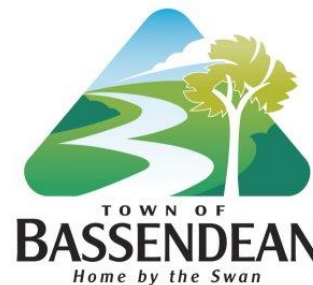


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# EVENT APPLICATION GUIDELINES AND REQUIREMENTS

*The Town of Bassendean “Event Application Guidelines and Requirements” has been developed to assist all event organisers in planning for an event within the Town.*

*This guideline is to be read and acknowledged (signed) prior to completing the Town of Bassendean Event Application Form.*

*For the Town to accept the “Event Application Form” it must be submitted at least 12 weeks prior to the event. Any applications received less than this timeframe may be refused. For some events an “Event Bond” may be required prior to final approval being provided.*

# INTRODUCTION

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# INTRODUCTION

## Introduction

### GENERAL

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Organisers of events to be held on public land within the Town of Bassendean must lodge an application to the Town of Bassendean for the proposed event.

The Town of Bassendean is committed to developing and supporting events that provide entertainment, activities and leisure opportunities for the community to enjoy. Organisers have a responsibility and duty of care to ensure they take all reasonable steps to provide a safe and well-managed event.

The Intent of this guide is to assist you through the event planning process including the liaising with Town of Bassendean for approvals relevant to your event.

### APPLICABLE LEGISLATION AND LOCAL LAWS

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This document should be read in conjunction with the “*Guidelines for Concerts, Events & Organised Gatherings*” (WA Department of Health). The following legislation may also be applicable to your event. These are available from the State Law Publisher website: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

Traffic Management for Events Code of Practice (Main Roads WA 2008) and Town of Bassendean Reporting Requirements.	Security at Licensed Premises Policy (Department of Racing Gaming and Liquor)
Occupational Health Safety and Welfare Act & Regulations	Public Meetings and Processions Regulations 1984
Explosives and Dangerous Goods Act 1961	Food Act 2008
Road Traffic Act 1974	Health (Public Buildings) Regulations 1992
Environmental Protection (Noise) Regulations 1997	Health (Miscellaneous Provisions) Act 1911
Road Traffic (Events on Roads) Regulations 1991	Security and Related Activities (Control) Act 1996
Liquor Licensing Act 1988	State Disability Services Act (1993)
Local Government Act 1995	Disability Discrimination Act (1992)
Public Order in Streets Act 1984	Town of Bassendean Health Local Law 2001
Western Australian Legislation – Litter Act 1979	

# EVENT CLASSIFICATIONS

## Event Classifications

Events vary significantly in complexity and in their degree of risk to public health and safety. For this reason, events are assessed using a risk weighting checklist and categorised into low, medium and high risk events. A different approval process is followed based on the risk. The risk-weighting checklist is attached to assist you with determining the risk category of your event and the application process, which will be required.

### LOW RISK EVENTS – APPLICATION PROCESS

---

Low risk events will not require formal application, however a *Community Facility Hire*, or a *Reserve Hire* application form will be required to be completed and submitted to the Town, where the event is to be held on Town land or in Town building. Written confirmation will be issued by the Town acknowledging the event and any conditions, which may be applicable to your booking. Examples of low risk events include school fetes and church fetes, wedding ceremonies and birthday parties may also fall into the low risk category, to discuss further please contact Recreation & Culture Services on 9377 8093 for facility hire or 9377 8061 for reserve hire.

### MEDIUM AND HIGH RISK EVENTS – APPLICATION PROCESS

---

An Event Application, along with any other relevant documentation will be required to be received by the Town at least 12 weeks prior to the event. In addition to the information contained in the Event Application Form, the event organiser shall provide the following:

- Site plan showing the site layout, including exits, food stalls, parking, first aid, temporary structures etc.;
- Application(s) for a Temporary Food Business Permits (where food stalls are provided);
- Copy of Public Liability Insurance (Certificate of Currency);
- Emergency Evacuation Plan;
- Parking Management Plan (if applicable);
- Risk management plan (If the event is to cater for 5000 or more patrons);
- Copy of the completed liquor license application form and permit (if applicable);
- Regulation 18 Noise exemption application (if applicable);
- Any other relevant information.

### LICENSE AGREEMENTS

---

Where a license agreement has been pre-arranged with the Town the application process may alter as per the requirements of the license.

# EVENT CLASSIFICATIONS

Table 1 Risk Weighting Assessment for Temporary Public Events		
Risk Factors		Weighting
<b>Operating Times</b>		
Daylight hours only	0	
Early evening to 10.00pm	1	
Late night	2	
<b>Lighting</b>		
Held during the day	0	
Artificial lighting	1	
Lighting dimmed or extinguished	3	
<b>Event Duration</b>		
Up to 2 hours	0	
2 - 4 hours	1	
4 - 6 hours	3	
Greater than 6 hours	5	
<b>No of People (at any one time)</b>		
0 – 50	0	
51 - 300	1	
300 - 1,000	2	
Over 1,000	3	
<b>Temporary Structures</b>		
No temporary structures	0	
Small marquee (less than 55sqm), simple, stage, bouncy castle	1	
Medium marquee (55 – 200sqm)	2	
Large marquee, full stage, lighting/speaker towers, spectator stands	4	
<b>Crowd Dynamics/Style of Event</b>		
Static crowd, patrons predominantly with good mobility	0	
Elderly, mobility impaired, young children require close supervision	1	
Harsh environment - crowd pushing and competition for space likely	3	
<b>Temporary Electrical Installation</b>		
No electrical equipment used	0	
PA Systems - using mains power / generator associated with bouncy castle	1	
PA system - onsite electrical generator	3	
<b>Fixtures or Furniture</b>		
Little or no furniture or fixed obstructions	0	
Some fixed furniture or seating in rows	1	
Loose seating/furniture provided for majority of patrons	3	
<b>Sale/Consumption of Alcohol</b>		
No alcohol sales/consumption	0	
Restricted sales (i.e. with meals) and/or BYO	1	
Full bar service	3	
<b>Adjustments +/- OFFICE USE ONLY</b>		
High Risk Activities E.g. crowd interaction, egress difficulties, rodeo, fireworks,		
Event organiser experience & history with the style of event		
Activity is typical of the day to day running of the venue		
Private Celebration		
Total Risk Weighting		
Risk weighting: 0 - 6 - low risk event    7 - 14 - medium risk event    15+ - high risk event		

