive [Event Guideline](#) document that will provide further detailed into all of these documents in detail.

Events or activations that are higher impact, may require further documents to be submitted. Here are some additional documents and information that may need to be submitted:

- Event Management Plan.
- Security and Crowd Management.
- Toilet facilities.
- [Temporary Food vendor permits](#).
- Temporary Structures Specifications.
- Public Building Approvals.
- Stakeholder Notification.
- Full list of electrical requirements and a [Form 5–Certification of Electrical Compliance](#).
- Supplier details for amusements rides, inflatables, water slides, petting zoos and circuses.

For detailed information about all of these documents, refer to the [Event Guidelines](#).

Documentation	EVENT CATEGORY	
	Low	Medium
Event plan or overview	Brief Overview	Basic Plan
Site Plan	Basic	Detailed
Public Liability Insurance	Required	Required
Vehicle access to Malls	Allowed for bump in and out only on approval	Allowed for bump in and out only on approval
Contact List	Required	Required
Production schedule or run sheet	Not required	Required
Risk Management Plan	Not required	Required
Noise Management Plan	To be included in the Event overview	Plan required if applicable
Emergency Management Plan	Not required	Required
Waste Management Plan	Not required	Required
Medical Plan	Maybe required	Required from First Aid provider
Traffic Plan (if closing roads)	Not required	Required from a Traffic company
Stakeholder Notification	Maybe required	Required

Delivering your event

Event day requirements

Prior to event opening and site inspections

For some events, once you've completed bump-in and before opening to the public, the City may require further documentation. Your assigned Activity Approvals Officer will assist you with what may be required.

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 on the event day in order to receive your final approval. These are available to download on the City's website - [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 track.
- **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 Structural Engineer or suitably qualified professional. Please refer to [2.12 Temporary structures in the Event Guidelines](#)
- **Building approval;** Building Surveyors are responsible for ensuring structures are built in compliance with building regulations. Please refer to [2.12 Temporary structures in the Event Guidelines](#)

You've held the event

Congratulations

Post event debrief

Congratulations, 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, capture opportunities for your next event, and perhaps what was missing from your planning.

For medium/large scale events, it is important that you hold a debrief with relevant key stakeholders. This can highlight key issues which impacted your event. Any newly identified risks or challenges resulting from your event should be highlighted and your Risk Management Plan should be updated to reflect these findings.

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.

Booking a space for your next event

Please get in touch with the Activity Approvals team to discuss the dates and locations for your next event. A ten-day pencil booking can be put in place until your event application has been submitted and approved by the team.



Other permits you may find in the malls

The City manages and issues a broad range of permits. There are some activities that you may not be aware even require a permit. 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](#).

One application can be used for 5 days during a one-week period or 10 days over a one-month period. A maximum number of 3 staff members can stay at a location for up to 2 hours.

You will need to specify your preferred locations including times and dates, a copy of the flyer to be handed out and a copy of your Public Liability Insurance as part of your application form.

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 at the [Public Trading Permit Application](#). Depending on the type of trading different documentation will be requested. Your assigned Activity Approvals Officer will advise you what is required.

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](#) on the City's website.

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. No application fees 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. You will need to submit a copy of your Street Collection Permit and charitable license to activity.approvals@cityofperth.wa.gov.au

The Street Collection Permit does 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.

A street collection permit gives the holder the right to collect money from the public in any street, roadway, mall or lane in the Perth metropolitan area. However, this permit does not cover collecting on private property, such as shopping centres. In these cases, approval must be obtained from the owner or shopping centre manager to collect on their premises.

Collections are only to be made upon the day, between the hours and within the area specified on the Street Collection Permit.

Busking Permit

General information and the application form can be found at the [Busking Permit Application](#) page on the City's website.

Obstruction Permits

Works' activities that obstruct any part of a public thoroughfare (e.g. roads, footpaths, malls, 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](#) on the City's website..

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](#) on the City's website. Downloadable documents are available there outlining the locations, specifications and fees.

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 at least 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.

Alternatively you can also book these yourself, directly through the [City's website](#).

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 license 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, have a query or require further information 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

Sponsorship team @ sponsorship@cityofperth.wa.gov.au

City Watch 📞 (08) 9461 6611

🔗 [Community Health Guideline Temporary Food Vendor](#)

🔗 [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 33 37 @ 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 📞 (08) 6251 2300 @ cso@dmirs.wa.gov.au

🔗 [Firework applications](#)

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](#)

🔗 [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 📍 commerce.wa.gov.au/worksafe

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.

Activity Approvals Officer refers to Authorised Officers that deal with issuing permits for activities within the City of Perth. Includes both public and private realm.

Applicant refers to the individual/s who have applied for a permit and will be the main point of contact in relation to a permit approval.

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.

Charitable collection refers to 'Street Collection' below.

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

Event refers to a planned public or private occasion that occurs in a certain place, during a certain time, which has impact on the immediate surroundings and requires a permit to do so.

Event coordinator/organiser refers to the individual/s responsible for managing all planning, logistics and operational requirements in relation to an event 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.

Flyer refers to a leaflet, brochure, pamphlet or other printed material. Please see **Flyer Distribution Permit** 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.

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

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

Mall refers to a pedestrian-only thoroughfare in the City of Perth.

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

Management plans refers to the document (or combination of documents) an event organiser submits detailing how they plan to run an event.

Planning your event explains different types of plans in detail.

Obstruction refers to an activity that obstructs any part of a public thoroughfare (e.g roads, footpaths, verges or reserves), using any equipment including cranes, cherry pickers, ladders, mobile scaffolding, waste bins, hand tools, carrying out excavation works, or filming. Please see **Obstruction Permits** for how to apply.

Officers refers to a person or persons employed by the City of Perth.

Pax refers to a figurative amount of people or occupants.

Permit is the document an applicant is issued upon successful submission of all requirements in relation to their specific application. A permit will allow the applicant to undertake the approved activity, subject to conditions stated on the permit.

Public Building refers to any place where people assemble or gather for educational, entertainment, recreational and sporting purposes, including indoor and or outdoor spaces that have that have been altered to attract a group of people for a specific shared event.

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.

Public refers to people in general; the community or a section of the community having a particular interest or involvement.

Public Trading refers to commercial entities trading on City of Perth managed land. Please see **Public Trading Permit** for more information.

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.

Site plan is a detailed layout of the whole site and the relationship of the proposed works within the boundary of the property, nearby roads and neighbouring buildings.

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.

Spruiking refers to someone who tries to persuade people to buy something, use a service, attend, or enter a premises, etc. by; addressing members of the public directly, use of pre-recorded speech/ messages, or the emission of music/ noise intended to attract business.

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 enforcing the protocols associated with it.

This publication can be requested in alternative formats: audio, braille, Word or accessible PDF.



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