# BOOKINGS, APPROVALS AND PERMITS

## Bookings, Approvals and Permits

### BOOKING THE VENUE OR RESERVE

---

In order to secure the preferred venue for your event, you will need to contact the Town's Recreation Team and confirm the venue/reserve is available and suitable for the date and type of event that you are planning. You will also need to obtain a copy of the Community Facility Hire and/or Reserve Hire application form. To discuss please call Recreation Services on 9377 8093 for facility hire or 9377 8061 for reserve hire. A copy of the hire application can be obtained via the Town's website [www.bassendean.wa.gov.au](http://www.bassendean.wa.gov.au).

#### Hire Fees and Bonds

Facility/Reserve hire fees and hall & key bonds are applied to bookings in accordance with the current Town of Bassendean Schedule of Fees and Charges.

#### Liquor Permit

Hirers must request a liquor permit (fee applies) from the Town of Bassendean to consume liquor on local government property during the hire period at any of its facilities or reserves.

Liquor may only be consumed within a clearly defined area at our reserves. An area of the reserve will need to be roped off, and contain an "Alcohol Consumption Area" sign. Guests must stay within the confines of this area whilst consuming alcohol.

### OBTAINING THE REQUIRED APPROVALS AND PERMITS

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When you have confirmation of your venue booking, you must obtain the required approvals and permits from the Town's Health Services. This includes formal approval of the Public Event, Temporary Food Business permits, risk management plans for events >5000 people, and noise exemptions. To discuss any aspect of these requirements, please call Health Services on 9377 8080.

#### Sale of Food

The sale of food at your event requires the vendor to obtain a Temporary Food Business Permit from the Town's Health Services. All commercial food vehicles and stalls operating from the event must have a current Food Business Registration and comply with the provisions of the Food Act 2008 and the Food Standards Code. Refer to Appendix.

All applications for Temporary Food Business permits must be submitted to the Town's Health Services at least 21 days prior to the event. The Application Form may be downloaded from the Health Services section of the Town's website.

#### Event Approval

Whether it's indoors or outdoors, the venue where your event is being held is defined as a 'public building' under the relevant legislation. Your event is therefore, required to meet all the public building requirements stipulated in the legislation. Some examples include, fire safety, electrical compliance, maximum numbers.

The "**Event Application**", must be submitted at least 12 weeks prior to the event. This is to ensure that all departments have the opportunity to review your application, and ensure compliance with applicable legislation. The Application Form may be downloaded from the Health Services section of the Town's website.

# SUBMITTING YOUR APPLICATION

## Submitting your Application

When submitting your application, there may be a number of departments within the Town of Bassendean, with whom you may need to discuss your application. The role of each department is as follows:

Cultural Development – Coordinates the application process, provides advice and connects you with the appropriate officer.

Recreational Development – For bookings of community facilities such as halls, meeting rooms, parks and reserves. Rubbish waste requirements. And requirement of a BOND (Private event)

Ranger Services – For advertising signage, parking enforcement, carpark closures and fire safety.

Operational Services – For approvals of Traffic Management Plans, reticulation systems.

Health Services – For food vendor applications, public health and safety requirements.



# GENERAL INFORMATION

## General Information

The following information is provided to assist you with completing the “**Event Application**” correctly, ensuring you meet your obligations and the Town’s expectations in running a safe event.

### PUBLIC LIABILITY INSURANCE

Insurances are the responsibility of the event organiser. The event organiser must ensure that all employees are covered by appropriate Workers Compensation cover, as is required by law. The event organiser must take out a Public Liability Policy with an appropriate Insurer. The public liability policy should have a limit of liability of \$10 million. No claims are to be made against the Council and/or its employees or official volunteers of the Town.

The “**Event Application**” must be accompanied with evidence of current insurances in the form of certificates of currency. Please check with your insurance company to check that your event is covered.

### FINANCIAL SUPPORT

As part of effective event planning, it is important for applicants to consider the financial and human resources that will be required to stage an event. Council has an expectation that sufficient financial and human resources are secured prior to the actual staging of the event and that all events run on a cost-neutral to surplus basis.

Whilst there is no obligation for Council to make a financial (cash/in-kind) contribution to events staged within the Town, the following opportunities exist for community organisations and commercial enterprises:

- For incorporated community/not for profit organisations and educational institutions, a maximum sponsorship of \$1,000 is available under the Town’s Community Events Sponsorship Program. For more information, please visit our website/link [www.bassendean.wa.gov.au](http://www.bassendean.wa.gov.au)
- For business entities, whilst it is not normal practice for Council to fund a commercial enterprise, consideration will be given to proposals that will activate places and spaces within the Town and contribute to achieving the cultural and economic development objectives of Council. For more information, please speak with the Cultural Development Officer.

It is normal practice for Council to enter into a formal contract with community organisations and commercial enterprises where a financial contribution is made.

### QUOTES AND BUDGET

Provide copies of quotes obtained and a copy of your budget indicating whether income has been secured or not together with your application. This is essential for your application to be further processed.

### RISK MANAGEMENT PLANS

Risk management plans are compulsory for events with 5000 or more patrons. The plan is to be developed in line with AS/NZS 4360 as per regulation 4 (2) of the *Health (Public Building) Regulations 1992*, and is to

# GENERAL INFORMATION

be submitted with the **“Event Application”**. For further guidance, refer to the Department of Health’s *Guidelines for concerts, events and organized gatherings*.

Events with less than 5000 patrons should still assess the risks associated with their event and are encouraged to access the above standard for further information in planning for these risks.

## EMERGENCY EVACUATION AND RISK MANAGEMENT

---

An Emergency Evacuation Plan is to be developed for all events whether low, medium or high risk. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan and have access to the information including

- Stakeholder lists with contacts, roles and responsibilities;
- An emergency assembly point or points (depending on venue);
- Procedure for managing lost /found children;

All staff should undergo induction training (how do staff know what to do when in an emergency) and have access to a communications procedure both for operational staff and for contractors and volunteers.

## FIRST AID

---

First Aid is to be provided for all events. The level of first aid required will range from a basic first aid kit for low risk events and well-equipped first aid posts manned by qualified first aiders for medium and high risk events. Emergency vehicles must be able to access the whole site at all times. For high risk events a register of first aid incidences are to be supplied to the Town or be made available to the post-event briefing for discussion.

A qualified first aider holds a current first aid certificate from an accredited training provider. The following table is a suggested guide to the number of first aiders and posts recommended by St John Ambulance Australia.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22	+ 4

# GENERAL INFORMATION

## SECURITY

---

It is essential that your event has a person or persons dedicated to security at your event. This may be a licensed Security Officer/Company or a volunteer at your event. This person/s should have skills in communicating, dealing with people and contacts for higher security authorities or the Police.

- As per the policy 'Security at Licensed Premises' governed by the Department of Racing Gaming and Liquor, **any event that involves liquor sale or consumption should adhere to the ratio of two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof.** Depending on the nature of the event additional crowd controllers may be required.
- The Town recommends that any **alcohol free event should adhere to a minimum ratio of two security person for the first 500 and an additional 1 per 500 or part thereof** event attendees, or as dictated by your risk assessment.
- For large, high risk events, Police attendance may be required. Contact the local Police Station to discuss your event a minimum 12 weeks prior to your event.
- For minor events where there is no sale/consumption of liquor or any major infrastructure, volunteer personnel may assist with security during the event.
- Security personnel are to remain on duty at the conclusion of the event until the orderly dispersion of patrons has occurred.
- Security is to extend to nearby properties likely to be affected.
- For fenced events, please ensure all entry/exit points are marshalled as well as external roaming guards to control fence jumping and potential crowd control outside the event premise.
- Police Officers and Security provided for artists/performers are not to be regarded as patron security.
- The applicant must provide the contact details including mobile phone number of a responsible person who will be in attendance at and over the course of the event on the event application. This contact will be used by the Town to communicate with by Town representatives should it be necessary.

## CROWD CONTROL

---

Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the *Security and Related Activities (Control) Act 1996*.

- Additional Crowd Controllers may be required to patrol nearby streets and car-parks.
- Crowd Control is required at the end of the event until all patrons have dispersed.
- Unlocked entry points are to be manned by Crowd Controllers to prevent entry by unauthorised persons.

# GENERAL INFORMATION

## FIRE SAFETY

---

Ensure you have at least one fully charged and maintained fire extinguisher onsite at your event. The AS 1851.1 requires extinguishers to be tested at least every 6 months and the test dates clearly identified on each extinguisher. The number of extinguishers will be dependent on the type of activity occurring at the event. Please ensure those in charge of operating extinguishers are trained on their appropriate function and use.

Each extinguisher should be positioned on a hook or bracket located no more than 1.2metres above the adjacent floor, with the base more than 100mm above the floor. As a minimal fire safety requirement, at least one 4.5kg B (E) dry chemical powder extinguisher should be located within 4 metres of:

- ✓ Any electrical generator or switchboard;
- ✓ Any flammable liquid or gas containers;
- ✓ Any food preparation/cooking area and backstage area.

## FIREWORKS

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Where fireworks are to be used, approval is required from the Department of Consumer and Employment Protection. The application will be referred to Town of Bassendean for comment and consideration will be given to noise impacts and fire safety issues.

## NOISE CONTROL

---

Noise from your event needs to be assessed in regard to the impact to local residents and businesses. This includes noise during bump in, bump out, music and commentary. Generally, the noise associated with crowds at community events is exempt from noise legislation, however, noise from loud speakers or loud music is not exempt and must comply with the permitted level of noise for the time of day.

Consideration should be given to the timing of the bumping in and bumping out for the event and placement of speakers in relation to noise impact on neighboring premises. It is also recommended that Crowd Control/Security be in place to encourage patrons to leave the venue in a reasonable and quiet manner and not linger in carparks or at the venue.

A letter drop is required for those residents who are likely to be affected by unreasonable noise, advising the name of the event, date & location, commencement & finish times, expected number of patrons and phone number for more information.

## LIVE MUSIC / USE OF LOUD SPEAKERS

---

If noise levels are likely to be exceeded (use of loud speakers, live bands etc.) or if noise complaints have been received previously regarding events at a particular venue, approval will be required for an *'Approved Non-complying Event'* (Regulation 18) This approval is granted by the Chief Executive Officer of the Town of Bassendean and the Department of Environment Regulation.

The application must be submitted to the Town's Health Services at least 60 days prior to the event, together with the prescribed statutory fee of \$1000 and an Acoustic Consultant's report detailing how noise emissions will be managed.

# GENERAL INFORMATION

The Acoustic Report must detail the following:

1. Proposed event date, start and finish times, and venue.
2. Anticipated sound level emission impact on the surrounding properties - to be determined via the use of appropriate noise modelling software, given worst case atmospheric conditions in all directions.
3. Details of noise modelling input data / information used to construct the model (e.g. wind direction, temperature etc).
4. How compliance will be monitored during the event.
5. Details of complaint management procedures to be implemented (must have a constantly manned telephone number during the event for handling of complaints).
6. Details of how the affected surrounding community will be notified of the event (e.g. letter / flyer drop - to include the complaint contact number, start/finish times, venue etc).
7. Details of stage and speaker location.
8. Details of sound engineering methods to be used to reduce noise impact on the surrounding community.

## ELECTRICAL COMPLIANCE CERTIFICATE APPROVAL

Power may be required in areas where there is no access to mains power. An Electrical Contractor is required to inspect and certify, using Form 5 "*Certificate of Electrical Compliance*", that all temporary electrical works comply with relevant standards. This Certificate is then to be submitted to the Town's Health Services. Particular items to be complied with include, but are not restricted to the following:

- Electrical installations shall be installed in accordance with AS 3002.
- Any electrical switchboard shall not be accessible to the public.
- Any luminaire within reach of the public shall be protected from accidental damage or shall be an extra low voltage type robust for the purpose for which it is used.
- Lighting from a central system supply shall be provided for any emergency lights and for exit signs.

The Form 5 is to be submitted to the Town's Senior Environmental Health Officer prior to the event opening to the public.

*Please note:*

- Temporary wiring is not to be laid on the ground accessible to the public, unless it is adequately protected or positioned in such a manner to not be a hazard.
- Residual current devices and circuit breakers must be used to protect electrical outlets and appliances in areas available to the public. All leads or portable outlets used by stalls or otherwise must have been tagged and tested within six months by an electrical contractor. No piggyback leads or double adaptors.
- Generators shall be installed in accordance with all relevant standards and are to be appropriately earthed. Wherever possible generators and power sources are to be positioned so that they are supervised or that access to them is restricted.
- An Infrastructure fee may apply to access the power.

# GENERAL INFORMATION

## STRUCTURAL CERTIFICATIONS

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Written certification is required from the installer of any amusement structures stating that the structure has been installed as per specifications. Written certification is required from the installer of any stages and any large marquees stating that they have been installed as per the manufacturer's specifications. Copies of the certifications must be retained on the day and may be requested to be seen by the Town's Health Services.

## AMUSEMENT STRUCTURES

---

Show amusement rides must comply with the Occupational Safety and Health Regulations 1996, Regulation 4.52 amusement structures.

The basic requirement for amusement structures is that they comply with AS 3533, to be regularly maintained and inspected by a competent person and for repairs and inspections to be recorded in a log book. If log books are incorrect, then the rides should not be permitted to operate. Exhibitors must only use extension cords, which carry a valid test tag and should have adequate public liability insurance.

For inflatable structures

- All tie down ropes attached to the device are fastened to adequate anchorages;
- There is appropriate soft-fall area for inflatable rides;
- There is appropriate fencing surrounding rides;
- The operator is required to monitor prevailing wind conditions.

## PARKING AND TRANSPORT

---

A Parking and Transport Management plan may be required to be submitted to the Town, together with your event application. Things to consider when developing your plan include:

- Is sufficient / accessible parking available at the venue?
- Are patrons aware of where to park? This is so the event does not cause unexpected congestion or safety issues for pedestrians.
- Can pedestrians access the event safely i.e. are there footpaths available, traffic controllers?

The event organiser should actively encourage the use of public transport and should liaise with the Department of Transport, in relation to the provision of additional public transport for patrons as required.

## TRAFFIC MANAGEMENT AND ROAD CLOSURES

---

If your event is on a road or part of a road, you will require approval for a road closure from the Town of Bassendean, Main Roads and the local Police. Any event which has the potential to create a traffic or pedestrian hazard within the road or road reserve (i.e. road closures, large volumes of traffic or pedestrians) should also have an approved Traffic Management Plan (TMP) prior to the event commencing.

# GENERAL INFORMATION

TMPs, when required, must be prepared by an accredited Traffic Management Company. The costs incurred for these works are to be met by the applicant. It is essential that the public transport authority, emergency services and the public are made aware of any road closure, as the road closure will affect access to the area.

If you think your event requires a TMP please contact the Town's Operational Services to discuss. For assistance with your parking plan, contact the Town's Senior Ranger on 9377 8000.

## ACCESS AND INCLUSION

---

Ensure that you have considered and made allowances for the following:

- Accessible paths, ramps and entries/exits for people with mobility aids and prams;
- Accessible seating and designated areas for people with mobility aids and prams;
- Accessible toilets;
- Accessible parking bays;
- Site set-up and ease of getting around;
- Staff/volunteers to provide assistance;
- Public transport access;
- Marketing and signage design and positioning (font, text size, display height);
- Access information included in communications and marketing material (including a contact number for more information) and promotion the event as accessible;
- Information available in a range of formats (or available on request).

## SITE PLAN

---

A detailed site plan diagram of reasonable scale and quality must be developed and attached to your application form, illustrating the proposed event layout. Information that must be included in your site plan include:

- Location in relevant to closest street intersections;
- Fencing;
- Entrances and exits;
- Emergency assembly area;
- Stage or other entertainment attractions;
- Marquees, tents;
- Food stalls;
- Lighting;
- Generators and electrical cables;
- Toilet facilities;
- Location of fire safety equipment;
- Licensed areas;
- First aid post/s
- Vehicle access points, including emergency vehicle access;
- Event parking areas;
- Signage location;
- Skip and wheelie bin delivery point;
- And other facilities or significant infrastructure relevant to your event.

# GENERAL INFORMATION

## WASTE / RECYCLING

---

Appropriate arrangements for the collection and removal of all litter occurring as a result of the event should be made. The number of bins required at the event can be determined by applying the ratio of 1 bin per 100 people where food and drink will be consumed.

Please note, that bins must be emptied and serviced throughout the event. As such it is recommended that you provide bin liners to each bin. Furthermore, all food vendors are required to remove their wastes in accordance with the conditions stipulated on their permit. The street bins provided within the area are provided for the general public and not for the event.

The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event.

## PROVISION OF WATER

---

Potable drinking water supply shall be available and easily accessible to patrons at large public events, especially events of significant duration or outdoor events. If the nature of the event is such that water is being sold to patrons, then it must be;

- a plentiful supply,
- easily accessible, and
- at a reasonable cost (less than the cost of the cheapest alcoholic drink available in equivalent volume or more).

The Town reserves the right to condition approval of events to ensure that free drinking water is readily accessible to patrons if the event is during the day in the summer months.

## PROVISION OF ALCOHOL

---

Where a liquor licence is required, the event organiser shall provide a copy of the licence to the Town, no later than 72 hours prior to the event.

- ✓ The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, water, low-alcohol beverages and food shall be available for the duration of the event.
- ✓ The pricing of drinks shall be proportional to the alcohol content of the drink.
- ✓ Competitions that include the actual consumption of alcohol will not be permitted.
- ✓ The event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the responsible service of alcohol.



# GENERAL INFORMATION

## TOILETS

The event organiser shall ensure that toilet facilities are provided in accordance with the following table:

**Table for Events where Alcohol is Available**

Total Attendance	Male Facilities			Female Facilities WC's	Hand Basins	
	WC's	Urinal metres	Urinals		Male	Female
Up to 1000	2	1.5	3	5	1	1
1000 - 2000	3	3	6	10	2	2
2000 - 3000	4	4.5	9	15	3	3
3000 - 4000	5	6	12	20	4	4
4000 - 5000	6	7.5	15	25	5	5
5000 - 6000	7	9	18	30	5	6
6000 - 7000	8	10.5	21	35	6	7
7000 - 8000	9	12	24	40	7	8
8000 - 9000	10	13.5	27	45	8	9
9000 - 10000	11	15	30	50	9	10
10000 - 11000	12	16.5	33	55	9	11
11000 - 12000	13	18	36	60	10	12
12000 - 13000	14	19.5	39	65	11	13
13000 - 14000	15	21	42	70	12	14

### Note:

- For events with attendance outside the numbers provided in the above table please contact the Town's Health Services for further information.
- The above table is for long events where alcohol is available. Facilities can be reduced for short or alcohol free events. See table below.

Duration of event	Percentage of the above std
More than 8 hours	100%
6 hours but less than 8 hours	80%
4 hours but less than 6 hours	75%
Less than 4 hours	70%
No alcohol	50%

- ✓ Public toilets must be provided with the facilities adequate for the number of people who may attend the event.
- ✓ The toilets must be checked and serviced throughout the event. Adequate artificial lighting is to be provided for toilets for events occurring during hours of darkness.
- ✓ At least one unisex accessible toilet for use by people with a disability and the elderly is required for the event. Care and consideration should be given to the suitable location of accessible facilities.
- ✓ When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

# GENERAL INFORMATION

## PARKING

---

Parking will be planned and controlled by the event manager, if needed a traffic management plan will be required.

The Rangers will oversee traffic management and parking; Rangers will patrol an event looking for offences relating to:

- Parking on Verges;
- Parking in a no Parking areas;
- Parking to obstruct an Area;
- Parking contrary to signs;
- Parking on footpaths;
- And any other issues relating to parking that arise.

Rangers will have final say in any issue relating to parking.

## SIGNS

---

The sign shall use symbols and lettering of a sufficient size to be clearly legible when observed from a distance;

The content of the sign shall be limited to advertising an activity or event and providing direction to its location;

The sign shall only be placed for the duration of the activity or event to which the sign relates; the sign shall be secured while placed so as to not become a hazard, particularly when subject to wind loads;

The sign shall not be placed on a footpath;

The sign shall not be placed within 1m of a vehicle carriageway, and a carriageway will be deemed to include a parking bay; and

The sign shall not be placed in any other location where, in the opinion of the local government, the sign is likely to obstruct sight lines along a thoroughfare or cause danger to any person using the thoroughfare.

Advertising of your event can only commence when all fees and bonds have been paid in full to the Town of Bassendean.

## CARPARK CLOSURES

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Council may agree to close a car park for the duration of an event, providing it does not have detrimental effect on local businesses or residents.

In the event of a car park being closed, Traffic Management will be required to maintain the closure.

## GENERAL HOUSEKEEPING / OTHER OBLIGATIONS

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- Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of this will be charged for reinstatement costs and/or repairs.
- Pointed objects are not to be driven into the surface of any reserve unless approved in writing by the Town of Bassendean, e.g. erection of star pickets, tent pegs, etc.

# GENERAL INFORMATION

- In the case of pegs being used to secure nets, marquees and other approved items, pegs must be **PLASTIC**. All pegs must be removed when fixture/event complete, any costs resulting from damage caused by plastic/steel pegs will be payable by the hirer.
- Reserves shall only be marked with materials approved by the Town of Bassendean. Lime, creosote, herbicide or sump oil is not to be used under any circumstances for marking reserves, and hirers will be liable for any damage caused by using incorrect materials.
- The use of confetti or similar materials is not allowed.
- No parking of vehicles on the reserve except in areas allocated for that purpose.
- The hirer is responsible to lock and secure the Town's facilities at the Reserve after use (including car park gates).
- Hirers shall not charge an entry fee at our Reserves unless approved by the Town of Bassendean.
- Non-observance of any Town of Bassendean conditions and Council By-laws may result in immediate reconsideration of usage rights and may jeopardize future use of TOB reserves.
- Hired areas must be left clean and secure by the hirer at the conclusion of the activity.
- Any damage caused to the reserve will be at the expense of the hirer.
- Additional conditions for Steel Blue Oval
  - a) Hirers of the oval shall be responsible for supplying their own equipment relating to the use of the ground and not burden the Swan Districts Football Club with equipment requests.
  - b) Hirers of the oval using the Bill Walker Stand change rooms must ensure all litter and other rubbish is picked up and placed in a mobile garbage bin at the oval.

## EQUIPMENT

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Any equipment brought onto the reserve must be removed immediately following the hire period. Any equipment left at the reserve is done so at the hirers' own risk.

## PAYMENT OF FEES & BOND

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Payment of fees and bonds must be made no later than fourteen (14) working days prior to the booking date. Payment can be made by the following methods

- In Person before 4:00pm at the Town of Bassendean Customer Service Centre – 35 Old Perth Road, Bassendean.
- By Cheque made payable to the 'Town of Bassendean' and posted to PO Box 87, Bassendean, WA, 6934
- By Credit Card over the phone, please call 9377 8000

Reserve & Key Bonds are applied to bookings in accordance with the current Town of Bassendean Schedule of Fees and Charges. As the Town cannot invoice into a trust account we are unable to provide an invoice for bonds.

# GENERAL INFORMATION

## KEY COLLECTION

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Hirers who request to enter the reserve or use its facilities (i.e. power, public toilets, change rooms, club rooms, lights) shall arrange to collect a key from our Customer Service Office – 35 Old Perth Road, Bassendean between the hours of 9:00am – 4:00pm. Please ensure you bring a copy of your confirmation letter and receipt, these will be required for the issue of the key.

Key collection is as follows and a \$50 casual key bond will apply.

- Weekday bookings between business hours – key to be collected and returned on the same day.
- Weekday booking after business hours – key to be collected on the day if booking taking place in the evening or if commencing early morning prior to opening hours the key can be picked up the day before.
- Weekend Bookings – key to be collected on the Friday before 3:00pm and returned to either our after-hours key box or the next business day.

## REFUND OF BOND

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The bond will be refunded within 10 working days of refund authorisation. The hirer will be required to complete a bond refund form and submit to the Town of Bassendean for processing.

Bond deductions will occur as a result of

- Damage to the hired reserve and/or surrounds (turf or reticulation damage)
- Damage to the hired reserve facility (public toilets, club rooms, change rooms)
- Additional clean-up costs/litter removal
- Loss or damage caused to the key

In the first instance funds will be withheld from bonds paid to cover costs for loss or damage caused at the reserve and/or facility. If the loss or damage totals more than the bonds held the hirer will be liable to reimburse the Town of Bassendean for the full amount of works or key replacement. The work will be undertaken by the Town immediately, pending review. In the event of any disputes they will be handled as per the Town's complaints process.

## INCREASE OF HIRE FEES

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Hire fees are set annually in June and come into effect in July, subject to the endorsement of Council.

## CANCELLATION OF BOOKING

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The hirer shall give a minimum of seven (7) working days **written** notice to the Town of Bassendean for cancellation of any booking. If this doesn't occur the hirer will still be liable to pay the hire fee or part thereof.

# GENERAL INFORMATION

## LOOKING AFTER OUR ENVIRONMENT

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The Town of Bassendean encourages all event organisers to consider the environment as much as practicable. Here are some simple ideas that you may wish to consider.

- Waste – reduce, reuse and recycle – some simple ways to implement this could be to request that food vendors try to reduce the amount of containers given out, use cornstarch or other biodegradable containers when serving food.
- Promoting the Travel Smart message – encourage people to walk, ride their bikes, carpool or catch public transport to your event to reduce the carbon footprint and help reduce the need for parking bays.
- Reuse signage from previous year's events.
- Promote your event online through the use of a web-site, social media and free event listing websites.

## STORMS

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In the event of an electrical storm, it must be monitored. Australian Standard AS1768 recommends that exposed areas be evacuated when the time between lightning and associated thunder is less than 15 seconds. At 15 seconds the lightning strike is approximately 5km from the observer.

## TENTS AND SUNSHADES

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Tents and sunshades have the potential to be blown over by wind if not properly secured, as such, sufficient anchors i.e. ground anchors, ballast or weights are required to be provided to resist uplift forces. On high wind days the use of such structures needs to be considered carefully. Damage and injury can be caused by the wind blowing these structures away.

Regular checks should also be made during the event to ensure the integrity of the structure and its anchor points. When selecting a site to place such structure positive action should be taken to ensure that any underground services (gas/electric/water etc) are identified and avoided.

## MISTING

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Council may require misting of patrons during the warmer months. Misting is not to occur around stage areas and should be located in or near shade. Misting water shall be of a potable standard.

## PETS

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The event organiser is responsible for specifically advertising with the appropriate pet disclosures for the event. I.e. No pets, pet or dog friendly

## ACCESS BY COUNCIL STAFF

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The event organiser shall ensure that authorised Council staff have access to the whole venue.

# GENERAL INFORMATION

## EVENT MEETINGS

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For some medium and high risk events, it may be necessary to arrange pre and post event briefings with individuals or groups having a critical role in the control or operations of the event. As a minimum the event promoter and Town of Bassendean staff may meet before and after the event.

## EMERGENCIES

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In the case of any emergencies (reticulation, plumbing, electricity) the hirer is to contact the Town on phone numbers provided below.

For major emergencies please call 000 in the first instance.

- 9377 7480 - Ranger Services (7am - 9pm or 7am – 7pm for the months of May, June, July & August)
- 0407 440 677 - Manager Recreation and Culture
- 0488 902 804 - Recreation Development Officer
- 0418 954 414 – Health Officer

# EVENT APPLICATION

## Event Application



### Application for Public Event Approval

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992 – FORM 1

Event Name

---

Event Location (Name and Address of Venue)

---

Event Description (What is the purpose of this event?)

---

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Type of Entertainment to be provided (Bands, DJ's, Amusement Rides, Petting Zoos Etc)

---

Date of Event

---

Start Time

---

Finish Time

---

Who is the Target Audience

- ☐ Youth (<25 Years)
- ☐ Family
- ☐ General
- ☐ Other

Expected Number of Patrons at any one time

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Details of Event Infrastructure, stages, marquees, electrical etc

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# EVENT APPLICATION

Numbers and Types of Toilet Facilities Proposed (Refer to table on page 16)

TYPE	NUMBER OF WC'S	HAND BASINS	URINALS
<b>Male</b>			(Number of Metres)
<b>Female</b>			N/A
<b>Universal Access</b>			N/A

Are any of these facilities temporary (i.e. portaloos)?

---

Number of Crowd Controllers Proposed

---

Name of Company Supplying Crowd Controllers

---

Parking Arrangements (Where, How directed etc)

---

---

Items Prohibited from Venue (Alcohol, food/drink etc)?

---

How are people notified of these restrictions prior?

---

---

Who will be supplying First Aid?

---

Number of First Aid Attendance?

---

Details of Rubbish Removal and Site Cleaning

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**Emergency Evacuation Plan/Procedures – Please attach documentation to your application**



# EVENT APPLICATION

## Certifications

A licensed electrician is required to check all electrical installations such as lighting towers, extension cords, generators etc. The licensed electrician must complete a *Form 5 Certificate of Electrical Compliance* on the day of the event when all electrical installations are complete. The Certificate of Approval cannot be granted if this has not been carried out.

**Please provide details on the licensed electrician who will be carrying out the works:**

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All structures such as stages and marquees (excluding market tents) are required to be certified by a structural engineer or a person with sufficient experience or qualifications. This form is required to be completed only when ALL structures have been erected and checked by this person.

**Please provide details specifying who will be certifying each structure.**

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**NOTE: The *Form 5 Certificate of Electrical Compliance* and the *Certificate of Structural Sufficiency* will be provided to you by the Town's Health Section once this application has been assessed and approved.**

## Noise

What provisions have you made to minimise and monitor the level of noise? Please consider the layout of speakers, location of generators, nearby dwellings, finish time of the event and ushering patrons from the event when it has finished.

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# EVENT APPLICATION

## Food Stalls / Vehicles

List all food stalls / vehicles that will be trading at the event, including their contact details. This includes anyone selling, hot food, cold food, pre-packaged food, ice-creams, beverages, home-made condiments, confectionary etc.

**Important Note: All food stalls / vehicles are required to make separate application to the Town's Health Section to sell food at this event. An application fee and a trading fee are applicable. Only approved food stalls / vehicles are permitted to trade.**

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## Site Plan

Please attach site plan showing the layout of the venue and details such as (but not limited to the below);

Toilets	Entry and Exit Points	Food Stalls	Free Potable Water
Amusement Rides	Car Parking Areas	First Aid Post	Stages
Fire Equipment	Marquees	Generators	Lighting Towers
Restricted Areas	Rubbish Receptacles	And any other information	

# EVENT APPLICATION

## Alcohol

### Alcohol Availability

- ☐ Alcohol Free Event
- ☐ BYO Alcohol (permission in writing required from land owner)
- ☐ Alcohol will be supplied or sold (a Liquor Licence will be required. Please contact Liquor Licensing for further information)

### **Liquor Licensee Contact Details** (If alcohol is to be supplied).

Name

---

Address

---

Phone

---

# EVENT APPLICATION

## Event Organiser's Details

Organiser's Name (Contact Person)

---

Company Name

---

Postal Address

---

Phone

---

Fax

---

Email

---

Web Address

---

## Contact during the Event

Name

---

Phone Number (mobile)

---

## Reminder – Have you attached?

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Risk Management Plan (for events with over 5000 people) |   |
| <input type="checkbox"/> Site plan   | <input type="checkbox"/> Emergency evacuation plan          |
| <input type="checkbox"/> Parking Management plan   | <input type="checkbox"/> Copy of public liability insurance |
| <input type="checkbox"/> Food Stall applications   | <input type="checkbox"/> Liquor Licence approval            |
| <input type="checkbox"/> Regulation 18 Application form                                  |   |

# EVENT APPLICATION

Application Fees			
	Risk level (Assessed using page 5)		
	Low risk	Medium risk	High risk
No admission fee	<input type="checkbox"/> Nil	<input type="checkbox"/> Nil	<input type="checkbox"/> \$832
Admission fee	<input type="checkbox"/> Nil	<input type="checkbox"/> 260.00	<input type="checkbox"/> \$832

Note: These fees are non-refundable.

Account Number: 17320850

**Additional Reserve Hire Fees, Health Fees, Amusement Operator Fees, Liquor Permit Fees and Bonds will be charged separately.**

**Payment can be made by the following methods, please indicate your preferred method.**

- ☐ In Person before 4:00pm at the Town of Bassendean Customer Service Centre – 35 Old Perth Road, Bassendean.
- ☐ By Cheque made payable to the 'Town of Bassendean' and posted to PO Box 87, Bassendean, WA, 6934
- ☐ By Credit Card over the phone, The Town of Bassendean will contact you directly to obtain your Credit Card Number.

<b>PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD</b>	
Name as shown on Card _____	
Card Holder Address _____	
<input type="checkbox"/> Bankcard	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Visa Card	
Amount \$ _____	Expiry Date ____/____
Signature _____	

**I have read and understood the 'General Information' and have enclosed the appropriate forms and site plans.**

Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

**This Application will not be accepted unless signed.**

**END OF APPLICATION**

# CHECK LIST

## Check List

Please use the below checklist to ensure relevant items for your event have been completed and forwarded to the Town of Bassendean within the relevant time frame. This will ensure there are no delays in processing your event application.

### DOCUMENTS

ACTION	TIME FRAME PRIOR TO EVENT	COMPLETED	OFFICE USE
Detailed Scaled Site Plan (show all stages, structures, marquees etc.)			
Initial draft for small event	1 month		
Initial draft for large event	12 Weeks		
Final draft to be marked 'FINAL'	2 Weeks		
Structural details of tents or other structures such as marquees, stages, scaffolding, seating, lighting towers and certification	On the day of the event		
Copy of Public Liability Insurance	2 Weeks		
Traffic Management Plan. Complex Traffic Management Plans shall be endorsed by a Road Traffic Manager and submitted to the Town	1 Month		
Risk Management Plan	1 Month		
Parking Management Plan	2 Weeks		
Disability Access and Inclusion Plan	2 Weeks		
Notification Letter to Businesses and Residents	2 Weeks		
Key Personnel Contact List	2 Weeks		
Copy of Music Licenses from APRA and PPCA	1 Month		
Waste Management Plan	2 Weeks		
Security Details and License Numbers	2 Weeks		
If required Reg 18 application for non-complying event (Noise)	60 Days		
Food Applications	21 Days		

## Appendix



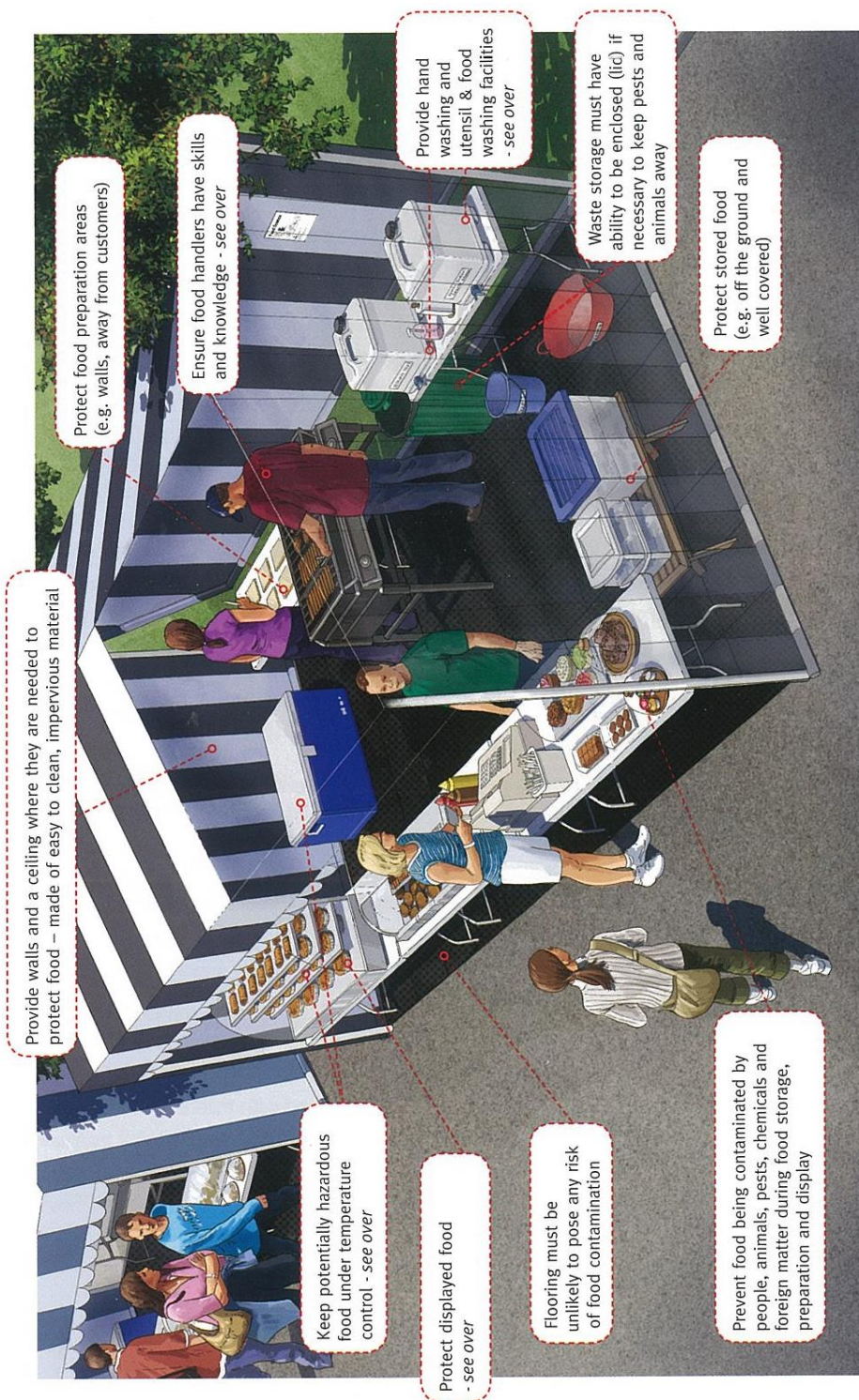
(image provided courtesy of City of Gold Coast)



# APPENDIX

## Appendix

### GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

(image provided courtesy of City of Gold Coast)



# CONTACT INFORMATION

## Contact Information

PO Box 87, Bassendean, WA 6934  
35 Old Perth Road, Bassendean WA 6054  
**Tel** (08) 9377 8000  
**Fax** (08) 9279 4257  
[mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)

